

Curriculum Advisory Committee Meeting Notes

DATE: Sept. 1, 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: 8/11/10	<p>Corrections noted.</p> <p>Agenda Item, PARK 240, Line #10, replace “hands on” with “hands-on”.</p> <p>Agenda Item, PARK 265, Line #7, replace “line” with “list”: Line #15, delete “Sentence #1, replace with ‘Practical field work as a State Park Peace Officer within a state part unit.’; Sentence #2,”; and, Line #18, replace “hands on” with “hands-on”.</p> <p>Agenda Item, PARK 242R, Line #14, delete “Lecture and lab are simultaneous. Content is the same due to offering hands on/lecture at the same time.”; and, Line #14, delete “Lecture and lab are simultaneous. Content is the same due to offering hands on/lecture at the same time.”</p> <p>Agenda Item, PARK 265, Line #7, replace “line” with “list”.</p> <p>Agenda Item, PARK 271, Line #9, replace “Design” with “Identify design”; Line #10, replace “Common” with “Identify common”; Line #10, replace “New” with “Perform new”; Line #11, replace “Samples” with “Identify samples”; Line #12, replace “Common” with “Use common”; Line #14, replace “Design” with “Review design”; Line #15, replace “Working” with “Work”; and, Line #18, delete “Lecture and lab are simultaneous; content is the same due to offering hands on/lecture at the same time.”</p>	<p>Motion to approve with correction: Tom L.</p> <p>Seconded: Lynn</p> <p>Motion approved with corrections.</p>

BUSC 122 (continued)	Basic Skill Advisories: Content Review Form , delete comment box in the right hand margin.	
BUSC 123	<p>BUSC 123 (<i>Business Desktop Publishing</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item D, delete “Reason for wording change. . .” and delete comment box in the right hand margin. Course Data Sheet, Item #4, add checkmark to the AA/AS Degree Elective box. Course Outline, Item #2, Lines #5 and #6, delete “(or basic typing skills)” and “(or possess basic understanding of Windows)”; Item #3, Lines #1 and #2, delete “(or basic typing skills)” and delete “(or possess basic understanding of Windows)”; Item #11b, Lynn will revise language to match catalog description as necessary and document the change on the Course Revision Form, and delete the comment box in the right hand margin; and, Item #16, Line #2, replace “2003” with “2007”, and delete Lines #1, #3, #4, and #5.</p>	<p>Motion to approve with corrections: Bill Seconded: Tom R.</p> <p>Motion approved with corrections.</p>
BUSC 124	<p>BUSC 124 (<i>Quicken</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item B(19), add checkmark and delete comment box in the right hand margin. Course Outline, Item #2, Line #2, revise the first sentence to match the first sentence of the Schedule Description and delete the comment box in the right hand margin; Item #14, delete the comment box in the right hand margin; and, Item #16, replace response with “<i>Quicken 2010: The Official Guide</i>, Maria Langer, McGraw Hill, 2009” and delete the comment box in the right hand margin.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Bill</p> <p>Motion approved with corrections.</p>
BUSC 125	<p>BUSC 125 (<i>Quickbooks</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Outline, Item #14, Objective #1, replace “Setting” with “Set”; Objective #2, replace “Working” with “Work”; Objective #3, change “Managing” to “Manage”; Objective #4, replace “Tools” with “Use tools”; Objective #4, replace “Invoicing” with “Prepare Invoices”; Objective #6, replace “Processing” with “Process”; Objective #7, replace</p>	<p>Motion to approve with corrections: Richard Seconded: Tom R.</p> <p>Motion approved with corrections.</p> <p>Requested GE: MPC Area E2</p>

<p>BUSC 125 (continued)</p>	<p>“Working” with “Work”; Objective #8, replace “Paying” with “Pay”; Objective #9, replace “Working” with “Work”; Objective #10, replace “Creating” with “Create”; Objective #11, replace “Managing” with “Manage”; Objective #12, replace “Payroll” with “Manage payroll” and delete comment box in the right hand margin; Item #16, Line #1, replace “2007” with “2010”, Line #2, replace “Inc.,” with “Inc., 2010”, and delete “OR equivalent professional - level learning and reference text. Basic Skill Advisories: Content Review Form, delete comment box in right hand margin.</p>	
<p>BUSC 130</p>	<p>BUSC 130 (<i>Microsoft Outlook</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item C, Change to, replace “Twenty-six” with “Twenty-five and one half”, and delete the comment box in the right hand margin. Course Data Sheet, Item #3, delete sentences #1 and #2, and delete comment box in the right hand margin; Item #4, delete check mark in MPC GE Area E box, and delete comment box in the right hand margin, Course Outline, Item #2, Line #1, replace “Twenty-six” with “Twenty-five and one half”, Line #2, delete “for modern offices”, and delete comment boxes (3) in the right hand margin; Item #3, Line #2, delete “for modern offices”; Item #11a, delete “Advisories:”; Item #13a, Content Item #2, delete “2000”, Content Item #6, replace “inbox” with “Inbox”, and delete comment box in the right hand margin; and, Item #16, replace response with “<i>Microsoft Outlook 2010: Inside Out</i>, Jim Boyce, Microsoft Press, 2010”. Basic Skill Advisories: Content Review Form, delete comment box in right hand margin.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Requested GE: MPC Area E2</p>
<p>BUSC 131A</p>	<p>BUSC 131A (<i>Image Processing for Business: Adobe Photoshop</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Data Sheet, Item #3, replace response with “Program Review”, and delete comment box in the right hand margin. Course Outline, Item #16, replace response with “<i>Adobe Photoshop CS5: Classroom in a Book</i>, Adobe Creative Team, Adobe Press, 2010”.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Bill</p> <p>Motion approved with corrections.</p>

BUSC 131B	<p>BUSC 131B (<i>Image Processing for Business: Adobe Photoshop Elements</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item C, Change from, add text of original catalog and schedule course descriptions; Item C, Change to, add text of revised catalog and schedule course descriptions. Course Data Sheet, Item #3, replace response with “Program Review”, and delete comment box in right hand margin. Course Outline, Item #2, Line #4, replace “in self-paced” with “in a self-paced lab”; Item #3, Line #3 and #4, replace “in self-paced” with “in a self-paced lab”; and, Item #16, replace response with “<i>Adobe Photoshop Elements 8: Classroom in a Book</i>, Adobe Creative Team, Adobe Press, 2009”, and delete comment box in the right hand margin.</p>	<p>Motion to approve with corrections: Tom R. Seconded: LaRon</p> <p>Motion approved with corrections.</p>
BUSC 131C	Due to time constraints, BUSC 131C (<i>Image Processing for Business: Microsoft Digital Image Suite</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131D	Due to time constraints, BUSC 131D (<i>Image Processing for Business: Ulead PhotoImpact</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 132	Due to time constraints, BUSC 132 (<i>Web Publishing Using MS Front Page</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 133	Due to time constraints, BUSC 133 (<i>Introduction to Microsoft Access</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 135	Due to time constraints, BUSC 135 (<i>E-Commerce Using Online Auctions</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 136	Due to time constraints, BUSC 136 (<i>Essential Computer Skills</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 306	Due to time constraints, LNSK 306 (<i>Strategies for Attention Deficit Disorder</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 320	Due to time constraints, LNSK 320 (<i>Introductory Computer Skills Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 325	Due to time constraints, LNSK 325 (<i>Assistive Technology Applications</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

LNSK 329	Due to time constraints, LNSK 329 (<i>Assistive Technology Projects</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 331B	Due to time constraints, LNSK 331B (<i>Reading Strategies Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 331C	Due to time constraints, LNSK 331C (<i>Writing Strategies Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 331D	Due to time constraints, LNSK 331D (<i>Math Strategies Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 334	Due to time constraints, LNSK 334 (<i>Mathematics Skills Development</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PFIT 9	Due to time constraints, PFIT 9 (<i>Personal Fitness</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PFIT 14	Due to time constraints, PFIT 14 (<i>Exercise for Health and Fitness</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PHED 6	Due to time constraints, PFIT 6 (<i>Soccer</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PHED 12B	Due to time constraints, PFIT 12B (<i>Competitive Swimming I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PHED 14	Due to time constraints, PFIT 14 (<i>Ultimate Frisbee</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Automotive Technology – Program Change	Due to time constraints, the Automotive Technology Program change is continued to the next committee meeting.	Discussion of this program change is postponed until the next committee meeting.
AUTO 115	Due to time constraints, AUTO 115 (<i>Hybrids and Alternative Powertrains</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 177	Due to time constraints, CSIS 177 (<i>Routing Concepts</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LETP 222	Due to time constraints, LETP 222 (<i>Child Victims Interviewing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
MUSI 2	Due to time constraints, MUSI 2 (<i>Introduction to Broadway Musicals</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

MUSI 3	Due to time constraints, MUSI 3 (<i>Introduction to Jazz and Pop</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 408	Due to time constraints, WRLD 408 (<i>Late Renaissance and Reformation (1520-1600)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 409	Due to time constraints, WRLD 409 (<i>Foundations of the Modern World (1600-1690)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 410	Due to time constraints, WRLD 410 (<i>The Enlightenment (1690-1775)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 411	Due to time constraints, WRLD 411 (<i>Romanticism and Revolution (1775-1815)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 412	Due to time constraints, WRLD 412 (<i>The Age of Progress (1815-1870)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 413	Due to time constraints, WRLD 413 (<i>Nationalism, Colonialism and the Great War (1870-1918)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 414	Due to time constraints, WRLD 414 (<i>The Age of Modernism (1918-1945)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
WRLD 415	Due to time constraints, WRLD 415 (<i>The Age of Modernism (1945--Present)</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Sept. 8, 2010, GC-103		