

Curriculum Advisory Committee  
Meeting minutes

DATE: October 21, 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 21, 2020 Agenda</b>		Motion to recommend: Keith Seconded: Richard CAC Committee Voted: Aye
<b>Approval of October 14, 2020 Minutes</b>		Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye
<b>Consent Agenda (effective Fall 2021)</b>		
<b>Action Agenda (DE effective Fall 2020 retroactive, Other Approvals effective Fall 2021)</b>		
<b>Courses and Programs</b>		
BUSI 449 (Professional Selling)	New DE  Suggest making objective 2 an outcome and removing outcome 3 (not measurable). Revisions to outcomes in BUSI 449 will require BUSI 49 to be revised and come to	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye  Approved, pending revisions to the outcomes and objectives.  Motion to recommend DE: Richard

	CAC for approval of the changes.	Seconded: Bill CAC Committee Voted: Aye
DANC 14A (Ballroom Dance I)	DE Revision  Outcome #3 “recognize” should be changed to “explain”. Variable content needs to be addressed.	Motion to recommend: Erin Seconded: Laura CAC Committee Voted: Aye  Approved, pending revisions to outcomes and variable content.
DANC 14B (Ballroom Dance II)	DE Revision  Outcome #3 “recognize” should be changed to “explain”. Variable content needs to be addressed.	Motion to recommend DE: Bill Seconded: Richard CAC Committee Voted: Aye
DANC 14C (Ballroom Dance III)	DE Revision  Outcome #3 “recognize” should be changed to “explain”. Variable content needs to be addressed.	Motion to recommend PreReq (DANC 14A), (DANC 14B), (DANC 14C): Lynn Seconded: Rachel CAC Committee Voted: Aye
DANC 14D (Ballroom Dance IV)	DE Revision  Outcome #3 “recognize” should be changed to “explain”. Variable content needs to be addressed.	
ENGL 2 (Argumentative Writing and Critical Thinking)	DE Revision  Objectives should be renumbered and lecture content should be revised to match the references to the objectives.	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Approved, pending revision to lecture content

		<p>(objective numbering reference).</p> <p>Motion to recommend DE: Bill  Seconded: Keith  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (ENGL 1A or ENGL 1AE): Keith  Seconded: Bill  CAC Committee Voted: Aye</p>
ECED 81 (Creativity in Art and Small Motor Development)	DE Revision	<p>Motion to recommend: Keith  Seconded: Gamble  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Laura  Seconded: Bill  CAC Committee Voted: Aye</p>
ECED 82 (Science and Math Curriculum)	DE Revision	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith  Seconded: Laura  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (ECED 1): Rachel  Seconded: Gamble  CAC Committee Voted: Aye</p>
ECED 83 (Large Motor Development: Music and Movement for Young Children)	DE Revision	<p>Motion to recommend: Keith  Seconded: Bill</p>

		<p>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill          Seconded: Richard          CAC Committee Voted: Aye</p>
ECED 84 (Language and Literacy Curriculum)	<p>DE Revision</p>	<p>Motion to recommend: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill          Seconded: Keith          CAC Committee Voted: Aye</p>
EDUC 2 (Critical Thinking and Public Education)	<p>DE Revision</p> <p>Suggest making outcome 5 an objective.</p>	<p>Motion to recommend: Rachel          Seconded: Keith          CAC Committee Voted: Aye</p> <p>Approved, pending revision to outcomes/objective language.</p> <p>Motion to recommend DE: Keith          Seconded: Richard          CAC Committee Voted: Aye</p> <p>Motion to recommend PreReq (ENGL 1A):          Lynn          Seconded: Keith          CAC Committee Voted: Aye</p>
GWOS 4 (Gender, Sexuality, and Popular Culture)	<p>DE Revision</p> <p>Suggest making objective 2 an outcome.</p>	<p>Motion to recommend: Keith          Seconded: Rachel          CAC Committee Voted: Aye</p>

		<p>Approved, pending the revisions to the outcomes/objectives.</p> <p>Motion to recommend DE: Laura  Seconded: Bill  CAC Committee Voted: Aye</p>
KINS 92 (Practical Experience in Personal Training)	<p>DE Revision</p> <p>An additional objective may need to be added to explicitly address injury prevention.</p>	<p>Motion to recommend: Richard  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Approved, pending additional objective.</p> <p>Motion to recommend DE: Keith  Seconded: Bill  CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (KINS 46 or KINS 47): Laura  Seconded: Richard  CAC Committee Voted: Aye</p>
LETP 245 (Field Training Program)	Revision	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p>
ADPE 9 (Adapted Personal Fitness)	DE Revision	<p>Motion to recommend: Keith  Seconded: Lynn  CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith  Seconded: Rachel  CAC Committee Voted: Aye</p>

<p>ADPE 16 (Adapted Flexibility and Movement Techniques)</p>	<p>DE Revision</p>	<p>Motion to recommend: Laura          Seconded: Bill          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p>
<p>ART 431 (Drawing and Composition)</p>	<p>DE Revision</p> <p>Suggest revising objectives to remove the word “drawings.”</p>	<p>Motion to recommend: Keith          Seconded: Bill          CAC Committee Voted: Aye</p> <p>Approved, pending revisions of the objectives.</p> <p>Motion to recommend DE: Bill          Seconded: Keith          CAC Committee Voted: Aye</p>
<p>ARTB 2 (Visual Fundamentals: Two-Dimensional Design)</p>	<p>DE Revision</p> <p>Suggest removing “gain confidence” (not measurable) from objectives to start with “Take creative risks.”</p>	<p>Motion to recommend: Keith          Seconded: Laura          CAC Committee Voted: Aye</p> <p>Approved, pending revision to outcome.</p> <p>Motion to recommend DE: Rachel          Seconded: Gamble          CAC Committee Voted: Aye</p>
<p>ARTB 3 (Visual Fundamentals: Three-Dimensional Design)</p>	<p>DE Revision</p> <p>Suggest moving outcomes 3, 4, 6, and 7 to objectives.</p>	<p>Motion to recommend: Richard          Seconded: Lynn          CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives.</p>

		<p>Motion to recommend DE: Bill          Seconded: Gamble          CAC Committee Voted: Aye</p>
ARTB 4 (Color Fundamentals)	<p>DE Revision</p> <p>Suggest removing “gain confidence” (not measurable) from objectives to start with “Take creative risks.”</p>	<p>Motion to recommend: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p> <p>Approved, pending revision of outcomes/objectives.</p> <p>Motion to recommend DE: Rachel          Seconded: Bill          CAC Committee Voted: Aye</p>
ARTB 10 (Survey of the Arts)	<p>DE Revision</p> <p>Outcome 2 and 4 are duplicates. Change “recognize” to “assess” as it creates a higher level outcome. Add verbiage to the description citing that the course is designed to meet the need/requirement for TPP transfers.</p>	<p>Motion to recommend: Keith          Seconded: Rachel          CAC Committee Voted: Aye</p> <p>Approved, pending revisions to the outcomes and description.</p> <p>Motion to recommend DE: Bill          Seconded: Keith          CAC Committee Voted: Aye</p>
ARTG 10 (Introduction to Computers for Graphic Arts)	DE Revision	<p>Motion to recommend: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith          Seconded: Laura          CAC Committee Voted: Aye</p>



ARTG 11 (Introduction to Photoshop)	DE Revision  Complete mapping for objective 8.	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye
ARTG 12 (Page Layout and Typography)	DE Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye
ARTG 15 (Graphic Design: Images and Type)	DE Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Motion to recommend DE: Richard Seconded: Gamble CAC Committee Voted: Aye
ARTG 16 (Graphic Arts Production and Pre-Press)	DE Revision	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye  Motion to recommend DE: Keith Seconded: Bill CAC Committee Voted: Aye
ARTG 17 (Graphic Arts Portfolio)	DE Revision	Motion to recommend: Keith Seconded: Laura

		<p>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill          Seconded: Keith          CAC Committee Voted: Aye</p>
ARTV 1 (Introduction to Film/Video)	DE Revision	<p>Motion to recommend: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith          Seconded: Bill          CAC Committee Voted: Aye</p>
COMM 5 (Mass Media Methods)	<p>DE Revision</p> <p>Significant changes have been made to the description, content, objectives, etc. This could jeopardize the C-ID status. Originator is also working toward Gen Ed approval which doesn't align exactly.</p>	Tabled.
HLTH 5 (First Aid and CPR)	DE Revision	<p>Motion to recommend: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith          Seconded: Bill          CAC Committee Voted: Aye</p>
JPNS 1A (Elementary Japanese I)	DE Revision	<p>Motion to recommend: Keith          Seconded: Rachel</p>

	Change “using” in outcome 1 to “demonstrating correct...”	<p>CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcome 1.</p> <p>Motion to recommend DE: Keith          Seconded: Gamble          CAC Committee Voted: Aye</p>
JPNS 1B (Elementary Japanese II)	<p>DE Revision</p> <p>Change “using” in outcome 1 to “demonstrating correct...”</p>	<p>Motion to recommend: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcome 1 and description.</p> <p>Motion to recommend DE: Bill          Seconded: Keith          CAC Committee Voted: Aye</p> <p>Motion to recommend PreReq (JPSN 1A):          Richard          Seconded: Lynn          CAC Committee Voted: Aye</p>
JPNS 2A (Intermediate Japanese)	<p>DE Revision</p> <p>Change “using” in outcome 1 to “demonstrating correct...”</p>	<p>Motion to recommend: Keith          Seconded: Bill          CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcome 1 and description.</p> <p>Motion to recommend DE: Bill          Seconded: Rachel          CAC Committee Voted: Aye</p>

		<p>Motion to recommend Pre/Co Req (JPNS 1B):  Richard  Seconded: Lynn  CAC Committee Voted: Aye</p>
JPNS 90 (Independent Study)	<p>DE Revision</p> <p>Units and Hours may need to be revised. Hours should be moved to Lab TBA, which also requires editing the content (move/revise from lecture to lab.)</p>	<p>Tabled.</p>
PSYC 40 (Human Sexuality)	<p>DE Revision</p>	<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>
SPAN 1 (Elementary Spanish)	<p>DE Revision</p> <p>Change “using” to “demonstrating...” in outcome. Content changes made in this revision may impact the C-ID status. Edit pre-reqs so the correct numbering is listed.</p>	<p>Tabled.</p> <p>Spanish courses tabled to allow for edits to pre-req numbering and content changes to match C-ID where appropriate.</p>
SPAN 1S (Elementary Spanish for Spanish Speakers)	<p>DE Revision</p>	

SPAN 2 (Elementary Spanish)	DE Revision	
SPAN 2S (Elementary Spanish for Spanish Speakers)	DE Revision	
SPAN 3 (Intermediate Spanish)	DE Revision	
SPAN 3S (Intermediate Spanish for Spanish Speakers)	DE Revision	
SPAN 4 (Intermediate Spanish)	DE Revision	
SPAN 4S (Intermediate Spanish for Spanish Speakers)	DE Revision	
SPAN 5 (Literature of the Spanish-Speaking World)	DE Revision	
SPAN 6 (Spanish Through Film)	DE Revision	
SPAN 7A (Spanish for the Professions)	New DE	
SPAN 7B (Medical Interpretation English-Spanish)	New DE	
SPAN 31 (Introduction to Translation and Interpreting: Spanish/English)	DE Revision	
SPAN 50A (Intermediate Spanish Conversation I)	DE Revision	

SPAN 50B (Intermediate Spanish Conversation II)	DE Revision	
SPAN 60 (Spanish Composition and Conversation)	DE Revision	
Latinx Studies Certificate of Achievement	Revision	
Linguistics Associate in Arts	Revision	
Spanish Certificate of Achievement	Revision	
Spanish Associate in Arts	Revision	
Spanish Associate in Arts for Transfer	Revision	
Spanish for Spanish Speakers Certificate of Achievement	Revision	

### Discussion Agenda

MPC is in the process of gathering all administrative procedures from around campus to be stored in one location and be in compliance. Jon Knolle asked that the committee provide feedback in the draft formats. An email will be sent allowing people to edit and make suggestions.

Review of Administrative Procedures:

- AP 4020.1: Academic Program Development and Approval

- AP 4022: Course Approval
- AP 4025: Philosophy and Criteria for Associate Degree & General Education
- AP 4100: Graduation Requirements for Degrees and Certificates