

Curriculum Advisory Committee Meeting Notes

DATE: JUNE 24, 2013 LOCATION: BMC-207			
✓	Richard Abend, Linguistics	✓	Laura Loop, Nursing
✓	Bill Easton, Library	✓	Laura Mock, CurricUNET Specialist
✓	Sunshine Giesler, Chairperson		Beth Penney, Basic Skills
✓	Paola Gilbert, Humanities	✓	Tom Rebold, Business and Technology
✓	Michael Gilmartin, Administration		Jason Walters, Student Representative
✓	Elizabeth Harrington, Articulation Officer		Vacant, Academic Senate
✓	He Seon Ihn, Curriculum/Scheduling/Catalog Technician		Vacant, Creative Arts
✓	Lynn Iwamoto, Physical Science		Vacant, Life Science
✓	LaRon Johnson, Student Services		Vacant, Physical Education

Meeting Chaired by: Sunshine Giesler
Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors' comments.	No visitors' comments.
Approval of Minutes: 5/29/13	No corrections noted.	Motion to approve: Richard Seconded: Bill Motion Approved
Revision of Agenda	The current Agenda is revised as follows: <ul style="list-style-type: none"> • ENGL 1A, revision dated 4/27/11, add DE form approval to Consent Agenda • ENGL 1A, revision dated 1/14/13, add DE form approval to Consent Agenda • Remove ENGL 1A from Action Agenda 	Motion to approve: Tom Seconded: Lynn Motion approved

<p>Discussion Agenda</p> <p>Prerequisite Adoption Plan Michael Gilmartin</p> <p>Sustainability of courses Sunshine Giesler</p>	<p>Prerequisite Adoption Plan</p> <p>Michael described the proposed Prerequisite Adoption Plan, which enables faculty to add prerequisites in English and Math to other disciplines without having to first do supporting research. Under the new process, faculty would propose a prerequisite, work with either the English or Math Department to determine the correct level of the required course, and then do content review. The Math and English faculty will be provided training in how this is to be done. CAC will also be trained in analyzing content review. Once content review has been completed, the faculty member submits a form to Rosaleen Ryan and to Michael Gilmartin requesting the new prerequisite, Michael then forwards this information through CurricUNET. This will be a two-year process because, once approved, there is the need for a lengthy period of time to fully inform all necessary groups of the change before a new prerequisite takes effect.</p> <p>Michael also advised the committee of the need to be sure that there are sufficient sections of prerequisite courses available so that new prerequisites do not become an obstacle to enrollment for students.</p> <p>Sustainability of courses</p> <p>Sunshine introduced Celine Pinet, VP of Instruction, who thanked the committee for its work. She emphasized the very important role that the Curriculum Advisory Committee plays as the campus body tasked with the responsibility to examine curriculum to determine sustainability and congruence with the mission of the college. The committee expressed concern that sustainability should be reviewed at the administrative level before coming to the committee for review, and that the committee should receive guidance from the VP or Dean level regarding courses/programs for which sustainability is felt to be an issue of concern.</p> <p>Celine also addressed the process of submitting Substantive Change Reports to the Chancellor's Office, pointing out that these reports involve a tremendous amount of work. She advised the committee that departments seeking to add new programs need to be aware of the work involved and must be fully committed to taking on the task of completing Substantive Change Reports.</p>	<p>FYI</p>
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<p>Consent Agenda</p>	<ul style="list-style-type: none"> • MUSI 21 (<i>I Cantori</i>) add Stand-Alone approval • DNTL 101 (text), DNTL 103 (diversity statement and text), DNTL105 (added DNTL 100 as co-requisite, updated text and diversity statement, DNTL 111 (updated text) • Deletion, effective Fall 2013, of: <ul style="list-style-type: none"> ASTR 21 GEOL 8L NSCI 50 PERS 460 AVIA 105 INDS 99.1 ORNH 57 PHIL 54 DRAM 99.1 MAST 21 ORNH 75 PSYC 91 ENGL 14 MAST 34 ORNH 76 RUSS 1A ENGL 24 MAST 51 ORNH 200.1 RUSS 1B ENGL 42 MAST 60 ORNH 200.11 RUSS 99 ENGL 49 MAST 70 ORNH 200.2 SSCI 50 ETNC 31 NURS 210 ORNH 200.6 WOMN 31 ETNC 32 NURS 223 ORNH 200.7 WOMN 32 ETNC 33 NURS 226 ORNH 200.8 WOMN 33 ETNC 34 NSCI 5 ORNH 200.9 WOMN 34 GENT 417 NSCI 6 PERS 58 WOMN 54 GEOL 8 NSCI 7 PERS 72 • ENGL 1A, revision dated 4/27/11, approval of DE form approval • ENGL 1A, revision dated 1/14/13, approval of DE form approval 	<p>Motion to approve: Tom</p> <p>Seconded: Laura L.</p> <p>Motion approved</p>
<p>Fire Protection Technology Certificate of Achievement (Career Technical)</p>	<p>The Fire Protection Technology Certificate of Achievement (Career Technical) is being revised to remove FIRE 102 from the certificate requirements and to remove Fire 130 from the list of selective elective courses. Sunshine will confirm accuracy of course titles as listed on the program.</p> <p>No corrections noted</p>	<p>Motion to approve: Richard</p> <p>Seconded: LaRon</p> <p>Motion approved</p>
<p>Fire Protection Technology Associate in Science (Career Technical)</p>	<p>The Fire Protection Technology Associate in Science (Career Technical) is being revised to remove FIRE 102 from the certificate requirements and to add FIRE 132 to the certificate requirements. The selective elective courses are being revised to remove FIRE 114 and FIRE 130.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Bill</p> <p>Seconded: Lynn</p> <p>Motion approved</p>

<p>ENGL 40</p>	<p>ENGL 40 (<i>American Literature I</i>) is being revised to meet SB 1440 Transfer Model Curriculum degree requirements. This course is also offered online.</p> <p>Corrections noted: Catalog Description: delete, “Satisfies Intercultural Studies requirement for the Associate degree at MPC.” Course Objectives/Exit Standards: Item #1, replace “Demonstrate” with “Express”; Item #3, replace “Demonstrate understanding of” with “Use”; and, Item #5, replace “Demonstrate” with “Exhibit”. Lecture Content: Item #4, replace “and other cultures” with “and other American ethnic groups.” Textbooks: <i>Norton Anthology of American Literature, Vol. A & B</i>, replace “6th” ed. with “8th ed.”</p>	<p>Motion to approve with corrections: Richard Seconded: Paola</p> <hr/> <p>Motion approved</p> <p>Motion to approve as a Distance Education course: Bill Seconded: Richard</p> <p>Motion approved.</p>
<p>BUSI 110</p>	<p>BUSI 110 (<i>Business Mathematics</i>) is being revised as part of Program Review. The committee recommended changing the Math Basic Skills Advisory from MATH 351 to MATH 261.</p> <p>Corrections noted: Requisites: replace Basic Skills Advisory of “Eligibility for MATH 351” with “Eligibility for MATH 261”, and revise Requisite Analysis as needed.</p>	<p>Motion to approve with corrections: Lynn Seconded: LaRon</p> <p>Motion approved.</p>
<p>BUSI 120A</p>	<p>BUSI 120A (<i>Basic Accounting</i>) is being revised as part of Program Review. Sunshine will contact the department to confirm the English Basic Skills Advisory for this course.</p> <p>Corrections noted: Lecture Content: Item I.C., replace, “jounral” with “journal”. Lab Content: add, “Lecture and lab content are coordinated to provide lecture and hands-on activities at the same time.”; and, Item III, replace, “jounral” with “journal”.</p>	<p>Motion to approve with corrections: Tom Seconded: Laura L.</p> <p>Motion approved.</p>
<p>BUSI 24</p>	<p>BUSI 24 (<i>Business Issues and Ethics</i>) is being revised as part of Program Review and to add a Distance Education method of delivery. This course is also offered online.</p>	<p>Motion to approve: Lynn Seconded: Laura L.</p>

BUSI 24 (continued)	No corrections noted.	<u>Motion approved</u> Motion to approve as a Distance Education course: Paola Seconded: Bill Motion approved.
LNSK 330	LNSK 330 (<i>Learning Skills Assessment</i>) is being revised to correct the course hours, listed in CurricUNET as scheduled lecture hours, to TBA hours; and, to update the diversity statement. No corrections noted.	Motion to approve: Richard Seconded: Lynn <u>Motion approved</u> Motion to approve as a Stand-Alone course: Laura Seconded: Richard Motion approved.
LNSK 410	LNSK 410 (<i>Job Readiness I</i>), a stand-alone course, is being revised to correct the course hours, listed in CurricUNET as scheduled lecture hours, to TBA hours; and, to update the diversity statement. No corrections noted.	Motion to approve: Paola Seconded: LaRon <u>Motion approved</u> Motion to approve as a Stand-Alone course: Lynn Seconded: Tom Motion approved.
PHIL 10	PHIL 10 (<i>Introduction to Critical Thinking</i>) is being revised to add a Distance Education method of delivery which will provide students greater flexibility in meeting their educational requirements. Correction noted: Catalog Description: add, “Also offered online.”	Motion to approve with correction: Bill Seconded: Lynn <u>Motion approved</u> Motion to approve as a Distance Education course: Richard Seconded: Tom Motion approved.

<p>PHIL 13</p>	<p>PHIL 13 (<i>Introduction to Eastern Philosophy</i>) is being revised to add a Distance Education method of delivery which will provide students with greater flexibility in meeting their educational requirements. Sunshine will contact the department to confirm the wording of the Course Objectives and Learning Outcomes; and, confirm the English requirement for this course.</p> <p>Corrections noted: Catalog Description: add, “Also offered online.” Course Objectives/Exit Standards, add as Item #2, “Understand Eastern people and cultures with more empathy, increase multicultural awareness, understand one’s self better and clarify one’s values.” Lecture Content: delete, “The above topics will be discussed at the rate of one each week on the average. Sometimes more than a week will be spent on a single topic and sometimes more than one topic will be covered in a week. Plenty of time will be left for general discussion of problems related to the above, but not identical with them. The emphasis is on making sense out of the readings, not just on mastering the material.” Requisites: replace Basic Skills Advisory of “Eligibility for ENGL 1A” with a Course Advisory of “ENGL 2A”; and, revise Requisite Analysis as needed.</p>	<p>Motion to approve with corrections: Laura L. Seconded: Richard</p> <hr/> <p>Motion approved</p> <p>Motion to approve as a Distance Education course: Bill Seconded: Paola</p> <p>Motion approved.</p>
<p>PHIL 4</p>	<p>PHIL 4 (<i>Moral Issues</i>) is being revised to add a Distance Education method of delivery which will provide students with greater flexibility in meeting their educational requirements.</p> <p>Corrections noted: Catalog Description: add, “Also offered online.” Lecture Content: replace, “This course is designed to introduce the student to the key historical points of view in moral philosophy; to help analyze the nature of the good, of duty and of virtue, and the implications of the various criteria proposed for moral judgments in current moral issues.” with “Key historical points of view in moral philosophy in terms of the nature of the good, of duty and of virtue, and the implications of the various criteria proposed for moral judgments in current issues.”</p>	<p>Motion to approve with corrections: Richard Seconded: Lynn</p> <hr/> <p>Motion approved</p> <p>Motion to approve as a Distance Education course: Richard Seconded: Bill</p> <p>Motion approved.</p>

Other Agenda Items	BUSI 40	BUSI 50	BUSI 62	BUSI 120B	Due to time constraints, consideration of these Agenda Items is postponed.
Next meeting: 3:00 p.m., TBA, BMC-207					