

Curriculum Advisory Committee
Meeting minutes

DATE: September 30, 2020 LOCATION: Virtual Meeting Via Zoom @ 3:00 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		John Skellenger, Academic Affairs Coordinator
✓	Kim Kingswold, Curriculum/Catalog Technician	✓	Alexis Bollin, Executive Assistant, Guest Support
✓	Jon Knolle, Interim VP of Academic Affairs		

Meeting Chaired by: Gamble Madsen
Notes Submitted by: Alexis Bollin

Guests:

Agenda Item	Action
Call to Order	3:04 pm
Announcements	
Curriculum management system - reengagement of team to identify a final recommendation.	<p>-19/20 MPC team engaged in the process of identifying a new curriculum management system.</p> <p>-Chancellor's Office conducted a search as well in 19/20, MPC held off on choosing a new system however, the Chancellor's Office has not made a final decision.</p> <p>-MPC's team is reengaging to identify a final recommendation with new demonstrations from Digarc, Kuali, and Courseleaf (LeapFrom)</p> <p>-Demos to be scheduled last week of October; first week of November</p>
Approval of September 30, 2020 Agenda	<p>Motion to recommend: Rachel</p> <p>Seconded: Keith</p> <p>CAC Committee Voted: Aye</p>
Approval of September 16, 2020 Minutes	<p>Motion to recommend: Keith</p> <p>Seconded: Richard</p> <p>CAC Committee Voted: Aye</p>
Consent Agenda (effective Fall 2021)	

Deletion: ENGL 9 (Great Books and Civil Liberties) ENGL 16 (Shakespeare Visions: Film and Text Comparisons) FREN 50 (Intermediate French Conversation) FREN 225A (Basic Conversational French I)		Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye
Action Agenda (DE effective Fall 2020 retroactive, Other Approvals effective Fall 2021)		
Courses and Programs		
EMMS 1 (Emergency Medical Responder)	New DE	Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye Motion to recommend DE: Bill Seconded: Rachel CAC Committee Voted: Aye
EMMS 170A (Emergency Medical Technician 1: Basic Training)	DE Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye Motion to recommend DE: Richard Seconded: Gamble CAC Committee Voted: Aye Motion to recommend Co/Pre Req (170B): Keith Seconded: Gamble CAC Committee Voted: Aye

<p>EMMS 470A (Emergency Medical Technician 1: Basic Training)</p>	<p>New DE</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Richard Seconded: Bill CAC Committee Voted: Aye</p> <p>Motion to recommend Co/Pre Req (170B): Keith Seconded: Gamble CAC Committee Voted: Aye</p>
<p>EMMS 170B (Emergency Medical Technician 1: Basic Training Application)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Co/Pre Req (170A): Rachel Seconded: Gamble CAC Committee Voted: Aye</p>
<p>EMMS 470B (Emergency Medical Technician 1: Basic Training Application)</p>	<p>New DE</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p>

		<p>Motion to recommend Co/Pre Req (170A): Keith Seconded: Rachel CAC Committee Voted: Aye</p> <p>Approved with review of Co Req</p>
EMMS 470R (EMT – 1: Recertification)	DE Revision	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Rachel CAC Committee Voted: Aye</p>
EMMS 472R (Continuing Education for Emergency Medical Technicians)	New DE	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Approved with completion of requisite analysis</p>
Emergency Medical Technician 1: Basic Training Non-Credit Certificate of Completion	New	<p>Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye</p> <p>Approved pending changes to roles, responsibilities and limitation</p>
FPTC 1 (Principles of Emergency Services)	DE Revision	<p>Motion to recommend: Keith Seconded: Lynn</p>

		<p>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved pending changes to outcomes and DE justification revision</p>
FPTC 3 (Principles of Fire and Emergency Services Safety & Survival)	DE Revision	<p>Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved pending changes to outcomes and objectives; changes to assignments based revision to outcomes and objectives</p>
FPTC 4 (Building Construction for Fire Prevention)	DE Revision	<p>Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Laura Seconded: Richard CAC Committee Voted: Aye</p> <p>Approved pending changes to outcomes and objectives</p>
FPTC 5 (Fire Prevention)	DE Revision	<p>Motion to recommend: Lynn</p>

		<p>Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved pending changes to outcomes and objectives</p>
FPTC 7 (Firefighting Strategies & Tactics)	New DE	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p>
FPTC 105A (Firefighter I Academy)	DE Revision	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Richard CAC Committee Voted: Aye</p> <p>Motion to recommend Co/Pre Req (105B & EMT Cert.): Rachel Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved pending changes of outcome #4</p>
FPTC 405A (Firefighter I Academy)	New DE	
FPTC 105B (Firefighter I Academy Application)	DE Revision	
FPTC 405B (Firefighter I Academy Application)	New DE	

<p>FPTC 213 (Skills and Knowledge Update for Full-Time Firefighters)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p>
<p>FPTC 214 (Skills and Knowledge Update for Volunteer/Reserve Firefighters)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Laura CAC Committee Voted: Aye</p> <p>Approved pending changes to DE page- regular and effective contact</p>
<p>FPTC 420 (Basic Firefighter Training for New Recruits)</p>	<p>New DE</p>	<p>Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Richard CAC Committee Voted: Aye</p> <p>Approved pending changes to DE page- regular and effective contact</p>
<p>Basic Firefighter I Academy Non-Credit Certificate of Completion</p>	<p>New</p>	<p>Motion to recommend: Keith</p>

		<p>Seconded: Lynn CAC Committee Voted: Aye</p> <p>Approved pending the addition of a narrative and changes to outcome #4</p>
Company Officer Associate in Science	New	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p>
KINS 51 (Fitness and Wellness Strategies)	DE Revision	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p>
Kinesiology AA-T	Revision	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p>
PHED 90 (Independent Study)	DE Revision	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Laura Seconded: Gamble CAC Committee Voted: Aye</p>
LETP 140 (PC 832 Laws of Arrest)	Revision	<p>Motion to recommend: Keith Seconded: Rachel</p>

		CAC Committee Voted: Aye
LETP 146 (Basic Police Requalification Course)	Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye Approved pending addition of title for IV in lecture content and course description
LETP 233.7 (Defensive Tactics Instructor)	Revision	Motion to recommend: Bill Seconded: Gamble CAC Committee Voted: Aye
LETP 233.8 (Defensive Tactics Instructor Update)	Revision	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye Motion to recommend Co/Pre Req (LETP 233.7): Rachel Seconded: Lynn CAC Committee Voted: Aye
LETP 280.2 (Field Training Officer)	DE Revision	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye Motion to recommend DE: Keith Seconded: Bill CAC Committee Voted: Aye

NURS 180A (Introduction to Professional Skills Development)	DE Revision	Motion to recommend: Richard Seconded: Vanessa CAC Committee Voted: Aye Motion to recommend DE: Keith Seconded: Richard CAC Committee Voted: Aye Motion to recommend Co/Pre Req (52A): Lynn Seconded: Rachel CAC Committee Voted: Aye
NURS 180B (Beginning Professional Skills Development)		
NURS 180C (Intermediate Professional Skills Development)		
NURS 180D (Advanced Professional Skills Development)		

Discussion Agenda

Update to Resource Guide to Institutional Decision Making: Review of CAC information

Members reviewed and discussed the current MPC Resource Guide to Institutional Decision Making and the role of CAC under Title 5 section 53200. Current charge and membership states that CAC reports to the Board of Trustees and Superintendent/President.

Recommendation made to CAC to update charge and membership to clarify role of Academic Senate.

Gamble will make revisions to the current charge and membership and will share out with members for review.