

Curriculum Advisory Committee Meeting Notes

DATE: Feb. 17, 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
 Guest: Fred Hochstaedter

Agenda Item	Discussion / Comments	Action
Approval of Notes: 2/10/09	Corrections notes: Agenda Item BUSI 24, and all subsequent Agenda items, Action, replace “if” with “is”.	Motion to approve with corrections: Bill Seconded: Richard Motion approved with corrections.
Discussion Fred Hochstaedter	A question has come up regarding the establishment of consistent course advisories or prerequisites for MPC GE courses. Fred asked for CAC’s opinion and was informed that the committee is at a preliminary stage of discussion regarding this issue. Fred would like to encourage dialogue about this at the Senate. At his invitation, Lynn and Tom Logan have volunteered to attend the next Senate meeting.	Lynn and Tom Logan will attend the next Senate meeting to take part in a discussion regarding establishing appropriate advisories or prerequisites for MPC GE courses.
Consent Agenda	See Attachment #1 for ADMJ and LETP courses proposed for deletion.	Motion to approve Consent Agenda: Tom L. Seconded: Paola Motion approved.

<p>CSIS – Computer Networking Certificate of Achievement</p>	<p>The Computer Networking Certificate of Achievement is being revised to reflect changes to course names and unit values in the program; as well as, adding CSIS 178 (<i>Advanced Routine and Switching</i>). Changes made to the title and unit value of CSIS 75 have not yet been approved. Consideration of this program change is tabled pending approval of changes to CSIS 75.</p> <p>No corrections noted.</p>	<p>Consideration of this program is tabled pending approval of changes to CSIS 75.</p>
<p>CSIS 76</p>	<p>CSIS 76 (<i>Networking Fundamentals</i>) is being revised to conform to changes made to the CISCO Academy curriculum. This will now be a hybrid course in which students will be able to do labs from home.</p> <p>Corrections noted: Courses -- Signature Page, delete checkmark in the Distance Education box. Course Revision Form, Item B, box #18, delete checkmark; Item C, Change to, Change #4, add “May be taken four times for recertification.”, and Change #5, add “May be taken four times for recertification.” Course Data Sheet, Item #3, replace response with, “Course documentation is out-of-date. Documentation requires updates to comply with the program review guidelines.”; Item #8, delete checkmark from the “Distance Ed.” box; and, Item #15, delete comment box. Course Outline, Item #2, Line #4, add “May be taken four times for recertification.”, and Line #5, replace “Eligibility” with “eligibility”; Item #3, Line #2, replace “CSUS 65 Eligibility” with “CSIS 75; eligibility”, Line #3, replace “This course introduces” with “Introduces”, and Line #4, add “May be taken four times for recertification. LG” Distance education Form, Item #3, Line #1, replace “(two hour lecture and one hour lab)” with “lecture”. Basic Skill Advisories: Content Review Form, delete comment box.</p>	<p>Motion to approve with corrections: Paola Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>CSIS 83</p>	<p>CSIS 83 (<i>Microsoft Client Operating Systems</i>) is being revised to conform to changes made to the CISCO Academy curriculum. It was unclear to the committee whether the course outline as written reflects the correct version of the Windows Operating system and certification exam. Consideration of this course is tabled pending clarification of these issues.</p> <p>Corrections noted:</p>	<p>Tabled pending corrections necessary to reflect the correct software version.</p>

<p>CSIS 83 (continued)</p>	<p>Course Outline, Item #2, Line #2, delete “Vista”, Line #4, replace “with topics” with “for recertification.”, update exam number and title if necessary, and delete comment boxes; Item #3, Line #2 delete “Vista”, Lines #4, replace “with different topics” with “for recertification. LG”, and update exam number and title if necessary; and, Item #13a, delete “Vista” throughout.</p>	
<p>CSIS 172</p>	<p>CSIS 172 (<i>Managing and Maintaining Windows Server</i>) is being revised as part of Program Review and to update curriculum to reflect certification preparation. It was unclear if CSIS 83 was being made a prerequisite to this course and whether “Windows Server 2003 Environment” is correct for the revised course. Consideration of this course is tabled pending clarification of these issues.</p> <p>Corrections noted: Course Revision Form, Item B, box #8 update if necessary and delete comment box; Item C, Change from, change #4, add original TLUs and FTEs as necessary; Item C, Change to, Change #9, delete parenthetical comments on each content item; and, Item D, delete comment box. Course Outline, Item #2, revise as necessary to reflect the correct prerequisite and Windows server year, add as final sentence “May be taken four times for recertification.”, and delete comment box; Item #3, revise as necessary to reflect the correct prerequisite and Windows server year and add as final sentence “May be taken four times for recertification.”; Item #13a, delete parenthetical comments on each content item and delete comment boxes; Item #15, delete comment box; and Item #16, update text if necessary and delete comment box. Basic Skill Advisories: Content Review Form, delete comment box.</p>	<p>Tabled pending corrections necessary to reflect the correct software version and prerequisite.</p>
<p>CSIS 174</p>	<p>CSIS 174 (<i>Managing and Maintaining Windows Server Network Infrastructure</i>) is being revised as part of Program Review and to increase the total contact hours needed as appropriate for the amount of material covered in this course. It was unclear if “Windows Server 2003 Environment” is correct for the revised course. Consideration of this course is tabled pending clarification of these issues.</p> <p>Corrections noted: Course Revision Form, Item C, Change to, changes #2 and #3, change the Windows server year, Microsoft certification exam number and title if</p>	<p>Tabled pending corrections necessary to reflect the correct software version and prerequisite.</p>

<p>CSIS 174 (continued)</p>	<p>necessary, change #10, delete parenthetical comments on each content item, and delete comment box. Course Data Sheet, Item #4, add a checkmark to the AA/AS Degree Elective box. Course Outline, Item #2, revise as necessary to reflect the correct Windows Network Infrastructure, add as final sentence “May be taken four times for recertification.”, and delete comment boxes; Item #3, change the Windows Network Infrastructure, Microsoft certification exam number and exam title if necessary, and add as final sentence “May be taken four times for recertification.”; Item #13a, delete parenthetical comments on each content item and delete comment boxes; Item #15, delete comment boxes; and, Item #17, delete comment box. Basic Skill Advisories: Content Review Form, delete comment boxes.</p>	
<p>CSIS 177</p>	<p>CSIS 177 (<i>Routing Concepts</i>) is being revised as part of Program Review and for consistency with other networking program courses.</p> <p>Corrections noted: Courses-- Signature Page, delete checkmark in the Distance Education box. Course Revision Form, Item B, box #18, delete checkmark; and, Item C, Change from, change #5, replace “??” with original TLUs and FTEs; and, Item C, Change to, change #10, delete parenthetical comments on each content item. Course Data Sheet, Item #8, delete checkmark from the “Distance Ed.” box; Item #13, delete checkmark from the “Yes” box, add checkmark to the “No” box, delete checkmark from the “CSU” box, and delete comment box; and, Item #15, add to campus line “CSUMB”, and delete comment boxes. Course Outline, Item #2, Line #4, add as last sentence “May be taken four times for recertification.”; Item #3, Line #5, add as last sentence “May be taken four times for recertification.”; and, Item #13a, delete parenthetical comments on each content item and delete comment boxes Course Prerequisite/Corequisite: Content Review Form, Page #2, delete comment box. Distance education Form, Item #3, Line #1, replace “(two hour lecture and one hour lab)” with “lecture”. Basic Skill Advisories: Content Review Form, delete comment boxes.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Tom R.</p> <p>Motion approved with corrections.</p>

<p>CSIS 178</p>	<p>CSIS 178 (<i>Switching Concepts</i>) is being revised as part of Program Review and for consistency with other networking program courses.</p> <p>Corrections noted: Courses-- Signature Page, delete checkmark in the Distance Education box. Course Revision Form, Item B, box #18, delete checkmark; and, Item C, Change from, change #5, replace “??” with original FTEs; and, Item C, Change to, Change #10, delete parenthetical comments on each content item. Course Data Sheet, Item #4, delete checkmark from AA/AS Degree Elective box; Item #13, delete checkmark from the “Yes” box, add checkmark to the “No” box, delete checkmark from the “CSU” box, and delete comment box. Course Outline, Item #2, Line #5, add as last sentence “May be taken four times for recertification”; Item #3, Line #4, add as last sentence “May be taken four times for recertification.”; Item #13a, delete parenthetical comments on each content item and delete comment box; Item #14, renumber objectives as #1-#4; Item #15, replace “assignments” with “networking assignments” and delete comment box. Distance education Form, Item #3, Line #1, replace “(two hour lecture and one hour lab)” with “lecture”. Basic Skill Advisories: Content Review Form, delete comment box.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p>CSIS 179</p>	<p>CSIS 179 (<i>WAN Technologies</i>) is being revised as part of Program Review and for consistency with other networking program courses.</p> <p>Corrections noted: Courses-- Signature Page, delete checkmark in the Distance Education box. Course Revision Form, Item B, box #18, delete checkmark; and, Item C, Change from, change #5, replace “??” with correct TLUs and FTEs; and, Item C, Change to, Change #9, delete parenthetical comments on each content item. Course Data Sheet, Item #8, delete checkmark from the “Distance Ed.” Box and delete comment box; Item #13, delete checkmark from the “Yes” box, add checkmark to the “No” box, delete checkmark from the “CSU” box, and delete comment box; and, Item #15, delete comment box.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Bill</p> <p>Motion approved with corrections.</p>

<p>CSIS 179 (continued)</p>	<p>Course Outline, Item #2, Line #5, add as last sentence “May be taken four times for recertification” and delete comment box; Item #3, Line #4, add as last sentence “May be taken four times for recertification. LG” and delete comment box; Item #13a, delete parenthetical comments on each content item and delete comment boxes; Item #14, renumber objectives as #1-#4; Item #15, replace “assignments” with “networking assignments” and delete comment box.</p> <p>Course Prerequisite/Corequisite: Content Review Form, Page #2, delete comment boxes.</p> <p>Distance education Form, Item #3, Line #1, replace “(two hour lecture and one hour lab)” with “lecture”.</p> <p>Basic Skill Advisories: Content Review Form, delete comment box.</p>	
<p>CSIS 180</p>	<p>CSIS 180 (<i>Advanced Routing And Switching Implementations</i>) is being revised as part of Program Review and for consistency with other networking program courses.</p> <p>Corrections noted: Courses-- Signature Page, add checkmark to the Distance Education box. Course Revision Form, Item A, replace “Spring 2010” with “Fall 2010; and, Item D, delete comment box. Course Data Sheet, Item #4, delete checkmark mark from AA/AS Degree Major box, add checkmark to the AA/AS Elective box, delete checkmarks from Certificate and Certificate Required boxes; Item #6, delete comment box; Item #11, replace “2011” with “2010” and delete comment box. Course Outline, Item #2, Line #5, add as last sentence “May be taken four times for recertification.” and delete comment box; Item #3, Line #5, add as last sentence “May be taken four times for recertification.”; Item #17, replace “quiz” with “quizzes” and delete comment box. Basic Skill Advisories: Content Review Form, delete comment box.</p>	<p>Motion to approve with corrections: Paola Seconded: Tom R.</p> <p>Motion approved with corrections.</p>
<p>BUSI 24</p>	<p>Due to time constraints, BUSI 24 (<i>Business Issues and Ethics</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
<p>BUSI 30</p>	<p>Due to time constraints, BUSI 30 (<i>Global Management</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>

BUSI 32	Due to time constraints, BUSI 32 (<i>Introduction to Importing/Exporting</i>) 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 (<i>Introduction to International Marketing</i>) 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 (<i>Multiculturalism in Corporate America</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CSIS 77	Due to time constraints, CSIS 77 (<i>Publishing on the World Wide Web</i>) 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 (<i>WAN Technologies</i>) 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 180 (<i>Network Security Fundamentals</i>) 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 (<i>Narcotics Enforcement 11550</i>) 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 (<i>Officer Safety – Field Tactics</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Anthropology Program Change	Due to time constraints, consideration of the Anthropology Program Change is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LEPT 234	Due to time constraints, LEPT 234 (<i>Skills and Knowledge</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Nursing Program Change	Due to time constraints, consideration of the Nursing Program Change is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
SIGN 2B	Due to time constraints, SIGN 2B (<i>Advanced American Sign Language II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

THEA 15B	Due to time constraints, THEA 15B (<i>Advanced Acting</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
THEA 18B	Due to time constraints, THEA 18B (<i>Advanced Directing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
THEA 21B	Due to time constraints, THEA 21B (<i>Theatre Workshop II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Feb. 24, 2010, LTC 232		

Consent Agenda courses submitted for deletion:

ADMJ 150.2	LETP 231.23	LETP 231.54	LETP 240.4	LETP 240.34	LETP 240.66	LETP 240.98
ADMJ 150.3	LETP 231.24	LETP 231.55	LETP 240.5	LETP 240.35	LETP 240.67	LETP 240.99
ADMJ 150.4	LETP 231.25	LETP 231.56	LETP 240.6	LETP 240.36	LETP 240.68	
ADMJ 150.7	LETP 231.26	LETP 231.57	LETP 240.7	LETP 240.37	LETP 240.69	
LETP 210	LETP 231.27	LETP 231.58	LETP 240.8	LETP 240.38	LETP 240.70	
LETP 216	LETP 231.28	LETP 231.59	LETP 240.9	LETP 240.39	LETP 240.71	
LETP 221	LETP 231.29	LETP 231.60	LETP 240.10	LETP 240.40	LETP 240.72	
LETP 230.1	LETP 231.30	LETP 231.61	LETP 240.11	LETP 240.41	LETP 240.73	
LETP 230.3	LETP 231.31	LETP 231.62	LETP 240.12	LETP 240.42	LETP 240.74	
LETP 231	LETP 231.32	LETP 231.63	LETP 240.13	LETP 240.43	LETP 240.75	
LETP 231.1	LETP 231.33	LETP 231.64	LETP 240.14	LETP 240.44	LETP 240.76	
LETP 231.2	LETP 231.34	LETP 231.65	LETP 240.15	LETP 240.45	LETP 240.77	
LETP 231.3	LETP 231.35	LETP 231.68	LETP 240.16	LETP 240.46	LETP 240.78	
LETP 231.5	LETP 231.36	LETP 231.71	LETP 240.17	LETP 240.47	LETP 240.79	
LETP 231.7	LETP 231.37	LETP 231.73	LETP 240.18	LETP 240.49	LETP 240.81	
LETP 231.8	LETP 231.38	LETP 231.76	LETP 240.19	LETP 240.50	LETP 240.83	
LETP 231.9	LETP 231.39	LETP 231.77	LETP 240.20	LETP 240.51	LETP 240.84	
LETP 231.10	LETP 231.40	LETP 231.79	LETP 240.21	LETP 240.53	LETP 240.85	
LETP 231.11	LETP 231.41	LETP 231.81	LETP 240.22	LETP 240.54	LETP 240.86	
LETP 231.12	LETP 231.43	LETP 231.82	LETP 240.23	LETP 240.55	LETP 240.87	
LETP 231.13	LETP 231.44	LETP 231.83	LETP 240.24	LETP 240.56	LETP 240.88	
LETP 231.14	LETP 231.45	LETP 231.84	LETP 240.26	LETP 240.57	LETP 240.89	
LETP 231.15	LETP 231.46	LETP 231.86	LETP 240.27	LETP 240.58	LETP 240.90	
LETP 231.16	LETP 231.47	LETP 231.87	LETP 240.28	LETP 240.59	LETP 240.92	
LETP 231.17	LETP 231.48	LETP 231.90	LETP 240.29	LETP 240.60	LETP 240.93	
LETP 231.18	LETP 231.49	LETP 240	LETP 240.30	LETP 240.61	LETP 240.94	
LETP 231.20	LETP 231.50	LETP 240.1	LETP 240.31	LETP 240.63	LETP 240.95	
LETP 231.21	LETP 231.51	LETP 240.2	LETP 240.32	LETP 240.64	LETP 240.96	
LETP 231.22	LETP 231.53	LETP 240.3	LETP 240.33	LETP 240.65	LETP 240.97	