

Curriculum Advisory Committee Meeting Notes

DATE: Oct. 13, 2010 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

Guests: Judee Timm, Bruce Wilder, and Jeff Hilla

Agenda Item	Discussion / Comments	Action
Approval of Notes: 10/6/10	<p>Corrections noted: Agenda Item Approval of Notes, Discussion/Comments, replace “deletions” with “deletion”.</p> <p>Agenda Item ADMJ 2, Discussion/Comments, Line #4, replace “sounds like a Living Room series course” with “does not meet Title 5 standards for Distance Education courses”.</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Tom L.</p> <p>Motion approved with corrections.</p>
<p>Discussion</p> <p>Distance Education</p> <p>Judee Timm</p>	<p>Judee Timm, Chair of the Distance Education Task Force, addressed the committee regarding issues related to online courses. She presented an overview of the Distance Education Task Force; discussed the elements of an effective online course and ways in which technology and pedagogy can be complementary; the importance of creating “community” within the online course; the need to revise the current Distance Education Form; and, the need for training and assistance for instructors in the processes, procedures and requirements for developing online courses. Judee also distributed informational handouts to the committee (<i>ACCJC Recommendations for Distance Education and Best Practices for Administrative Evaluation of Online Faculty</i>).</p>	FYI

Consent Agenda	Courses submitted for deletion: HUMS 55	Motion to approve Consent Agenda: Paola Seconded: Bill Motion approved.
ENGL 51	ENGL 51 (<i>Fiction Writing</i>) is presented to the committee for approval as a stand-alone course. This course was initially approved by the committee during the August 11 th meeting.	Motion to approve as a stand-alone course: Tom L. Seconded: Richard Motion approved.
MUSI 2	MUSI 2 (<i>Introduction to Broadway Musicals</i>) is being revised as part of Program Review. The method of delivery is being revised from Living Room to Online. Consideration of this course is postponed pending the instructor's decisions with regard to copyright issues.	Consideration of this course is postponed to a later meeting.
MUSI 3 Bruce Wilder Jeff Hilla	MUSI 3 (<i>Introduction to Jazz and Pop</i>) is being revised to change the method of delivery from Living Room to online. During the initial discussion of this course on Sept. 29 th , the committee identified several areas of concern regarding the design of the distance education delivery for this course. In response to the committee's concerns, Bruce Wilder and Jeff Hilla presented a demonstration of the website for this course and explained the methods of communication between instructor and students, how course material is organized and presented, and how exams are taken. This demonstration also served as an introduction to Moodle platform for online courses. No corrections noted.	Motion to approve: Richard Seconded: Paola Motion approved. <hr/> Motion to approve Distance Education pending addition of the course website address: Richard Seconded: Paola Motion approved.
ADMJ 4	ADMJ 4 (<i>Criminal Law</i>) is being updated as part of program review, to remove the Living Room method of delivery, and to add an Online method of delivery. The committee felt that the course, as written, does not meet Title 5 standards for Distance Education courses. Specific concerns identified by the committee include: whether student-to-student communication will be facilitated through the use of discussion board technology; the need to include the course website in the course documentation; the manner in which weekly progress checks will be	Motion to approve with correction: Richard Seconded: Bill Motion approved with corrections. <hr/> Motion to table consideration of Distance Education pending instructor's response to the

ADMJ 4 (continued)	done; and, how testing is be administered. Consideration of this course for Distance Education is postponed pending clarification of these issues. Corrections noted, All Fields Report: Textbooks , Lynn will correct the textbook edition. Method of Instruction , delete ONLINE.	committee's concerns: Richard Seconded: Tom R. Motion approved.
ADMJ 6	Due to time constraints, ADMJ 6 (<i>Introduction to Evidence</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 51	Due to time constraints, ADMJ 51 (<i>Criminal Procedures</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 53	Due to time constraints, ADMJ 53 (<i>Police Field Operations</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 55	Due to time constraints, ADMJ 55 (<i>Writing for Criminal Justice</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 57	Due to time constraints, ADMJ 57 (<i>Introduction to Corrections</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 66	Due to time constraints, ADMJ 66 (<i>Introduction to Investigation</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADMJ 70	Due to time constraints, ADMJ 70 (<i>Juvenile Law and Procedure</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
AUTO 100	Due to time constraints, AUTO 100 (<i>Introduction to Auto Technology</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
AUTO 103	Due to time constraints, AUTO 103 (<i>Engine Performance</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BIOL 25	Due to time constraints, BIOL 25 (<i>Applied Microbiology Lecture</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BIOL 36	Due to time constraints, BIOL 36 (<i>Plants and Civilization</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 10B	Due to time constraints, CSIS 10B (<i>Computer Science: Advanced Programming</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 11	Due to time constraints, ENGL 11 (<i>Literature by and About Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WOMN 11	Due to time constraints, WOMN 11 (<i>Literature by and About Women</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
GEOL 2	Due to time constraints, GEOL 2 (<i>Introduction to Geology</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LING 25	Due to time constraints, LING 25 (<i>Introduction to Gender and Language</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WOMN 25	Due to time constraints, WOMN 25 (<i>Introduction to Gender and Language</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Oct. 20, 2010, GC-103		