

## Curriculum Advisory Committee Meeting Notes

<b>DATE: April 25, 2012 LOCATION: BMC-207</b>			
✓	Richard Abend, ESL		Laura Mock, CurricUNET Specialist
✓	Bill Easton, Library	✓	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, Chairperson/Physical Science		Vacant, Life Science
✓	LaRon Johnson, Student Services		Vacant, Physical Education
✓	Laura Loop, Nursing		Vacant, Social Science

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Elizabeth Harrington

<b>Agenda Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
<b>Announcements</b>	Jason Walters has joined the committee as the Student Representative.	FYI
<b>Comments from Visitors</b>	No visitors present.	No visitors' comments.
<b>Approval of Minutes: 4/18/12</b>	No corrections noted.	Motion to approve: Richard Seconded: Beth Motion approved.
<b>Discussion Agenda</b>	No Discussion Agenda items.	No Discussion Agenda items.
<b>Consent Agenda</b>	No Consent Agenda items.	No Consent Agenda items.

<p><b>CHEM 12A</b></p>	<p>CHEM 12A (<i>Organic Chemistry I</i>) is being revised as part of Program Review. The Requisite Analysis for the Prerequisite of CHEM 1B needs to be completed. The Out-of-Class Assignments does not reflect lab reports or homework.</p> <p><b>Corrections noted:</b>  <b>MPC AA/AS Degree</b>, Major, replace “Yes” with “No”  <b>Prerequisite CHEM 1B</b>, complete the Requisite Analysis.  <b>Basic Skills Advisory</b>, Requisite Analysis, delete “college-level”.  <b>Out-of-Class Assignments</b>, add “Lab Reports” and “Homework”.  <b>Additional assessment information</b>, delete everything except “Labs and lab reports”</p>	<p>Motion to approve with corrections:  Richard  Seconded: Laura</p> <p>Motion approved</p>
<p><b>CHEM 12B</b></p>	<p>CHEM 12B (<i>Organic Chemistry II</i>) is being revised as part of Program Review. The committee felt that the Lab Content should be reformatted as an Outline for clarity. The Out-of-Class Assignments does not reflect lab reports or homework.</p> <p><b>Corrections noted:</b>  <b>MPC AA/AS Degree</b>, Major, replace “Yes” with “No”  <b>Basic Skills Advisory</b>, Requisite Analysis, delete “college-level”.  <b>Lab Content</b>, revise as an Outline.  <b>Out-of-Class Assignments</b>, add “Lab Reports” and “Homework”.</p>	<p>Motion to approve with corrections:  Tom  Seconded: Beth</p> <p>Motion approved</p>
<p><b>CHEM 30A</b></p>	<p>CHEM 30A (<i>Introduction to Chemistry for Health Sciences</i>) is being revised as part of Program Review. The Out-of-Class Assignments does not reflect homework.</p> <p><b>Corrections noted:</b>  <b>MPC AA/AS Degree</b>, Major, replace “Yes” with “No”; and, Elective, add “Yes”  <b>Non-Course Prerequisite</b>, Requisite Analysis, replace “Simply” with “Simplify”  <b>Out-of-Class Assignments</b>, add “Homework”.  <b>Diversity issues</b>, delete “students of diverse backgrounds and lifestyles are included in the course because the”.</p>	<p>Motion to approve with corrections:  Paola  Seconded: Laura</p> <p>Motion approved</p>

<p><b>CHEM 30B</b></p>	<p>CHEM 30B (<i>Organic and Biological Chemistry for Health Sciences</i>) is being revised as part of Program Review. This course was previously LG only and the current course documents state it is LG or P/NP. The committee questioned whether a change in grading method was intended. The Out-of-Class Assignments does not reflect lab reports.</p> <p><b>Corrections noted:</b>  <b>MPC AA/AS Degree, Major</b>, replace “Yes” with “No”; and, <b>Elective</b>, add “Yes”  <b>Grading Methods</b>, if appropriate, replace “LG or P/NP” with “LG”  <b>Out-of-Class Assignments</b>, add “Lab Reports”.</p>	<p>Motion to approve with corrections:  Paola  Seconded: Richard  Motion approved</p>
<p><b>PHED 40</b></p>	<p>PHED 40 (<i>Introduction to Kinesiology</i>) is being revised to align with the Transfer Model Curriculum Kinesiology program. The committee felt that as written Course Objectives #14 and #15 do not demonstrate a relationship to the discipline.</p> <p><b>Corrections noted:</b>  <b>MPC AA/AS Degree, Major</b>, add “No”  <b>Will Replace Existing Course</b>, replace “Yes” with “No”  <b>Course Objectives</b>, Items #14 and #15, revise to demonstrate a relationship to the discipline.  <b>Requisites, Basic Skills Advisory</b>, replace “Eligibility for ENGL 111 AND 112 or ENSL 110 AND 155” with “Eligibility for ENGL 1A” and add corresponding requisite analysis.</p>	<p>Motion to approve with corrections:  LaRon  Seconded: Jason  Motion approved</p>
<p><b>MATH 16</b></p>	<p>MATH 16 (<i>Elementary Statistics</i>) is being revised as part of Program Review. During discussion of the English Basic Skills Advisory, Beth Penney stated that the English advisory needs to be increased to Eligibility for ENGL 1A. At this time the Math Department does not want to increase the English Basic Skills Advisory.</p> <p><b>No corrections noted.</b></p>	<p>Motion to approve: Richard  Seconded: Laura  Motion approved.</p> <hr/> <p>Motion to approve as a distance education course: Richard  Seconded: Jason  Motion approved</p>

<b>Fitness Instructor Training, Associate in Science (Career Technical)</b>  <b>Program Revision</b>	Fitness Instructor Training, Associate in Science (Career Technical) is being updated as part of program review.  <b>No corrections noted.</b>	Motion to approve: LaRon  Seconded: Jason  Motion approved
<b>Office Technology, Certificate of Achievement (Career Technical)</b>  <b>Program Revision</b>	Office Technology, Certificate of Achievement (Career Technical) is being updated as part of program review. Deleted courses have been removed from the Course Definition Blocks.  <b>No corrections noted.</b>	Motion to approve with corrections: Tom Seconded: Jason  Motion approved
<b>Office Technology, Associate in Science (Career Technical)</b>  <b>Program Revision</b>	Office Technology, Associate in Science (Career Technical) is being updated as part of program review.  <b>No corrections noted.</b>	Motion to approve with corrections: Tom Seconded: Jason  Motion approved
<b>Office Technology – Fast Track: Entry-Level Office Worker, Certificate of Training</b>  <b>Program Revision</b>	Office Technology – Fast Track: Entry-Level Office Worker, Certificate of Training, is being updated as part of program review.  <b>No corrections noted.</b>	Motion to approve with corrections: Elizabeth Seconded: Laura  Motion approved
<b>Motion to Reconsider</b>	A motion was made to reconsider approval of the following programs pending further investigation.  <ul style="list-style-type: none"> <li>• Office Technology, Certificate of Achievement (Career Technical)</li> <li>• Office Technology, Associate in Science (Career Technical)</li> <li>• Office Technology – Fast Track: Entry-Level Office Worker, Certificate of Training</li> </ul>	Motion to reconsider: Jason  Seconded: Laura  Motion approved

<b>Other Agenda Items</b>	<p><b>Courses:</b></p> <p><b>NURS 204            HIST 2            HIST 17</b>  <b>NURS 207            HIST 4            DANC 3</b>  <b>ENGR 52            HIST 5            LING 45</b></p> <p><b>Programs:</b></p> <ul style="list-style-type: none"> <li>• Office Technology – Fast Track: Entry-Level Office Worker Level 2, Certificate of Training</li> <li>• Administrative Assistant, Certificate of Achievement (Career Technical)</li> <li>• Administrative Assistant, Associate in Science (Career Technical)</li> <li>• Administrative Assistant, – Fast Track: Entry-Level Office Worker, Certificate of Training (Credit Only)</li> <li>• Administrative Assistant, – Fast Track: Office Worker Level II, Certificate of Training (Credit Only)</li> <li>• Web Designer, Certificate of Training (Credit Only)</li> <li>• Dance Associate in Arts (Transfer Preparation)</li> <li>• Dance Associate in Arts (Non-Career Technical)</li> </ul>	<p>Discussion of these Agenda Items is postponed until next week’s meeting.</p>
<p><b>Next meeting:</b> 3:00 p.m., May 2, 2012 BMC-207</p>		