Curriculum Advisory Committee
Meeting Notes

DATE: March 18, 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: 3/11/09	**Corrections noted:** Agenda Item, FIRE 128, Line #3, replace "response new" with "response to new" Agenda Item, General Studies with Area of Emphasis Program, Line #12, replace "3, 4, " with "3, 4A, 4B, " and Line #14, replace "3, 4, " with "3, 4A, 4B, "	Motion to approve with corrections: Lynn Seconded: Paola Motion approved with corrections.
Approval of Notes: 3/4/09	**Corrections noted:** Agenda Item, THEA 110, Line #17, replace "12" with "#12"	Motion to approve with corrections: Elizabeth Seconded: Paola Motion approved with corrections.
CSIS 5	CSIS 5 (*Computer Science and Integrated Software*) is a new course which is a revision of, and will replace, the current CSIS 50/50L (*MS Office Applications/Lab*) course sequence. It is being revised in order to clarify the content to students, to emphasize the "decision making process using general computer tools," and for possible UC transferability. The committee expressed a number of concerns regarding the course as proposed. There is no evidence	Tabled Lynn will contact Randy Smith regarding the committee's concerns.

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CSIS 5 (continued)	listed on the course outline regarding the "decision making process", there is no evidence to support the course content as fulfilling the MPC GE Math proficiency or CSU Area A3 (Critical Thinking), and there is no need to change the course number in order to submit it to the UC system for transfer. **Corrections noted:** **Course Data Sheet**, Item #4, delete checkmark from the "Math Proficiency Box" and delete the comment box in the right hand margin; Item #5, delete revision boxes (2) in the right hand margin; Item #8, delete the revision box in the right hand margin; Item #13, add checkmark to the "UC" box to request submission for UC transfer; Item #14, delete checkmark from the "A3" box; Item #15, add equivalent CSU course for course-to-course articulation and delete the comment box in the right hand margin; Item #17, add equivalent UC course for course-to-course articulation and delete the comment box in the right hand margin; and, Item #19, delete the revision box in the right hand margin. **Course Outline**, Item #13, delete the comment box in the right hand margin; and, Item #14, delete the comment box in the right hand margin.	
BUSC – Fast Track: Entry Level Office Worker – Program Change	The BUSC – Fast Track: Entry Level Office Worker Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSC – Office Technology Program Change	The BUSC – Office Technology Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSC – Secretarial Program Change	The BUSC – Secretarial Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSI – Business Accounting Program Change	The BUSI – Accounting Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSI – Entrepreneurship Program Change	The BUSI – Entrepreneurship Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.

BUSI – General Business Program Change	The BUSI – General Business Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSI – International Business Program Change	The BUSI – International Business Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
BUSI – Retail Management Program Change	The BUSI – Retail management Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
CSIS – Computer Science Applications Program Change	The CSIS – Computer Science Applications Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
HOSP – Food Service Management Program Change	The HOSP – Food Service Management Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
HOSP – Hospitality Operations Program Change	The HOSP – Hospitality Operations Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
HOSP – Restaurant Management Program Change	The HOSP – Restaurant Management Program is being revised to include CSIS 5. Consideration of this revision is tabled pending clarification of issues related to CSIS 5.	Tabled pending resolution of concerns regarding CSIS 5.
ENSL 313	ENSL 313 (*Beginning English: Grammar, Writing, Reading*), along with ENSL 413, is the companion course to ENSL 312/412. This course focuses on grammar, writing and reading. The title is being revised in order to clarify the content and distinguish it from ENSL 312/412. **Corrections noted:** **Course Revision Form**, Item C, change from, add prior text for numbers 15 and 16; Item C, change to, add revised text for numbers 15 and 16; and, delete the comment box in the right hand margin. **Course Data Sheet**, Item #3, delete comment box in the right hand margin; and, Item #6, add a period (.) after "programs"	Motion to approve, pending completion of the Course Revision form, with corrections: 　　　　　　　Paola Seconded:　　Bill Motion to approved, pending completion of the Course Revision form, with correction. Lynn will request the department to complete the Course Revision Form.

ENSL 313 (continued)	**Course Outline**, Item #3, replace "English, this is an" with "English. An"; Item #13a, Line #2, replace "Using dictionary" with "Using a dictionary" and delete the comment box in the right hand margin.	
ENSL 413	ENSL 413 (*Beginning English: Grammar, Writing, Reading*), along with ENSL 313, is the companion course to ENSL 312/412. This course focuses on grammar, writing and reading. The title is being revised in order to clarify the content and distinguish it from ENSL 312/412. **Corrections noted:** **Course Revision Form**, Item C, change from, add prior text for numbers 15 and 16; Item C, change to, add revised text for numbers 15 and 16; and, delete the comment box in the right hand margin. **Course Data Sheet**, Item #3, delete comment box in the right hand margin; and, Item #6, add a period (.) after "programs" **Course Outline**, Item #3, replace "English, this is an" with "English. An"; Item #13a, Line #2, replace "Using dictionary" with "Using a dictionary" and delete the comment box in the right hand margin; and, Item #14, delete formatting box in the right hand margin.	Motion to approve, pending completion of the Course Revision form, with corrections: Paola Seconded: Bill Motion to approved, pending completion of the Course Revision form, with correction. Lynn will return the Course Data Sheet to the department for completion of the Course Revision Form.
ENSL 344	ENSL 344 (*High-Intermediate Grammar*) is being revised for consistency with ENSL 444 and updating as part of program review. The committee felt the department should consider whether an advisory or prerequisite is more appropriate, consider the sequencing of courses, and consider into which courses a student can be assessed. **Corrections noted:** **Course Revision Form**, Item B, add checkmark to box #8; Item C, Change from, delete comment box in the right hand margin; Item C, Change to, Catalog Description Line #4, replace "who will" with "who plan to", and Schedule Description, Line #3, replace "who will" with "who plan to" **Course Data Sheet**, Item #3, replace "Offering a non credit . . ." with "Updating for Program Review and consistency with ENSL	Motion to approve with corrections: LaRon Seconded: Richard Motion approved with corrections.

ENSL 344 (continued)	444.", and delete comment box in the right hand margin; Item #4, delete the checkmark in the "Writing Proficiency" box, and delete the comment box in the right hand margin. **Course Outline**, Item #2, Line #4, replace "who take" with "who plan to take"; Item #3, replace "who take" with "who plan to take"; Item #12, add a checkmark to the "Course Prerequisite" box and delete "None"; Item #13b, Line #4, replace "tolerance" with "acceptance", and delete the comment box in the right hand margin; and, Item #16, delete the comment box in the right hand margin.	
ENSL 444	ENSL 444 (*High-Intermediate Grammar*) is being revised for consistency with ENSL 344 and updating as part of program review. The committee felt the department should consider whether an advisory or prerequisite is more appropriate, consider the sequencing of courses, and consider into which courses a student can be assessed. **Corrections noted:** **Course Revision Form**, Item B, added checkmark to box #8; Item C, Change from, delete comment box in the right hand margin; Item C, Change to, Catalog Description Line #4, replace "who will" with "who plan to", and Schedule Description, Line #3, replace "who will" with "who plan to" **Course Data Sheet**, Item #3, replace "Offering a non credit . . ." with "Updating for Program Review and consistency with ENSL 344.", and delete comment box in the right hand margin; Item #4, delete the checkmark in the "Writing Proficiency" box, and delete the comment box in the right hand margin. **Course Outline**, Item #2, Line #4, replace "who take" with "who plan to take"; Item #3, replace "who take" with "who plan to take"; Item #12, add a checkmark to the "Course Prerequisite" box and delete "None"; Item #13b, Line #4, replace "tolerance" with "acceptance", and delete the comment box in the right hand margin; and, Item #16, delete the comment box in the right hand margin.	Motion to approve with corrections: LaRon Seconded: Richard Motion approved with corrections.

LETP 145B	LETP 145B (*POST Basic Academy Modular II*) is being revised to meet current POST requirements. In voting to approve this course an abstention was made because, "if we can't evaluate the instructor, we should not offer the course." **Corrections noted:** **Course Data Sheet**, Item #4, delete checkmark from AA/AS Degree "Elective" box and add a checkmark to the Certificate "Required" box. **Course Outline**, Item #2, Line #2, replace "(P.O.S.T.)" with "(POST)", Line #3, replace "P.O.S.T." with "POST", and Line #5 replace "Prerequisites: Prerequisites:" with "Prerequisites:"; Item #14, replace "P.O.S.T." with "POST"; and, Item #16 replace "P.O.S.T." with "POST" (2 occurrences). **Course Prerequisite/Corequisite: Content Review Form**, Page #1, Title, replace "P.O.S.T." with "POST"; and Page #2, Target Course, replace "P.O.S.T." with "POST",	Motion to approve with corrections: Richard Seconded: LaRon Motion approved with corrections. Abstentions = 2
WRLD 99.02	WRLD 99.02 (*Travel Study: London Theatre Tour*), originally presented as WRLD 99.79, is designed to provide students the opportunity to explore the cultural heritage and performing arts of London through travel study and field experience. **Corrections noted:** **Courses – Signature Page**, Course #, replace "99.79" with "99.02" **Course Data Sheet**, Item #1, replace "99.79" with "99.02"; Item #2, Date, add "11-25-08"; Item #4, delete checkmark from "AA/AS Degree" box and delete the comment box in the right hand margin; Item #20, replace "C" with "D"; and Item #23, add a checkmark to the third box, delete the comment box in the right hand margin, and add "Stand-alone Course". **Course Outline,** Item #1, replace "99.79" with "99.02"; Item #2, replace "11" with "Eleven" and replace "69" with "sixty-nine"	Motion to approve with corrections: Richard Seconded: Paola Motion approved with corrections.

| PARK 165 | PARK 165 (*Cultural Resource Management: Basic*) is a new, stand-alone course which provides training to Parks and Recreation employees to become more knowledgeable in the history of the California State Parks.
Corrections noted:
Courses – Signature Page, Title, replace "Resource Management Cultural Basic" with "Cultural Resource Management: Basic" and delete comment box in the right hand margin
Course Data Sheet, Item #1, Title, replace "Resource Management Cultural Basic" with "Cultural Resource Management: Basic"; Item #11, replace "2009?" with "2009"
Course Outline, Item #1, Title, replace "Resource Management Cultural Basic" with "Cultural Resource Management: Basic"; Item #2, delete comment boxes in the right hand margin; Item #3, Line #2, replace "This course seeks to improve" with "Improves"; Item #14, Objective #5, replace "effect" with "affect"; and, Objective #8, replace "CEQA" with "California Environment Quality Act (CEQA)" | Motion to approve with corrections:
                      Paola
Seconded: Elizabeth

Motion approved with corrections. |
| PARK 166 | PARK 166 (*Cultural Resource Management: Intermediate*) is a new, stand-alone course which provides ongoing training to Parks and Recreation employees in resource management of California State Parks. Consideration of this course is tabled pending clarification between description and content.

Courses – Signature Page, Title, replace "Resource Management Cultural Intermediate" with "Cultural Resource Management: Intermediate" and delete comment box in the right hand margin
Course Data Sheet, Item #1, Title, replace "Resource Management Cultural Intermediate" with "Cultural Resource Management: Intermediate"
Course Outline, Item #1, Title, replace "Resource Management Cultural Intermediate" with "Cultural Resource Management: Intermediate" Item #2, Line #1, replace "18 hours lecture" with "Eighteen hours lecture", Line #3, replace "Department" with "system"; Item #3, Line #1, replace "Development of ongoing efforts to establish cultural resource management programs in the Parks and Recreation system." with "Provides ongoing training to | Tabled |

	cultural historians throughout the Parks and Recreation system." and Line #2, replace "The course seeks to improve" with "Improves", delete comment boxes (2) in the right hand margin; Item #13a, delete comment boxes (3) in the right hand margin.	
PARK 245	PARK 245 (*Baton Instructor*) is a new, stand-alone course. It is POST certified and provides baton technique training to current law enforcement officers so that they can provide training and instruction within their department and/or police academies. **Corrections noted:** **Courses – Signature Page**, Proposing Faculty member, replace "First Name??" with "Joanne" **Course Data Sheet**, Item #2, replace "First name??" with "Joanne" and delete comment box in the right hand margin; Item #3, replace "P.O.S.T." with "POST". **Course Outline**, Item #2, Line #2, replace "P.O.S.T." with "POST" and delete comment boxes (2) in the right hand margin; Item #3, "P.O.S.T." with "POST"; Item #13a, delete comment boxes (4) in the right hand margin; Item #14, Objective #1, "P.O.S.T." with "POST", Objective #2, "P.O.S.T." with "POST"; Item #15, "P.O.S.T." with "POST"; and, Item #16, "P.O.S.T." with "POST".	Motion to approve with corrections: Elizabeth Seconded: Richard Motion approved with corrections.
Next meeting: Mar. 25, 2009, LTC 232		