Curriculum Advisory Committee
Meeting Notes

DATE: July 27, 2009 LOCATION: Sam Karas Room			
✓	Richard Abend, ESL		Jonathan Osburg, Academic Senate
✓	Bill Easton, Library	✓	Beth Penney, Basic Skills
✓	Paola Gilbert, Humanities		Tom Rebold, Business and Technology
✓	Michael Gilmartin, Administration		Vacant, Creative Arts
	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Nursing
✓	LaRon Johnson, Counseling		Vacant, Physical Education
✓	Tom Logan, Social Science		Vacant, Student Representative
✓	Laura Mock, CurricUNET Specialist		Vacant, Supportive Services

Meeting Chaired by: Lynn Iwamoto
Notes Submitted by: Laura Mock

Agenda Item	Discussion / Comments	Action
Approval of Notes:	Approval of minutes for 6/03/09 postponed.	
For Discussion:	**Bylaws:** The bylaws should cover the purpose of the CAC, its function, membership, how often the CAC meets. Draft can be 2-3 pages. Volunteers are needed for the creation of subcommittee. The Subcommittee will create a draft of the bylaws.	
	Priority System: Guidance for courses and/or programs of importance. Lowest priority potentially given to new items. -Michael will assign the priory numbers. VP pulls the highest priorities first.	
	New Course Justification: Need for justification of new courses & programs. Why a course is a good idea and how does it fit?	
	TBA Courses: In the schedule + 2hrs by arrangement. For fall audit, courses with TBA must have paper documentation to back up hours and attendance. The documentation must show what happened for each student during the TBA hours. The documentation must be kept for	

	three years. What happened in a regular class must be equal in scope to the TBA program. The instructor must meet minimum qualifications and must keep records for TBA hours. The information should be attached with the grades. Documentation of 08-09? FTS hours and money may have to be given back if there is not documentation of the 08-09 TBA hours.	
	CB-21 – State TOP Code: Determines if a course is 1-3 levels below. New rubrics. All courses must be assigned new TOP codes & other codes. Reducing the number rubric for basic skills. Must be fixed by the end of Oct.	
GENT 99.34 **GENT 99.58** **GENT 210** **GENT 211** **GENT 212** **GENT 213** **GENT 214** **GENT 215** **PARK 145** **PARK 225** **PARK 232** **PARK 248** **PARK 248A** **PARK 261** **PHIL 18** **BIOL 75.2** **BIOL 75.5** **BIOL 99.1** **BIOL 99.2** **BIOL 99.3** **BIOL 99.4** **BIOL 99.5**	**GENT 99.34** *(Travel Study: Egypt including Nubia)* **GENT 99.58** *(Travel Study: Archaeological Treasure of Eqypt and Nubia)* **GENT 210** *(The Enlightenment (1690-1775))* **GENT 211** *(The Revolutionary Age (1775-1815))* **GENT 212** *(The Industrial Revolution (1815-1870))* **GENT 213** *(Fin de Siecle and World War I (1870-1918))* **GENT 214** *(The Calm Between Storms (1918-1945))* **GENT 215** *(The Contemporary World (1945-Present))* **PARK 145** *(Water Treatment Plant Operator)* **PARK 225** *(Hazardous Materials Maintenance and Management)* **PARK 232** *(Continuing Interpretation)* **PARK 248** *(Firearms Inspector – Handguns)* **PARK 248A** *(Firearms Inspector – Long Guns)* **PARK 261** *(Natural Resource Specialists)* **PHIL 18** *(Philosophy of Religion)* **BIOL 75.2** *(Birds of Monterey Count)* **BIOL 75.5** *(Bird Identification)* **BIOL 99.1** *(Baja Travel Study)* **BIOL 99.2** *(Galapagos Travel Study)* **BIOL 99.3** *(Sierra Nevada Travel Study)* **BIOL 99.4** *(Birds of Klamath Travel Study)* **BIOL 99.5** *(San Blas Birds Travel Study)*	Motion to approve all course deletions: Richard Tom Logan

BIOL 99.6	**BIOL 99.6** *(Breeding Birds of Klamath Travel Study)*
BIOL 99.7	**BIOL 99.7** *(Caribbean Coral Reef Travel Study)*
BIOL 99.8	**BIOL 99.8** *(Birds of Ecuador Travel Study)*
CHDV 200.2	**CHDV 200.2** *(Current Issues: Child Health and Safety)*
CHDV 200.5	**CHDV 200.5** *(Current Issues: Learning Environments)*
CHDV 200.7	**CHDV 200.7** *(Current Issues: Documentation of Children's Development)*
CHDV 200.8	**CHDV 200.8** *(Current Issues: Exploring NAEYC Accreditation for Directors)*
CHDV 200.9	**CHDV 200.9** (Current Issues: Assessing Influences on Children's Behavior **)**
CHDV 200.11	**CHDV 200.11** *(Infants and Toddlers in the Child Care Setting)*
CHDV 200.12	**CHDV 200.12** *(ADA Training for Child Care Providers)*
CHDV 200.13	**CHDV 200.13** *(Supporting Children's Bilingual Language Development)*
CHDV 200.14	**CHDV 200.14** *(Building Emergent/Child-Centered Curriculum)*
CHDV 200.15	**CHDV 200.15** *(Activities which Support Children's Development of Language Skills)*
CHDV 200.16	**CHDV 200.16** *(The Politics of Children Families Schools and Child Care)*
CHDV 200.17	**CHDV 200.17** *(Starting Points: Meeting the Needs of Our Youngest Children)*
CHDV 200.18	**CHDV 200.18** *(EPC Fall CHDV Conference: Teaching Children in a Diverse World)*
CHDV 200.19	**CHDV 200.19** *(Discipline and Communication Skills with Young Children)*
CHDV 200.26	**CHDV 200.26** *(Special Needs Infants and Toddlers)*
CHDV 200.27	**CHDV 200.27** *(Child Advocacy for Early Childhood Educators)*
CHDV 200.28	**CHDV 200.28** *(Child Advocacy in Action)*
CHDV 200.29	**CHDV 200.29** *(Computers and Young Children)*
CHDV 200.30	**CHDV 200.30** *(Professional Development Conference)*
CHDV 200.36	**CHDV 200.36** *(Exploring Reggio Emilia)*
CHDV 200.37	**CHDV 200.37** *(Introduction to Reggio Emilia)*
CHDV 203	**CHDV 203** *(Preventive Child Health and Safety for Child Care Providers)*
CHDV 452	**CHDV 452** *(Child Care Laboratory)*
EDUC 6	**EDUC 6** *(Teaching Reading and Writing)*

GENT 99.1	**GENT 99.1** *(Selected Countries: Undiscovered Turkey)*	
GENT 99.2	**GENT 99.2** *(Travel Study: Archaeoastronomy and Archaeology Maya)*	
GENT 99.3	**GENT 99.3** *(Travel Study: History and Culture- France)*	
GENT 99.5	**GENT 99.5** *(Travel Study: Vietnam and Hong Kong)*	
GENT 99.7	**GENT 99.7** *(Choral Performance Tour of Austria Italy Switzerland)*	
GENT 99.8	**GENT 99.8** *(Southern France: Prehistoric and Other Culture Monuments)*	
GENT 99.10	**GENT 99.10** *(The American Southwest)*	
GENT 99.11	**GENT 99.11** *(Travel Study: China Including Hong Kong)*	
GENT 99.12	**GENT 99.12** *(Travel Study: Life on the Mississippi)*	
GENT 99.13	**GENT 99.13** *(Travel Study: In Search of Dracula in Mysterious Romania)*	
GENT 99.14	**GENT 99.14** *(Travel Study: Moorish Spain and Morocco)*	
GENT 99.15	**GENT 99.15** *(Travel Study: Oregon Shakespeare Festival)*	
GENT 99.16	**GENT 99.16** *(Travel Study: The Best of Scandinavia)*	
GENT 99.17	**GENT 99.17** *(Travel Study: China Including Hong Kong and Macau)*	
GENT 99.18	**GENT 99.18** *(Travel Study: Eternal China Santa Barbara and San Simeon)*	
GENT 99.19	**GENT 99.19** *(Travel Study: Scotland- Genesis of Golf and Scottish Landscape Art)*	
GENT 99.20	**GENT 99.20** *(Travel Study: Alexander the Great Odyssey From Athens to Istanbul)*	
GENT 99.21	**GENT 99.21** *(Travel Study: Great Britain)*	
GENT 99.22	**GENT 99.22** *(Travel Study: Great Britain and Countryside)*	
GENT 99.23	**GENT 99.23** *(Travel Study: Moliere in San Francisco)*	
GENT 99.24	**GENT 99.24** *(Travel Study: Women in Ancient Egypt)*	
GENT 99.25	**GENT 99.25** *(Travel Study: Chile Argentina and Brazil)*	
GENT 99.26	**GENT 99.26** *(Travel Study: Shakespeare Santa Cruz)*	
GENT 99.27	**GENT 99.27** *(Travel Study: the Treasury of Saint Francis of Assisi)*	
GENT 99.29	**GENT 99.29** *(Travel Study: Wharton and Marlowe: Two Plays in San Francisco)*	
GENT 99.32	**GENT 99.32** *(Travel Study: The Golden Age of Chinese*	

	Archaeology)	
GENT 99.33	**GENT 99.33** *(Travel Study: Two Plays in San Francisco)*	
GENT 99.35	**GENT 99.35** *(Travel Study: Modern Art of the 50's and 60's)*	
GENT 99.37	**GENT 99.37** *(Travel Study: Pirandello and Fugard in San Francisco)*	
GENT 99.38	**GENT 99.38** *(Travel Study: From the Matterhorn to the Riveria)*	
GENT 99.39	**GENT 99.39** *(Travel Study: China including Hong Kong and Macau)*	
GENT 99.40	**GENT 99.40** *(Travel Study: Baltic Heritage)*	
GENT 99.41	**GENT 99.41** *(Travel Study: Pinter and Joyce in San Francisco)*	
GENT 99.42	**GENT 99.42** *(Travel Study: English History and Culture)*	
GENT 99.43	**GENT 99.43** *(Travel Study: Coward & Tremblay in San Francisco: Two Plays)*	
GENT 99.44	**GENT 99.44** *(Travel Study: The Bard in Oregon)*	
GENT 99.45	**GENT 99.45** *(Travel Study: Tuscany Trek)*	
GENT 99.46	**GENT 99.46** *(Travel Study: Eternal Egypt: Treasures from the British Museum)*	
GENT 99.47	**GENT 99.47** *(Travel Study: China including Hong Kong and Macau)*	
GENT 99.54	**GENT 99.54** *(Travel Study: China Including Macau and Hong Kong)*	
GENT 99.55	**GENT 99.55** *(Travel Study: England Through the Ages: London/Kent/The Sussexes)*	
GENT 99.59	**GENT 99.59** *(Travel Study: Northern Italy Renaissance)*	
GENT 99.60	**GENT 99.60** *(Travel Study: The History and Culture of Scotland and Iceland)*	
HIST 99.1	**HIST 99.1** *(Travel Study: Life in Colonial America)*	
HIST 99.2	**HIST 99.2** *(Travel Study: South Africa: A Dynamic New Nation)*	
PARK 115	**PARK 115** *(Quality Improvement Team Program)*	
PARK 217	**PARK 217** *(Park Quality Management Basics for Supervisors)*	
PARK 230	**PARK 230** *(Interpretive Methods Training)*	
PARK 247R	**PARK 247R** *(Advanced Visitors Services Refresher Training)*	
SPCH 50	**SPCH 50** *(Forensics)*	
SPCH 51	**SPCH 51** *(Speaker's Bureau)*	
HIST 55	**HIST 55** *(History of Monterey County)*. Program change.	Motion to move to pull from Consent Agenda: Tom Logan

		Seconded: Bill
SPCH 6	**SPCH 6** (*Argumentation)*	Motion to move to action agenda. La Ron Seconded: Paola
ANTH Program	**ANTH (Anthropology)** Tabled until Lynn speaks with Elias about making ANTH 2L part of the Major Area.	Tabled
ASTR 10	**ASTR 10** (*Introduction to Astronomy*) is being revised to transition from the living room series to online. A slight change in the wording for the catalog description to remove "Living Room Series" which is being replaced with "Also offered online." **Corrections noted:** **Signature Page:** Dept., replace ASTRO with ASTR. **Distance Education Form:** Item #5, Line 2, remove the word "our" from "during or after our". Replace "<u>me</u> via telephone" with "<u>the instructor</u> via telephone". Line #3, replace "<u>a</u> course chat room" with "<u>the</u> course chat room". Item #8, remove the word "our" from "for our on-campus courses." Item #13, remove "option" from "this option along with". Insert the word "of" between the following two words "option the".	Motion to approve as corrected: Bill Seconded: Richard
HOSP 57	**HOSP 57** (*Trends in Hospitality Sales & Marketing*) New course proposal.	Tabled until program change comes to CAC
LETP 140	**LETP 140** (*PC 832 Laws of Arrest*). New course proposal. **Corrections noted:** **Course Outline:** Item #2, line 5, remove "This course may be offered as a component of Correctional Officer Core Course or the Reserve Police Officer Modules." Item #13, line 31 remove "P.O.S.T." and replace with "POST"	Motion to approve with said corrections: Bill Seconded: Richard Opposed: Tom Logan Paola
LETP 260	**LETP 260** (*Background Investigator*) New course proposal. **Corrections noted:** **Course Data Sheet:** Item #3, replace "updated with" with	Motion to approve with said corrections: Richard Seconded: Bill

	"submitted by". Change the first "c" in curriculum to a lower case letter. Item #11, remove "(or Spring 2010?)". **Course Outline:** Item 13a, roman numeral I, letter E, remove "P.O.S.T." replace with "POST". Roman numeral II, letter B, replace "P.O.S.T" with "POST". Roman numeral II, letter B numbers 1-3, replace "P.O.S.T" with "POST". Roman numeral IV, letter A, move the number "2." in line with the number "1". Roman numeral VI, line up the letter "B." with the letter "A". Letter L, move the number "1." To line up under number "2". Roman numeral VIII, letter A, move the word "agencies" to line up under "Provide". Item #15, insert the phrase, "Written and reading assignments." Item # 16, under Supplemental Texts/Materials, insert, "Post provided instructional material." Item #17, line 6, replace "background" with "background".	Opposed: Tom Logan Paola
LETP 276	**LETP 276** (*Jail Training Practicum*) New course proposal. **Corrections noted:** **Course Data Sheet:** Item #6, delete the checkmark from No. Put a checkmark in Yes. Add "LETP 275", under "if yes, explain the sequence". **Course Outline:** Item #16, line 4, replace "Post" with "POST".	Motion to approve with said corrections: La Ron Seconded: Bill Opposed: Tom Logan Paola
LETP 280.3	**LETP 280.3** (*Field Training Officer Update*) New course proposal. **Corrections noted:** **Course Data Sheet:** Item #6, delete the checkmark from No. Put a checkmark in Yes. Add "LETP 280.2", under "if yes, explain the sequence". **Course Outline:** Item # 13a, letter E, #1, replace the second "a." with the letter "b". Letter E, #2, replace the second "b." with the letter "c." Letter E, #3, line up letter "b." under letter "a." Letter F, line up number "4." under number "3."	Motion to approve with said corrections: Beth Seconded: Bill Opposed: Tom Logan Paola
MATH 113	**MATH 113** (*Preparation for Calculus I*) New course proposal. Lynn will contact Ed in regards to positive attendance, and open entry and open exit.	Motion to approve after Lynn speaks with Ed. Richard

		Seconded: LaRon
	Corrections noted: **Signature Page:** Dept: replace "Math" with "MATH". Title: replace "20A" with "I". **Course Data Sheet:** Item #1, Dept.: replace "Math" with "MATH". Course Title: replace "20A" with "I". Item #8, put a checkmark in the lecture box. **Course Outline:** Item #1, Dept.: replace "Math" with "MATH". Course Title: replace "20A" with "I". Item #2, line 2, replace "Precalculus" with "precalculus". Line # 4, replace "Calculus" with "calculus". Item #3, line 1, remove "This Course". Capitalize the first "p" in "Prepares". Replace "Calculus" with "calculus". **Distance Education Form:** Course Title: replace "20A" with "I". Item #6, On-campus text(s): replace "None" with "ALEKS software". Distance learning text(s): replace "None" with "ALEKS software".	
MATH 271	**MATH 271** (*Preparation for Intermediate Algebra*) New course proposal. Lynn will contact Ed in regards to positive attendance, and open entry and open exit. **Corrections noted:** **Signature Page:** Dept: replace "Math" with "MATH". **Course Data Sheet:** Item #1, Dept.: replace "Math" with "MATH". **Course Outline:** Item #1, Dept.: replace "Math" with "MATH". Item #2, line 2, replace "Elementary Algebra" with "elementary algebra". Line 4, replace "Intermediate Algebra" with "intermediate algebra". Item #3, line 1, remove "This Course". Capitalize the first "p" in "Prepares". Replace "Intermediate Algebra" with "intermediate algebra". **Distance Education Form:** Item #6, On-campus text(s): replace "None" with "ALEKS software". Distance learning text(s): replace "None" with "ALEKS software".	Motion to approve after Lynn speaks with Ed. Richard Seconded: Bill
MATH 273	**MATH 273** (*Preparation for Precalculus*) New course proposal. Lynn will contact Ed in regards to positive attendance, and open entry and open exit.	Motion to approve after Lynn speaks with Ed. Richard

		Seconded: Bill
	Corrections noted: **Signature Page:** Dept: replace "Math" with "MATH". **Course Data Sheet:** Item #1, Dept.: replace "Math" with "MATH". Item #4, remove the checkmark **Course Outline:** Item #1, Dept.: replace "Math" with "MATH". Item #2, line 2, replace "Intermediate Algebra" with "intermediate algebra". Line 4, replace "Precalculus" with "precalculus". Item #3, line 1, replace "Precalculus" with "precalculus". **Distance Education Form:** Item #6, On-campus text(s): replace "None" with "ALEKS software". Distance learning text(s): replace "None" with "ALEKS software".	
MATH 381	**MATH 381** (*Preparation for Elementary Algebra*) New course proposal. Lynn will contact Ed in regards to positive attendance, and open entry and open exit. **Corrections noted:** **Signature Page:** Dept: replace "Math" with "MATH". **Course Data Sheet:** Item #1, Dept.: replace "Math" with "MATH". Item #4, remove the checkmark **Course Outline:** Item #1, Dept.: replace "Math" with "MATH". Line 4, replace "Elementary Algebra" with "elementary algebra". Item #3, line 1, replace "Elementary Algebra" with "elementary algebra". **Distance Education Form:** Item #6, On-campus text(s): replace "None" with "ALEKS software". Distance learning text(s): replace "None" with "ALEKS software".	Motion to approve after Lynn speaks with Ed. 　　　　　　　Richard Seconded:　　Paola
PARK Program	**PARK** (*Maintenance Certificate Program*) is being revised for program change. **Corrections noted:** **Signature Page:** Department: replace "Parks & Recreation" with "PARK". **Select three units from the following:** at the end of the courses insert "Total Certificate Units　　　18"	Motion to approve with said corrections: 　　　　　　　La Ron Seconded:　　Bill
THEA 440	**THEA 440** (*Rehearsal and Performance*) is being revised to change the discipline from DRAM to THEA, update the catalog	Motion to approve: 　　　　　　　Beth

	and schedule descriptions, and update the contact hours. **Corrections noted:** **Course Outline:** Item number 8, replace the "0" in the Non Credit box with an "X".	Seconded: Tom Logan
THEA 478	**THEA 478** (*Readers Theatre*) is being revised to change the discipline from DRAM to THEA. **Corrections noted:** **Course Data Sheet:** Item #23, remove the checkmark from the third box.	Motion to approve: Bill Seconded: Richard
WOMN Program	**WOMN** (*Women's Studies*) is being revised for program change. **Corrections noted:** **(PROPOSED):** Under the third "Select one course from the following", replace "3" with "1-3". Move WOMN/AUTO 282 from the second spot to last.	Motion to approve: Richard Seconded: Beth
WOMN 2	**WOMN 2** (*Redefining Leadership: Women and Social Justice*) is being revised for program change. As submitted, WOMN 2 has a basic skill advisory of "Eligibility for ENGL 111/112 or ENSL 110/155". The committee strongly suggests a basic skill advisory of "Eligibility for ENGL 1A" because the course entails a research paper as an assignment. Lynn will contact Sarah Mawhirter about the basic skill advisory. The course is to be sent to the Gen. Ed. committee. **Corrections noted:** **Course Data Sheet:** Item #15, remove the statement "No lower division equivalent". Item #16, Area 3, remove the checkmark from B. Item #17, remove the statement "No lower division equivalent" **Course Outline:** Item #2, line 6, replace "ENGL 11 and 112 or ENSL 110 and 155" with "ENGL 1A". Item #3, line 5, replace "ENGL 11 and 112 or ENSL 110 and 155" with "ENGL 1A". Item #11a., replace "ENGL 11 and 112 or ENSL 110 and 155" with "ENGL 1A". **Basic Skill Advisories: Content Review Form**: move basic skill	Motion to approve pending corrections: Richard Seconded: LaRon

	advisory information from "Eligibility for ENGL 111/112 or ENSL 110/155" to "Eligibility for ENGL 1A".	
MEDA 113	**MEDA** *(Medical Procedure Coding)* Course is being revised to update catalog and schedule descriptions, course content, and objectives, and to add basic skills and course advisories. **Corrections noted:** **Course Revision Form:** Item C, "Change from:" and "Change to:", information needs to be added for the objectives, and the course content changes. "Change to:", remove "Textbook information on the course outline was updated." Item D, remove "Course need to be reviewed and updated where appropriate." **Course Data Sheet:** Item #4, remove the "X" from Major. Add an "X" to Elective. **Course Outline:** Item #2, line 1, replace "LG-C/NC" with "LG-P/NP". Item #3, line, 6, replace "LG-C/NC" with "LG-P/NP".	Motion to approve with said corrections: Paola Seconded: Tom Logan
NURS 267A	**NURS 267A** *(Critical Care Nursing)* Course is being revised to update catalog and schedule descriptions to reflect the changes that are being made for repeatability and contact hours. **Corrections noted:** **Course Data Sheet:** Item #4, remove the checkmark from AA/AS Degree. **Course Outline:** Item #2, line 1, replace "C/NC" with "P/NP". Item #3, line 6, replace "C/NC" with "P/NP". Item #4, replace "4" with "3". Item #4, number 8, place a comma between "ethnic spiritual". **Course Prerequisite/Corequisite: Content Form:** wrong form. Should have course advisory form instead.	Motion to approve with said corrections: Paola Seconded: Beth
PHIL 2	**PHIL 2** *(Introduction to Philosophy)* Course is being revised as part of program review. **Corrections Noted:** **Course Data Sheet:** Item #15, remove the checkmark from no. Place a checkmark in yes. Item #17, remove the checkmark from no. Place a checkmark in yes.	Motion to approve with minor corrections: Bill Seconded: Richard

SOCI 3	**SOCI 3** *(Introduction to Social Psychology)* Course is being revised to provide a complete catalog description independent of PSYC 3. Lynn plans to ask William Hobbs/Dennis Johnson about the possibility of the basic skill advisory changing from "eligibility for ENGL 111/112 or ENSL 110/155" to "eligibility for ENGL 1A". **Corrections Noted:** None	Motion to approve: Bill Seconded: Paola
Next meeting: September 2, 2009, LTC 232		