

Curriculum Advisory Committee Meeting Notes

DATE: Nov. 26, 2008		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: 11/19/08	Corrections noted: Agenda Item Discussion, Main points of discussion, Bullet #1, Line #2, replace “the” with “an”; Line #3, replace “will” with “should”; Line #4, replace “SLOs” with “SLO and remove the SLO page from the CAC packet”; Bullet #2, delete; Bullet #3, delete; Bullet #5, delete “Even if the disclaimer is deleted, it was at least seen by the area dean.”	Motion to approve with corrections: Richard Seconded: Beth Motion approved with corrections.
BIOL 13	BIOL 13 (<i>Marine Biology</i>) is being updated as part of program review. The department has determined that it is no longer appropriate to have an additional one hour per week by arrangement. This remains a four unit course. Corrections noted: Course Revision Form, Item C, Change to, Bullet #7, delete. Course Data Sheet, Item #15, add checkmark in “Yes” box, delete checkmark from “No” box, and delete comment in right hand margin.	Motion to approve with corrections: Elizabeth Seconded: Richard Motion approved with corrections.

<p>BIOL 21</p>	<p>BIOL 21 (<i>Concepts in Biology I: Cells, Genetics, and Organisms</i>) is being updated as part of program review. The department has determined that it is no longer appropriate to have an additional one hour per week by arrangement. This remains a five unit course.</p> <p>Corrections noted: Course Revision Form, Item C, Change From, Line #6, replace “: :” with “:.” Course Data Sheet, Item #9, replace “none” with “None.” Course Outline, Item #2, Line #3, delete “(BIOL 21 + BIOL 22 = CAN BIOL SEQ A)”; Item #3, Line # 4 and #5, delete “(BIOL 21 + BOIL 22 = CAN BIOL SEQ A)”; and, Item #11a, replace “110 or” with “110 and”.</p>	<p>Motion to approve with corrections: Paola Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>BIOL 22</p>	<p>BIOL 22 (<i>Concepts in Biology II: Diversity, Ecology, and Evolution</i>) is being updated as part of program review. The department has determined that it is no longer appropriate to have an additional one hour per week by arrangement. This remains a five unit course.</p> <p>Corrections noted: Course Outline, Item #2, Line #3 and #4, delete “(BIOL 21 + BOIL 22 = CAN BIOL SEQ A)”; Item #3, Line # 5, delete “(BIOL 21 + BIOL 22 = CAN BIOL SEQ A)”; and, Item #11a, replace “110 or” with “110 and”.</p>	<p>Motion to approve with corrections: Richard Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p>BIOL 25</p>	<p>BIOL 25 (<i>Applied Microbiology Lecture</i>) is being updated as part of program review. The department has determined that it is no longer appropriate to have an additional one hour per week by arrangement. This remains a three unit course.</p> <p>Corrections noted: Course Outline, Item #11a, replace “110 or” with “110 and”.</p>	<p>Motion to approve with corrections: Bill Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>BIOL 30</p>	<p>BIOL 30 (<i>Introduction to Genetics</i>) is being updated as part of Program review. This course provides an introduction to the principles of Genetics for the non-major.</p>	<p>Motion to approve with corrections: Paola Seconded: Richard</p>

BIOL 30 (continued)	<p>Corrections noted: Course Outline, Item #3, Line #2, replace “Genetics and not intended for biology majors.” with “Genetics.”, and delete the comment box in the right hand margin; Item #11a, replace “110 or” with “110 and”; and, Item #11b, add “None.”</p>	<p>Motion approved with corrections.</p>
BIOL 31	<p>BIOL 31 (<i>Environmental Science</i>) is being updated as part of program review. The department has determined that it is no longer appropriate to have an additional one hour per week by arrangement. This remains a three unit course. The committee was unclear regarding the number of contacts the instructor is to have with each student during the course and the manner in which those may be made. Lynn will contact Kevin Raskoff for clarification.</p> <p>Corrections noted: Course Outline, Item #14, delete comment box in right hand margin. Distance Education Form, Item #2, delete comment box in right hand margin; Item #4, Line #1, delete “when I have taught it”; Item #4, Line #3, replace “me” with “the instructor”; and delete the comment boxes (2) in the right hand margin; Item #5, Line #1, replace the first sentence with “Instructor will have at least one meeting with each student.”; and, delete the comment box in the right hand margin; Item #8, Line #2, replace “pick” with “identify”, delete “the ones”, and delete the comment box in the right hand margin.</p>	<p>Consideration of this course is tabled pending clarification of Distance Education Form, Item #5.</p>
BIOL 32	<p>BIOL 32 (<i>Environmental Science Laboratory</i>) is being updated as part of program review. Revisions including updates of the course description, a title change, transferability, and co/prerequisite change.</p> <p>Corrections noted: Course Outline, Item #2, Line #2, replace “with environment” with “with the environment”; and, delete the comment box in the right hand margin; Item #3, Line #3, replace “with environment” with “with the environment”</p>	<p>Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.</p>

<p>ENGL 1B</p>	<p>ENGL 1B (<i>Literature/Composition</i>) is being updated as part of program review. The title is being revised in order to be consistent with those of ENGL 1A and ENGL 2.</p> <p>Corrections noted: Courses – Signature Page, Title, replace “Literature/Composition” with “Literature and Composition”. Course Outline, Item #2, Line #3 and #4, delete “(CAN ENGL2) (ENGL 1A + ENGL 1B = CAN ENGL SEQ A)”; Item #3, Line #6, delete “(CAN ENGL2) (ENGL 1A + ENGL 1B = CAN ENGL SEQ A)”.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>ENGL 5</p>	<p>ENGL 5 (<i>Introduction to Great Books</i>) is new a course which is designed to serve as an introduction to MPC’s new Great Books Program.</p> <p>Corrections noted: Course Data Sheet, Item #19, delete comment boxes (2) in the right hand margin. Course Outline, Items #2 and #3, delete comment boxes (6) in the right hand margin; and, Item #16, delete comment box in the right hand margin. Course Advisory: Content Review Form, Line #2, replace “Literature/Composition” with “Literature and Composition”. Distance Education Form, remove first person references from the responses; Item #1, replace Line #1 with “This is the first time this course is being offered.”; and, Item #2, delete comment box in the right hand margin</p>	<p>Motion to approve with corrections and pending removal of first person references from the Distance Education Form: Elizabeth Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>English, Monterey Peninsula College Great Books Program (New Program)</p>	<p>The Great Book Program is a new, 15 unit, Certificate of Training program which provides students the opportunity to engage in a study of the most influential ideas contained in masterpieces of literature, history, and philosophy. It is based on the Great Book Program. The program requires student to take ENGL 5 (<i>Introduction to Great Books</i>). Students then choose an additional 12 units of English, History, or Philosophy courses to complete the certificate program.</p>	<p>Motion to approve with corrections: Paola Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p>English, Monterey Peninsula College Great Books Program (continued)</p>	<p>Corrections noted: Program Content Page, Line #3, add “12” under total units column; Lines #4-#11, replace “3” with “(3)”; and, move “(3)” left to the end of the each course title.</p>	
<p>ENGL 16</p>	<p>ENGL 16 (<i>Shakespeare Visions: Film and Text Comparison</i>) is a new course which is designed to provide students the opportunity to compare various works of William Shakespeare as written and as filmed.</p> <p>Corrections noted: Course Data Sheet, Item #13, delete the checkmark from the “UC” box; Item #19, delete the comment box in the right hand margin; and, Item #23, delete the comment boxes (2) in the right hand margin. Course Outline, Item #2, Line #6, delete “LG-C/NC”; Item #3, replace “A-comparative” with “A comparative”; and, Item #16, replace “Posting by instructor on Home Page” with “Online postings by instructor”. Distance Education Form, Item #4, replace Lines #1-#4 with “This is the first time this course is being offered.”; Item #6, Line #2, replace “—Longman” with “Longman”, remove comment box in the right hand margin; and, Item #7, delete “via Netflix and other”.</p>	<p>Motion to approve with corrections: Paola Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>ENGL 111</p>	<p>ENGL 111 (<i>Intermediate Academic Writing</i>) is being revised as part of program review. The title is being changed from <i>Introduction to College Writing</i> to <i>Intermediate Academic Writing</i> in order to better reflect its place in the basic skills English sequence. This course no longer satisfies the Associate Degree requirement for English.</p> <p>Corrections noted: Course Prerequisite/Corequisite: Content Review Form, Page 2 of 2, delete comment boxes (2) in the right hand margin.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p>ENGL 120</p>	<p>ENGL 120 (<i>Grammar and Usage</i>) is being updated as part of program review.</p> <p>No corrections noted.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p>

<p>Other Business</p> <p>SLO</p>	<p>The committee discussed concerns regarding the perception that SLOs are part of the CAC process, and that the committee is responsible for maintaining SLO for courses. It was felt important to stress that no SLOs attached to courses submitted to CAC have been reviewed and/or approved by the committee. Additionally, the committee has no list of which courses have SLOs. The committee members agreed that SLOs should be submitted to the deans and not to CAC.</p>	<p>Motion to tell the SLO Chair that, because of problems that have arisen, CAC cannot serve as the collection point for SLOs:</p> <p style="text-align: right;">Beth</p> <p>Seconded: Richard</p> <p>Motion approved.</p>
<p>Next meeting: 3 p.m., Dec. 3, 2008, LTC 232</p>		