Curriculum Advisory Committee
Meeting Notes

DATE: September 21, 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 (*proxy to Richard Abend*)
✓	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: 9/7/11	Corrections noted: **Agenda Item Approval of Minutes**, Action Line #1, replace "approve:" with "approve with correction". **Agenda Item Discussion Agenda**, Discussion Line #3, replace "CHDV 32" with "CHDV 52". **Agenda Item LETP 232.4**, Motion to approve as stand-alone, Line #5, replace "approved" with "approved.".	Motion to approve with corrections: Beth Seconded: Richard Motion approved.
Approval of Agenda	The agenda is amended to replace Agenda Item "CSIS 192" with "CSIS 198".	Motion to approve as amended: Richard Seconded: Tom L. Motion approved.

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Discussion Agenda	**Change in Title 5 regarding Repetition and Withdrawal from Credit Courses - Michael Gilmartin** Michael informed the committee of a change to Title 5 which will become effective October 12, 2011. The change requires credit courses be limited to being taken three (3) times in total. This total includes the combination of both completions and withdrawals for a course. The only exception will be for courses for which repeats are mandated by specific California codes, and for disabled students who can benefit from repeated instruction. The college will not be paid for the fourth or successive times a student takes a course. This requirement will be in place for colleges beginning the October 12, 2011; however, the Chancellor's office will not withhold FTES until Summer 2012. Depending on the number of students affected by this new requirement this new regulation may reduce FTES for the college. Michael suggests a blanket resolution to change repeat limits that are currently set to allow a course be taken four times. This will prevent the necessity to bring separate course revisions to CAC for each course requiring a change. Additionally, catalog and schedule description will need to be revised to reflect this change. He encourages CAC members to bring this information to their divisions for consideration of whether specific courses need to be restructured. Michael will review and draft revised Board Policy as necessary.	FYI
Consent Agenda	**Course Submitted for Deletion:** REAL 91 **Course submitted to Reverse Credit-by-Examination Change:** NURS 52A NURS 52B NURS 52C NURS 52D	Motion to approve Consent Agenda Richard Seconded: Bill Motion approved.
CSIS 10A	CSIS 10A (*Computer Science: Beginning Programming*) is being revised to add the option of Credit by Exam, and to update course content. Consideration of this course is tabled. Lynn will contact the Tom Rebold for clarification of the appropriate Basic Skills Advisory and whether this course is to be a hybrid or an online course.	Tabled.

CSIS 10B	CSIS 10B (*Computer Science: Advanced Programming*) is being revised to reflect current offering and to allow students taking the proposed CSIS 10C to migrate into this course. Consideration of this course is tabled. Lynn will contact the Tom Rebold for clarification of the appropriate Basic Skills Advisory and whether this course is to be a hybrid or an online course.	Tabled.
CSIS 62	CSIS 62 (*Web Animation and Programming*) is being revised to update descriptions, instructional materials, and hours by arrangement. Consideration of this course is tabled. Lynn will contact the Randy Smith for clarification of Method of Instruction and Out-of-Class Assignments.	Tabled.
CSIS 198	CSIS 198 (*Network Security Fundamentals*) is being revised to be offered as a hybrid or an online course in alternating semesters. Consideration of this course is tabled. Lynn will contact the DJ Singh for clarification of the appropriate Basic Skills Advisory, whether the textbook dated 2004 is correct, whether the Method of Instruction is Lecture/Lab, and Out-of-Class Assignments.	Tabled.
Other Agenda Items	MUSI 99.12 THEA 440 PFIT 51 LEPT 130	Discussion of these Agenda Items is postponed until next week's meeting.
Next meeting: 3:00 p.m., Sept. 21, 2011 BMC-207		