Curriculum Advisory Committee
Meeting Notes

DATE: Sept. 8, 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: 9/1/10	Corrections noted. Agenda Item, 2010-2011 CAC Deadlines, Line #3, replace "Mangers" with "Managers". Agenda Item, BUSC 119C, add "**Course Data Sheet,** Item #6, change the response to "no" and delete the explanation." Agenda Item, BUSC 124, Line #12, replace "as necessary" with "as necessary and document the change on the Course Revision Form"; and, Line #14, replace "Lines #3," with "Lines #1, #3,". Agenda Item, BUSC 125, Line #4, insert "Objective #3, replace "Managing" with "Manage" and renumber existing "Objective #3" as "Objective #4"; Line #5, renumber "Objective #4" as "Objective #5".	Motion to approve with correction: Richard Seconded: Tom R. Motion approved with corrections.
BUSC 131C	BUSC 131C (*Image Processing for Business: Microsoft Digital Image Suite*) is being updated as part of Program Review and to remove outdated references to IBM PCs in the course descriptions. **Corrections noted:** **Course Data Sheet,** Item#3, delete Line #1-#4 and delete the comment box in the right hand margin; and, Item #15, add checkmark to "No" box	Motion to approve with corrections: Paola Seconded: Tom R. Motion approved with corrections.

1

BUSC 131C (continued)	and delete comment box in the right hand margin. **Course Outline**, Item #16, Lynn will replace the response with a representative textbook, and delete the comment box in the right hand margin.	
BUSC 131D	BUSC 131D (*Image Processing for Business: Ulead PhotoImpact*) is being updated as part of Program Review. **Corrections noted:** **Course Revision Form,** Item C, Change from, add previous Catalog and Schedule descriptions; Item C, Change to, add revised Catalog and Schedule descriptions. **Course Data Sheet,** Item#3, delete Line #1-#4 and delete the comment box in the right hand margin. **Course Outline**, Item #2, Line #4, delete "IBM compatible", and delete the comment box in the right hand margin; Item #3, Line #4, delete "IBM compatible", and delete the comment box in the right hand margin; Item #16, Lynn will replace response with a representative textbook, and delete the comment box in the right hand margin.	Motion to approve with corrections: Laura L. Seconded: Tom L. Motion approved with corrections.
BUSC 132	BUSC 132 (*Web Publishing Using MS Front Page*) is being updated as part of Program Review. **Corrections noted:** **Course Outline**, Item #16, Lynn will replace response with a representative textbook, and delete the comment box in the right hand margin.	Motion to approve with corrections: Tom R. Seconded: Richard Motion approved with corrections.
BUSC 133	BUSC 133 (*Introduction to Microsoft Access*) is being updated as part of Program Review and to remove outdated references to IBM PCs in the course descriptions. **Corrections noted:** **Course Revision Form,** Item C, Change from, add previous Catalog and Schedule description text; Item C, Change to, add revised Catalog and Schedule description text; and, Item D, add "Changing course descriptions to remove outdated reference to IBM-compatible PCs from	Motion to approve with corrections: LaRon Seconded: Tom R. Motion approved with corrections.

BUSC 133 (continued)	both schedule and catalog description." **Course Outline**, Item #2, Line #3, delete "IBM compatible", and delete the comment box in the right hand margin; Item #3, Line #2, delete "IBM compatible"; Item #13a, Line #3, replace "step-by- step" with "step-by-step"; Item #14, delete comment box in the right hand margin; and, Item #16, delete Line #1. **Basic Skill Advisories: Content Review Form,** delete comment box in the right hand margin.	
BUSC 135	BUSC 135 (*E-Commerce Using Online Auctions*) is being updated as part of Program Review. **Corrections noted:** **Course Data Sheet,** Item #3, delete Lines #1 and #2, and delete the comment box in the right hand margin. **Course Outline**, Item #16, Lynn will replace response with a representative textbook, and delete the comment box in the right hand margin.	Motion to approve with corrections: Richard Seconded: Tom R. Motion approved with corrections.
BUSC 136	BUSC 136 (*Essential Computer Skills*) is being updated as part of Program Review. **Corrections noted:** **Course Revision Form,** Item B(4) delete, comment box in the right hand margin. **Course Data Sheet,** Item #3, delete Lines #1 and #2, and delete the comment box in the right hand margin. **Course Outline**, Item #13a, delete comment box in the right hand margin; Item #13b, add "world." at the end of the final sentence; and, Item #16, Lynn will replace response with a representative textbook, and delete the comment box in the right hand margin.	Motion to approve with corrections: Richard Seconded: LaRon Motion approved with corrections.
LNSK 306	LNSK 306 (*Strategies for Attention Deficit Disorder*) is a stand-alone course which is being revised as part of Program Review to reflect current course content and learning outcomes. **No Corrections noted.**	Motion to approve: Paola Seconded: Richard Motion approved. Motion to approve as a stand-alone course: Richard

LNSK 306 (continued)		Seconded: Tom L. Motion approved.
LNSK 320	LNSK 320 (*Introductory Computer Skills Lab*) is a stand-alone course which is being revised as part of Program Review to reflect current course content, objectives and learning outcomes. This course addresses the individual academic, vocational and personal needs of students with disabilities. **No corrections noted.**	Motion to approve: Elizabeth Seconded: Richard Motion approved. Motion to approve as a stand-alone course: Paola Seconded: Tom R. Motion approved.
LNSK 325	LNSK 325 (*Assistive Technology Applications*) is being revised as part of Program Review to reflect current course content, objectives and learning outcomes. This course addresses the individual academic, vocational and personal needs of students with disabilities. **No corrections noted.**	Motion to approve: Laura L. Seconded: Paola Motion approved. Motion to approve as a stand-alone course: Tom L. Seconded: Tom R. Motion approved.
LNSK 329	LNSK 329 (*Assistive Technology Projects*) is being revised as part of Program Review to reflect current course content, objectives and learning outcomes. This course addresses the individual academic, vocational and personal needs of students with disabilities. **No corrections noted.**	Motion to approve: Tom R. Seconded: Tom L. Motion approved. Motion to approve as a stand-alone course: Tom R. Seconded: Tom L. Motion approved.
LNSK 331B	LNSK 331B (*Reading Strategies lab*) is being revised as part of Program Review to reflect current course content, objectives and learning outcomes.	Motion to approve: Tom R. Seconded: Paola

LNSK 331B (continued)	**No corrections noted.**	Motion approved.
		Motion to approve as a stand-alone course: Tom R. Seconded: Paola Motion approved.
LNSK 331C	Due to time constraints, LNSK 331C (*Writing Strategies Lab* 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 (*Math Strategies Lab* 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 (*Mathematics Skills Development*) 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 (*Personal Fitness*) 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 (*Exercise for Health and Fitness*) 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 (*Soccer*) 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 (*Competitive Swimming 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 (*Ultimate Frisbee*) 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 is postponed until the next committee meeting.
AUTO 115	Due to time constraints, AUTO 115 (*Hybrids and Alternative Powertrains*) 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 (*Routing Concepts*) 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 (*Child Victims Interviewing*) 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 (*Introduction to Broadway Musicals*) 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 (*Introduction to Jazz and Pop*) 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 (*Late Renaissance and Reformation (1520-1600)*) 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 (*Foundations of the Modern World (1600-1690)*) 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 (*The Enlightenment (1690-1775)*) 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 (*Romanticism and Revolution (1775-1815)*) 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 (*The Age of Progress (1815-1870)*) 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 (*Nationalism, Colonialism and the Great War (1870-1918)*) 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 (*The Age of Modernism (1918-1945)*) 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 (*The Age of Modernism (1945--Present)*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Sept. 15, 2010, GC-103		