

Curriculum Advisory Committee Meeting Notes

DATE: March 11, 2009		LOCATION: LTC 232	
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library		Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Creative Arts
✓	Michael Gilmartin, Administration		Vacant, Life Science
✓	Elizabeth Harrington, Articulation Officer		Vacant, Nursing
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Physical Education
✓	LaRon Johnson, Counseling		Vacant, Student Representative
	Tom Logan, Social Science		Vacant, Supportive Services
✓	Jonathan Osburg, Academic Senate		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Approval of Notes: 2/25/09	Corrections noted: Agenda Item THEA 110, Line #3, replace “Osberg” with “Osburg” Agenda Item THEA 111, Line #3, replace “Osberg” with “Osburg” Agenda Item THEA 15C, Line #5, replace “wording” with “found the wording”, and Line #14, replace “affective” with “affective if appropriate”	Motion to approve with corrections: Richard Seconded: Jon Motion approved with corrections.
Approval of Notes: 3/4/09	The minutes for the CAC meeting of March 4, 2009, will be reviewed during next week’s meeting.	Tabled
Consent Agenda FACD 166 LETP 233.1 LETP 233.2 LETP 233.4 LETP 233.5 LETP 233.6 LETP 233.8 LETP 233.9	The courses in today’s Consent Agenda are stand-alone course.	Motion to approve: Elizabeth Seconded: Jon Motion approved. Abstention = 1

<p>LETP 233.10 LETP 233.11</p>		
<p>Administration of Justice –Program Change</p>	<p>The Administration of Justice – Law Enforcement Program is being revised to add COOP 91.1 (<i>Administration of Justice Work Experience</i>).</p> <p>Corrections noted: Certificate Requirements Total Units, replace “22-29.5” with “22-24”</p>	<p>Motion to approve with corrections: Richard Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>ART – General Studio Program Change</p>	<p>The ART – General Studio Program is being revised to match corrections made previously. There are no new courses added to the program.</p> <p>Corrections noted: Program Option VIII., move ENGL 38 above THEA 5.</p>	<p>Motion to approve with corrections: Paola Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>AUTO 282</p>	<p>AUTO 282 (<i>Women and Wrenches</i>) is a new course designed to introduce the basics of automobile ownership and maintenance to non-traditional Automotive Technology students. It will also be offered as WOMN 282.</p> <p>Corrections noted: Course Outline, Item #2, Line #1, replace “lecture” with “lecture and/or”; Line #2, replace “is designed specifically for women to learn the basic functions of the automobile” with “introduces the basics of automobile ownership and maintenance”; Lines #5 and #6, replace “282; credit may be earned only once” with “282. AUTO 282 and WOMN 282 may be taken in combination up to a maximum of 2 units”; and, delete the comment box in the right hand margin: Item #3, Line #1, replace “Designed specifically for women to learn basic functions of the automobile” with “Introduces the basics of automobile ownership and maintenance”; and Line #3, replace “282; credit may be earned only once” with “282. AUTO 282 and WOMN 282 may be taken in combination up to a maximum of 2 units”; and, Item # 5, delete the checkmark in the “No” box, add a checkmark to the “Yes” box, and add “2” as</p>	<p>Motion to approve with corrections: Richard Seconded: Jon</p> <p>Motion approved with corrections.</p>

AUTO 282 (continued)	maximum number of units; Item #13a, delete content items 2a-2h, 3a-3f, 4a-4e, 5a-5f, 6a-6g, 7a-7j, 8a-8h, 9a-9e, and 10a-10c, and delete the comment box in the right hand margin.	
WOMN 282	<p>WOMN 282 (<i>Women and Wrenches</i>) is a new course designed to introduce the basics of automobile ownership and maintenance to non-traditional Automotive Technology students. It will also be offered as AUTO 282.</p> <p>Corrections noted: Course Outline, Item #2, Line #1, replace “lecture” with “lecture and/or”; Line #2, replace “is designed specifically for women to learn the basic functions of the automobile” with “introduces the basics of automobile ownership and maintenance”; Lines #5 and #6, replace “282; credit may be earned only once” with “282. AUTO 282 and WOMN 282 may be taken in combination up to a maximum of 2 units”; Item #3, Line #1, replace “Designed specifically for women to learn basic functions of the automobile” with “Introduces the basics of automobile ownership and maintenance”; and Line #3, replace “282; credit may be earned only once” with “282. AUTO 282 and WOMN 282 may be taken in combination up to a maximum of 2 units”, and delete the comment box in the right hand margin; and, Item # 5, delete the checkmark in the “No” box, add a checkmark to the “Yes” box, and add “2” as maximum number of units; Item #13a, delete content items 2a-2h, 3a-3f, 4a-4e, 5a-5f, 6a-6g, 7a-7j, 8a-8h, 9a-9e, and 10a-10c, and delete the comment box in the right hand margin.</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Jon</p> <p>Motion approved with corrections.</p>
Automotive Technology Program Change	<p>The Automotive Technology Certificate of Achievement and Associate in Science degree program is being revised to include AUTO 160 (<i>Supervised Auto Trade Experience</i>) or COOP 91.4 (<i>Automotive Work Experience</i>) as a certificate requirement.</p> <p>Corrections noted: Proposed revision, replace “COOP 91” with “COOP 91.4” and delete the comment box in the right hand margin.</p>	<p>Motion to approve with corrections: Paola</p> <p>Seconded: Bill</p> <p>Motion approved with corrections.</p>
Women’s Studies Program Change	The Women’s Studies and Associate in Arts degree program is being revised to include AUTO/WOMN 282 (<i>Women and Wrenches</i>) as a selective elective.	<p>Motion to approve: Elizabeth</p> <p>Seconded: Richard</p>

<p>FIRE 128</p>	<p>FIRE 128 (<i>Fire Training Instructor IC – Instructional Development Techniques</i>) is a new, stand-alone course which is being added to the curriculum in response to new state requirements for Fire Officer Certification.</p> <p>Corrections noted: Courses – Signature Page, Title, replace “DEVELOPOMENT” with “DEVELOPMENT” Course Data Sheet, Item #4, delete the checkmark from the “AA/AS Degree”, “Certificate”, and Certificate/Elective boxes; Item #23, delete the comment box in the right hand margin. Course Outline, Item #3, delete comment box in the right hand margin; Item #12, delete the checkmark in the “Course Prerequisite” box;</p>	<p>Motion to approve with corrections: Paola Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>General Studies with Area of Emphasis Program</p>	<p>The General Studies with Area of Emphasis Associate in Arts Degree Program provides an opportunity for students to earn a degree in a comprehensive area of study. It is intended for students not preparing to transfer to a university.</p> <p>Corrections noted: Communication and Analytical Thinking Emphasis, add “MATH 20B”, add “MATH 20C”, and delete “MATH 262” Natural Science Emphasis, replace BIOL “25 & 26” with “25, 26”, replace PHSO “1&2” with “1, 2” Arts and Humanities Emphasis, delete “GENT 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23”, replace SPAN “2b” with “2B”, add “WRLD 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23”, and delete comment box in the right hand margin. Social Science Emphasis, delete “GENT 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23”, add “WRLD 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23”, and delete comment box in the right hand margin.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>Graphic Arts Program Change</p>	<p>The Graphic Arts Associate in Arts Degree Program is being revised by deleting courses from the program that have been deleted from the catalog of courses.</p>	<p>Motion to approve: Richard Seconded: Paola</p>

	No corrections noted.	Motion approved with corrections.
MATH 261	<p>MATH 261 (<i>Beginning Algebra</i>) is being revised to include a prerequisite of a qualifying score on the Math Placement Test or prior course at an accredited college. This is necessary because the MATH Department is implementing a math assessment procedure to place students into courses based on an assessment of their performance or by the use of transcripts from other schools.</p> <p>Corrections noted: Course Revision Form, Item B(9), add a checkmark in the box; Item C, Change from, replace “8” with “9” and delete the comment box in the right hand margin. Course Data Sheet, Item #4, delete the checkmark from the “AA/AS Degree” box, delete the checkmark from the “G.E.” box, and delete the checkmark from the “Area A-2” box. Course Outline, Item #2, delete comment box in the right hand margin; Item #3, delete the comment box in the right hand margin; Item #12, delete comment box in the right hand margin;</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Richard Motion approved with corrections.</p>
MATH 263	<p>MATH 263 (<i>Intermediate Algebra and Coordinate Geometry</i>) is being revised to include a prerequisite of a qualifying score on the Math Placement Test or prior course at an accredited college. This is necessary because the MATH Department is implementing a math assessment procedure to place students into courses based on an assessment of their performance or by the use of transcripts from other schools.</p> <p>Corrections noted: Course Revision Form, Item B(9), add a checkmark in the box; Item C, Change to (5), add “Qualifying assessment score or MATH 261 or an equivalent course from an accredited college”; Item D, add “We are implementing a math assessment procedure where students are placed into math courses based on their performance on a math assessment test or by their transcripts from an accredited college.” Course Data Sheet, Item #3, add “The math department is</p>	<p>Motion to approve with corrections: LaRon Seconded: Paola Motion approved with corrections.</p>

<p>MATH 263 (continued)</p>	<p>implementing assessment tests to place students into math courses. Students can be placed based on math courses completed at an accredited college.”; Item #4, delete the checkmark from the “AA/AS Degree” box, delete the checkmark from the “G.E.” box, and delete the checkmark from the “Area A-2” box.; Item #6, add checkmark to the “Yes” box and delete checkmark in the “No” box.</p> <p>Course Outline, Item#2, Line #5, replace “MATH 261 or equivalent” with “Qualifying math assessment score or MATH 261 or an equivalent course from an accredited college”; Item#3, Line #1, replace “MATH 261 or equivalent” with “Qualifying math assessment score or MATH 261 or an equivalent course from an accredited college”; and, Item #12, replace “MATH 261” with “Qualifying math assessment score or MATH 261 or an equivalent course from an accredited college”</p> <p>Course Prerequisite/Corequisite: Content Review Form, Page #2, Line #2, replace “ MATH261, Beginning . . .” with “Qualifying math assessment score or MATH 261 or an equivalent course from an accredited college”</p>	
<p>MATH 351</p>	<p>MATH 351 (<i>Pre-Algebra</i>) is being revised to include a prerequisite of a qualifying score on the Math Placement Test or prior course at an accredited college. This is necessary because the MATH Department is implementing a math assessment procedure to place students into courses based on an assessment of their performance or by the use of transcripts from other schools.</p> <p>Corrections noted: Course Revision Form, Item B(9), add a checkmark in the box and delete the comment box in the right hand margin; Item C, Change from, replace “8” with “9” and delete the comment box in the right hand margin. Course Data Sheet, Item #6, replace “Math 360 (arithmetic . . . ” with “MATH 360 (Arithmetic) is a prerequisite for MATH 351 (Pre-Algebra) and MATH 351 is a prerequisite for MATH 261 (Beginning Algebra).” Course Outline, Item #2, delete comment box in the right hand</p>	<p>Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.</p>

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Music Certificate of Achievement Program Change	<p>The Music Certificate of Achievement program is being revised to delete courses no longer offered in the curriculum.</p> <p>Corrections noted: Programs – Signature Page, Department, replace “MUSIC” with “MUSI” Revised Program, delete formatting box in the right hand margin.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Bill Motion approved with corrections.</p>
Music Associate in Arts Program Change	<p>The Music Associate in Arts degree program is being revised to delete courses no longer offered in the curriculum.</p> <p>Corrections noted: Programs – Signature Page, Department, replace “MUSIC” with “MUSI”</p>	<p>Motion to approve with corrections: Paola Seconded: Richard Motion approved with corrections.</p>
Physical Education Aide Program Change	<p>The Physical Education Aid Associate in Science degree Program is being revised to delete courses no longer offered in the curriculum.</p> <p>Corrections noted: Revised Program, delete formatting box in the right hand margin.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill Motion approved with corrections.</p>
PARK 155	Due to time constraints, PARK 155 (<i>Cooperating Association Liaison Skill Building</i>) is continued to the next committee meeting	Discussion of this course is postponed until next week’s meeting.
PARK 165	Due to time constraints, PARK 165 (<i>Resource Management Cultural Basic</i>) is continued to the next committee meeting	Discussion of this course is postponed until next week’s meeting.
PARK 166	Due to time constraints, PARK 166 (<i>Resource Management Cultural Intermediate</i>) is continued to the next committee meeting	Discussion of this course is postponed until next week’s meeting.
PARK 245	Due to time constraints, PARK 245 (<i>Baton Instructor</i>) is continued to the next committee meeting	Discussion of this course is postponed until next week’s meeting.
Next meeting: Mar. 18, 2009, LTC 232		