

**Curriculum Advisory Committee
Meeting minutes**

DATE: November 22, 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		Erik McDonald, Academic Affairs Coordinator
✓	Carrie Ballard, Counselling/Student Services	✓	Margaret Fernandez, Associate Dean -- CTE
	Jon Knolle, VP of Academic Affairs		Vacant, Student Representative

Meeting Chaired and Notes prepared by: Gamble Madsen

Agenda Item	Action
Call to Order	3:05 pm
Announcements	
N/A	
Approval of November 22, 2021 Agenda	Motion to recommend: Rachel Seconded: Richard CAC Committee Voted: Aye
Approval of November 17, 2021 Minutes	Motion to recommend: Lynn Seconded: Bill (Laura abstained) CAC Committee Voted: Aye
Consent Agenda	

<p><u>Effective Fall 2022:</u></p> <p>Deletion: MUSI 21 (Program revisions will be needed for Music CA, AA)</p> <p>ENGL 1AE: Credit for Prior Learning = No</p> <p>PHED 23C and PHED 23D: Add Hybrid/Partially Online as a format</p>	<p>Motion to recommend: Bill Seconded: Lynn CAC Committee Voted: Aye</p>
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Action Agenda

<p>Communication Studies AA-T</p>		<p>Motion to recommend: Rachel Seconded: Vanessa CAC Committee Voted: Aye</p>
<p>HOSP 23 Culinary Foundations of Professional Cooking I</p>	<p>Title changed to Culinary Foundations I to align with Fall 2021 revision. Revision also likely needed for noncredit class (HOSP 423).</p>	<p>Motion to recommend: Lynn Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Rachel CAC Committee voted: Aye</p>

<p>HOSP 27 Cottage Food Business</p>	<p>Rubric needed for evaluating portfolio (Credit for Prior Learning). Suggest ENGL 1A/1AE as Advisory. Update email and Zoom meetings to weekly and as needed.</p>	<p>Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Richard CAC Committee voted: Aye</p>
<p>HOSP 51 Introduction to the Hospitality Industry</p>	<p>Add Objective from C-ID Descriptor, note 'yes' for supplemental materials' (to align with Fall 2021 revision)</p>	<p>Motion to recommend: Laura Seconded: Rachel CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Richard CAC Committee voted: Aye</p>
<p>HOSP 53 Introduction to Food and Beverage Management</p>		<p>Motion to recommend: Richard Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Richard Seconded: Bill CAC Committee voted: Aye</p>
<p>HOSP 58/NUTF 58 Sanitation, Safety, Equipment</p>	<p>Online methods of instruction needed</p>	<p>Motion to recommend: Vanessa Seconded: Rachel CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee voted: Aye</p>

<p>HOSP 70 Hospitality Cost Control</p>	<p>Change description and content to align with C-ID Descriptor. Add BUSI 1A as Advisory (also to align with Descriptor).</p>	<p>Motion to recommend: Bill Seconded: Vanessa CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Laura CAC Committee voted: Aye</p>
<p>HOSP 77 and HOSP 477 Bakeshop: Yeasted and Non-Yeasted Breads</p>	<p>Online methods of instruction needed.</p>	<p>Motion to recommend: Rachel Seconded: Bill CAC Committee voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Rachel CAC Committee voted: Aye</p>
<p>HOSP 81 and HOSP 481 Bakeshop: Pies and Tarts</p>	<p>Mapping needs to be completed</p>	<p>Motion to recommend: Rachel Seconded: Bill CAC Committee voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee voted: Aye</p>
<p>Baking and Pastry Arts Certificate of Achievement</p>	<p>Need to confirm unit totals Program Narratives needed</p>	<p>Motion to recommend: Laura Seconded: Lynn CAC Committee voted: Aye</p>
<p>HUMS 50 Introduction to Human Services and Social Work</p>	<p>Need to align content with C-ID Descriptor (methods of evaluation)</p>	<p>Motion to recommend: Laura Seconded: Rachel CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Lynn Seconded: Gamble</p>

		CAC Committee voted: Aye
HUMS 51A Human Services and Social Work Seminar	Separate out objectives and outcomes, textbook content; add justifications for prerequisites; add representative reading assignment; update regular and effective contact online	Motion to recommend: Bill Seconded: Rachel CAC Committee Voted: Aye Motion to recommend DE: Bill Seconded: Lynn CAC Committee voted: Aye Motion to recommend Pre- and Corequisites: Rachel Seconded: Lynn CAC Committee voted: Aye
HUMS 51B Human Services and Social Work Field Practicum	Separate out objectives and outcomes, textbook content; add justifications for prerequisites; add representative reading assignment; update regular and effective contact online; C-ID Descriptor method of evaluation needed	Motion to recommend: Lynn Seconded: Rachel CAC Committee Voted: Aye Motion to recommend DE: Bill Seconded: Laura CAC Committee voted: Aye Motion to recommend Pre- and Corequisites: Rachel Seconded: Lynn CAC Committee voted: Aye
POLS 11 and POLS 12 (Politics of Migration and Citizenship; Politics in Fim)		Tabled

<p>SPAN 11 Spanish Conversation for the Health Professions I</p>	<p>Indicate ‘yes’ for Instructor Generated Materials (and remove related statement from Supplemental Materials field)</p>	<p>Motion to recommend: Lynn Seconded: Bill CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Laura CAC Committee voted: Aye</p>
<p>SPAN 12 Spanish Conversation for the Health Professions II</p>	<p>Indicate ‘yes’ for Instructor Generated Materials (and remove related statement from Supplemental Materials field)</p>	<p>Motion to recommend: Laura Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee voted: Aye</p>
<p>SPAN 22 Spanish Composition and Conversation</p>	<p>Concern for articulation approvals upon removal of prerequisite</p>	<p>Tabled</p>
<p>SPAN 31 Introduction to Translation and Interpreting: Spanish/English</p>	<p>Check against Fall 2021 revision; suggested title change: ‘Translation’ > ‘Translating’</p>	<p>Motion to recommend: Bill Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Rachel CAC Committee voted: Aye</p>
<p>SPAN 33 Medical Interpretation English-Spanish II</p>	<p>Indicate ‘yes’ for Instructor Generated Materials (and remove related statement from Supplemental Materials field)</p>	<p>Motion to recommend: Bill Seconded: Lynn CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel Seconded: Bill</p>

	SPAN 32 will need title change (adding Roman numeral 'I')	CAC Committee voted: Aye
SPAN 36 English-Spanish Sight Translation	Consider adding fully online as a format and indicating a resource (instructor generated materials or supplemental materials)	Motion to recommend: Lynn Seconded: Richard CAC Committee Voted: Aye Motion to recommend DE: Lynn Seconded: Richard CAC Committee voted: Aye
SPAN 50A Intermediate Spanish Conversation I	Concern for articulation approvals upon removal of prerequisite	Tabled
Spanish AA-T	Need to revise/edit Model Program Sequence	Motion to recommend: Lynn Seconded: Gamble CAC Committee Voted: Aye

Next meeting on 11/29/21