

Curriculum Advisory Committee  
Meeting minutes

DATE: May 5, 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, 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, VP of Academic Affairs		John Baek, Student Representative
	Guests		
✓	Jennifer Taylor	✓	Carrie Ballard

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

Guests:

<b>Agenda Item</b>	<b>Action</b>
<b>Call to Order</b>	3:06 pm
<b>Announcements</b>	
Update to Guidelines for Cross-Listed Courses going back to Senate on May 6, 2021. Alteration in regard to verbiage about being done in a timely manner (including consideration of curriculum deadlines).	
<b>Approval of May 5, 2021 Agenda</b>	Motion to recommend: Rachel Seconded: Beth CAC Committee Voted: Aye
<b>Approval of April 28, 2021 Minutes</b>	Motion to recommend: Beth Seconded: Lynn CAC Committee Voted: Aye Abstain: Laura
<b>Consent Agenda</b>	

<p><u>Effective Fall 2021:</u></p> <ul style="list-style-type: none"> <li>• Add LING 15 to French AA course block</li> <li>• Add "May be taken four times for credit" to the descriptions of the revised ATHL courses (as needed)</li> <li>• GENT 1, 8, 9, 12, 21, 22, 23, WRLD 4B and 20: Adjust language for enrollment conditions</li> <li>• Remove approval for course repetition: ATHL 90, PHED 90, and PFIT 90; CSIS 75 and CSIS 77; EMMS 270R; LETP 132, LETP 230, LETP 231.95, LETP 232.4, LETP 233.1, LETP 233.8, LETP 240.24, and LETP 255; MASS 180A and MASS 180B; MEDA 140; THEA 79</li> </ul>	<p>Motion to recommend: Beth          Seconded: Lynn          CAC Committee Voted: Aye</p>
<p><b>Discussion Agenda</b></p>	
<p>Courses re-reviewed for MPC GE Area(s): Consider establishing a one-year grace period to allow faculty to complete revisions to align content with the Standards. Committee agreed that this was a good change. Revised standards will be brought forward to the committee in a future meeting.</p>	<p>Motion to recommend: Keith          Seconded: Lynn          CAC Committee Voted: Aye</p>
<p><b>Action Agenda</b></p>	
<p>SOCI 17: Course revision effective Fall 2021; DE addendum effective retroactively Fall 2020</p> <p>Updated Advisory to ENGL 1A. Objectives language to be confirmed by Originator.</p>	<p>Motion to recommend: Beth          Seconded: Rachel          CAC Committee Voted:</p> <p>Approved, pending revisions.</p> <p>Motion to recommend DE: Bill          Seconded: Laura          CAC Committee Voted: Aye</p>

**MPC GE effective Fall 2021 (approvals to appear in 2021-22 catalog)**

Course Title Units	Decision	Reason for Denial
Area E2 Career Exploration: Re-review due to the 2019 change to this area of the MPC GE Standards		
ADMJ 2 Introduction to Administration of Justice 3 units	Motion to <b>Deny</b> : Keith Seconded: Rachel CAC Committee Voted: Aye	Primarily theory-based (not focused specifically on career exploration)
ADMJ 57 Introduction to Corrections 3 units	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye	
ADMJ 68 Introduction to Forensics 3 units		
ARTS 41A Watercolor I 3 units	Motion to <b>Deny</b> : Keith Seconded: Lynn CAC Committee Voted: Aye	41A, 60, and 62A are focused on specific artistic techniques/skill-building
ARTS 60 Introduction to Printmaking 3 units		
ARTS 62A Relief Printmaking I 3 units		

<p>AUTO 88 Automotive Service Management 3 units</p>	<p>Course archived. No vote.</p>	
<p>AUTO 100 Introduction to Automotive Technology 4 units</p>	<p>Motion to recommend: Bill Seconded: Beth CAC Committee Voted: Aye</p>	
<p>BUSC 108 Individualized Computer and Typing Skills .5-1 unit</p>	<p>Motion to <b>Deny</b>: Bill Seconded: Beth CAC Committee Voted: Aye</p>	<p>108, 109, 117A, 140, 150, and 160 are focused on specific business machines/skill-building</p>
<p>BUSC 109 Keyboarding for Computers 1 units</p>		
<p>BUSC 117A Business Machine Calculations I .5 units</p>		
<p>BUSC 140 Computer Applications - Microsoft Word 1 units</p>		
<p>BUSC 150 Computer Applications - Microsoft Excel 1 units</p>		

BUSC 160 Computer Applications - Microsoft PowerPoint 1 units		
BUSC 170 Microsoft Windows 8 .5 units	<b>Tabled:</b> focuses on outdated software and may need revision.	
BUSI 1A Financial Accounting I 4 units	Motion to <b>Deny:</b> Rachel Seconded: Keith CAC Committee Voted: Aye	Focused on accounting principles (content does not indicate focus on careers)
BUSI 20 Introduction to Business 3 units	Motion to <b>Deny:</b> Keith Seconded: Rachel CAC Committee Voted: Aye	Focused on theory, not careers
BUSI 44 Introduction to Business Ownership/Management 3 units	Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye	
BUSI 49 Professional Selling 3 units	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye	
BUSI 62 Principles of Investment 3 units	Motion to <b>Deny:</b> Keith Seconded: Laura CAC Committee Voted: Aye	Focused on theory, not careers
BUSI 68 Entrepreneurial Start-Up Ventures 3 units	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye	

BUSI 120A Basic Accounting 4 units	Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye	
CSIS 50 MS Office Applications 2 units	Motion to <b>Deny</b> : Rachel Seconded: Keith CAC Committee Voted: Aye	50 and 50L are focused on skill-building, not career exploration
CSIS 50L MS Office Applications Lab 1 units		
CSIS 72A Managing and Maintaining Windows Server 3 units	Motion to Deny: Bill Seconded: Beth CAC Committee Voted: Aye	72A, 76A, and 83A focus on skill-building and preparation for specific certifications, not career exploration
CSIS 76A Cisco Certified Network Associate (CCNA) 1 3 units		
CSIS 83A Microsoft Client Operating System 3 units		
COOP 91.1 Administration of Justice Work Experience 1-4 units		Motion to recommend: Keith Seconded: Beth CAC Committee Voted: Aye
COOP 91.2 Art Work Experience		

1-4 units		
COOP 91.4 Automotive Technology Work Experience 1-4 units		
COOP 91.6 Biology Work Experience 1-4 units		
COOP 91.7 Business Work Experience 1-4 units		
COOP 91.8 Early Childhood Work Experience 1-4 units		
COOP 91.9 Communications Work Experience 1-4 units		
COOP 91.10 Computer Science and Information Systems Work Experience 1-4 units		
COOP 91.15 Engineering Work Experience 1-4 units		



COOP 91.17 Fashion Work Experience 1-4 units		
COOP 91.18 Fire Protection Technology Work Experience 1-4 units		
COOP 91.19 World Languages Work Experience 1-4 units		
COOP 91.20 Health Work Experience 1-4 units		
COOP 91.21 Hospitality Work Experience 1-4 units		
COOP 91.25 Marine Science and Technology Work Experience 1-4 units		
COOP 91.31 Physical Fitness Work Experience 1-4 units		
COOP 91.34 Political Science Work Experience 1-4 units		

COOP 91.35 Psychology Work Experience 1-4 units		
COOP 91.38 Gender and Women's Studies Work Experience 1-4 units		
COOP 91.39 Human Services Work Experience 1-4 units		
COOP 91.50 Education Work Experience 1-4 units		
COOP 92 General Cooperative Work Experience 1-4 units		
COOP 91.23 Interior Design Work Experience 1-4 units	<b>Tabled</b>	The interior design program was discontinued and this course should be deleted.
COOP 91.30 Ornamental Horticulture Work Experience 1-4 units	<b>Tabled</b>	Program/department has changed (removed ornamental from name) and this course will need to be updated.

COOP 91.37 Social Science Work Experience 1-4 units	<b>Tabled</b>	Consider renaming or defining as we don't have a Social Science department.
DNTL 100 Orientation to Dental Careers 2 units	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye	
ECED 71A Admin I: Programs in Early Childhood Ed 3 units	Motion to <b>Deny</b> : Keith Seconded: Lynn CAC Committee Voted: Aye	71A and 72 focus on skill-building (for educators)
ECED 72 Adult Supervision and Mentoring in Early Care and Education 2 units		
EDUC 1 Introduction to Teaching and Education 2 units	Motion to recommend: Keith Seconded: Vanessa CAC Committee Voted: Aye	
EDUC 1L Education Service Learning Lab 1 units		
EMMS 30 Paramedic - Core 11-14 units	Motion to <b>Deny</b> : Beth Seconded: Keith CAC Committee Voted: Aye	Class focuses on skill-building

EMMS 170A Emergency Medical Technician 1: Basic Training 7 units	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye	
EMMS 170B Emergency Medical Technician 1: Basic Training Application 2 units		
ENGR 1A Introduction to Engineering 3 units	Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye	
FPTC 1 Principles of Emergency Services 3 units	Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye	
HOSP 23 Culinary Foundations I 3 units	Motion to recommend: Rachel Seconded: Gamble CAC Committee Voted: Aye Opposed: Lynn	
HOSP 40 Wine Fundamentals 1.5	Motion to recommend: Rachel Seconded: Beth CAC Committee Voted: Aye Opposed: Lynn	
HOSP 51 Introduction to the Hospitality Industry 3 units	Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye	

HOSP 53 Introduction to Food and Beverage Management 3 units	Motion to recommend: Laura Seconded: Bill CAC Committee Voted: Aye Opposed: Lynn	
HOSP 63 Hospitality Supervision 1.5 units	Motion to <b>Deny</b> : Keith Seconded: Rachel CAC Committee Voted: Aye	Class is oriented to individuals employed as supervisors within the hospitality industry
HUMS 50 Introduction to Human Services 3 units	Motion to recommend: Rachel Seconded: Bill CAC Committee Voted: Aye	
KINS 40 Introduction to Kinesiology 3 units	Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye	
KINS 41 Prevention and Care of Athletic Injuries 3 units	Motion to recommend: Rachel Seconded: Erin CAC Committee Voted: Aye Opposed: Keith	
KINS 43 Theory of Coaching 3 units	Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye	
KINS 45 Introduction to Careers in Sports Medicine and Allied Health 3 units	Motion to recommend: Keith Seconded: Erin CAC Committee Voted: Aye	

Courses listed below were not addressed due to time.

KINS 50 Orientation for Athletes 2 units	Motion to Seconded: CAC Committee Voted:	
MASS 82 Therapeutic Massage I 4 units	Motion to recommend: Seconded: CAC Committee Voted:	
MEDA 100 Introduction to Health Careers 1 units	Motion to recommend: Seconded: CAC Committee Voted:	
MUSI 20 College Choir 1 units	Motion to recommend: Seconded: CAC Committee Voted:	
MUSI 48A Guitar I 1 units	Motion to recommend: Seconded: CAC Committee Voted:	
MUSI 50A Piano I 1 units	Motion to recommend: Seconded: CAC Committee Voted:	
NUTF 2 Introduction to Careers in Nutrition, Dietetics, and Food 1 units	Motion to recommend: Seconded: CAC Committee Voted:	

NUTF 25 Basic Medical Nutrition Therapy and Modified Diets 3 units	Motion to recommend: Seconded: CAC Committee Voted:	
PERS 50 Making College Count 3 units	Motion to recommend: Seconded: CAC Committee Voted:	
PERS 51 Career and Life Planning 3 units	Motion to recommend: Seconded: CAC Committee Voted:	
PERS 59 Study Skills for Success 1 units	Motion to recommend: Seconded: CAC Committee Voted:	
REAL 50 Principles of Real Estate 3 units	Motion to recommend: Seconded: CAC Committee Voted:	
THEA 21A Theatre Workshop I 3 units	Motion to recommend: Seconded: CAC Committee Voted:	


**Next meeting on 5/12/21**