Curriculum Advisory Committee
Meeting Notes

DATE: September 2, 2009 LOCATION: LTC 232			
✓	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:	6/03/09 minutes approved.	Motion to approve as corrected: 　　　　　　　Richard Seconded:　　　Bill
	7/27/09 minutes approved.	Motion to approve with corrections: 　　　　　　　Tom Seconded:　　　Richard
For Discussion:	**TBA Hours:** • Audit is one year from now. 　○ Audit will consist of a random sample of courses. • Division chairs have a list of instructors who need to fix things. • To Be Arranged Content (TBA) Certification Request Form ~ newly created form that must be used from this point forward for all course containing TBA hours. • TBA course content must be the same as regular programs on campus. • Syllabus needs to mention where the TBA course will be held and when. • A lot of classes do not have documentation. • TBA hours and content must be turned in with grades.	

	• Courses that do not have TBA in the course outline will not be counted as TBA. To include TBA a new course outline must be submitted to CAC. • TBA will be added to CurricUNET at a later date. • Regularly scheduled vs. Positive attendance ○ Regularly scheduled courses lumped into one week become a positive attendance risk and a chance for loosing FTS monies.	
	Basic Skill Advisory form for English: The English department revised and updated the English Basic Skill Advisory form.	
	Stand Alone Course Training: Laura needs training.	
	TOP Codes: TOP Codes are changing state wide. Michael will work on updating the codes.	
	GER Committee: Discussion of the committee's role, purpose, function and how it relates to the board.	
	World Language Classes: The classes will need to be approved this semester.	
	CurricUNET: No courses submitted via paper after CurricUNET training.	
	Discussion of CAC recommendations (English advisories and prerequisites): • CAC has the right to change advisories. • Examples: ○ ANTH 30/ETNC 30/ WOMN 30 and ANTH 31/ ETNC 31/WOMN 31 ~ did not want to raise the advisory to "Eligibility for ENGL 1 A" because of the feeling that it will hurt enrollment is not a good enough reason.	
	Next Discussion: Advisories for English literature classes.	

Action Agenda:		
ANTH Program	**ANTH** (*Program*) Tabled last meeting until Lynn spoke with Elias about moving ANTH 2L from elective to major area. Elias agreed.	Motion to approve: Tom L. Seconded: Richard
ANTH 4	**ANTH 4** (*Introduction to Cultural Anthropology*) is being revised for program review update. **Corrections noted:** None	Motion to approve: La Ron Seconded: Bill
ANTH 6	**ANTH 6** (*Introduction to Archaeology and Prehistory*) is being revised for program review update. **Corrections noted:** None	Motion to approve: Tom Seconded: Paola
ANTH 21	**ANTH 21** (*Ancient Civilizations of Mesoamerica*) is being revised for program review update. **Corrections noted:** None	Motion to approve: Tom R. Seconded: Richard
ETNC 21	**ETNC 21** (*Ancient Civilizations of Mesoamerica*) is being revised for program review update. **Corrections noted:** None	Motion to approve: Tom R. Seconded: Richard
ENSL 313	**ENSL 313** (*Beginning English: Grammar, Writing, Reading*) was approved with the units. It was approved as a 6 unit course but it was to be 2-6 units. **Corrections noted:** None	Motion to move from 6 units to 2-6 units: Tom R. Seconded: Paola
HIST 55	**HIST 55** (*History of Monterey County*) request that the course not to be deleted.	Motion not to delete: Tom Seconded: Paola
HOSP Program	**HOSP** (*Program*) is being revised for program change. **Corrections noted:** None	Motion to approve: Paola Seconded: Tom R.

HOSP 57	**HOSP 57** (*Trends in Hospitality Sales & Marketing*) is a new course proposal. **Corrections noted:** Lynn changed the catalog and schedule descriptions to better reflect the focus of the course.	Motion to approve as corrected" Tom R. Seconded: Richard
INTD 61	**INTD 61** (*Rendering and Perspective*) is being revised to better fit the needs of the industry. **Corrections noted:** **Course Data Sheet:** • Item #3 (Schedule Description) ~ 3rd line, replace "applies" with "how to apply"	Motion to approve with corrections: Tom R. Seconded: Richard

LETP 275	**LETP 275** (*Correctional Officer Core Training*) is being revised to reflect updates at the South Bay Regional Safety Public Training Consortium and the current correctional academics.
	
	Corrections noted:
	Course Revision Form:
	• Item A ~ Remove "Vice President of Academic Affairs" from Instructor proposing revision.
	• Item B, #6 ~ Insert 0.58 – 1.17 for the FTE.
	• Item C, line 2 ~ change the "5 units" to "9 units"
	Course Outline:
	• Item #2 (Catalog Description) ~ 1st line, removal "200-400 hour". Change the word "variable" to "variable-hour"
		Motion to approve as corrected:
		         Richard
		Seconded: Bill
		
		Opposed: Tom L.
		         Paola

PSYC 35	**PSYC 35** (Introduction to Abnormal Psychology) is being revised for program review. **Corrections noted:** **Course Outline:** • Item #2 (Catalog Description) ~ 6th line, change "Advisories" to "Advisory" • Item #3 (Schedule Description) ~ 1st line, change "Advisories" to "Advisory"	Motion to approve as corrected: LaRon Seconded: Tom R.

PSYC 38	**PSYC 38** (Biological Psychology) is being revised for program review. **Corrections noted:** **Course Outline:** • Item #2 (Catalog Description) ~ Change "C/NC" to "P/NP" • Item #3 (Schedule Description) ~ Change "C/NC" to "P/NP" • Item #13 a. (Course Content) ~ Item #1, change "biospsychology" to "biopsychology".	Motion to approve as corrected: Richard Seconded: Tom R.
Next meeting: September 2, 2009, LTC 203/204 for CurricUNET Training		