

## Curriculum Advisory Committee Meeting Notes

DATE: May 4, 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  
 Guest: Lyndon Schutzler

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors present.	No visitors' comments.
Approval of Minutes: 4/27/11	No corrections noted.	Motion to approve: Richard  Seconded: Paola  Abstain = 2  Motion approved.
Approval of Agenda	Submission of amended agenda for approval	Motion to approve as amended: Bill Seconded: Laura  Motion approved.

<p><b>PHED 1A</b></p>	<p>PHED 1A (<i>Fencing I</i>) is being revised as part of Program Review.</p> <p><b>Corrections noted, All Fields Report:</b>  <b>Course Objectives</b>, Objective #1, replace “Time the part” with “Name the parts”.  <b>Lecture Content</b>, Content Item #7(c), replace “responses of” with “responses as”.  <b>Out-of-Class Assignments</b>, replace “None” with “Read Text”.</p>	<p>Motion to approve with corrections:  Richard  Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p><b>PHED 1B</b></p>	<p>PHED 1B (<i>Fencing II</i>) is being revised as part of Program Review. The committee recommends that PHED 1A (<i>Fencing I</i>) be added as a Course Advisory.</p> <p><b>Corrections noted, All Fields Report:</b>  <b>Course Objectives</b>, Objective #1, replace “Demonstration” with “Perform”; Objective #2, replace “Demonstration” with “Perform”; Objective #3, replace “Demonstration” with “Perform”; Objective #4, replace “Demonstration” with “Perform”; Objective #5, replace “Demonstration” with “Perform”; Objective #6, replace “Demonstrate knowledge of” with “Explain”; Objective #7, replace “Demonstrate knowledge of” with “Explain”; and, Objective #8, replace “Demonstrate skills in serving as” with “Serve as”.  <b>Requisites, Requisite Analysis</b>, add Requisite Analysis for Course Advisory (PHED 1A).  <b>Out-of-Class Assignments</b>, replace “None” with “Read Text”.</p>	<p>Motion to approve with corrections:  Paola  Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p><b>PHED 2A</b></p>	<p>PHED 2A (<i>Golf I</i>) is being revised as part of Program Review.</p> <p><b>Corrections noted, All Fields Report:</b>  <b>Course Objectives</b>, Objective #1, replace “Demonstrate” with “Perform”.  <b>Out-of-Class Assignments</b>, replace “None” with “Read Supplemental Materials”.  <b>Additional assessment information</b>, delete “1. Participation 2.” and “3. Written examinations or quizzes”.</p>	<p>Motion to approve with corrections:  Paola  Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p><b>PHED 2B</b></p>	<p>PHED 2B (<i>Golf II</i>) is being revised as part of Program Review. The committee recommends that PHED 2A (<i>Golf I</i>) be added as a Course Advisory.</p> <p><b>Corrections noted, All Fields Report:</b></p>	<p>Motion to approve with corrections:  Richard  Seconded: Laura</p> <p>Motion approved with corrections.</p>

<p><b>PHED 2B (continued)</b></p>	<p><b>Catalog Description</b>, delete “It is recommended that students take PHED 2A or have basic golf skills before enrolling.”  <b>Schedule Description</b>, delete “It is recommended that students take PHED 2A or have basic golf skills before enrolling.”  <b>Course Objectives</b>, Objective #3, replace “Demonstrate playing bunker shots, reading greens, playing uneven lies and from the rough.” with “Play bunker shots, read greens, play uneven lies, and play from the rough.”  <b>Requisites, Requisite Analysis</b>, add Requisite Analysis for Course Advisory (PHED 2A).  <b>Lab Content</b>, Content Item #VII. C., replace “Coure” with “Course”.  <b>Additional assessment information</b>, delete “1. Participation 2.” and “3. Written examinations or quizzes”.</p>	
<p><b>PHED 2C</b></p>	<p>PHED 2C (<i>Golf III</i>) is being revised as part of Program Review. The committee recommends that PHED 2B (<i>Golf II</i>) be added as a Course Advisory. At the request of the department, consideration of this course is tabled pending further revision.</p> <p><b>Corrections noted, All Fields Report:</b>  <b>Catalog Description</b>, Line #1, replace “designed for experienced” with “designed for the experienced”.  <b>Requisites, Requisite Analysis</b>, add Requisite Analysis for Course Advisory (PHED 2B).</p>	<p>Tabled.</p>
<p><b>PHED 5A</b></p>	<p>PHED 5A (<i>Tennis I</i>) is being revised as part of Program Review.</p> <p><b>Corrections noted, All Fields Report:</b>  <b>Course Objectives</b>, Objective #1, replace “Demonstrate” with “Perform”.  <b>Out-of-Class Assignments, Reading</b>, add “Read handouts”.  <b>Methods of Evaluation</b>, replace “Exams/Tests” with “Exams/Tests/Participation”.  <b>Additional assessment information</b>, delete “1. Participation 2.” and “3. Written examinations or quizzes”.</p>	<p>Motion to approve with corrections:  Elizabeth  Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p><b>PHED 5B</b></p>	<p>PHED 5B (<i>Tennis II</i>) is being revised as part of Program Review. The committee recommends that PHED 5A (<i>Tennis I</i>) be added as a Course Advisory.</p>	<p>Motion to approve with corrections:  Richard  Seconded: Paola</p>

<p><b>PHED 5B (continued)</b></p>	<p><b>Corrections noted, All Fields Report:</b>  <b>Course Objectives</b>, Objective #1, replace “Demonstrate control and depth of ground strokes, volleys and serves” with “Perform ground strokes, volleys and serves with control and depth”.  <b>Requisites, Requisite Analysis</b>, add Requisite Analysis for Course Advisory (PHED 5A).  <b>Out-of-Class Assignments, Reading</b>, add “Read supplemental handouts”.  <b>Additional assessment information</b>, delete “1. Participation 2.” and “3. Written examinations or quizzes”.</p>	<p>Motion approved with corrections.</p>
<p><b>Distance Education Curriculum Form</b></p>	<p>The Distance Education Form has been revised by the Distance Education Committee. This revision will be part of the institution’s response to the Accreditation Report. The revised form was presented to the Curriculum Advisory Committee for discussion and comments. As revised, the Distance Education form includes examples to help instructors respond in a full and complete manner. Lynn asked for feedback giving clarification of II.B.2 and II.B.3. Discussion will continue next week.</p> <p><b>Discussion Comments:</b></p> <ul style="list-style-type: none"> <li>• Item II.B – Clarification needed between what is implied and what is intended</li> <li>• Item II.B.3 – Guidelines are needed for instructors on how to respond</li> <li>• Item II.C.3 – Better examples are needed to communicate the desired response</li> </ul> <p><b>Corrections noted:</b></p> <ul style="list-style-type: none"> <li>• Item I.A Line #3, replace “Title V” with “Title 5”.</li> <li>• Item II.A Lines #2 and #4, replace “Title V” with “Title 5”.</li> <li>• Item II.B, need to clarify what implied and what is intended.</li> <li>• Item II.B.1, replace “DE Communication Methods” with “DE Communication/Interaction Methods”</li> <li>• Item II.B.2, replace “how each” with “how and how often each”</li> <li>• Item II.B.3, Line #1, replace “Title V” with “Title 5”.</li> <li>• Item II.C.2, replace “adapted for use in an online environment” with “done in an online environment”</li> </ul>	<p>Discussion will be continued.</p>

<p><b>Family Research Studies</b></p> <p><b>Program Revision</b></p>	<p>The Family Research (Genealogy), Certificate of Achievement (Non-Career Technical) Program revision was tabled in order for the department to consider what effect the recent discontinuance of BUSC 104A, BUSC 104B and BUSC 104C would have on the program. The department has determined that there is no need to make further revision to the program based on the removal of these courses.</p> <p><b>No corrections noted.</b></p>	<p>Motion to approve: Bill</p> <p>Seconded: Paola</p> <p>Motion approved.</p>																																																																								
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<p><b>Other Agenda Items</b></p>	<table border="0"> <tr><td>PHED 7A</td><td>PHED 30.2</td><td>PFIT 16</td><td>ORNH 70</td></tr> <tr><td>PHED 7B</td><td>PHED 30.3</td><td>PFIT 17</td><td>ORNH 71</td></tr> <tr><td>PHED 16</td><td>PHED 30.4</td><td>PFIT 18A</td><td>ORNH 72</td></tr> <tr><td>PHED 17</td><td>PHED 30.6</td><td>PFIT 18B</td><td>ORNH 75</td></tr> <tr><td>PHED 18A</td><td>PHED 31.1</td><td>PFIT 19</td><td>ORNH 76</td></tr> <tr><td>PHED 18B</td><td>PHED 31.2</td><td>PFIT 21</td><td>ORNH 78</td></tr> <tr><td>PHED 19</td><td>PHED 31.3</td><td>PFIT 22A</td><td>ORNH 210.3</td></tr> <tr><td>PHED 20.3</td><td>PHED 31.4</td><td>PFIT 22B</td><td>ORNH 210.4</td></tr> <tr><td>PHED 20.4</td><td>PHED 31.5</td><td>PFIT 50</td><td>ORNH 210.5</td></tr> <tr><td>PHED 20.5</td><td>PHED 32.1</td><td>PFIT 63</td><td>ORNH 210.6</td></tr> <tr><td>PHED 20.6</td><td>PHED 32.4</td><td>PFIT 82</td><td>ORNH 210.7</td></tr> <tr><td>PHED 20.7</td><td>PHED 33</td><td>LETP 231.27</td><td>ORNH 210.8</td></tr> <tr><td>PHED 20.8</td><td>PHED 61</td><td>LETP 240.25</td><td>ORNH 210.9</td></tr> <tr><td>PHED 20.9</td><td>PHED Aide Program</td><td>LETP 240.47</td><td>MAST 55</td></tr> <tr><td>PHED 20.10</td><td>PFIT 8</td><td>ORNH 64</td><td>AVIA 101</td></tr> <tr><td>PHED 21</td><td>PFIT 10</td><td>ORNH 65</td><td>ENGL 31</td></tr> <tr><td>PHED 29</td><td>PFIT 13</td><td>ORNH 66</td><td></td></tr> <tr><td>PHED 30.1</td><td>PFIT 15</td><td>ORNH 68</td><td></td></tr> </table>	PHED 7A	PHED 30.2	PFIT 16	ORNH 70	PHED 7B	PHED 30.3	PFIT 17	ORNH 71	PHED 16	PHED 30.4	PFIT 18A	ORNH 72	PHED 17	PHED 30.6	PFIT 18B	ORNH 75	PHED 18A	PHED 31.1	PFIT 19	ORNH 76	PHED 18B	PHED 31.2	PFIT 21	ORNH 78	PHED 19	PHED 31.3	PFIT 22A	ORNH 210.3	PHED 20.3	PHED 31.4	PFIT 22B	ORNH 210.4	PHED 20.4	PHED 31.5	PFIT 50	ORNH 210.5	PHED 20.5	PHED 32.1	PFIT 63	ORNH 210.6	PHED 20.6	PHED 32.4	PFIT 82	ORNH 210.7	PHED 20.7	PHED 33	LETP 231.27	ORNH 210.8	PHED 20.8	PHED 61	LETP 240.25	ORNH 210.9	PHED 20.9	PHED Aide Program	LETP 240.47	MAST 55	PHED 20.10	PFIT 8	ORNH 64	AVIA 101	PHED 21	PFIT 10	ORNH 65	ENGL 31	PHED 29	PFIT 13	ORNH 66		PHED 30.1	PFIT 15	ORNH 68		<p>Discussion of these Agenda Items is postponed until next week's meeting.</p>
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