

Curriculum Advisory Committee Meeting Notes

DATE: Oct. 6, 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: 9/29/10	Correction noted: Agenda Item MUSI 3, Line #12, replace “150” with “155”.	Motion to approve with correction: Paola Seconded: Bill Motion approved with correction.
Consent Agenda	Courses submitted for deletion: ADMJ 220.1 LIBR 72	Motion to approve Consent Agenda: LaRon Seconded: Tom L. Motion approved.
WRLD 412	WRLD 412 (<i>The Age of Progress (1815-1870)</i>) is a new, non-credit, course which is being added to the World Civilizations curriculum. This course is intended to provide older adult students the opportunity to focus on how the older adult relates to family, community and global issues. No corrections noted.	Motion to approve: Richard Seconded: Paola Motion approved.

<p>WRLD 413</p>	<p>WRLD 413 (<i>Nationalism, Colonialism and the Great War (1870-1918)</i>) is a new, non-credit, course which is being added to the World Civilizations curriculum. This course is intended to provide older adult students the opportunity to focus on how the older adult relates to family, community and global issues.</p> <p>No corrections noted.</p>	<p>Motion to approve: Tom L.</p> <p>Seconded: Richard</p> <p>Motion approved.</p>
<p>WRLD 414</p>	<p>WRLD 414 (<i>The Age of Modernism (1918-1945)</i>) is a new, non-credit, course which is being added to the World Civilizations curriculum. This course is intended to provide older adult students the opportunity to focus on how the older adult relates to family, community and global issues.</p> <p>No corrections noted.</p>	<p>Motion to approve: LaRon</p> <p>Seconded: Richard</p> <p>Motion approved.</p>
<p>WRLD 415</p>	<p>WRLD 415 (<i>The Age of Modernism (1945--Present)</i>) is a new, non-credit, course which is being added to the World Civilizations curriculum. This course is intended to provide older adult students the opportunity to focus on how the older adult relates to family, community and global issues.</p> <p>No corrections noted.</p>	<p>Motion to approve: Tom L</p> <p>Seconded: Richard</p> <p>Motion approved.</p>
<p>ADMJ 2</p>	<p>ADMJ 2 (<i>Introduction to Administration of 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. 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 be administered. Richard Abend offered to help the originator to revise the Distance Education form to meet the requirements of an online course. Lynn will forward the committee's concerns to the originator. Consideration of the Distance Education Form is tabled pending clarification of these questions.</p> <p>In addition to the specific concerns related to this course, the committee discussed a number of issues related to online courses, including: the need for discussion about pedagogy for online courses, clarification of what is required to meet accreditation standards for online course; the</p>	<p>Motion to approve with corrections: LaRon</p> <p>Seconded: Tom R.</p> <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>Lynn will invite Judee Timm to address the committee regarding online courses.</p>

ADMJ 2 (continued)	<p>need to revise the current Distance Education Form; the need for training and assistance for instructors in the processes, procedures and requirements for developing online courses. The committee would like to request that Judee Timm, Chair of the Distance Education Task Force, be invited to address the committee regarding these and other issues related to online courses.</p> <p>Corrections noted, All Fields Report: Catalog Description, Line #4, delete “Offered online.” Methods of Instruction, delete “Distance Education: ONLINE.”</p>	
ADMJ 3	<p>ADMJ 3 (<i>Community and Human Relations</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. In reviewing the course documents the committee was unclear what was meant by “speakers” as listed under Additional assessment information. Lynn will contact the originator for clarification.</p> <p>Correction noted, All Fields Report: Course Objectives/Exit Standards, Objective #2, replace “resolve problems” with “formulate potential resolutions to problems”.</p>	<p>Motion to approve with correction and clarification: Paola</p> <p>Seconded: Richard</p> <p>Motion approved with correction.</p> <p>Lynn will contact the originator for clarification of “speakers”.</p> <hr/> <p>Motion to approve Distance Education pending addition of the course website address: Paola</p> <p>Seconded: Bill</p> <p>Motion approved.</p>
ADMJ 4	<p>Due to time constraints, ADMJ 4 (<i>Criminal Law</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
ADMJ 6	<p>Due to time constraints, ADMJ 6 (<i>Introduction to Evidence</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
ADMJ 51	<p>Due to time constraints, ADMJ 51 (<i>Criminal Procedures</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>

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.
Next meeting: Oct. 13, 2010, GC-103		