Curriculum Advisory Committee
Meeting Notes

DATE: Feb. 10, 2010 LOCATION: LTC 232			
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library	✓	Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Academic Senate
✓	Michael Gilmartin, Administration		Vacant, Creative Arts
✓	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Nursing
✓	LaRon Johnson, Student Services		Vacant, Physical Education
✓	Tom Logan, Social Science		Vacant, Student Representative
✓	Laura Mock, CurricUNET Specialist		

Meeting Chaired by: Lynn Iwamoto
Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Approval of Notes: 1/20/09	Correction noted. Agenda Item REAL 51, Discussion Line #2, replace "offer" with "offered".	Motion to approve with correction: Richard Seconded: Tom L. Abstention: 1 Motion approved with correction.
Discussion **Governing Board Policy 3010** **Michael Gilmartin**	Michael distributed copies of the current Governing Board Policy #3010 (*Curriculum Development and New Course Approval*), the proposed revision to Governing Board Policy #3010 (*Program, Curriculum, and Course Development*), and the new proposed Administrative Procedures #3010 (*Program, Curriculum, and Course Development*). He explained the revision is intended to create a separate policy statement and a separate list of procedures. In the future any changes to policy will require Board approval. The new policy gives the Superintendent/President the ability to establish and modify Administrative Procedures as needed without Board approval.	Michael asks for feedback regarding revised Board Policy #3010 policy and the proposed Administrative Procedures #3010.

Consent Agenda **BUSC 134**	BUSC 134 (*Office Simulation*) is proposed for deletion.	Motion to approve Consent Agenda: Paola Seconded: Tom R. Motion approved.
BUSI 1A	BUSI 1A (*Financial Accounting*) is revised in order to include specific content items required for transfer by the CSU LDTP pattern for Financial Accounting. It was unclear to the committee what course advisories were intended. Lynn will contact the department for clarification. **Corrections noted:** **Courses – Signature Page,** delete checkmark from "Program Review" box. **Course Revision Form,** if necessary add checkmark to Item B, Box #4, for changed course advisories; Item C, Change from, add original text of course content and, if necessary, add original course advisory; Item C, Change to, add revised text of course content and, if necessary, add revised course advisories. **Course Data Sheet,** Item #3, replace response with "Changes were made to conform to LDTP requirements.", and delete comment boxes; Item #15, delete comment box; and, Item #17, delete comment box. **Course Outline**, Item #11b, revise course advisory as directed by the department; and, Item #17, Line #2, delete "college level" and delete comment box. **Course Advisory: Content Review Form,** Column 2, BUSI 110, Line #3, delete the words "remove" and "math"; Line #4, delete the word "accounting"; and, delete the comment box. **Distance Education Form,** Item #6, Lines #1 and #2 replace "12th edition" with "13th edition"; and, Item #9, delete comment box.	Consideration of this course is tabled pending clarification of course advisories.
BUSI 1B	BUSI 1B (*Managerial Accounting*) is being revised to add a math advisory of MATH 263 and to increase the English advisory to eligibility for ENGL 1A for consistency with the advisories for BUSI 1A. **Corrections noted:** **Courses – Signature Page,** delete checkmark from "Distance Education" box. **Course Revision Form,** Item B, Box #18, delete checkmark.	Motion to approve with corrections: Richard Seconded: Bill Motion approved with corrections. The Distance Education Form will be considered after the filing of a

BUSI 1B (continued)	**Course Data Sheet,** Item #4, add checkmarks to the "Elective" and "required" boxes; Item #8, delete checkmark from the "Distance ed" box; Item #15, delete comment box; and, Item #17, delete comment box. **Course Outline**, Item #16, Lines #1 and #3, replace "12th ed." with "13th ed."	Substantive Change Report by the Business Department.
BUSI 18	BUSI 18 (*Business Law*) is being revised as part of Program Review. **Corrections noted:** **Course Data Sheet,** Item #3, delete comment box; Item #4, delete comment box; and, Item #15, delete comment box. **Course Outline**, Item #2, Line #4, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #3, Line #1, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #11a, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #13a, Content Item #8, delete ": Part 1", delete Content Item #9, renumber Content Items #10-#20 as #9- #19; and, Item #14, delete comment box. **Course Prerequisite/Corequisite: Content Review Form,** Target Course Eligibility for English 111/112 box, move response to Eligibility for English 1A box, and delete comment boxes.	Motion to approve with corrections: Bill Seconded: Tom R. Motion approved with corrections. **GE Recommendation: MPC Area E**
BUSI 20	BUSI 20 (*Introduction to Business*) is being revised as part of Program Review. The course description was updated to better represent the course as currently offered. **Corrections noted:** **Courses – Signature Page,** delete checkmark from "Distance Education" box. **Course Revision Form,** Item B, add checkmark to box #4 and delete checkmark from Box #18; Item C, Change from, Catalog Description, add "Eligibility for ENGL 111 and 112 or ENSL 110 and 155", and Schedule Description, add "Eligibility for ENGL 111 and 112 or ENSL 110 and 155"; Item #C, Change to, Catalog Description add "Eligibility for ENGL 1A", and delete "Also offered online", and Schedule Description, add "Eligibility for ENGL 1A"; and, Item D, delete comment box. **Course Data Sheet,** Item #3, delete ", and adding distance education option"; Item #8, delete checkmark in "Distance Ed." Box; Item #15, delete comment boxes; and, Item #17, delete comment box. **Course Outline**, Item #2, Line #4, delete "Also offered online.", and Line	Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections. The Distance Education Form will be considered after the filing of a Substantive Change Report by the Business Department.

BUSI 20 (continued)	# 6, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #3, Line #1, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; and, Item #11a, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A". **Course Prerequisite/Corequisite: Content Review Form,** Target Course Eligibility for English 111/112 box, move response to Eligibility for English 1A box, and delete comment boxes.	
BUSI 22	BUSI 22 (*Human Behavior/Leadership*) is being revised as part of Program Review. **Corrections noted:** **Course Revision Form,** Item B, delete checkmark from Box #18; Item C, Change from, Catalog Description, add "Eligibility for ENGL 111 and 112 or ENSL 110 and 155", and add "Schedule Description: Eligibility for ENGL 111 and 112 or ENSL 110 and 155"; Item #C, Change to, Catalog Description delete "Also offered online" and add "Eligibility for ENGL 1A; and, Item D, delete comment box. **Course Data Sheet,** Item #8, delete checkmark in "Distance Ed." Box; and, Item #15, delete comment box. **Course Outline**, Item #2, Line #4, delete "Also offered online.", and Line # 6, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #3, Line #1, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; and, Item #11a, replace "ENGL 111 and 112 or ENSL 110 or 155" with "ENGL 1A"; Item #13a, Content Items #1-#22, delete "Discussion:", delete Content Items #2, #4, #7,#9, #11, #15, and #18; and, Item 317, Line 33, delete ". The team presentation should be". **Course Prerequisite/Corequisite: Content Review Form,** Target Course Eligibility for English 111/112 box, move response to Eligibility for English 1A box, and delete comment boxes.	Motion to approve with corrections: Paola Seconded: Richard Motion approved with corrections. The Distance Education Form will be considered after the filing of a Substantive Change Report by the Business Department.
BUSI 24	Due to time constraints, BUSI 24 (*Business Issues and Ethics*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 30	Due to time constraints, BUSI 30 (*Global Management*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 32	Due to time constraints, BUSI 32 (*Introduction to Importing/Exporting*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSI 36	Due to time constraints, BUSI 36 (*Introduction to International Marketing*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 38	Due to time constraints, BUSI 38 (*Multiculturalism in Corporate America*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS – Computer Networking Certificate of Achievement	Due to time constraints, The Computer Networking Certificate of Achievement is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 76	Due to time constraints, CSIS 76 (*Networking Fundamentals*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 83	Due to time constraints, CSIS 83 (*Microsoft Client Operating Systems*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 172	Due to time constraints, CSIS 172 (*Managing and Maintaining Windows Server*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 174	Due to time constraints, CSIS 174 (*Managing and Maintaining Windows Server Network Infrastructure*) 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.
CSIS 178	Due to time constraints, CSIS 178 (*Switching Concepts*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 179	Due to time constraints, CSIS 179 (*WAN Technologies*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 180	Due to time constraints, CSIS 180 (*Advanced Routing And Switching Implementations*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 198	Due to time constraints, CSIS 198 (*Network Security Fundamentals*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LEPT 220	Due to time constraints, LEPT 220 (*Narcotics Enforcement 11550*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LEPT 231.95	Due to time constraints, LEPT 231.95 (*Officer Safety – Field Tactics*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Feb. 17, 2010, LTC 232		