

Curriculum Advisory Committee  
Meeting minutes

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| DATE: November 4, 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                | ✓ | John Baek, Student Representative                    |
| ✓   | Jon Knolle, Interim VP of Academic Affairs                  |   |  |
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Meeting Chaired by: Gamble Madsen  
Notes Submitted by: John Skellenger

Guests:

| <b>Agenda Item</b>   |             | <b>Action</b>   |
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| <b>Call to Order</b>   |             | 3:06 pm   |
| <b>Announcements</b>   |             |   |
| n/a  |             |   |
| <b>Approval of November 4, 2020 Agenda</b>   |             | Motion to recommend: Keith<br>Seconded: Laura<br>CAC Committee Voted: Aye |
| <b>Approval of October 28, 2020 Minutes</b>  |             | Motion to recommend: Keith<br>Seconded: Lynn<br>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>  |             |   |
| POLS 3 (Introduction to Political Theory and Thought)  | DE Revision | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye  |

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|   | <p>Revise outcomes and objectives.<br/>Merge objectives 3 and 4.</p>                                       | <p>Approved, pending revisions to outcomes and objectives.</p> <p>Motion to recommend DE: Rachel<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p>                     |
| <p>POLS 7 (Introduction to Political Science Research Methods)*</p> | <p>DE Revision</p> <p>Consider using PSYC/SOCI 19 as an optional course advisory.</p>                      | <p>Motion to recommend: Rachel<br/>Seconded: Keith<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Laura<br/>Seconded: Bill<br/>CAC Committee Voted: Aye</p>   |
| <p>SPAN 1<br/>(Elementary Spanish I)</p>                            | <p>DE Revision</p> <p>Remove the non-course advisory text regarding rules of grammar but keep ENGL 1A.</p> | <p>Motion to recommend: Bill<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> |
| <p>SPAN 1S<br/>(Elementary Spanish for Spanish Speakers)*</p>       | <p>DE Revision</p>   | <p>Motion to recommend: Lynn<br/>Seconded: Laura<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p>    |
| <p>SPAN 2<br/>(Elementary Spanish)</p>                              | <p>DE Revision</p>   | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p>  |

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|  |                    | <p>Motion to recommend DE: Bill<br/> Seconded: Keith<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1A or Span 1): Rachel<br/> Seconded: Gamble<br/> CAC Committee Voted: Aye</p>   |
| <p>SPAN 2S<br/> (Elementary Spanish for Spanish Speakers)*</p> | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/> Seconded: Richard<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1S-A or SPAN 1S): Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p> |
| <p>SPAN 3<br/> (Intermediate Spanish I)</p>                    | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel<br/> Seconded: Laura<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1B or SPAN 2): Keith<br/> Seconded: Gamble<br/> CAC Committee Voted: Aye</p>  |

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| <p>SPAN 3S<br/>(Intermediate Spanish for Spanish Speakers)*</p> | <p>DE Revision</p>   | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>Seconded: Rachel<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1S-B or SPAN 2S): Keith<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> |
| <p>SPAN 4<br/>(Intermediate Spanish)</p>                        | <p>DE Revision</p>   | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith<br/>Seconded: Laura<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 2A or SPAN 3): Keith<br/>Seconded: Bill<br/>CAC Committee Voted: Aye</p>      |
| <p>SPAN 4S<br/>(Intermediate Spanish for Spanish Speakers)*</p> | <p>DE Revision</p> <p>Move outcome 5 to objectives to mirror other courses in this area.</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Approved, pending revisions to the outcomes/objectives.</p> <p>Motion to recommend DE: Bill<br/>Seconded: Keith</p>  |

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|  |  | <p>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 2S-A or SPAN 3S): Keith<br/>         Seconded: Gamble<br/>         CAC Committee Voted: Aye</p>  |
| <p>SPAN 5<br/>         (Literature of the Spanish-Speaking World)*</p> | <p>DE Revision</p>   | <p>Motion to recommend: Keith<br/>         Seconded: Lynn<br/>         CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>         Seconded: Gamble<br/>         CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 2 or SPAN 1S): Laura<br/>         Seconded: Rachel<br/>         CAC Committee Voted: Aye</p> |
| <p>SPAN 18 (formerly 6)<br/>         (Spanish Through Film)</p>        | <p>DE Revision</p> <p>Number changed from 6 to 18.</p> <p>Outcome 5 should move to objectives.</p> <p>Complete requisite analysis.</p> | <p>Motion to recommend: Keith<br/>         Seconded: Lynn<br/>         CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>         Seconded: Keith<br/>         CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1S):<br/>         Seconded: Keith<br/>         CAC Committee Voted: Laura</p>                 |

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| <p>SPAN 10 (formerly 7A)<br/>(Spanish for the Professions)</p>                                   | <p>New DE</p> <p>Number changed from 7A to 10, but may consider changing to a number in the 30s to coordinate with other professional/interpretation courses.</p> | <p>Motion to recommend: Keith<br/>Seconded: Rachel<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p>   |
| <p>SPAN 32 (formerly 7B)<br/>(Medical Interpretation English-Spanish)</p>                        | <p>New DE</p> <p>Complete requisite analysis.</p> <p>Number 31 was not available as it has been used before. Recommend choosing another number in the 30's.</p>   | <p>Motion to recommend: Keith<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> <p>Approved, pending final course number TBD.</p> <p>Motion to recommend DE: Bill<br/>Seconded: Keith<br/>CAC Committee Voted: Aye</p>   |
| <p>SPAN 12 (formerly 31)<br/>(Introduction to Translation and Interpreting: Spanish/English)</p> | <p>DE Revision</p> <p>Advise that the number remains 31 to group professional/interpretation courses together.</p>  | <p>Motion to recommend: Keith<br/>Seconded: Rachel<br/>CAC Committee Voted: Aye</p> <p>Approved, pending confirmation of numbering.</p> <p>Motion to recommend DE: Bill<br/>Seconded: Keith<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 3 or SPAN 1S): Keith<br/>Seconded: Laura<br/>CAC Committee Voted: Aye</p> |

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| <p>SPAN 50A<br/>(Intermediate Spanish Conversation I)*</p>              | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>Seconded: Rachel<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 1B or SPAN 1S-A or SPAN 1S or SPAN 2): Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> |
| <p>SPAN 50B<br/>(Intermediate Spanish Conversation II)*</p>             | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Rachel<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 5A or SPAN 2A or SPAN 3): Keith<br/>Seconded: Laura<br/>CAC Committee Voted: Aye</p>             |
| <p>SPAN 22 (formerly 60)<br/>(Spanish Composition and Conversation)</p> | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>Seconded: Keith<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/CO Req (SPAN 2</p>   |

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|   |   | or SPAN 1S): Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye   |
| Latinx Studies Certificate of Achievement               | Revision  | Tabled.<br>Waiting to confirm the numbering for the courses before approving. Course numbering may also impact other degree programs.  |
| 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  |  |
| THEA 6 (Script Analysis)*                               | DE Revision<br><br>Consider revising single outcome to remove semicolon and separate the ideas. | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye<br><br>Approved, pending revisions to outcomes.<br><br>Motion to recommend DE: Rachel<br>Seconded: Bill<br>CAC Committee Voted: Aye |

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| <p>THEA 9<br/>(History of Film: 1880s through 1950s)*</p> | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith<br/>Seconded: Rachel<br/>CAC Committee Voted: Aye</p> |
| <p>THEA 10<br/>(History of Film: 1950s to Present)*</p>   | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p>  |
| <p>HOSP 21<br/>(Urban Agriculture Culinary Arts)</p>      | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p>  |
| <p>HOSP 421<br/>(Urban Agriculture Culinary Arts)</p>     | <p>New DE</p>      | <p>Motion to recommend DE: Rachel<br/>Seconded: Keith<br/>CAC Committee Voted: Aye</p>   |
| <p>HOSP 22<br/>(Farm to Table Sustainable Cooking)</p>    | <p>DE Revision</p> | <p>Motion to recommend: Keith<br/>Seconded: Lynn<br/>CAC Committee Voted: Aye</p>  |
| <p>HOSP 422<br/>(Farm to Table Sustainable Cooking)</p>   | <p>New DE</p>      | <p>Motion to recommend DE: Bill<br/>Seconded: Gamble<br/>CAC Committee Voted: Aye</p>  |

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| HOSP 23<br>(Culinary Foundations I)                       | DE Revision | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye  |
| HOSP 423<br>(Culinary Foundations I)                      | New DE      | Motion to recommend DE: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye   |
| HOSP 24<br>(Culinary Foundations II)                      | DE Revision | Motion to recommend: Rachel<br>Seconded: Keith<br>CAC Committee Voted: Aye  |
| HOSP 424<br>(Culinary Foundations II)                     | New DE      | Motion to recommend DE: Bill<br>Seconded: Keith<br>CAC Committee Voted: Aye<br><br>Motion to recommend Pre Req for HOSP 24<br>of HOSP 23/423 and for HOSP 424 of<br>423/23): Laura<br>Seconded: Keith<br>CAC Committee Voted: Aye |
| HOSP 77<br>(Bakeshop: Yeasted and Non-Yeasted<br>Breads)  | DE Revision | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye  |
| HOSP 477<br>(Bakeshop: Yeasted and Non-Yeasted<br>Breads) | DE Revision | Motion to recommend DE: Keith<br>Seconded: Rachel<br>CAC Committee Voted: Aye   |
| HOSP 78<br>(Bakeshop: Basic Baking Techniques)            | DE Revision | Motion to recommend: Keith<br>Seconded: Lynn  |

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| HOSP 478<br>(Bakeshop: Basic Baking Techniques)                       | DE Revision | CAC Committee Voted: Aye<br><br>Motion to recommend DE: Keith<br>Seconded: Bill<br>CAC Committee Voted: Aye |
| HOSP 81<br>(Bakeshop: Pies and Tarts)                                 | DE Revision | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye                                    |
| HOSP 481<br>(Bakeshop: Pies and Tarts)                                | DE Revision | Motion to recommend DE: Rachel<br>Seconded: Bill<br>CAC Committee Voted: Aye                                |
| HOSP 82<br>(Bakeshop: Cakes, Tortes and Decorating Techniques)        | DE Revision | Motion to recommend: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye                                  |
| HOSP 482<br>(Bakeshop: Cakes, Tortes and Decorating Techniques)       | DE Revision | Motion to recommend DE: Laura<br>Seconded: Keith<br>CAC Committee Voted: Aye                                |
| HOSP 83<br>(Bakeshop: French Pastries and Restaurant-Style Desserts)  | DE Revision | Motion to recommend: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye                                  |
| HOSP 483<br>(Bakeshop: French Pastries and Restaurant-Style Desserts) | DE Revision | Motion to recommend DE: Bill<br>Seconded: Keith<br>CAC Committee Voted: Aye                                 |

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| HOSP 84<br>(Chocolate I: Introduction to Chocolate)    | DE Revision | Motion to recommend: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye  |
| HOSP 484<br>(Chocolate I: Introduction to Chocolate)   | DE Revision | Motion to recommend DE: Bill<br>Seconded: Laura<br>CAC Committee Voted: Aye   |
| HOSP 87<br>(Bakeshop: Regional French Desserts)        | DE Revision | Motion to recommend: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye  |
| HOSP 487<br>(Bakeshop: Regional French Desserts)       | DE Revision | Motion to recommend DE: Rachel<br>Seconded: Keith<br>CAC Committee Voted: Aye   |
| HOSP 88<br>(Chocolate II: Chocolates and Confections)  | DE Revision | Motion to recommend: Keith<br>Seconded: Gamble<br>CAC Committee Voted: Aye  |
| HOSP 488<br>(Chocolate II: Chocolates and Confections) | DE Revision | Motion to recommend DE: Bill<br>Seconded: Keith<br>CAC Committee Voted: Aye   |
| HOSP 420 (Catering)                                    | New DE      | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye<br><br>Motion to recommend DE: Keith<br>Seconded: Bill<br>CAC Committee Voted: Aye |

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| HOSP 425 (Cottage Food Business)                    | New DE   | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill<br/> Seconded: Rachel<br/> CAC Committee Voted: Aye</p>  |
| HOSP 464 (Customer Service)                         | <p>New DE</p> <p>Update cross listing to be BUSI 464.</p>  | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith<br/> Seconded: Laura<br/> CAC Committee Voted: Aye</p>  |
| HOSP 480 (Food Safety Certification)                | <p>New DE</p> <p>Update the outcome to be more comprehensive. Also, use explain rather than demonstrate.</p> | <p>Motion to recommend: Keith<br/> Seconded: Gamble<br/> CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes.</p> <p>Motion to recommend DE: Keith<br/> Seconded: Rachel<br/> CAC Committee Voted: Aye</p> |
| Baking and Pastry Arts Certificate of Completion    | Revision   | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p>  |
| Sustainable Culinary Arts Certificate of Completion | New  | <p>Motion to recommend: Keith<br/> Seconded: Lynn<br/> CAC Committee Voted: Aye</p>  |

| <b>Approval of Administrative Procedures</b>                                |  |  |
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| ● AP 4020.1: Academic Program Development and Approval                      |  | Motion to recommend: Keith<br>Seconded: Lynn<br>CAC Committee Voted: Aye |
| ● AP 4022: Course Approval  |  | Tabled due to time.  |
| ● AP 4025: Philosophy and Criteria for Associate Degree & General Education |  |  |
| ● AP 4100: Graduation Requirements for Degrees and Certificates             |  |  |

| <b>Discussion Agenda</b> |
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| n/a                      |