

Curriculum Advisory Committee Meeting Notes

DATE: Jan. 21, 2011 LOCATION: GC-103			
✓	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		Vacant, Academic Senate
✓	Elizabeth Harrington, Articulation Officer		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
✓	Laura Loop, Nursing		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Approval of Notes: 12/15/10	No corrections noted.	Motion to approve: Laura L. Seconded: Richard Abstain = 1 Motion approved with corrections.
AUTO 106	AUTO 106 (<i>Automotive Brake Systems and Safety Inspection</i>) is being revised to reflect the course as it is currently taught. Corrections noted, All Fields Report: Catalog Description , Line #2, replace “Certification in A5 area” with “Certification in the A5 area”. Schedule Description , Line #2, replace “Certification in A5 area” with “Certification in the A5 area”. Course Objectives/Exit Standards , Item #11, replace “Certification in A5 area” with “Certification in the A5 area”. Requisites , AUTO 100, add Requisite Objectives.	Motion to approve with corrections: Richard Seconded: Paola Motion approved with corrections.

<p>ENGL 320</p>	<p>ENGL 320 (<i>Basic Reading Tactics</i>), a stand-alone course, is being revised to reflect current technology and software. The course outline indicates that this course is By Arrangement. Lynn will contact the department to confirm the hours.</p> <p>No corrections noted.</p>	<p>Motion to approve: Paola</p> <p>Seconded: Richard</p> <p>Motion approved. Lynn will contact the department to confirm the hours.</p> <hr/> <p>Motion to approve as stand-alone course: Laura L. Seconded: Paola</p> <p>Motion approved</p>
<p>ENGL 330</p>	<p>ENGL 330 (<i>Intermediate Reading Tactics</i>), a stand-alone course, is being revised to reflect current technology and software. The course outline indicates that this course is three hours per week of lab. Lynn will contact the department to confirm the hours.</p> <p>No corrections noted.</p>	<p>Motion to approve: Paola</p> <p>Seconded: Richard</p> <p>Motion approved with corrections. Lynn will contact the department to confirm the hours.</p> <hr/> <p>Motion to approve as stand-alone course: Richard Seconded: Laura L</p> <p>Motion approved</p>
<p>HLTH 7</p>	<p>HLTH 7 (<i>Women's Health Issues</i>) is being revised as part of Program Review. The course is cross-listed as Women's Studies 7.</p> <p>Catalog Description, Line #2, replace “and making alternative” with “and alternative”.</p> <p>Schedule Description, Line #2, replace “and making alternative” with “and alternative”.</p> <p>Course Objectives/Exit Standards, Item #2, replace “Scientific Method” with “scientific method”.</p> <p>Lecture Content, Item #11, Line #2, delete “how to choose a good physician”; and, Item #12, replace “What to expect when going to the</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Laura L.</p> <p>Motion approved with corrections.</p>

<p>HLTH 7 (continued)</p>	<p>doctor” with “How to choose a good physician and what to expect when going to the doctor.”</p> <p>Out-of-Class Assignments - Writing, replace original response with “Several short essays”.</p> <p>Out-of-Class Assignments – Other Out-of-Class Assignments, replace original response with “Group Reports”.</p> <p>Textbooks, Line #1, replace “2nd Revised” with “Revised” and replace “1998” with “2010”.</p> <p>Additional assessment information, delete response.</p>	
<p>ORNH 201</p>	<p>ORNH 201 (<i>Pesticide Application License Exam preparation</i>) is being revised as part of Program Review. The committee suggested that the department discuss the SLOs as written. Lynn will contact the instructor regarding revising the Course Objectives to be more in line with the Lecture Content.</p> <p>Corrections noted, All Fields Report:</p> <p>Catalog Description, Line #1, replace “for and pass the” with “for the”.</p> <p>Schedule Description, Line #1, replace “for and passing the” with “for the”.</p> <p>Course Objectives/Exit Standards, delete Item #1, delete Item #2, renumber Item #3 as Item #1, and revise as necessary to be more in line with the Lecture Content.</p>	<p>Motion to approve with corrections: Elizabeth</p> <p>Seconded: Laura L.</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the instructor regarding the Course Objectives.</p>
<p>ORNH 202</p>	<p>ORNH 202 (<i>Beginning Pruning</i>) is being revised as part of Program Review.</p> <p>No corrections noted.</p>	<p>Motion to approve: Paola</p> <p>Seconded: Laura L.</p> <p>Motion approved.</p>
<p>ORNH 204</p>	<p>ORNH 204 (<i>Organic Gardening</i>) is being revised as part of Program Review.</p> <p>Corrections noted, All Fields Report:</p> <p>Course Objectives/Exit Standards, delete Item #9</p> <p>Additional assessment information, delete “Midterm and final exam” and replace “diagnose” with “diagnosis”.</p>	<p>Motion to approve with corrections: Paola</p> <p>Seconded: Laura L.</p> <p>Motion approved with corrections.</p>

<p>ORNH 51</p>	<p>ORNH 51 (<i>Introduction to Ornamental Horticulture I</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Catalog Description, Line #2, replace “topics covered include” with “topics include”. Schedule Description, Line #1 and #2, replace “Topics covered include” with “Topics include”. Reason for Proposing or Revising, replace “Need to change the ‘Hours by Arrangement’ statement in the course description” with “Program Review”. Out-of-Class Assignments - Writing, replace “project on a subject of their choice that is horticulture related” with “project with photos and descriptions on a Horticultural subject.” Diversity Issues, replace “We serve a diverse number of students in our courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with corrections: Richard Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p>ORNH 52</p>	<p>ORNH 52 (<i>Introduction to Ornamental Horticulture II</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Writing, replace “project on a subject of their choice that is horticulture related” with “project with photos and descriptions on a Horticultural subject.” Out-of-Class Assignments – Other Out-of-Class Assignments, replace original response with “Attend departmental Saturday work day and Saturday field trip.” Diversity Issues, replace “This course is available to students of all diverse backgrounds” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an</p>	<p>Motion to approve with corrections: Laura L. Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p>ORNH 52 (continued)</p>	<p>understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	
<p>ORNH 55</p>	<p>ORNH 55 (<i>Trees</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Writing, replace “Write a term paper on a tree related topic” with “Write a term paper.” Out-of-Class Assignments – Other Out-of-Class Assignments, replace original response with “Prepare for oral presentation on an assigned plant. Attend departmental Saturday work day and Saturday field trip.” Diversity Issues, replace “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.</p>	<p>Motion to approve with corrections: Beth Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>ORNH 57</p>	<p>ORNH 57 (<i>Turfgrass Management</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Writing, replace “Write a term paper on a turf grass management subject” with “Write a term paper.” Textbooks, Line #1, replace author with “Meredith Books”; replace title with “All About Lawns (Ortho's All About Gardening)”; and, replace Year with “2008”. Out-of-Class Assignments – Other Out-of-Class Assignments, replace original response with “Prepare for oral presentation on an assigned plant. Attend departmental Saturday work day and Saturday field trip.” Diversity Issues, replace “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field.” with “All topics include acknowledgement of the role of race, class and gender in</p>	<p>Motion to approve with corrections: Laura L. Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p>ORNH 57 (continued)</p>	<p>the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	
<p>ORNH 61</p>	<p>ORNH 61 (<i>Plant Identification: Shrubs, Vines, Ground Covers</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Reading, replace original response with “Read from handouts and book.” Out-of-Class Assignments - Writing, replace original response with “Prepare and take weekly quizzes covering ten plants to be named and information given.” Out-of-Class Assignments – Other Out-of-Class Assignments, replace original response with “Prepare for oral presentation on an assigned plant. Attend departmental Saturday work day and Saturday field trip.” Diversity Issues, replace “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with corrections: Richard Seconded: Beth</p> <p>Motion approved with corrections.</p>
<p>ORNH 62</p>	<p>ORNH 62 (<i>Plant Identification: Trees, Annuals, Perennials</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Catalog Description, Line #2, replace “Field trips are included” with “Field trip is included.” Diversity Issues, replace “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and</p>	<p>Motion to approve with corrections: Richard Seconded: Laura L.</p> <p>Motion approved with corrections.</p>

<p>ORNH 62 (continued)</p>	<p>hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	
<p>ORNH 63</p>	<p>ORNH 63 (<i>Plant Propagation</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Correction noted, All Fields Report: Diversity Issues, replace “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with correction: Paola Seconded: Richard</p> <p>Motion approved with correction.</p>
<p>ORNH 205</p>	<p>ORNH 205 (<i>Botany for Gardeners</i>) is revised to update course hours from By arrangement. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Catalog Description, Line #2, replace “The study of Plant classification” with “Plant Classification”; and, Line #3, replace “seeds is” with “seeds are”. Schedule Description, Line #2, replace “Study of Plant classification” with “Plant Classification”. Course Objectives/Exit Standards, Item #6, replace “Demonstration knowledge of the basis for classification” with “Explain the basis for classification”. Textbooks, Line #1, replace Year with “2010”. Diversity Issues, replace “This course is available to students of all diverse backgrounds.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with corrections: Laura L. Seconded: Beth</p> <p>Motion approved with corrections.</p>

<p>ORNH 210.1</p>	<p>ORNH 210.1 (<i>Current Topics in Ornamental Horticulture: Wedding Floral Designs</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Diversity Issues, replace “All students are welcomed and appreciated in the Ornamental Horticulture classes. Sharing their backgrounds and experiences add to the courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with correction: Paola Seconded: Laura L.</p> <p>Motion approved with correction.</p>
<p>ORNH 210.2</p>	<p>ORNH 210.2 (<i>Current Topics in Ornamental Horticulture: Attracting Beneficial Birds and Bugs to Your Garden</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201. Lynn will contact the instructor to confirm wording of the Catalog and Schedule descriptions.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Reading, replace “The students will be given reading materials the first day of class and are to be prepared to discuss them on the second day of class” with “Read outside materials for class discussion.” Out-of-Class Assignments – Other Out-of-Class Assignments, replace “The students will be given a take-home quiz after the first class session” with “Take-home quiz.” Additional assessment information, delete “Class participation, and a take-home quiz.” Diversity Issues, replace “All students are welcomed and appreciated in the Ornamental Horticulture classes. Sharing their backgrounds and experiences add to the courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with</p>	<p>Motion to approve with corrections: Paola Seconded: Laura L.</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the instructor to confirm wording of the Catalog and Schedule descriptions.</p>

<p>ORNH 210.2 (continued)</p>	<p>clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	
<p>ORNH 210.10</p>	<p>ORNH 210.10 (<i>Current Topics in Ornamental Horticulture: Garden Tours of the Monterey Peninsula</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Corrections noted, All Fields Report: Out-of-Class Assignments - Reading, replace “The students will be given Monterey State Parks garden tour brochure to read so they will have a guide to use while touring the various gardens” with “Read the Monterey State parks garden tour brochure while touring the various gardens.” Out-of-Class Assignments – Writing, replace “Students will be given a stake-home quiz” with “Take-home quiz.” Supplemental Material, Item #1, replace “Handouts and a topic outline will be given to the students. Recommendations for further reading will be given.” with “Handouts and a topic outline will be given to the students.”; and, add as Item #2, “Recommendations for further reading will be given.” Additional assessment information, delete “Class participation, and a take-home quiz.” Diversity Issues, replace “All students are welcomed and appreciated in the Ornamental Horticulture classes. Sharing their backgrounds and experiences add to the courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with corrections: Richard Seconded: Beth</p> <p>Motion approved with corrections.</p>
<p>ORNH 210.11</p>	<p>ORNH 210.11 (<i>Current Topics in Ornamental Horticulture: Gardening with Herbs</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p>	<p>Motion to approve with corrections: Paola Seconded: Laura L.</p> <p>Motion approved with corrections.</p>

<p>ORNH 210.11 (continued)</p>	<p>Correction noted, All Fields Report: Supplemental Material, Item #1, replace “Handouts and a topic outline will be given to the students. Recommendations for further reading will be given.” with “A number of books, magazines and digital photographs will be displayed during the course.”; add as Item #2, “Handouts and a topic outline will be given to the students.”, and, add as Item #3, “Recommendations for further reading will be given.” Diversity Issues, replace “All students are welcomed and appreciated in the Ornamental Horticulture classes. Sharing their backgrounds and experiences add to the courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	
<p>ORNH 210.12</p>	<p>ORNH 210.12 (<i>Current Topics in Ornamental Horticulture: Small Space and Container Gardening</i>) is being revised as part of Program Review. The committee recommends replacing the Diversity Issues response with that used for ORNH 201.</p> <p>Correction noted, All Fields Report: Diversity Issues, replace “All students are welcomed and appreciated in the Ornamental Horticulture classes. Sharing their backgrounds and experiences add to the courses.” with “All topics include acknowledgement of the role of race, class and gender in the ornamental horticulture field. Underlying all of the instruction and hands-on practical work will be an understanding of the importance of working well with clients, employers, or fellow employees who may be of various classes, races and genders.”</p>	<p>Motion to approve with correction: Beth Seconded: Paola</p> <p>Motion approved with correction.</p>
<p>PHED 1A</p>	<p>Due to time constraints, PHED 1A (<i>Fencing I</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>
<p>PHED 1B</p>	<p>Due to time constraints, PHED 1B (<i>Fencing II</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>

PHED 2A	Due to time constraints, PHED 2A (<i>Golf I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 2B	Due to time constraints, PHED 2B (<i>Golf II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 2C	Due to time constraints, PHED 2C (<i>Golf III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 5A	Due to time constraints, PHED 5A (<i>Tennis I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 5B	Due to time constraints, PHED 5B (<i>Tennis II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 7A	Due to time constraints, PHED 7A (<i>Swimming I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 7B	Due to time constraints, PHED 7B (<i>Swimming II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 16	Due to time constraints, PHED 16 (<i>Fundamentals of Basketball</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 20.6	Due to time constraints, PHED 20.6 (<i>Skill Development for Softball</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 20.7	Due to time constraints, PHED 20.7 (<i>Skill Development for Swimming</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 20.8	PHED 20.8 (<i>Skill Development for Tennis</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 20.9	Due to time constraints, PHED 20.9 (<i>Skill Development for Track and Field</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.1	Due to time constraints, PHED 31.1 (<i>Intercollegiate Football: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.2	Due to time constraints, PHED 31.2 (<i>Intercollegiate Basketball: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 30.3	Due to time constraints, PHED 30.3 (<i>Intercollegiate Volleyball: Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.

PHED 30.4	Due to time constraints, PHED 30.4 (<i>Intercollegiate Tennis: Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 30.6	Due to time constraints, PHED 30.6 (<i>Intercollegiate Soccer: Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.1	Due to time constraints, PHED 31.1 (<i>Intercollegiate Football: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.2	Due to time constraints, PHED 31.2 (<i>Intercollegiate Basketball: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.3	Due to time constraints, PHED 31.3 (<i>Intercollegiate Baseball: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.4	Due to time constraints, PHED 31.4 (<i>Intercollegiate Golf: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 31.5	Due to time constraints, PHED 31.5 (<i>Intercollegiate Soccer: Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 32.1	Due to time constraints, PHED 32.1 (<i>Intercollegiate Track and Field: Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 32.4	Due to time constraints, PHED 32.4 (<i>Intercollegiate Cross country: Women and Men</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 50	Due to time constraints, PHED 50 (<i>Orientation for Athletes</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PHED 61	Due to time constraints, PHED 61 (<i>Elements of Football</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
Next meeting: 3 p.m., Feb. 9, 2011 GC-103		