

Curriculum Advisory Committee Meeting Notes

DATE: May 12, 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: 5/5/10	<p>Corrections noted. Agenda Item, Distance Education, Line #6, replace “category, the” with “category, due to the number of Distance Education General Education courses, the”.</p> <p>Agenda item, PARK 164, Line #2, replace “Tabled” with “tabled”.</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Paola</p> <p>Motion approved with corrections.</p> <p>Abstention = 1</p>
PARK 240	<p>PARK 240 (<i>Field Training Program</i>) is being revised to reflect reduced hours due to state furlough and the title has been. The Lecture Content did not seem properly addressed by the response. The committee questioned whether the Short Title also needs to be revised. The committee also noted that the Park Ranger Apprenticeship Program needs to be revised to reflect the new course title for PARK 240.</p> <p>Corrections noted to the All Fields Report: Proposed Start, replace “Fall” with “Spring”. Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC AA/AS Degree, Major, replace “No” with “Yes”. Requisites, add Requisite Objectives for the PARK 280 and PARK 281</p>	<p>Consideration of this course is tabled pending additional information.</p>

PARK 240 (continued)	<p>course advisories as needed. Lecture Content, revise as needed. Out-of-Class Assignments, Writing, delete sentence #2; Other Out-of-class Assignments, delete both sentences; and, Reading, delete sentence #1.</p>	
PARK 242R	<p>PARK 242R (<i>Emergency Medical Responder/EMT Instructor Refresher</i>) is being revised to reflect reduced hours due to state furlough. Consideration of this course is tabled pending the course objectives being rewritten.</p> <p>Corrections noted to the All Fields Report: Proposed Start, replace “Fall” with “Spring”. Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC Certificate, Elective, replace “No” with “Yes”. Objectives, revise as necessary for clarify. Requisites, add Requisite Analysis for PARK 242.</p>	<p>Consideration of this course is tabled pending additional information.</p>
PARK 244R	<p>PARK 244R (<i>Defensive Tactics Instructor Refresher</i>) is being revised to reflect reduced hours due to state furlough. Consideration of this course is tabled pending clarification of the justification for repeatability. The All Fields Report states that this is a stand along course; however, it is a selective elective in the Parks and Recreation Certificate and Associate of Science Programs. Lynn will confirm that the Out-of-Class Assignments response contains practice outside of class.</p> <p>Corrections noted to the All Fields Report: Proposed Start, replace “Fall” with “Spring”. Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC AA/AS Degree, Major, replace “No” with “Yes”; MPC Certificate, Elective, replace “No” with “Yes”. The following apply, delete, “This is a stand alone course (not attached to a program or GE course). Outcomes, Outcome #1, replace “porficiency” with “proficiency”. Objectives, replace “arest” with “arrest”. Requisites, add Requisite Analysis needed. Out-of-Class Assignments, revise if necessary.</p>	<p>Consideration of this course is tabled pending additional information.</p>

<p>PARK 258</p>	<p>PARK 258 (<i>Internal Affairs Investigator</i>) is being revised to reflect reduced hours due to state furlough. Lynn will insert the original diversity statement back into the course outline.</p> <p>Corrections noted to the All Fields Report: Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC Certificate, Elective, replace “No” with “Yes”. The following apply, delete, “This is a stand alone course (not attached to a program or GE course). Outcomes, Outcome #1, replace “orle” with “role”; and, Outcome #2, replace “it’s” with “its”. Objectives, Objective #4, replace “intergrate” with “integrate”. Requisites, add Requisite Analysis needed. Out-of-Class Assignments, Other Out-of-class Assignments, delete response.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>PARK 265</p>	<p>PARK 265 (<i>Historic Structures Maintenance</i>) is being revised to add outcomes. Consideration of this course is tabled pending the course objectives being rewritten.</p> <p>Corrections noted to the All Fields Report: Schedule Description, revised sentence #2 to read, “Reading” building conditions, evaluating historic landscapes, and using historic building treatment.’ Proposed Start, replace “Fall” with “Spring”. Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC AA/AS Degree, Major, replace “No” with “Yes”; MPC Certificate, Elective, replace “No” with “Yes”. Objectives, revise as necessary for clarity. Out-of-Class Assignments, Other Out-of-class Assignments, delete response.</p>	<p>Consideration of this course is tabled pending additional information.</p>
<p>PARK 268</p>	<p>PARK 268 (<i>Equal Employment Opportunity (EEO) Counselor Training</i>) is being revised to add outcomes. Consideration of this course is tabled pending the course objectives being rewritten.</p> <p>Corrections noted to the All Fields Report: Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC Certificate, Elective, replace “No” with “Yes”.</p>	<p>Consideration of this course is tabled pending additional information.</p>

PARK 268 (continued)	Objectives , revise as necessary for clarity. Requisites , delete ANTH 2. Out-of-Class Assignments , Other Out-of-class Assignments, delete response.	
PARK 271	PARK 271 (<i>Basic Park Carpentry Skills</i>) is being revised to add outcomes. Consideration of this course is tabled pending the course objectives being rewritten. Corrections noted to the All Fields Report: Proposed Start , replace “Fall” with “Spring”. Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies: MPC AA/AS Degree, Major, replace “No” with “Yes”; MPC Certificate, Elective, replace “No” with “Yes”. Objectives , revise as necessary for clarity. Out-of-Class Assignments , revise as necessary for accuracy.	Consideration of this course is tabled pending additional information.
PERS 54	Due to time constraints, PERS 54 (<i>Leadership Communication</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100A	Due to time constraints, BUSC 100A (<i>Word Processing: Microsoft Word for Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100B	Due to time constraints, BUSC 100B (<i>Word Processing: Microsoft Word for Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 100C	Due to time constraints, BUSC 100C (<i>Word Processing: Microsoft Word for Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 101A	Due to time constraints, BUSC 101A (<i>Word Processing: Advanced Microsoft Word for Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 101B	Due to time constraints, BUSC 101B (<i>Word Processing: Advanced Microsoft Word for Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 101C	Due to time constraints, BUSC 101C (<i>Word Processing: Advanced Microsoft Word for Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 104A	Due to time constraints, BUSC 104A (<i>Word Processing: WordPerfect For Windows I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 104B	Due to time constraints, BUSC 104B (<i>Word Processing: WordPerfect For Windows II</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 104C	Due to time constraints, BUSC 104C (<i>Word Processing: WordPerfect For Windows III</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108C	Due to time constraints, BUSC 108C (Computer Skills/Typing Skills: Part 1) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108D	Due to time constraints, BUSC 108D (Computer Skills/Typing Skills: Part 2) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108E	Due to time constraints, BUSC 108E (Computer Skills/Typing Skills: Part 3) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108F	Due to time constraints, BUSC 108F (Computer Skills/Typing Skills: Part 4) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108G	Due to time constraints, BUSC 108G (Computer Skills/Typing Skills: Part 5) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108H	Due to time constraints, BUSC 108H (Computer Skills/Typing Skills: Part 6) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108I	Due to time constraints, BUSC 108I (Computer Skills/Typing Skills: Part 7) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 108J	Due to time constraints, BUSC 108J (Computer Skills/Typing Skills: Part 8) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: May 19, 2010, LTC 232		