

Curriculum Advisory Committee  
Meeting minutes

DATE: October 7, 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		
✓	Jon Knolle, Interim VP of Academic Affairs		

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

Guests:

<b>Agenda Item</b>		<b>Action</b>
<b>Call to Order</b>		3:04 pm
<b>Announcements</b>		
n/a		
<b>Approval of October 7, 2020 Agenda</b>		Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye
<b>Approval of September 30, 2020 Minutes</b>		Motion to recommend: Bill Seconded: Keith CAC Committee Voted: Aye
<b>Consent Agenda (effective Fall 2021)</b>		
n/a		
<b>Action Agenda (DE effective Fall 2020 retroactive, Other Approvals effective Fall 2021)</b>		
<b>Courses and Programs</b>		
ANAT 1 (Human Anatomy)	DE Revision	Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye

		<p>Motion to recommend DE: Rachel          Seconded: Laura          CAC Committee Voted: Aye</p>
ANAT 2 (Human Anatomy Lab)	DE Revision	<p>Motion to recommend: Vanessa          Seconded: Gamble          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p>
ANAT 70 (Anatomical Preparations)	DE Revision	<p>Motion to recommend: Rachel          Seconded: Keith          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Lynn          Seconded: Vanessa          CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (ANAT 1,          ANAT 2): Keith          Seconded: Gamble          CAC Committee Voted: Aye</p>
BIOL 10 (Principles of Biology)	<p>DE Revision</p> <p>Update Outcomes and Objectives,          replace “understand” with a Bloom’s          term like explain, classify, describe,          discuss, or identify.</p> <p>Lab Manual required for UC approval</p>	<p>Motion to recommend: Keith          Seconded: Rachel          CAC Committee Voted: Aye</p> <p>Approved, pending work on          outcomes/objectives and updating text/lab          manual.</p> <p>Motion to recommend DE: Vanessa</p>

	and must be explicitly stated, even if it is self-published.	Seconded: Gamble CAC Committee Voted: Aye
BIOL 13 (Marine Biology)	DE Revision  Update Outcomes and Objectives, replace “understand” with “explain.”  Lab Manual required for UC approval and must be explicitly stated, even if it is self-published.	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye  Approved, pending work on outcomes/objectives and updating text/lab manual.  Motion to recommend DE: Bill Seconded: Vanessa CAC Committee Voted: Aye
BIOL 21 (Concepts in Biology I: Cells, Genetics, and Organisms)	DE Revision	Motion to recommend: Bill Seconded: Keith CAC Committee Voted: Aye  Motion to recommend DE: Vanessa Seconded: Laura CAC Committee Voted: Aye  Motion to recommend PreReq (CHEM 1A & MATH 10 or 13 or 16 or 17 or 18 or 263): Vanessa Seconded: Bill CAC Committee Voted: Aye
BIOL 22 (Concepts in Biology II: Diversity, Ecology, and Evolution)	DE Revision	Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye  Motion to recommend DE: Bill

		<p>Seconded: Vanessa CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (CHEM 1A &amp; MATH 10 or 13 or 16 or 17 or 18 or 263): Keith Seconded: Rachel CAC Committee Voted: Aye</p>
BIOL 26 (Applied Microbiology Laboratory)	DE Revision	<p>Motion to recommend: Keith Seconded: Vanessa CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (CHEM 1A or 30A): Keith Seconded: Vanessa CAC Committee Voted: Aye</p>
BIOL 32 (Environmental Science Laboratory)	<p>DE Revision</p> <p>Revise the Outcome from “develop” to “demonstrate.”</p>	<p>Motion to recommend: Lynn Seconded: Bill CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (BIOL 31): Keith Seconded: Vanessa CAC Committee Voted: Aye</p>

CHEM 1A (General Chemistry I)	DE Revision	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill  Seconded: Vanessa  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (CHEM 2 or 30A &amp; MATH 263): Keith  Seconded: Rachel  CAC Committee Voted: Aye</p>
CHEM 2 (Fundamental Chemistry)	<p>DE Revision</p> <p>Lab Manual required for UC transferability.</p>	<p>Motion to recommend: Keith  Seconded: Laura  CAC Committee Voted: Aye</p> <p>Approved, pending addition of lab manual.</p> <p>Motion to recommend DE: Vanessa  Seconded: Laura  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req: Keith  Seconded: Gamble  CAC Committee Voted: Aye</p>
CHEM 10 (Everyday Chemistry)	DE Revision	<p>Motion to recommend: Keith  Seconded: Vanessa  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill  Seconded: Lynn  CAC Committee Voted: Aye</p>

<p>CHEM 12A (Organic Chemistry I)</p>	<p>DE Revision</p> <p>Course Advisory for ENGL 1A Requisite Analysis needs to be completed.</p>	<p>Motion to recommend: Lynn Seconded: Keith CAC Committee Voted: Aye</p> <p>Approved, pending the completion of requisite analysis</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (CHEM 1B): Rachel Seconded: Lynn CAC Committee Voted: Aye</p>
<p>CHEM 12B (Organic Chemistry II)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (CHEM 12A): Keith Seconded: Rachel CAC Committee Voted: Aye</p>
<p>CHEM 30A (Introductory Chemistry for Health Sciences)</p>	<p>DE Revision</p> <p>Possible addition of MATH 261 and review MATH 260 as prerequisites.</p>	<p>Tabled due to questions with prerequisites.</p>

CHEM 30B (Organic and Biological Chemistry for Health Sciences)	DE Revision	Tabled to be approved with CHEM 30A.
CSIS 1 (Computer Information Systems)	DE Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye
CSIS 12 (Discrete Structures)	DE Revision	Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye  Motion to recommend DE: Keith Seconded: Bill CAC Committee Voted: Aye  Motion to recommend Pre Req (CSIS 10A & MATH 13): Keith Seconded: Rachel CAC Committee Voted: Aye
Cisco Certified Network Associate (CCNA) Certificate of Achievement	Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye
Cybersecurity Skills [Certificate] Certificate of Achievement	Revision  Remove the word "certificate" from the title.	Motion to recommend: Keith Seconded: David CAC Committee Voted: Aye
ENGL 1B (Introduction to Literature)	DE Revision	Motion to recommend: Keith Seconded: Laura



	Complete Requisite Analysis for ENGL 1A.	<p>CAC Committee Voted: Aye</p> <p>Approved, pending the completion of Requisite Analysis.</p> <p>Motion to recommend DE: Lynn          Seconded: Bill          CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (ENGL 1A or 1AE): Keith          Seconded: Gamble          CAC Committee Voted: Aye</p>
ENGL 2 (Argumentative Writing and Critical Thinking)	DE Revision	Tabled for further work on C-ID descriptors
ENGL 22 (Introduction to Poetry)	DE Revision	<p>Motion to recommend: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel          Seconded: Gamble          CAC Committee Voted: Aye</p>
ENGL 31 (Introduction to Creative Writing)	<p>DE Revision</p> <p>Outcome 1 change “understand” to “describe and demonstrate”.</p> <p>Added advisory of ENGL 1A as this is a transfer level course and is required by C-ID.</p>	<p>Motion to recommend: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcome and addition of advisory.</p> <p>Motion to recommend DE: Bill          Seconded: Gamble</p>

		CAC Committee Voted: Aye
ENGL 32 (Creative Writing II)	<p>DE Revision</p> <p>Outcomes 1 &amp; 3 change “understand” to “describe and demonstrate”.</p> <p>Added advisory of ENGL 1A as this is a transfer level course.</p>	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Approved, pending revision of outcomes and addition of advisory.</p> <p>Motion to recommend DE: Keith  Seconded: Gamble  CAC Committee Voted: Aye</p>
ENGL 40B (Survey of American Literature II)	DE Revision	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel  Seconded: Gamble  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (ENGL 1A):  Lynn  Seconded: Gamble  CAC Committee Voted: Aye</p>
ENGL 44 (Survey of World Literature I)	<p>DE Revision</p> <p>Outcomes replace “comprehend and appreciate” with another selection from Bloom’s like “discuss and assess.”</p>	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes and objectives.</p>

	<p>Move Objectives 1 and 2 to Outcomes.</p> <p>Remove objective #3.</p>	<p>Motion to recommend DE: Rachel  Seconded: Gamble  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (ENGL 1A):  Keith  Seconded: Gamble  CAC Committee Voted: Aye</p>
ENGL 45 (Survey of World Literature II)	<p>DE Revision</p> <p>Outcome 1, replace “comprehend and appreciate” with another selection from Bloom’s like “discuss and assess.”</p> <p>Move objectives 1 and 2 to Outcomes.</p>	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes and objectives.</p> <p>Motion to recommend DE: Bill  Seconded: Keith  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (ENGL 1A):  Keith  Seconded: Laura  CAC Committee Voted: Aye</p>
ENGL 51 (Fiction Writing)	DE Revision	Not addressed during the meeting due to time.
ENGL 52 (Creative Nonfiction Writing)	DE Revision	
ENGL 53 (Poetry Writing)	DE Revision	

ENGL 54 (Novel Writing)	DE Revision	
ENGL 55 (Novel Writing II)	DE Revision	
ENGL 56A (Magazine Editing and Publishing I)	DE Revision	
ENGL 56B (Magazine Editing and Publishing II)	DE Revision	
ENGL 101A (College Composition Plus)	DE Revision	
ENGL 111 (Academic Reading and Writing)	DE Revision	
ENGL 300 (Personalized Writing Instruction)	DE Revision	
ENGL 351 (College Reading Strategies I)	DE Revision	
ENGL 352 (College Reading Strategies II)	DE Revision	
English Associate in Arts for Transfer	Revision	

English: Creative Writing Certificate of Achievement	Revision	
English: Creative Writing Associate in Arts	New	
English: Great Books Certificate of Achievement	Revision	
FREN 1A (Elementary French I)	DE Revision	
FREN 1B (Elementary French II)	DE Revision	
FREN 2B (Advanced French)	DE Revision	
FREN 50A (Intermediate French Conversation I)	DE Revision	
FREN 50B (Intermediate French Conversation II)	DE Revision	
MATH 10 (Mathematics for General Education)	DE Revision	
MATH 20A (Calculus with Analytic Geometry I)	DE Revision	

MATH 20B (Calculus with Analytic Geometry II)	DE Revision	
MATH 263 (Intermediate Algebra and Coordinate Geometry)	DE Revision	
MATH 440 (Supervised Tutoring: Mathematics)	DE Revision	

### Discussion Agenda

#### **Finalize language for CAC section in MPC Resource Guide to Institutional Decision Making**

Reviewed the Title 5 language that pertains to curriculum committees. It says that it can be a separate committee from the senate or part of the senate. The committee agreed to add the following verbiage as it follows the style of Title 5 “The CAC is a governance and consultative body granted authority by the District and Academic Senate to:”.

CSU requirement of general education in Ethnic Studies (Area F) effective Fall 2021 (not addressed due to time, will be discussed at a future meeting)

Curriculum training took place using the ASCCC Curriculum Institute’s *Certification Training & Training Local Committees*.