

Curriculum Advisory Committee Meeting Notes

DATE: March 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

Agenda Item	Discussion / Comments	Action
Approval of Notes: 3/17/10	Corrections noted. Agenda Item CSIS 75, Discussion, Line #2, replace “change” with “changed”; and, Agenda Item FACD 131, Discussion, Line #18, replace “AA.AS” with “AA/AS”.	Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.
Consent Agenda Anthropology Program Change	The Anthropology Program is proposed for approval with the addition of a choice between LING 10 or LING 15 as part of its core requirements.	Motion to approve Consent Agenda: Richard Seconded: LaRon Motion approved.
ENSL 425	ENGL 425 (<i>High-Beginning Reading, Vocabulary and Conversation</i>) was pulled out of the current agenda by the English as a Second Language faculty representative, Richard Abend. This has been done at the request of the ENSL department which wants to change the proposal for ENSL 425.	The ENSL Department will revise the proposal.
WRLD 99.5	WRLD 99.5 (<i>Ashland Theatre Festival 2010</i>) is a new stand-alone course which is designed to provide students the opportunity to experience seven plays performed at the Ashland Shakespeare Festival. CSU GE Area C2	Motion to approve with corrections: Richard Seconded: Bill

<p>WRLD 99.5 (continued)</p>	<p>certification was requested for this course; however, it is not the college's practice to submit travel courses for GE certification.</p> <p>Corrections noted on All Fields Report: Catalog Description, Line #1, delete "(40 Total Hours; 19 Lecture/21 Field Study)". Schedule Description, Line # 2, delete "LG-P/NP Transferable: CSU" MPC AA/AS Degree, Elective, replace "Yes" with "No" General Education, delete CSU GE Area C2.</p>	<p>Motion approved with corrections. ----- Motion to approve stand-alone course: Richard Seconded: Bill Motion approved.</p>
<p>FIRE 116</p>	<p>FACD 116 (<i>Training Instructor IA: Cognitive Lesson Delivery</i>) is being revised to reflect changes in the State Fire Training curriculum. The committee felt the Outcomes and the Objectives listed on the course documents may have been reversed.</p> <p>Corrections noted on All Fields Report: Catalog Description, Line #4, replace FIRE OFFICER TRAINING INSTRUCTOR" with "Fire Officer Training Instructor", and Line #5, delete "May be taken three time for credit for ongoing training or updating." Schedule Description, Line #1, replace FIRE OFFICER TRAINING INSTRUCTOR" with "Fire Officer Training Instructor", and Line #2, delete "May be taken three time for credit for ongoing training or updating." MPC AA/AS Degree, Major, replace "Yes" with "No"; MPC AA/AS Degree, Elective, replace "Yes" with "No" Will Replace Existing Course, replace "Yes" with "No" Repeatable for Credit, delete "2" Lecture Content, Item #11, replace "autiovisual" with "audio-visual", and Item #15, replace "preentations" with "presentations".</p>	<p>Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.</p>
<p>FIRE 117</p>	<p>FACD 117 (<i>Training Instructor IB: Psychomotor Lesson Delivery</i>) is being revised to reflect changes in the State Fire Training curriculum. The committee felt the Outcomes and the Objectives listed on the course documents may have been reversed.</p> <p>Corrections noted on All Fields Report:</p>	<p>Motion to approve with corrections: LaRon Seconded: Tom R. Motion approved with corrections.</p>

FIRE 117 (continued)	MPC AA/AS Degree, Major , delete “Yes” MPC AA/AS Degree, Elective , delete “No” Will Replace Existing Course , replace “Yes” with “No” Repeatable for Credit , delete “6”	
LETP 234	Consideration of LETP 231 (<i>Skills and Knowledge</i>) is Tabled pending clarification of questions related to the content, units and hours.	Tabled.
BUSI 24	<p>BUSI 24 (<i>Business Issues and Ethics</i>) is being revised as part of Program Review. This course currently is also offered online. The Distance Education form is also being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item A, replace, “Timm” with “Judee Timm”; Item B, add checkmark to B(4) box and delete checkmark from B(18) box; Item C, Change from, replace “Traditional format” with “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item C, Change to, replace “Online or hybrid delivery options” with “Advisory: Eligibility for ENGL 1A”; Item D, replace response with “Updating course outline, data sheet and other documents as needed for program review.”, and delete comment box. Course Data Sheet, Item #2, replace, “Timm” with “Judee Timm”; Item #8, delete checkmark from “Video” box; and, Item #15, delete comment box. Course Outline, Item #2, Line #5, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #3, Line #1, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #11a, replace “111 and 112 or ENSL 110 and 155” with “1A”; and, Item #15 delete comment box. Distance education Form, Item #2, Hybrid, Line #1, replace “components would be” with “components are” and delete comment box; Item #4, Line #2, delete “this,” and Line #3, replace “will lend themselves” with “will contribute”, and delete comment box; Item #11, Line #1, replace “via email. A 24-hour” with “via email with a 24-hour” and delete “will be enforced”; and, Item #13, delete comment box. Basic Skill Advisories: Content Review Form, move response to Target Course, Eligibility for ENGL 1A box and delete comment boxes.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections. ----- Motion to approve Distance Education: Richard Seconded: Bill</p> <p>Motion approved.</p>

<p>BUSI 30</p>	<p>BUSI 30 (<i>Global Management</i>) is revised as part of Program Review. Consideration of this course for Distance Education is postponed pending the preparation of a Substantive Change report by the Business Department.</p> <p>Corrections noted: Courses -- Signature Page, delete checkmark from “Distance Education” box. Course Revision Form, Item A, replace, “Timm” with “Judee Timm”; Item B, add checkmark to B(4) box and delete checkmark from B(18) box; Item C, Change from, replace “Traditional format” with “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item C, Change to, replace “Online or hybrid delivery options” with “Advisory: Eligibility for ENGL 1A”; Item D, replace response with “Updating course outlines, data sheets and other documents as needed for program review.”, and delete comment box. Course Data Sheet, Item #2, replace, “Timm” with “Judee Timm”; Item #3, delete “and to include as an online course option”; #8, delete checkmark from “Distance Ed” box; and, Item #15, delete comment box. Course Outline, Item #2, Line #5, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #3, Line #1, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #11a, replace “111 and 112 or ENSL 110 and 155” with “1A”; and, Item #15 delete comment box; Item #11, Line #1, replace “via email. A 24-hour” with “via email with a 24-hour” and delete “will be enforced”; and, Item #13, delete comment box. Basic Skill Advisories: Content Review Form, move response to Target Course, Eligibility for ENGL 1A box and delete comment boxes.</p>	<p>Motion to approve with corrections: LaRon Seconded: Richard</p> <p>Motion approved with corrections. ----- Motion to deny the Distance Education Form pending completion of the Substantive Change report: Lynn Seconded: Elizabeth</p> <p>Abstained: = 1</p> <p>Motion approved.</p>
<p>BUSI 32</p>	<p>BUSI 32 (<i>Introduction to Importing/Exporting</i>) is being revised as part of Program Review. Consideration of this course for Distance Education is postponed pending the preparation of a Substantive Change report by the Business Department.</p> <p>Corrections noted: Courses -- Signature Page, delete checkmark from “Distance Education” box Course Revision Form, B, add checkmark to B(4) box and delete</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections. ----- Motion to deny the Distance Education Form pending completion</p>

<p>BUSI 32 (continued)</p>	<p>checkmark from B(18) box; Item C, Change from, replace “Traditional format” with “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item C, Change to, replace “Online or hybrid delivery options” with “Advisory: Eligibility for ENGL 1A”; Item D, replace response with “Updating course outlines, data sheets and other documents as needed for program review.”, and delete comment box.</p> <p>Course Data Sheet, Item #2, delete comment box; #8, delete checkmark from “Distance Ed” box; and, Item #15, delete comment box.</p> <p>Course Outline, Item #2, Line #5, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #3, Line #1, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #11a, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #13a, Content Item #1, replace “International” with “International Marketplace” and delete comment box; Item #15 delete comment box; and, Item #16, replace “<i>Building and</i>” with “<i>Building an</i>”, Supplemental Texts/Materials #4, replace “Tutorialshttp...” with “Tutorials http...”, and delete comment box.</p> <p>Basic Skill Advisories: Content Review Form, move response to Target Course, Eligibility for ENGL 1A box and delete comment boxes.</p>	<p>of the Substantive Change report: Lynn Seconded: Richard</p> <p>Motion approved.</p>
<p>BUSI 36</p>	<p>BUSI 36 (<i>Introduction to International Marketing</i>) is being revised as part of Program Review. Consideration of this course for Distance Education is postponed pending the preparation of a Substantive Change report by the Business Department.</p> <p>Corrections noted: Courses -- Signature Page, delete checkmark from “Distance Education” box Course Revision Form, B, add checkmark to B(4) box and delete checkmark from B(18) box; Item C, Change from, replace “Traditional format” with “Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155”; Item C, Change to, replace “Online or hybrid delivery options” with “Advisory: Eligibility for ENGL 1A”; Item D, replace response with “Updating course outlines, data sheets and other documents as needed for program review.”, and delete comment box. Course Data Sheet, Item #2, delete comment box; #4, add checkmark to Certificate, “Elective” box; Item #8, delete checkmark from “Distance Ed” box; and, Item #15, delete comment box.</p>	<p>Motion to approve with corrections: Bill Seconded: Richard</p> <p>Motion approved with corrections.</p> <p>----- Motion to deny the Distance Education Form pending completion of the Substantive Change report: Lynn Seconded: Paola</p> <p>Motion approved.</p>

BUSI 36 (continued)	Course Outline , Item #2, Line #2, replace “explores of the concepts” with “explores the concepts”, Line #3, delete “Also offered online.”, Line #5, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #3, Line #1, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #11a, replace “111 and 112 or ENSL 110 and 155” with “1A”; Item #15 delete comment box; and, Item #17, delete comment box. Basic Skill Advisories: Content Review Form , move response to Target Course, Eligibility for ENGL 1A box and delete comment boxes.	
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.
ENGL 20	Due to time constraints, ENGL 20 (<i>Reading Center Tutoring</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 231	Due to time constraints, ENGL 231 (<i>Creative Writing for Personal Goals</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
SPCH 52	Due to time constraints, SPCH 52 (<i>Communication in the Workplace</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CHEM 2	Due to time constraints, CHEM 2 (<i>Fundamental Chemistry</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 51	Due to time constraints, ENGL 51 (<i>Fiction Writing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
GEOL 2L	Due to time constraints, GEOL 2L (<i>Introductory Geology Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 410	Due to time constraints, LNSK 410 (<i>Job Readiness I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
OCEN 2	Due to time constraints, OCEN 2 (<i>Introductory Oceanography</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
OCEN 2L	Due to time constraints, OCEN 2L (<i>Introductory Oceanography Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Mar. 24, 2010, LTC 232		