Curriculum Advisory Committee
Meeting Notes

DATE: May 5, 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: 4/21/10	No corrections noted.	Motion to approve: Richard Seconded: Paola Motion approved.
Discussion **Distance Education**	Michael Gilmartin distributed copies of a chart summarizing the percentage of each Certificate of Training, Certificate of Achievement, AA and AS degree program's requirements which can be met online. The Chancellor's Office requires a Substantive Change Report be submitted for each program that can be fulfilled at least 50% online. Given the number of MPC's programs which fall into this category, due to the number of Distend Education General Education courses, the Vice President of Instruction is preparing a Substantive Change Report to cover all programs currently in need of having a Substantive Change Report submitted to the Chancellor's Office. A copy of this summary chart will be included in the report sent to the Chancellor's Office. Michael asks that Committee members bring this summary with them to future committee meetings.	FYI

1

PARK 130	PARK 130 (*Introduction to California State Parks*) is being revised as part of Program Review. The All Fields Report did not include Requisite Objectives for BUSI 80 and HLTH 4 course advisories. Lynn will check to see if they are actually in CurricUNET.	Motion to approve with corrections: Richard Seconded: Tom L. Motion approved with corrections.
	Corrections noted to All Field Report: **Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies:** Transferability**,** Non-transferable, replace "No" with "Yes"; MPC AA/AS Degree, Major, replace "No" with "Yes"; and, MPC Certificate, Required, replace "No" with "Yes". **Grading Method,** replace "P/NP only" with "P/NP" (requires CurricUNET programming change which has been requested of Governet). **Requisites,** add Requisite Objectives for the BUSI 80 and HLTH 4 course advisories as needed. **Out-of-Class Assignments,** delete two of the three identical responses. **Corrections noted to Course Outline printed from CurricUNET:** Item #2, Line # 2, replace "Parksâ origin" with "Parks' origin", and Line #8, replace "BUSI80 HLTH4" with "BUSI 80; HLTH 4"; Item #3, Line # 2, replace "Parksâ origin" with "Parks' origin", and Line #7, replace "BUSI80 HLTH4" with "BUSI 80; HLTH 4".	
PARK 133B	PARK 133B (*Advanced Park Carpentry Skills*) is being revised as part of Program Review. The All Fields Report did not include Requisite Objectives for the PARK 133A course advisory. Lynn will check to see if it is actually in CurricUNET.	Motion to approve with corrections: Richard Seconded: Paola Motion approved with corrections.
	Corrections noted to All Field Report: **Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies:** Transferability**,** Non-transferable, replace "No" with "Yes"; MPC AA/AS Degree, Major, replace "No" with "Yes"; and, MPC Certificate, Required, replace "No" with "Yes" **Requisites,** add Requisite Objectives for the PARK 133A course advisory as needed. **Lecture Content,** delete Content Item #4.e. **Lab Content,** renumber as Content Items #1 - #10. **Out-of-Class Assignments,** delete two of the three identical responses.	

PARK 133B (continued)	**Additional assessment information,** replace "From classroom" with "Classroom" **Attached files,** CB05, add code for "Non-Transferable".	
PARK 164	PARK 164 (*Resources Management Cultural: Advanced*) is a new course. Consideration of this course has been tabled pending clarification of the reasons for proposing the course, whether it replaces an existing course and, if so, which course it is replacing. For consistency with other courses titles in the department, the committee recommends revising the title to read "***Cultural Resource Management: Advanced***".	Consideration of this course is tabled pending additional information.
PARK 166	PARK 166 (*Cultural Resource Management: Intermediate*) is being revised to reflect reduced hours due to state furlough. **Corrections noted to All Field Report:** **Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies:** Transferability, Non-transferable, replace "No" with "Yes". **Grading Method,** replace "P/NP only" with "P/NP" (requires CurricUNET programming change which has been requested of Governet). **Corrections noted to Course Outline printed from CurricUNET:** Item #2, Line # 3, replace "Departmentâ s ongoing" with "Department's ongoing".	Motion to approve with corrections: LaRon Seconded: Tom R. Motion approved with corrections.
PARK 167	PARK 167 (*Natural Resource Management: Intermediate*) is being revised to reflect reduced hours due to state furlough. **Corrections noted to All Field Report:** **Catalog description,** Line #3, replace "meaning they" with "which". **Grading Method,** replace "P/NP only" with "P/NP" (requires CurricUNET programming change which has been requested of Governet). **Course Objective,** Objective #6, replace "io" with "in". **Lab Content,** Line #1 replace "Describe" with "Utilize"; and, Line #2, replace "Describe" with "Apply".	Motion to approve with corrections: Paola Seconded: Tom R. Motion approved with corrections.
PARK 212	PARK 212 (*Volunteer Management*) is being revised to reflect reduced hours due to state furlough. The Course Objectives were determined to be too long. The committee recommends the following revisions: identify	Motion to approve with corrections: Elizabeth Seconded: Richard

PARK 212 (continued)	the objectives as the 15 headings below the current capitalized topic headings, deleting the leading word "To" where it occurs, and deleting the numbered subtopics throughout the Objectives section (numbered subtopics visible in the Word format Course Outline only).	Motion approved with corrections.
	Corrections noted to All Field Report: **Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies:** Transferability, Non-transferable, replace "No" with "Yes"; and, MPC Certificate, Required, replace "No" with "Yes" and, MPC Certificate, Required, replace "No" with "Yes" **Repeatable for Credit,** delete "2". **Grading Method,** replace "P/NP only" with "P/NP" (requires CurricUNET programming change which has been requested of Governet). **Objectives,** revise objectives to Objectives #1 - #15 as noted above. **Lab Content,** Content Item #1, delete "Apply the"; Content Item #2, replace "Identify volunteer" with "Volunteer"; and, Content Item #3, delete "Describe the". **Out-of-Class Assignments,** delete two of the three identical responses. **Methods of Evaluation,** move the response up from beneath the "Additional assessment information (optional)" heading.	
PARK 229	PARK 229 (*Advanced Trail Management*) is being revised to reflect reduced hours due to state furlough. **Corrections noted to All Field Report:** **Transferability, MPC AA/AS Degree, MPC certificate, MPC Proficiencies:** Transferability, Non-transferable, replace "No" with "Yes". **Grading Method,** replace "P/NP only" with "P/NP" (requires CurricUNET programming change which has been requested of Governet). **Lab Content,** delete Item # 4.8.3. **Corrections noted to Course Outline printed from CurricUNET:** Item #14(5), replace "trails â ADA" with "trails - ADA".	Motion to approve with corrections: Paola Seconded: Tom R. Motion approved with corrections.
PARK 240	Due to time constraints, PARK 2410 (*Field Training Program*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

PARK 242R	Due to time constraints, PARK 242R (*Emergency Medical Responder/EMT Instructor Refresher*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 244R	Due to time constraints, PARK 244R (*Defensive Tactics Instructor Refresher*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 258	Due to time constraints, PARK 258 (*Internal Affairs Investigator*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 265	Due to time constraints, PARK 265 (*Historic Structures Maintenance*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 268	Due to time constraints, PARK 268 (*Equal Employment Opportunity (EEO) Counselor Training*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PARK 271	Due to time constraints, PARK 271 (*Basic Park Carpentry Skills*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
PERS 54	Due to time constraints, PERS 54 (*Leadership Communication*) 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 (*Word Processing: Microsoft Word for Windows 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 (*Word Processing: Microsoft Word for Windows II*) 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 (*Word Processing: Microsoft Word for Windows III*) 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 (*Word Processing: Advanced Microsoft Word for Windows 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 (*Word Processing: Advanced Microsoft Word for Windows II*) 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 (*Word Processing: Advanced Microsoft Word for Windows III*) 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 (*Word Processing: WordPerfect For Windows 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 (*Word Processing: WordPerfect For Windows II*) 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 (*Word Processing: WordPerfect For Windows III*) 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 12, 2010, LTC 232		