

Curriculum Advisory Committee
Meeting minutes

DATE: January 16, 202 LOCATION: BMC 201 @ 9:00am -- 12:00pm <u>Attendees:</u>			
✓	Richard Abend, ESL → Voting Member		Vanessa Lord, Life Science → voting member
	Diane Boynton, Acting Dean of Instruction -- Liberal Arts	✓	Laura Loop, Nursing → voting member
✓	Kendra Cabrera, Acting Dean of Instruction	✓	Gamble Madsen, Chair/Creative Arts → voting member
✓	Judy Cutting, Dean of Instruction -- CTE	✓	Erin O'Hare, Kinesiology, → voting member
✓	Keith Eubanks, Humanities → voting member		Beth Penney, Basic Skills/Humanities → voting member
	He Seon Ihn, Articulation Officer → voting member	✓	David Seagal, Business & Technology → voting member
✓	Lynn Iwamoto, Physical Sciences → voting member		Vincent van Joolen, Dean of Instruction --- Stem
✓	LaRon Johnson, Counselling/Student Services → voting member	✓	Rachel Whitworth, Social Sciences → voting member
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, Library
✓	Jon Knolle, Interim VP of Academic Affairs	✓	John Skellenger, Admin Asst III, Guest Support

Meeting Chaired by: Gamble Madsen
Notes Submitted by: John Skellenger

Guests:

Agenda Item		Action
Call to Order		
Announcements		
n/a		
Approval of January 16, 2020 Agenda		Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye
Approval of December 04, 2019 Minutes		Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye
Consent Agenda		
Deletion (effective Fall 2020): MEDA 115 – Medical Diagnostic Coding		Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye
Action Agenda I		
Courses and Programs		
AUTO 104: Automotive Electrics	Revision	Motion to recommend: Keith

AUTO 105: Automotive Electrical Circuits	New	Seconded: Laura CAC Committee Voted: Aye
AUTO 170: Smog Check Inspection Procedures	Revision	Co-Req Motion to recommend: Rachel Seconded: Keith CAC Committee Voted: Aye
BUSC 130: Computer Applications – Microsoft Outlook	Revision	Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye Approved pending revisions to outcomes, objectives, and mapping.
BUSC 140: Computer Applications – Microsoft Word	Revision	
BUSC 150: Computer Applications – Microsoft Excel	Revision	
BUSC 133: Computer Applications – Microsoft Access	Revision Revise outcome to be modeled after BUSC 140.	
BUSC 160: Computer Applications – Microsoft PowerPoint	Revision Revise outcomes and objectives.	
BUSI 1A: Financial Accounting	DE Revision Consider revising outcome.	

<p>BUSI 1B: Managerial Accounting</p>	<p>DE Revision</p> <p>Consider revising outcome.</p>	<p>Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye</p> <p>Pre-Req Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted:</p> <p>DE Motion to recommend: LaRon Seconded: Lynn CAC Committee Voted: Aye</p>
<p>BUSI 20: Introduction to Business</p>	<p>DE Revision</p> <p>Added Hybrid option to DE page.</p>	<p>Motion to recommend: Lynn Seconded: Gamble CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Lynn Seconded: Gamble CAC Committee Voted: Aye</p>
<p>BUSI 36: Introduction to International Marketing</p>	<p>DE Revision</p> <p>Consider revising outcome</p>	<p>Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Lynn Seconded: LaRon CAC Committee Voted: Aye</p>
<p>BUSI 40: Principles of Management</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p>

<p>BUSI 44: Introduction to Business Ownership/Management</p>	<p>DE Revision</p> <p>Objective 3 moved to outcomes. Updated advisories (ENGL 1A). Possible revision of online form.</p>	<p>Motion to recommend: Keith Seconded: LaRon CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p>
<p>BUSI 49: Professional Selling</p>	<p>DE Revision</p> <p>Revise outcomes (delete outcome 3 based on inability to assess). Objective 7 move to outcomes.</p>	<p>Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p>
<p>BUSI 50: Introduction to Marketing</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p>
<p>BUSI 62: Principles of Investment</p>	<p>DE Revision</p> <p>Mapping needed.</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Approved pending mapping.</p> <p>DE Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p>
<p>BUSI 64: Customer Service</p>	<p>DE Revision</p>	<p>Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye</p>

		DE Motion to recommend: Keith Seconded: LaRon CAC Committee Voted: Aye
BUSI 68: Entrepreneurial Start-up Ventures	Revision Objectives read like outcomes; consider transferring content and writing objectives that identify discrete skills.	Motion to recommend: Erin Seconded: Lynn CAC Committee Voted: Aye
BUSI 70: Business Communication	DE Revision	Motion to recommend: Lynn Seconded: gamble CAC Committee Voted: Aye DE Motion to recommend: Erin Seconded: Keith CAC Committee Voted: Aye Pre-Req Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted: Aye
BUSI 120A: Basic Accounting	Revision	Motion to recommend: Keith Seconded: Erin CAC Committee Voted: Aye
CSIS 51C: Database Processing	DE Revision Consider revisions to objectives (1 & 11 should be outcomes).	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye DE Motion to recommend: Keith Seconded: David CAC Committee Voted: Aye
CSIS 88: Security Practices: Penetration	Revision	Motion to recommend: Keith Seconded: Rachel

Testing and Discovery		CAC Committee Voted: Aye Pre-Req Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye
DNTL 90: Independent Study	Revision Updates needed to outcomes/objectives as there is only one for each and they are the same.	Motion to recommend: Erin Seconded: Lynn CAC Committee Voted: Aye Approved pending updates to outcomes and objectives.
ECED 74: Working with Children and Families Impacted by Stress and Trauma	Revision Legacy textbook information added.	Motion to recommend: Rachel Seconded: Laura CAC Committee Voted: Aye
ECED 84: Language and Literacy	Revision Updated pre-req from ENGL 111 to Advisory ENGL 1A.	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye
EMMS 30: Paramedic – Core	New Hours changed to lower max units to 14. Edited non-course advisory.	Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted: Aye
EMMS 31: Paramedic – Clinical	New Edited pre-req (added EMMS 30).	Motion to recommend: Lynn Seconded: LaRon CAC Committee Voted: Aye Pre-req Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye

EMMS 32: Paramedic – Internship	New Lab hours updated to TBA. Added EMMS 31 as pre-req.	Motion to recommend: Laura Seconded: Rachel CAC Committee Voted: Aye Motion to recommend: LaRon Seconded: Erin CAC Committee Voted: Aye
FASH 15/INTD 15: Textiles	DE Revision/New DE	Tabled
FASH 50: Introduction to Fashion	New DE Needs requisite analysis.	Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted: Aye Approved pending completion of requisite analysis. DE Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye
FASH 81: Business and Marketing Practices	DE Revision Needs requisite analysis.	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye Approved pending completion of requisite analysis DE Motion to recommend: Erin Seconded: Gamble CAC Committee Voted: Aye
FASH 85: Fashion Merchandising	New DE	Motion to recommend: Keith Seconded: Lynn

		<p>CAC Committee Voted: Aye</p> <p>DE Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p>
FPTC 100: Rescue Systems 1: Basic Rescue Skills	Revision	<p>Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye</p>
FPTC 105A: Firefighter I Academy	<p>Revision</p> <p>Added non-course pre-req of 'certified as basic EMT or equivalent.' Requisite analysis needed.</p>	<p>Motion to recommend: Lynn Seconded: LaRon CAC Committee Voted: Aye</p> <p>Pre-Req Motion to recommend: Rachel Seconded: Laura CAC Committee Voted: Aye</p>
FPTC 105B: Firefighter I Academy Application	Revision	<p>Pre-Req Motion to recommend: Rachel Seconded: Laura CAC Committee Voted: Aye</p>
FPTC 106: Firefighter II Academy – Advanced Firefighting	Revision	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p>
FPTC 112D: Instructor I – Instructional Methodology	<p>Revision</p> <p>Adjusted (removed) schedule description.</p>	<p>Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye</p>
FPTC 140: I-300 Intermediate Incident Command System	<p>Revision</p> <p>Revised assignments page</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p>
FPTC 141: Incident Command System 400	<p>Revision</p> <p>Updated pre-requisite (added FPTC 140). Requisite analysis needed.</p>	<p>Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye</p> <p>Pre-Req Motion to recommend: Lynn Seconded: Laura</p>

	Updated title after initial vote ('I-400...').	CAC Committee Voted: Aye Motion to recommend title change: Rachel Seconded: Gamble CAC Committee Voted: Aye
HUMS 53: Introduction to Counseling	New DE >DE Revision	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye DE Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye
MUSC 13: Music Technology and Sequencing	New Update lecture/lab content to be in outline form.	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye
NUTF 2: Introduction to Careers in Nutrition, Dietetics, and Food	(DE) Revision Revise outcome and objectives (reverse all but #8) Update proposal type to remain as DE.	Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye Approved pending revisions. DE Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye
NUTF 3: Nutrition Issues and Controversies	Revision	Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye
NUTF 10: Food Science	DE Revision Revise outcomes (understand verbiage). Move	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye

	objectives 2 and 9 to outcomes in addition to other changes.	Approved pending revisions to outcomes and objectives. Pre-req Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye DE Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye
NUTF 25: Basic Medical Nutrition Therapy and Modified Diets	DE Revision Revise outcomes and objectives (make objective 1 an outcome).	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye DE Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye
Associate Teacher Certificate of Achievement	New	Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye
Business – Accounting Certificate of Achievement	Revision	Motion to recommend: LaRon Seconded: Keith CAC Committee Voted: Aye
Business – Accounting Associate in Science	Revision	
Business – Accounting/Bookkeeping Certificate of Achievement	Revision	
Business – Business Administration Certificate of Achievement	Revision	Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye
Business – Business Information Worker Certificate of Achievement	Revision	Motion to recommend: Lynn Seconded: Laura

		CAC Committee Voted: Aye
Commercial Music Certificate of Achievement	New	Motion to recommend: Keith Seconded: Erin CAC Committee Voted: Aye
Computer Information Systems Associate in Science	Revision	Motion to recommend: Erin Seconded: Lynn CAC Committee Voted: Aye
Computer Networking and Security Certificate of Achievement	Revision	Motion to recommend: Lynn Seconded: David CAC Committee Voted: Aye
Dietary Manager Certificate of Achievement	New	Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye
Graphic Arts Associate in Arts	Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye
IT Help Desk and User Support Certificate of Achievement	Revision	Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye
IT Technician – Networking Specialization Certificate of Achievement	Revision	Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye
(Massage Practitioner Certificate of Training	Revision – Deletion?	Tabled
Massage Practitioner Certificate of Achievement	Revision	Motion to recommend: Erin Seconded: Laura CAC Committee Voted: Aye

Massage Therapy Certificate of Achievement	Revision	Tabled
Massage Therapy Associate in Science	Revision	Tabled
Medical Assisting Certificate of Achievement	Revision Accommodating apprenticeships – may need to also revise AS.	Tabled
Nutrition and Dietetics Associate in Science for Transfer	Revision Removed GE area out of outcomes area.	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye
Paramedic Certificate of Achievement	New	Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye
Paramedic Associate in Science	New	
ENSL (High-)Beginning Certificate of Completion	New	Motion to recommend: Rachel Seconded: Erin CAC Committee Voted: Aye
Action Agenda II - Table for next meeting		
ARCE 3A: Introduction to Ceramic Sculpture	Revision	
ARCE 6: Glaze Calculation	Revision	
ARCE 11: Clay & Glass	New	

ARTD 3B: Mold Making II	Revision	
ARTD 44A: Metal Arts: Enameling I	Revision	
ARTD 45: Jewelry: Granulation and Fusing	Revision	
ATHL 90: Independent Study	New	
BIOL 26: Applied Microbiology Laboratory	Revision	
ENGR 1B: Design, Prototyping, and Work Experience	New	
FREN 90: Independent Study	Revision	
MUSI 9: Music Business and Entrepreneurship	New	
MUSI 41: Voice Fundamentals II	New	
MUSI 48A: Beginning/Intermediate Guitar	Revision	
MUSI 48B: String Guitar – Intermediate	Revision	
MUSI 495: Special Topics in Music	Revision	
SPAN 6: Hispanic Cinema	New	
SPAN 31: Introduction to Translation and Interpreting: Spanish/English	New	

SPAN 60: Spanish Composition and Conversation	New	
SPAN 90: Independent Study	Revision	
THEA 7A: Writing for the Theatre I	[DE Revision]	
THEA 8A: Beginning Screenwriting	DE Revision	
THEA 21A: Theatre Workshop I	Revision	
THEA 23: Introduction to Stage Lighting	Revision	
American Sign Language Associate in Arts	New	
Art and Technology Certificate of Achievement	New	
Art History Certificate of Achievement	Revision	
Art History Associate in Arts	Revision	
Ceramics Certificate of Achievement	New	
Ceramics and Glass Certificate of Achievement	New	
Ceramics and Glass Associate in Arts	New	
Chemistry Associate in Science (Transfer Preparation)	Revision	

Communication Certificate of Achievement	New	
Drawing Certificate of Achievement	New	
Drawing Associate in Arts	New	
Engineering Fundamentals Certificate of Achievement	Revision	
French Associate in Arts	New	
General Studies – Arts and Humanities Emphasis Associate in Arts	Revision	
General Studies – Communication and Analytical Thinking Emphasis Associate in Arts	Revision	
Glass Certificate of Achievement	New	
Global Studies Associate in Arts for Transfer	Revision	
History Associate in Arts for Transfer	Revision	
Humanities Certificate of Achievement	New	
Japanese Certificate of Achievement	New	
Jewelry and Metal Arts Certificate of Achievement	New	
Jewelry and Metal Arts Associate in	New	

Arts		
Latinx Studies Certificate of Achievement	New	
Music Certificate of Achievement	New	
Music Associate in Arts	Revision	
Music Associate in Arts for Transfer	Revision	
Painting Certificate of Achievement	New	
Painting Associate in Arts	New	
Printmaking Certificate of Achievement	New	
Printmaking Associate in Arts	New	
Sculpture Certificate of Achievement	New	
Sculpture Associate in Arts	New	
Spanish Associate in Arts	New	
Spanish Associate in Arts for Transfer	Revision	
Spanish for Spanish Speakers Certificate of Achievement	Revision	
Theatre Arts Certificate of Achievement	Revision	

Theatre Arts Associate in Arts	Revision	
Theatre Arts Associate in Arts for Transfer	Revision	
World Languages Associate in Arts (Transfer Preparation)	Revision	
Discussion Agenda		
<p>Course titles that cannot be accommodated in SIS.</p> <p>COCI, SIS, and CurricUNET have different limitations for course titles. What should the procedure be to keep them consistent? We would like the three systems to remain consistent for record keeping purposes. Kim will work directly with the faculty originators to abbreviate the titles as long as it doesn't substantially change the meaning/title without additional CAC approval.</p>		