Curriculum Advisory Committee
Meeting Notes

DATE: August 31, 2011 LOCATION: BMC-207			
✓	Richard Abend, ESL	✓	Laura Loop, Nursing
✓	Bill Easton, Library		Laura Mock, CurricUNET Specialist
	Paola Gilbert, Humanities	✓	Beth Penney, Basic Skills
✓	Michael Gilmartin, Administration	✓	Tom Rebold, Business and Technology
✓	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
✓	Tom Logan, Social Science		Vacant, Student Representative

Meeting Chaired by: Lynn Iwamoto
Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors present.	No visitors' comments.
Approval of Minutes: 8/9/11 and 8/10/11	No corrections noted.	Motion to approve: Richard Seconded: Laura L. Motion approved.
Approval of Agenda	The agenda is amended to show that LETP 132 is a new course; that the correct course number for *Skill Development for Basketball—Men* is PHED 20.2 and, to add items for the Discussion Agenda.	Motion to approve as amended: LaRon Seconded: Bill Motion approved.

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Discussion Agenda	**Student Information System (SIS) - Michael Gilmartin** The campus will be converting to a new information system on Sept. 16th. The new software will, in accordance with the Chancellor's Office rules, no longer allow certain revisions, including: TOP code, SAM code, and number of units. Changes to these items will require that a new course be created. Discussion will be needed regarding new rules for CurricUNET which currently allows changes to these elements without requiring the creation of a new course. **Gainful Employment – Michael Gilmartin** There are new federal regulations, related to the 90 unit limit on financial aid. These regulations require the collection of data linked to programs for each student individually by Social Security Number. Data will need to be collected for the last four years. Additionally, each department homepage must contain disclosure statements for their programs which include employment, completion time, costs, etc. (ADMJ example: http://www.mpc.edu/academics/lifescience/admofjustice/Pages/default.aspx). There are also new SOC codes which are linked to O*NET, the U.S. Department of Labor, Employment & Training Administration, online occupation information and outlook website. **CAC Chair – Lynn Iwamoto** Lynn informed the committee that she is in line to assume the position of Mathematics Department Chair in April 2013. Therefore, this will be her last year as CAC Chair. She asked the committee to be aware of the need for a new Chair and to consider stepping up to this position.	
Consent Agenda	No Consent Agenda items.	No Consent Agenda Items.
NURS 52A	NURS 52A (*Nursing I*) is being revised to add SLOs and to make minor updates to the course objectives as required for accreditation. **Corrections noted:** **Part of a sequence of transfer-level performing and visual art courses,** replace "Yes, This is the first . . . and NURS 52D" with "No" **Credit By Exam,** replace "Yes" with "No" **Lab Content,** replace "conducive to the care of patients with basic needs" with "offering opportunities for caring for the basic needs of obstetric, newborn and adult patients."	Motion to approve with corrections: Richard Seconded: Tom L. Motion approved with corrections.

NURS 52B	NURS 52B (*Nursing II*) is being revised to add SLOs and to make minor updates to the course objectives as required for accreditation **Corrections noted:** **Part of a sequence of transfer-level performing and visual art courses,** replace "Yes, This is the second . . . and NURS 52D" with "No" **Credit By Exam,** replace "Yes" with "No" **Lab Content,** replace "conducive to the care of patients with altered needs" with "offering opportunities for the care of adult and pediatric patients with altered needs."	Motion to approve with corrections: Beth Seconded: Bill Motion approved with corrections.
NURS 52C	NURS 52C (*Nursing III*) is being revised to add SLOs and to make minor updates to the course objectives as required for accreditation **Corrections noted:** **Part of a sequence of transfer-level performing and visual art courses,** replace "Yes, This is the third . . . and NURS 52D" with "No" **Credit By Exam,** replace "Yes" with "No" **Lab Content,** replace "conducive to the care of patients with complex altered needs" with "provide opportunities for the care of adult and geriatric patients with complex altered needs".	Motion to approve with corrections: Richard Seconded: Tom R. Motion approved with corrections.
NURS 52D	NURS 52D (*Nursing IV*) is being revised to add SLOs and to make minor updates to the course objectives as required for accreditation **Corrections noted:** **Part of a sequence of transfer-level performing and visual art courses,** replace "Yes, NURS 52A, NURS 52B, NURS 52C, NURS 52D" with "No" **Lab Content,** replace "conducive to the care of patients with multiple complex needs" with "provide the care of more than one patient with multiple complex needs". **Textbooks,** for textbook *Medical Surgical Nursing Across the Heath Care Curriculum* add publisher "Elsevier"; and, for textbook *Gerontological Nursing* add publisher "FA Davis".	Motion to approve with corrections: Tom L. Seconded: Laura L. Motion approved with corrections.
CSIS 71	CSIS 71 (*Operating a Personal Computer*), a short-term course, is being revised as part of Program Review. **Correction noted:** **CB08,** add "N – Not a Basic Skills Course"	Motion to approve: Bill Seconded: Richard Motion approved with corrections.

CSIS 77	CSIS 77 (*Web Design and Publishing*) is being revised to update of description and outline information. **Corrections noted:** **Course Title,** replace "Publishing on the World Wide Web" with "Web Design and Publishing" **Supplemental Material,** delete "College-level text and software from an educational publishing company is used." **CB08,** add "N – Not a Basic Skills Course"	Motion to approve pending confirmation of title: Richard Seconded: Beth Motion approved with corrections.
CSIS 78	CSIS 78 (*Advanced Web Design and Publishing*) is being revised as part of Program Review. **Corrections noted:** **Course Title,** replace "Advanced Publishing on the World Wide Web" with "Advanced Design and Publishing" **Schedule Description,** replace "cascading style sheets" with "Cascading Style Sheets" **Lab Content,** Item #9, replace "Mobilie" with "Mobile"	Motion to approve pending confirmation of title: LaRon Seconded: Bill Motion approved with corrections.
CSIS 82	CSIS 82 (*Unix and Linux System Administration*) as part of Program Review. **Corrections noted:** **Course Objectives,** Item #4, delete "." from end of the objective. **Lecture Content,** Item VI, replace "Daemons" with "Daemons,". **Lab Content,** Item IV, replace "VI and EMACS" with "vi and emacs,".	Motion to approve with corrections: Richard Seconded: Laura Motion approved with corrections.
LETP 132	LETP 132 (*Organizational Leadership*) a new, stand-along course, is being proposed to meet the POST requirement for Leadership training for supervisory staff. **No corrections noted.**	Motion to approve with corrections: Tom R. Seconded: Bill Motion approved with corrections. Motion to approve as stand-alone course: Laura L. Seconded: Richard Motion approved

Other Agenda Items	LETP 232 PHED 20.1	PFIT 20 PHED 20.2	PFIT 30	PHED 15A	Discussion of these Agenda Items is postponed until next week's meeting.
Next meeting: 3:00 p.m., Sept. 7, 2011 BMC-207					