

Curriculum Advisory Committee
Meeting minutes

DATE: February 7, 2021 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
	Judy Cutting, Dean of Instruction -- CTE	✓	Gamble Madsen, Chair/Creative Arts → voting member
✓	Bill Easton, Library → voting member	✓	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	✓	John Skellenger, Academic Affairs Coordinator
✓	Jon Knolle, Interim VP of Academic Affairs		John Baek, Student Representative
	Guests		
✓	Jennifer Taylor		

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

Guests:

Agenda Item	Action
Call to Order	3:06 pm
Announcements	
<p>Leepfrog User Conference (February 22 – 26) Our new curriculum management system is hosting a virtual conference. Gamble will forward the details if you are interested. He Seon had some difficulty registering but has sent a couple of emails to their help desk.</p>	
<p>Approval of February 17, 2021 Agenda</p>	<p>Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye</p>
<p>Approval of February 3, 2021 Minutes</p>	<p>Motion to recommend: Bill Seconded: Beth CAC Committee Voted: Aye</p>
Consent Agenda (effective Fall 2021)	
<p>- Revisions to Chemistry and Physics AS-UCT Program Descriptions</p> <p>- Deletions: DRAF 70, 72A, 73</p> <p style="padding-left: 40px;">Computer-Aided Drafting and Design Certificate of Training INTD 15, 50A, 51, 52, 53, 54, 56, 59, 61, 62</p> <p style="padding-left: 40px;">Interior Design – Green Interiors Certificate of Training</p>	<p>Motion to recommend: Beth Seconded: Laura CAC Committee Voted: Aye</p>

Interior Design Certificate of Achievement Interior Design Associate in Arts	
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Action Agenda		
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Chemistry AS-UCT	Revision	Motion to recommend: Lynn Seconded: Bill CAC Committee Voted: Aye
Physics AS-UCT	Revision	
FASH 15 (Textiles)	DE Revision	Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye Motion to recommend DE: Bill Seconded: Beth CAC Committee Voted: Aye

Discussion Agenda

Draft Guidelines for cross-listed courses (to be integrated into AP 4022: Course Approval)

Gamble shared the draft guideline she wrote. The committee made edits to the document as a group. The committee entertained discussions on resolving conflict/disagreement, and decided that the term “Parent Course” needed to be further defined for scheduling and course management purposes as well as who decides which course is considered the “parent.” Faculty expertise should come into play when making decisions about joining or separating courses. CAC is likely to be the tie breaker when one party wants to separate and the other does not. Gamble will continue to revise and bring back in a future meeting and to eventually become integrated into AP 4022.

Course Proposal Form configuration within the new curriculum management system

Jon Knolle shared with the committee the planning process for the new curriculum system. He asked for the committee to think about what they need in the new system. He also said he would share a document where we articulate the processes from CurricUNET. We may choose to reorganize some forms. Jon will send an invitation to the committee to participate in future advising meetings. Keith suggested adding an area in the SLO area for a link to Blooms preferred word usage.