

Curriculum Advisory Committee Meeting Notes

DATE: Oct. 29, 2008 LOCATION: Sam Karas Room, LTC			
✓	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: 10/22/08	Corrections noted. Agenda Item THEA 56, Line #11, replace “ENSL 301” with “ENGL 301”; and, Line#13, replace “Item 34” with “Item #4.”	Motion to approve with corrections: Richard Seconded: Beth Motion approved with corrections.
Consent Agenda ART 42 ART 47 ART 56B ART 93.10 ENGL 113 ENGL 114 ENGL 115 ENGL 116 Technical Writing Program	The courses on today’s Consent Agenda and the Technical Writing Program are being deleted from the MPC Catalog of Courses.	Motion to approve course and program deletions as presented: Elizabeth Seconded: Bill Motion approved.

<p>MATH 13 (removed from Consent Agenda)</p>	<p>MATH 13 (<i>Pre-Calculus</i>) is being updated as part of Program Review. In addition, the recency advisory statement is being removed from the course descriptions. A statement will be added in the catalog advising students that all prerequisite courses should be completed with in two years of taking the course for which they are required.</p> <p>Corrections noted: Course Revision Form, Item A, replace “Fall 2008” with “Fall 2009.” Course Data Sheet, Page 1 of 4, delete comment box in right hand margin.</p>	<p>Motion to approve with corrections: LaRon Seconded: Tom L. Motion approved with corrections.</p>
<p>MATH 18 (removed from Consent Agenda)</p>	<p>MATH 263-18 (<i>Plane Geometry</i><i>Calculus & Analytic Geometry for Biology/Social Science/Business</i>) is being updated as part of Program Review. In addition, the recency advisory statement is being removed from the course descriptions. A statement will be added in the catalog advising students that all prerequisite courses should be completed with-in two years of taking the course for which they are required.</p> <p>Corrections noted: Course Outline, Item #12, delete “,-Intermediate Algebra”; Item #13, delete formatting boxes in right hand margin; Item #13b, delete formatting and comment boxes from the right hand margin; Item #14, Line #15, replace “are” with “area” and delete comment box from right hand margin; Basic Skill Advisories: Content Review Form, Box 2, delete “they need to be able to.”</p>	<p>Motion to approve with corrections: Richard Seconded: Bill Motion approved with corrections.</p>
<p>MATH 262</p>	<p>MATH 262 (<i>Plane Geometry</i>) is being updated as part of Program Review. The catalog and schedule descriptions have been revised. The recency advisory statement is being removed from the course descriptions. A statement will be added in the catalog advising students that all prerequisite courses should be completed with-in two years of taking the course for which they are required.</p> <p>Corrections noted: Course Revision Form; Page 1 of 2, delete format and comment boxes in the right hand margin. Course Data Sheet, Item #4, delete checkmark from the AA/AS Degree “G.E.” box; Item #5, delete format box from the right hand</p>	<p>Motion to approve with corrections: Richard Seconded: Jon Motion approved with corrections.</p>

<p>MATH 262 (continued)</p>	<p>margin; Item #9, delete format box from the right hand margin; and, Item #23, add “This is a stand-alone course.” Course Outline, Items #2, #3, #7, #11b, #13a and #16, delete format boxes from the right hand margin.</p>	
<p>MATH 351</p>	<p>MATH 351 (<i>Pre-Algebra</i>) is being updated as part of Program Review. The catalog and schedule descriptions have been revised.</p> <p>Corrections noted: Course Revision Form, Items C (Change from), C (Change to), and D, delete comment and format boxes from the right hand margin. Course outline, Item #2, delete format boxes from the right hand margin; Item #3, replace “Eligibility for ENGL 111 and ...completion of MATH 360” with “Completion of MATH 360; eligibility for ENGL 111 and 112 or ENSL 110 and 155” and delete format box from the right hand margin; Items #11a and 12, delete format boxes from right hand margin; Basic Skill Advisories: Content Review Form (Reading and Writing), Box 2, Line #2, replace “and to be able” with “and able” and delete the format and comment boxes in the right hand margin. Basic Skill Advisories: Content Review Form (MATH), Box 1, delete format box in right hand margin.</p>	<p>Motion to approve with corrections: Paola Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>THEA 49</p>	<p>THEA 49 (<i>Summer Musical Company</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA). For clarification of the Basic Skill Advisory, Beth would like Lynn to contact Gary Bolen for information about the writing requirements of the course</p> <p>Corrections noted: Course Outline, Item #4, add a checkmark to the “Credit applies to AA/AS Degree” box and delete the checkmark from the “Credit does not apply to AA/AS” box; Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin; and, Item #17, delete Line #3.</p>	<p>Motion to approve with corrections: LaRon Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the Drama Department for clarification of the writing requirement for this course.</p>

<p>THEA 63</p>	<p>THEA 63 (<i>Experimental Theatre – Classical</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted: Course Outline, Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin; and, Item #17, delete Line #3.</p>	<p>Motion to approve with corrections: Tom L. Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p>THEA 76</p>	<p>THEA 76 (<i>Acting Workshop – Advanced Dramatic</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted: Course Outline, Item #5, delete comment box in the right hand margin; Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin; and, Item #17, Line #2, replace “Audience and peer” with “Peer.”</p>	<p>Motion to approve with corrections: Bill Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p>THEA 77</p>	<p>THEA 77 (<i>Acting Workshop – Advanced Musical</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA). A question was raised whether the course would fill the Certificate Elective requirement as well as the AA/AS degree Elective requirement. Lynn will contact the department for clarification of this issue.</p> <p>Corrections noted: Course Data Sheet, Item #4, add check marks to the “Certificate” and Certificate “Elective” boxes if the department would like this done; Item #11, replace “Fall 2009” with “currently offered”; and, delete the comment box from the right hand margin Course Outline, Item #5, delete comment box in the right hand margin;</p>	<p>Motion to approve with corrections: Jon Seconded: Richard</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the Drama Department to see if this course should be considered to satisfy the Certificate Elective requirement.</p>

<p>THEA 77 (continued)</p>	<p>Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin; and, Item #17, Line #2, replace “Audience and peer” with “Peer.”</p>	
<p>THEA 78</p>	<p>THEA 78 (<i>Acting Workshop – Advanced Classical</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA). A question was raised whether the course would fill the Certificate Elective requirement as well as the AA/AS degree Elective requirement. Lynn will contact the department for clarification of this issue.</p> <p>Corrections noted: Courses – Signature Page, Dept., replace “DRAM” with “THEA.” Course Data Sheet, Item #4, add check marks to the “Certificate” and Certificate “Elective” boxes if the department would like this done; Item #5, replace “N/A” with “No”; and, Item #11, replace “Fall 2009” with “currently offered.” Course Outline, Item #5, delete comment box in the right hand margin; Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin; and, Item #17, Line #2, replace “Audience and peer” with “Peer.”</p>	<p>Motion to approve with corrections: Paola Seconded: Elizabeth</p> <p>Motion approved with corrections.</p> <p>Lynn will contact the Drama Department to see if this course should be considered to satisfy the Certificate Elective requirement.</p>
<p>THEA 79</p>	<p>THEA 79 (<i>Technical Workshop</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted: Course Revision Form, Item C, “Change from” box, delete “and (6)”; Item C, “Change to” box, replace “351 and ENGL” with “351; eligibility for ENGL”; and, delete “and (6)” Course Data Sheet, Item #4, delete the comment boxes in the right hand margin; and, Item #11, replace “Fall 2009” with “currently offered.” Course Outline, Item #2, Line #4, replace “Advisory” with “Advisories” and “351 and ENGL” with “351; eligibility for ENGL”; Item #3, Line #1, replace “Advisory” with “Advisories” and replace “351 and ENGL”</p>	<p>Motion to approve with corrections: LaRon Seconded: Jon</p> <p>Motion approved with corrections.</p>

THEA 79 (continued)	with “351; eligibility for ENGL”; Item #15, replace “that” with “it”, and delete the comment box in the right hand margin; Item #16, add representative text information from the list provided by the Drama Department, and delete the comment box from the right hand margin.	
THEA 103	<p>THEA 103 (<i>Film Directors to Watch</i>) is being revised as part of the Program Review process. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted: Course Revision Form, Item B, Item #5, check both boxes, Item C, Change from, add “(5) future tense; Item C, Change to, add (5) present tense.; Item C, add “(5) For consistency with other courses.” Course Data Sheet, Item #11, replace “Fall 2009” with “currently offered.” Course Outline, Item #2, Line #3, replace “will be” with “are”; Item #3, Line #3, replace “will be” with “are”; and, Item # 16, delete the comment box from the right hand margin.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: LaRon</p> <p>Motion approved with corrections.</p>
LEPT 146	<p>LEPT 146 (<i>Basic Police Requalification Course</i>) is a new, POST certified, stand-alone course which is designed to provide the content and hour requirements for Regular Basic course requalification. Students enrolling in this course are required to present proof of successful completion of Basic Course, Basic Academy Modular or the State Investigators Basic course, medical and DOJ clearance.</p> <p>Corrections noted: Course Outline, Item #1, replace “Basic Police Academy, Requalification” with “Basic Police Requalification Course”; Item #2, delete format box in the right hand margin; Items #9 and #13a, delete the format boxes (3) in the right hand margin; Page 6 of 3, Item #15, delete the comment box in the right hand margin; Page 8 of 3, Item #15, delete the format and comment boxes (3) in the right hand margin; Page 10 of 3, delete the format box in the right hand margin; Page 11 of 3, delete the format and comment boxes (7) in the right hand margin; Page 12 of 3, delete the format and comment boxes (4) in the right hand margin; Page 13 of 3, delete the format and comment boxes (2) in the right hand margin; Page 14 of 3, delete the format and comment boxes (3) in the right hand margin; Page 15 of 3, delete the format and comment boxes (3) in the right hand margin; Page 16 of 3,</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p>

LEPT 146 (continued)	delete the format and comment boxes (4) in the right hand margin; Page 17 of 3, delete the format and comment boxes (5) in the right hand margin; Page 19 of 3, Item D(3)(a) delete the format box in the right hand margin, and Item D(4)(i) replace “pos” with “post” and comment box in the right hand margin; Page 21 of 3, Item #14, delete comment boxes (3) in the right hand margin; Item #15, delete “ready”; and delete the format box in the right hand margin.	
THEA 104	Due to time constraints, discussion of THEA 104 (<i>European Films</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
THEA 106	Due to time constraints, discussion of THEA 106 (<i>Film and American Culture</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
THEA 109	Due to time constraints, discussion of THEA 109 (<i>Introduction to the Documentary Film</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
PHYS 3A	Due to time constraints, discussion of PHYS 3A (<i>Science and Engineering Physics I</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
PHYS 3B	Due to time constraints, discussion of PHYS 3B (<i>Science and Engineering Physics II</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
PHYS 3C	Due to time constraints, discussion of PHYS 3C (<i>Science and Engineering Physics III</i>) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
Other Business SLOs Michael Gilmartin	Michael reminded the committee of the need to submit an annual report to the accrediting body regarding SLOs. He stated there is a need to have someone inventory which SLOs have been completed and to check those SLOs for errors. This is particularly important because the previous reports submitted on SLOs have contained inconsistencies. The committee discussed which campus body is responsible for this task. Michael feels it is appropriate for CAC because we are no longer accepting courses and programs without SLOs. However, the understanding of other committee members is that CAC is only tasked with seeing that SLOs are submitted, not to review or edited them.	Discussion will continue.
Next meeting: 3 p.m., Nov. 5, 2008, LTC 232		