

## Curriculum Advisory Committee Meeting Notes

| DATE: Feb. 24, 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   |
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| Approval of Notes:<br>2/17/09 | <p>Corrections noted.</p> <p>Agenda Item Discussion, Line #3, replace “committee at” with “committee is at”, and Line #4, replace “dialog” with “dialogue”.</p> <p>Agenda Item CSIS 172, Discussion, Line #5, replace “Environment is” with “Environment” is”.</p> <p>Agenda Item CSIS 174, Discussion, Line #5, replace “Environment is” with “Environment” is”.</p>   | <p>Motion to approve with corrections:<br/>Richard</p> <p>Seconded: Bill</p> <p>Motion approved with corrections.</p>  |
| <b>CSIS 83</b>                | <p>CSIS 83 (<i>Microsoft Client Operating Systems</i>) is being revised as part of Program Review and to conform to changes in the corresponding Microsoft Certification exams.</p> <p><b>Corrections noted:</b></p> <p><b>Course Revision Form</b>, Change to, Change #3, add “May be taken four times for recertification.”; and Change #4, add “May be taken four times for recertification.”</p> <p><b>Course Outline</b>, Item #3, Line #4, add “LG” to end of line; and, Item #14, renumber as Objectives #1-#10.</p> | <p>Motion to approve with corrections:<br/>Paola</p> <p>Seconded: Richard</p> <p>Motion approved with corrections.</p> |

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| <p><b>CSIS 172</b></p> | <p>CSIS 172 (<i>Managing and Maintaining Windows Server</i>) is being updated as part of Program Review and to conform to changes in the corresponding Microsoft Certification exams.</p> <p><b>Corrections noted:</b><br/> <b>Course Revision Form</b>, Item A, replace “Spring 2010” with “Fall 2010”; Item C, Change from, Change #4, add original TLUs and FTEs; Item C, Change to, Change #2, add “May be taken four times for recertification.”; Change #3, add “May be taken four times for recertification.”; Change #9, Lines #2, #4, and #6 delete “Student comprehension tested through exams and labs.”<br/> <b>Course Data Sheet</b>, Item #11, replace “Spring 2010” with “Fall 2010”; Item #13, delete checkmark from the “Yes” box, add checkmark to the “No” box; and delete checkmark from the “CSU” box.<br/> <b>Course Outline</b>, Item #11a, delete “Advisories: ”; Item #13a, Lines #3, #6 and #9, delete “Student comprehension tested through exams and labs.” and delete comment boxes; and, Item #15, delete comment box.</p> | <p>Motion to approve with corrections:<br/> Tom L.<br/> Seconded: Bill</p> <p>Motion approved with corrections.</p>   |
| <p><b>CSIS 174</b></p> | <p>CSIS 174 (<i>Managing and Maintaining Windows Server Network Infrastructure</i>) is being updated as part of Program Review and to conform to changes in the corresponding Microsoft Certification exams.</p> <p><b>Corrections noted:</b><br/> <b>Course Revision Form</b>, Item A, replace “Spring 2010” with “Fall 2010”; Item C, Change from, Change #5, add original TLUs and FTEs; Item C, Change to, Change #2, add “May be taken four times for recertification.”; Change #3, add “May be taken four times for recertification.”<br/> <b>Course Data Sheet</b>, Item #4, add checkmark to the AA/AS Degree “Elective” box; and, Item #11, replace “Spring 2010” with “Fall 2010”.<br/> <b>Course Outline</b>, Item #2, Line #3, replace “. .” with “.”; Item #13a, delete comment box; Item #14, renumber as Objectives #1-#7; Item #15, delete comment boxes; Item #17, delete “research”, and delete comment box.</p>   | <p>Motion to approve with corrections:<br/> Paola<br/> Seconded: Richard</p> <p>Motion approved with corrections.</p> |
| <p><b>CSIS 198</b></p> | <p>CSIS 198 (<i>Network Security Fundamentals</i>) is being revised as part of Program Review and to conform to changes in the corresponding Microsoft Certification exams.</p> <p><b>Corrections noted:</b><br/> <b>Course Revision Form</b>, Item A, replace “Spring 2010” with “Fall 2010”,</p>   | <p>Motion to approve with corrections:<br/> Bill<br/> Seconded: Tom R.</p> <p>Motion approved with corrections.</p>   |

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| <p><b>CSIS 198<br/>(continued)</b></p>          | <p>delete checkmark from box #18; Item C, Change from, Change #4, add original TLUs and FTEs, Change #6, delete comment box, delete Change #9; Item C, Change to, Change #2, delete comment box, Change #3, add “May be taken four times for recertification.”, Change #4, add “May be taken four times for recertification.”, Change #9, delete parenthetical comments throughout, delete Change #10; and, Item D, delete Reason #9.</p> <p><b>Course Data Sheet</b>, Item #11, replace “Spring 2010” with “Fall 2010”; Item #13, delete checkmark from the “Yes” box, add checkmark to the “No” box, delete checkmark from the “CSU” box, and delete comment box.</p> <p><b>Course Outline</b>, Item #2, Line #5, add “May be taken four times for recertification.”; Item #3, Line #3; add as last sentence, “May be taken four times for recertification.” Item #6, replace “4” with “3”, delete comment box; Item #9, delete comment box; Item #13a, delete parenthetical comments throughout, delete comment boxes; Item #14, renumber as Items #1-#8; Item #15 delete comment box; and Item #17, delete “research”.</p> <p><b>Distance Education Form</b>, Item #1, Line #1, replace “is being established” with “is established”; Line #2, replace “That has not ...” with “The Simulator has not ...”; and, delete the comment box.</p> |   |
| <p><b>Anthropology –<br/>Program Change</b></p> | <p>The Anthropology Program is being revised as part of Program Review. ANTH 2L is being deleted as a required course and it is being added as a selective elective. Also added as selective elective courses are ANTH 11 and ANTH 30. Lynn will check with the department to see if LING 15 would be the more appropriate Linguistics course to have as part of the major requirements.</p> <p><b>Corrections noted:</b><br/><b>Revised Program</b>, replace “Select one course ...” with “Select at least 3 units ...”</p>   | <p>Motion to approve with corrections:<br/>Tom L.<br/>Seconded: Richard</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the department regarding the required Linguistics course.</p> |
| <p><b>ENGL 18</b></p>                           | <p>ENGL 18 (<i>The Bible as Literature</i>) is being revised to add the option of offering it as an online course.</p> <p><b>Corrections noted:</b><br/><b>Course Outline</b>, Item #16, Line #2, delete “-.”<br/><b>Distance Education Form</b>, Item #7, add the same textbooks for the online course as for the on-campus course; and, Item #13, replace</p>  | <p>Motion to approve with corrections:<br/>Richard<br/>Seconded: LaRon</p> <p>Motion approved with corrections.</p>   |

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| <b>ENGL 18<br/>(continued)</b>      | "iLearn.mpc.edu\anitajohnson" with "iLearn.mpc.edu".   |   |
| <b>LETP 220</b>                     | <p>LETP 220 (<i>Narcotics Enforcement 11550</i>) is being revised to correlate with SBRPSTC.</p> <p><b>Corrections noted:</b><br/> <b>Course Revision Form</b>, Item #C, Change from, delete Change #6 and delete comment box; Item #C, Change to, Change #3, replace "This 8-24 hour variable course ..." with "This variable hour course ..."; delete Change #10, delete comment box; and, Item D, replace "correlative" with "correlate" and delete comment box.<br/> <b>Course Data Sheet</b>, Item #3, add "To correlate with SBRPSTC."; Item #23, add "This is a stand-alone course.", and delete the comment box.<br/> <b>Course Outline</b>, Item #2, Line #2, "This 8-24 hour variable course ..." with "This variable hour course ..." and delete comment boxes; Item #3, Line #1, replace "This 8-24 hour variable course ..." with "This variable hour course ...", add as Line #3, Includes identification of narcotics, narcotics users, abuses of controlled substances, use and development of informants, development of probable cause, testifying in court, organization and execution of arrests and officer survival during drug arrests.", and delete comment box; Item #5, delete comment box; Item #13a, renumber outline sequentially beginning with "I. Introduction", and delete comment boxes; and, Item #17, replace "Class discussion, test" with "Class participation, discussion, written test".</p> | <p>Motion to approve with corrections:<br/> Tom R.<br/> Seconded: Bill</p> <p>Opposed = 1</p> <p>Motion approved with corrections.</p>            |
| <b>Nursing –<br/>Program Change</b> | <p>The Nursing Program is being revised to reflect changes in page references in the published catalog.</p> <p><b>Correction noted:</b><br/> <b>Revised Program</b>, Prerequisite courses, move ENGL 1A up into second place.</p>  | <p>Motion to approve with corrections:<br/> Paola<br/> Seconded: Bill</p> <p>Motion approved with corrections.</p>                                |
| <b>SIGN 2B</b>                      | <p>SIGN 2B (<i>Advanced American Sign Language II</i>) is a new course which is being add to the sequence of American Sign Language courses.</p> <p><b>Corrections noted:</b><br/> <b>Course Outline</b>, Item #2, Line #3, replace "readings and videos" with "materials", Line #5, delete ", UC"; Item #3, Lines #2 and #3, replace "Conversational practice using readings and videos ..." with "Emphasis</p>   | <p>Motion to approve with corrections:<br/> Bill<br/> Seconded: Tom R.</p> <p>Motion approved with corrections.</p> <p><b>Recommended GE:</b></p> |

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| <b>SIGN 2B (continued)</b> | on using materials ...”, Line #5, delete “, UC”; and, Item #15, add as Line #3 the subheading “Lab Content”.   | <b>IGETC Area 3B</b><br><b>CSUS Area C2</b><br><b>MPC Area C</b>  |
| <b>THEA 15B</b>            | THEA 15B ( <i>Advanced Acting</i> ) is being revised from non-repeatable to repeatable because it is a skills-related course.<br><br><b>Corrections noted:</b><br><b>Course Outline</b> , Item #2, Line #3, replace “May be taken four times for credit.” with “May be taken four times for credit in combination with THEA 15A.”; Item #3, Line #3, replace “May be taken four times for credit.” with “May be taken four times for credit in combination with THEA 15A.”; Item #5, replace “May be taken four times for credit.” with “May be taken four times for credit in combination with THEA 15A.” | Motion to approve with corrections:<br>Richard<br>Seconded: Bill<br><br>Motion approved with corrections. |
| <b>BUSI 24</b>             | Due to time constraints, BUSI 24 ( <i>Business Issues and Ethics</i> ) is continued to the next committee meeting.   | Discussion of this course is postponed until the next committee meeting.                                  |
| <b>BUSI 30</b>             | Due to time constraints, BUSI 30 ( <i>Global Management</i> ) is continued to the next committee meeting.  | Discussion of this course is postponed until the next committee meeting.                                  |
| <b>BUSI 32</b>             | 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.                                  |
| <b>BUSI 36</b>             | 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.                                  |
| <b>BUSI 38</b>             | 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.                                  |
| <b>CSIS 77</b>             | 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.                                  |
| <b>LETP 231.95</b>         | Due to time constraints, LETP 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.                                  |
| <b>LETP 231</b>            | Due to time constraints, LETP 231 ( <i>Skills and Knowledge</i> ) is continued to the next committee meeting.  | Discussion of this course is postponed until the next committee meeting.                                  |
| <b>THEA 18B</b>            | 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.                                  |

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| <b>THEA 21B</b>                            | Due to time constraints, THEA 18B ( <i>Theatre Workshop II</i> ) is continued to the next committee meeting. | Discussion of this course is postponed until the next committee meeting. |
| <b>Next meeting:</b> Mar. 3, 2010, LTC 232 |  |  |