

Curriculum Advisory Committee
Meeting minutes

DATE: May 13, 2020 LOCATION: Virtual Meeting Via Zoom @ 3:30 pm - 5:00 pm <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
✓	Bill Easton, Library → voting member		Beth Penney, Basic Skills/Humanities → voting member
	Keith Eubanks, Humanities → voting member	✓	David Seagal, Business & Technology → voting member
✓	He Seon Ihn, Articulation Officer → voting member		Vincent van Joolen, Dean of Instruction --- Stem
✓	Lynn Iwamoto, Physical Sciences → voting member	✓	Rachel Whitworth, Social Sciences → voting member
✓	LaRon Johnson, Counselling/Student Services → voting member		
✓	Kim Kingswold, Curriculum/Catalog Technician	✓	John Skellenger, Admin Asst III, Guest Support
✓	Jon Knolle, Interim VP of Academic Affairs		

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

Guests:

Agenda Item		Action
Call to Order		3:36 PM
Announcements		
n/a		
Approval of May 13, 2020 Agenda		Motion to recommend: Bill Seconded: LaRon CAC Committee Voted: Aye
Approval of April 22, 2020 Revised Minutes		Motion to recommend: Rachel Seconded: Laura CAC Committee Voted: Aye
Approval of April 29, 2020 Revised Minutes		Motion to recommend: Bill Seconded: Gamble CAC Committee Voted: Aye

Consent Agenda

- Apply to all 1-99 courses: "Course Advisory: Completion of or concurrent enrollment in English 1A"
- "French Language" shall be the title for both Local Programs (Certificate of Achievement, Associate in Arts)
- "Spanish" shall be the title for both Local Programs (Certificate of Achievement, Associate in Arts)
- Change the designation of the Athletic Coaching Certificate of Achievement from CTE to Local
- Deletions: BUSC 126A and 126B, BUSC 155, FACS 56
Business Administration – Associate in Arts (Transfer Preparation)
International Business -- Certificate of Achievement CTE and Associate in Science CTE
Retail Management Certificate of Achievement
- Remove BUSC 126A from the following programs: Business Administration in Associate in Science, Business & Technology Certificate of Achievement, Office Administration Certificate of Achievement and Associate in Science.
- Remove BUSC 126B and BUSC 155 from the following programs: Office Administration Certificate of Achievement and Associate in Science.

Motion to recommend: Bill
Seconded: Laura
CAC Committee Voted: Aye

Course advisory for ENGL 1A will be applied only to courses that have elected to have an advisory. It will not be automatically applied to courses that do not have advisories.

Action Agenda

CAC Chair election (2020-2021)		Motion to re-elect Gamble as chair of CAC: Laura Seconded: Lynn CAC Committee Voted: Aye
Courses and Programs		
NUTF 58: Sanitation, Safety, Equipment	DE Revision	Motion to recommend: Lynn Seconded: Vanessa CAC Committee Voted: Aye Motion to recommend DE: Vanessa Seconded: Gamble CAC Committee Voted: Aye
SOC1 13: Introduction to Race and Ethnicity	DE Revision	Motion to recommend: Lynn Seconded: Bill CAC Committee Voted: Aye

Discussion Agenda

CAC review and approval of Distance Education course revisions effective Fall 2020; process

MPC decided to have a fully online summer 2020 session. Faculty have been encouraged to move as many courses online for fall 2020. College is evolving and new decisions are being made daily, so decisions for fall could be revised. The state gave a blanket approval for all spring 2020 courses to be taught online. They did not give the same blanket approval for summer and fall courses. Instead they are giving the colleges until the end of the year to complete the local approval process. This will significantly increase the number of revisions coming to the committee. Some courses were recently revised and may not need much review other than

the DE areas. However, there are a great number of courses that have not been reviewed for a number of years. Their reviews will likely be more comprehensive. All of this leads to the larger than normal load for fall. Jon Knolle has created an MPC DE Revision Proposal Quick Reference guide to assist with needed training as well as other resources available on the intranet. There is a \$300 stipend for faculty members who complete these revisions. There can only be one revision per course and the process will be organized by the department and/or division chair. Although it is not yet confirmed, Jon is also working to secure some type of compensation for CAC members. This will likely be 2-3 TLUs for the fall semester. Committee work does not usually constitute any additional compensation for their members as it is a part of their contract. This is a unique situation and a very large workload (46 courses for summer and 372 for fall). Some divisions have already started this process. This will likely require CAC to meet weekly in the fall and possibly over the summer. Gamble will follow up with information for the possible summer meeting.