

Curriculum Advisory Committee Meeting Notes

DATE: Oct. 20, 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

Agenda Item	Discussion / Comments	Action
Approval of Notes: 10/13/10	Corrections noted: Agenda Item ADMJ 4, Corrections noted, Line #2, replace “update” with “correct”; Action, add Motion to table consideration of Distance Education.	Motion to approve with corrections: Richard Seconded: Paola Motion approved with corrections.
ADMJ 6	ADMJ 6 (<i>Introduction to Evidence</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 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: Catalog Description , delete “Offered online.” Method of Instruction , delete ONLINE.	Motion to approve with corrections: Richard Seconded: Bill Motion approved with corrections. <hr/> Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Tom L. Seconded: Paola Motion approved.

<p>ADMJ 51</p>	<p>ADMJ 51 (<i>Criminal Procedures</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 done; and, how testing is be administered. Consideration of this course for Distance Education is postponed pending clarification of these issues.</p> <p>Corrections noted, All Fields Report: Catalog Description, delete “Offered online.” Method of Instruction, delete ONLINE.</p>	<p>Motion to approve with corrections: Bill Seconded: Laura L.</p> <hr/> <p>Motion approved with corrections.</p> <hr/> <p>Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Richard</p> <p>Seconded: Tom L.</p> <p>Motion approved.</p>
<p>ADMJ 53</p>	<p>ADMJ 53 (<i>Police Field Operations</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 done; and, how testing is be administered. Consideration of this course for Distance Education is postponed pending clarification of these issues.</p> <p>Corrections noted, All Fields Report: Catalog Description, delete “Offered online.” Method of Instruction, delete ONLINE.</p>	<p>Motion to approve with corrections: Richard Seconded: Laura L.</p> <hr/> <p>Motion approved with corrections.</p> <hr/> <p>Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Tom L.</p> <p>Seconded: Bill</p> <p>Motion approved.</p>
<p>ADMJ 55</p>	<p>ADMJ 55 (<i>Writing for Criminal Justice</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. Lynn will contact the originator for clarification of the term “practice experience” in the Catalog and Schedule course descriptions. The committee felt that the course, as written, does not meet Title 5 standards for Distance Education courses. Specific</p>	<p>Motion to approve with corrections: LaRon Seconded: Laura L.</p> <p>Motion approved with corrections.</p>

<p>ADMJ 55 (continued)</p>	<p>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 done; and, how testing is be administered. Consideration of this course for Distance Education is postponed pending clarification of these issues.</p> <p>Corrections noted, All Fields Report: Catalog Description, delete “Offered online.” Method of Instruction, delete ONLINE.</p>	<p>Lynn will contact the originator for clarification of the term “practice experience.”</p> <hr/> <p>Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Bill</p> <p>Seconded: Elizabeth</p> <p>Motion approved.</p>
<p>ADMJ 57</p>	<p>ADMJ 57 (<i>Introduction to Corrections</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 done; and, how testing is be administered. Consideration of this course for Distance Education is postponed pending clarification of these issues.</p> <p>Corrections noted, All Fields Report: Catalog Description, delete “Offered online.” Course Objectives, Objective #2, replace “the European colonies, France and Spain” with “France, Spain, and European colonies.” Method of Instruction, delete ONLINE.</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Paola</p> <hr/> <p>Motion approved with corrections.</p> <hr/> <p>Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Richard</p> <p>Seconded: Tom L.</p> <p>Motion approved.</p>
<p>ADMJ 66</p>	<p>ADMJ 66 (<i>Introduction to Investigation</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 done; and, how testing is be administered. Consideration of this course</p>	<p>Motion to approve with corrections: Paola</p> <p>Seconded: Richard</p> <hr/> <p>Motion approved with corrections.</p> <hr/> <p>Motion to table consideration of Distance Education pending instructor’s response to the</p>

ADMJ 66 (continued)	for Distance Education is postponed pending clarification of these issues. Corrections noted, All Fields Report: Catalog Description , delete “Offered online.” Method of Instruction , delete ONLINE.	committee’s concerns: Richard Seconded: Tom L. Motion approved.
ADMJ 70	ADMJ 70 (<i>Juvenile Law and Procedure</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 e-pack website in the course documentation; the manner in which weekly progress checks will be 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: Catalog Description , delete “Offered online.” Method of Instruction , delete ONLINE.	Motion to approve with corrections: Paola Seconded: Laura L. Motion approved with corrections. <hr/> Motion to table consideration of Distance Education pending instructor’s response to the committee’s concerns: Tom L. Seconded: Elizabeth Motion approved.
AUTO 100	AUTO 100 (Introduction to Auto Technology) is being revised to add Student Learning Outcomes. The committee recommends the addition of an appropriate Basic Skills Advisory for reading. Lynn will contact the originator regarding the addition of a Basic Skills Advisory. No corrections noted.	Motion to approve: Bill Seconded: LaRon Motion approved.
AUTO 103	AUTO 103 (Engine Performance) is being revised to update curriculum and to add AUTO 100, AUTO 101, and AUTO 102 as pre-requisite courses. The committee recommends the addition of an appropriate Basic Skills Advisory for reading. Lynn will contact the originator regarding the addition of a Basic Skills Advisory. No corrections noted.	Motion to approve: Richard Seconded: Bill Motion approved with corrections.

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>Introductory 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.
ADPE 8	Due to time constraints, ADPE 8 (<i>Introduction to Adapted Physical Education</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADPE 9	Due to time constraints, ADPE 9 (<i>Adapted Personal Fitness</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADPE 13	Due to time constraints, ADPE 13 (<i>Physical Education: Adapted</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADPE 14	Due to time constraints, ADPE 14 (<i>Adapted Aerobics</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADPE 15	Due to time constraints, ADPE 15 (<i>Heart Healthy Exercise</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ADPE 16	Due to time constraints, ADPE 16 (<i>Adapted Flexibility and Movement Techniques</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS – Essential Computer Skills Program Revision	Due to time constraints, consideration of the CSIS – Essential Computer Skills Program is continued to the next committee meeting.	Discussion of this Program is postponed until the next committee meeting.

CSIS –Computer Science and Information Systems Program Revision	Due to time constraints, consideration of the CSIS – Computer Science and Information Systems Program is continued to the next committee meeting.	Discussion of this Program is postponed until the next committee meeting.
CSIS – Web Designer Program Revision	Due to time constraints, consideration of the CSIS – Web Designer Program is continued to the next committee meeting.	Discussion of this Program is postponed until the next committee meeting.
CSIS 11	Due to time constraints, CSIS 11 (<i>Computer Architectures</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 114	Due to time constraints, CSIS 114 (<i>Game Programming: Behind the Scenes</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
DNTL 100	Due to time constraints, DNTL 100 (<i>Orientation of Dental Careers</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LING 30	Due to time constraints, LING 30 (<i>Introduction to the English Language</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
THEA 1	Due to time constraints, THEA 1 (<i>Theatre Appreciation</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Oct. 27, 2010, GC-103		