

Curriculum Advisory Committee Meeting Notes

DATE: June 2, 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: 5/26/10	Approval of the May 26 th Draft Minutes is postponed pending completion of the draft.	Postponed to a later committee meeting.
Consent Agenda	Consent Agenda course proposed for deletion. PERS 230.2	Motion to approve Consent Agenda: Elizabeth Seconded: Bill Motion approved.
AUTO 116	AUTO 116 (<i>BAR 2009 Smog Check Update</i>) is a new course which will meet the needs of the local automotive industry. All local Smog Check providers will need to take this update. Corrections noted to All Field Report: Out-of-Class Assignments: Reading , replace “two” with “assigned” Corrections noted to the Course Outline report: Item #2, Line #6, replace “AUTO 110 AUTO 170” with “AUTO 110 and AUTO 170”; Item #, Line #6, replace “AUTO 110 AUTO 170” with “AUTO 110 and AUTO 170”; Item #7, Lecture/Theory, replace “9” with “0.50”;	Motion to approve with corrections: Tom L. Seconded: LaRon Motion approved with corrections.

<p>NURS 52A</p>	<p>NURS 52A (<i>Nursing I</i>) is being updated to reflect the change from eight units to nine units. This change is necessary due to increased clinical time. The “Total Hours” box needs to be <u>unchecked</u> in CurricuNET in order for total hours to print correctly on the Course Outline.</p> <p>Corrections noted to All Field Report: Lecture Content, Content Item #5, replace “nut rition” with “nutrition”, and capitalize the first letter of each content item. Methods of Evaluation: Additional assessment information, Evaluation #2, replace “skill return demonstration” with “skills return demonstration”.</p> <p>Corrections noted to the Course Outline report: Item #2, Line #1, replace “68 hours lecture 255 hours lab” with “Four hours lecture; fifteen hours lab”; Item #3, Line #1, replace “68 hours lecture 255 hours lab” with “Four hours lecture; fifteen hours lab”; Item #7, Lecture/Theory, replace “68” with “4”; Lab/Activity, replace “255” with “15”; Total Lecture Hours, replace “1156” with “68”; and, Total Lab and/or By Arrangement Hours, replace “4335” with “255”; Item #13a, replace “nut ration” with “nutrition”, and capitalize the first letter of each Content item; #17, Line #1, replace “skill return demonstration” with “skills return demonstration”.</p>	<p>Motion to approve with corrections: Tom L. Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>BUSC 118</p>	<p>BUSC 118 (<i>Records Management</i>) is being updated as part of Program Review and to add appropriate course advisories.</p> <p>Corrections noted: Course Revision Form, Item C, Change from, replace “Forty-eight” with “twenty-four”; Item C, change to, replace “Fifty-one hours lab” with “twenty-five hours lab”. Course Data Sheet, Item #3, Line #2, replace “wil” with “will”; and, Item #4, delete checkmark from the AA/AS “G.E.” box and from the “Area E” box. Course Outline, Item #2, Line #1, replace “Fifty-one hours lab” with “Total hours: Twenty-five and one-half hours lab”; and, Item #14, Objective #2, replace “Identify the parts” with “Identify the parts”, and delete the comment box. Basic Skill Advisories: Content Review Form, delete response #4 and renumber #5 as #4.</p>	<p>Motion to approve with corrections: Bill Seconded: Tom R.</p> <p>Motion approved with corrections.</p>

BUSC 119A	<p>BUSC 119A (<i>Introduction to Spreadsheets: Microsoft Excel I</i>) is being updated as part of Program Review. Course descriptions have been revised to remove out-dated terminology.</p> <p>Corrections noted: Course Data Sheet, Item #6, remove checkmark from “Yes” box, add checkmark to “No” box, and delete “This is the introductory course that may be followed by the optional BUSC 119.” Course Outline, Item #2, Line #2, replace “Microsoft” with “Microsoft Excel”, and delete comment box; Item #3, Line #2, replace “Microsoft” with “Microsoft Excel”, and delete comment box; Item # 13a, Line #2, replace “widows” with “Windows”; Item #16, add representative textbook and delete comment box.</p>	<p>Motion to approve with corrections: Tom R. Seconded: LaRon</p> <p>Motion approved with corrections.</p> <p>Lynn will add representative textbook.</p>
BUSC 119B	<p>BUSC 119B (<i>Introduction to Spreadsheets: Microsoft Excel II</i>) is being updated as part of Program Review. Course descriptions have been revised to remove out-dated terminology.</p> <p>Corrections noted: Course Revision Form, Item C, Change to, Line #2, delete “on IBM compatible computer”. Course Data Sheet, Item #6, remove checkmark from “Yes” box, add checkmark to “No” box, and delete “This is the introductory course that may be followed by the optional BUSC 119.” Course Outline, Item #2, Line #2, replace “Microsoft” with “Microsoft Excel”, and delete comment box; Item #3, Line #3, replace “Microsoft” with “Microsoft Excel”; Item # 13a, delete Line #1 and delete comment box; Item #14, Line #5, replace “3D” with “3-D”; and, Item #16, add representative textbook and delete comment box.</p>	<p>Motion to approve with corrections: LaRon Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Lynn will add representative textbook.</p>
BUSC 120	<p>BUSC 120 (<i>Presentation Management With Microsoft PowerPoint</i>) is being updated as part of Program Review and to add appropriate course advisories.</p> <p>Corrections noted: Course Outline, Item #14, delete comment box. Basic Skill Advisories: Content Review Form, Line #3, replace “demands” with “demand”.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Tom L.</p> <p>Motion approved with corrections.</p>

BUSC 121	<p>BUSC 121 (<i>Accessing Business Information via the World Wide Web</i>) is being updated as part of Program Review and to add appropriate course advisories. The Course Data Sheet requested articulation was CSUMB's CST 102; however, this is not a CSU transferable course and is, therefore, not eligible for articulation. As a 100 Level course it can be accepted at the discretion of the receiving institution.</p> <p>Corrections noted: Course Data Sheet, Item #4, add checkmark to AA/AS Degree "Major" box, add checkmark to "Certificate" box, and add checkmark to the Certificate "Required" box; Item #13, delete comment boxes; and, Item #15, delete checkmark from the "Yes" box, add checkmark to the "No" box, delete "CSUMB CST 102 – The Internet", and delete the comment box. Course Outline, Item #8, replace "1.5" with ".15"; Item #13a, delete Lines #1-#3 and delete the comment box; Item #14, delete Lines #1-#3, Objective #1, Objective #1, replace "Knowledge" with "Demonstrate knowledge", Objective #2, replace "Knowledge" with "Demonstrate knowledge", Objective #3, replace "Usage" with "Demonstrate usage", Objective #4, replace "Ability to evaluate" with "Evaluate", and Objective #5, replace "Ability to find" with "Find", and delete comment boxes; and, Item #16, add representative textbook and delete comment box.</p>	<p>Motion to approve with corrections: Tom R. Seconded: Elizabeth</p> <p>Motion approved with corrections.</p> <p>Lynn will add representative textbook.</p>
BUSC 122	<p>Due to time constraints, BUSC 122 (<i>Microsoft Windows</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
BUSC 123	<p>Due to time constraints, BUSC 123 (<i>Business Desktop Publishing</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
BUSC 124	<p>Due to time constraints, Due to time constraints, BUSC 124 (<i>Quicken</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
BUSC 124	<p>Due to time constraints, BUSC 124 (<i>Quickbooks</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>
BUSC 130	<p>Due to time constraints, BUSC 130 (<i>Microsoft Outlook</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until the next committee meeting.</p>

BUSC 131A	Due to time constraints, BUSC 131A (<i>Image Processing for Business: Adobe Photoshop</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131B	Due to time constraints, BUSC 131B (<i>Image Processing for Business: Adobe Photoshop Elements</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131C	Due to time constraints, BUSC 131C (<i>Image Processing for Business: Microsoft Digital Image Suite</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131D	Due to time constraints, BUSC 131D (<i>Image Processing for Business: Ulead PhotoImpact</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 132	Due to time constraints, BUSC 132 (<i>Web Publishing Using MS Front Page</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 133	Due to time constraints, BUSC 132 (<i>Introduction to Microsoft Access</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 135	Due to time constraints, BUSC 132 (<i>E-Commerce Using Online Auctions</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 136	Due to time constraints, BUSC 136 (<i>Essential Computer Skills</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: June 9, 2010, LTC 232		