

Curriculum Advisory Committee Meeting Notes

DATE: February 13, 2008 LOCATION: LTC 232			
	Bernadine Abbott, Library	✓	Tom Rebold, Business and Technology
✓	Richard Abend, ESL	✓	Susan Walter, Chairperson
✓	Michael Gilmartin, Administration	✓	Jason Walters, Student
✓	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Physical Science		Vacant, Creative Arts
✓	LaRon Johnson, Academic Senate		Vacant, Physical Education
✓	Tom Logan, Social Science		Vacant, Supportive Services
✓	Jonathan Osburg, Humanities		Vacant, Nursing
✓	Beth Penney, Basic Skills		

Meeting Chaired by: Susan Walter
 Notes Submitted by: Elizabeth Harrington
 Guests: Fred Hochstaeder, Sue Skipper

Agenda Item	Discussion / Comments	Action
Approval of Notes: 12/12/07	No corrections noted.	Motion to approve: Lynn Seconded: Richard Motion approved.
Fast Track: General Business Program	<p>The Fast Track program for General Business is a 16-unit Certificate of Training. This is an online program. During the discussion of this program it was noted that there is a need to develop a process for keeping track of the Certificates of Training that are awarded. Currently, departments are responsible for developing and awarding certificates for “Fast Track” programs. These are not awarded through the Admissions and Records Office; consequently, there is not data on completion of the various low-unit programs.</p> <p>Corrections Noted: Certificate requirements, line #4 the second “3” needs to be in line with the required courses above.</p>	<p>Motion to approve with correction: Jon Seconded: Lynn Motion approved with correction.</p>

<p>Dance Program Change</p>	<p>The Associate in Arts Degree program for Dance has been revised to list specific selected elective courses which can be used to fulfill the program's requirements. The program had previously required 1-4 units of "any Music course."</p> <p>No corrections noted.</p>	<p>Motion to approve: Tom Logan</p> <p>Seconded: Jon</p> <p>Motion approved.</p>
<p>GENT 404A</p>	<p>GENT 404A, <i>The Roman Republic and Rise of Empire (500 B.C.-14 A.D.)</i>, is a revision of GENT 404. Previously this course covered the time period of 300 B.C. – 400 A.D. in two weeks. By expanding the courses into two separate courses (GENT 404A and 404B), Gentrain will be able to address the Roman Republic and the Roman Empire in separate classes. This course will allow for the addition of one more two-week Gentrain session in the fall semester. This course has been developed to meet the requirements for an Older Adult course. If the Chancellor's Office approves this course, it will be used as a model to develop additional non-credit Gentrain courses.</p> <p>Corrections noted: Course Data Sheet, Item #18 delete the "H?"</p>	<p>Motion to approve with correction: Richard</p> <p>Seconded: Jon</p> <p>Motion approved with correction.</p>
<p>LETP 232.34</p>	<p>LETP 232.34, <i>Firearms/Tactical Rifle</i>, is a P.O.S.T. certified, stand alone course which can be repeated indefinitely as needed for peace officer training and skills maintenance. This course was revised earlier this year using a supplemental course outline. It is now being formalized as a regular MPC course offering.</p> <p>Correction noted: Course Data Sheet, Item #11 delete comment.</p>	<p>Motion to approve with correction: Lynn</p> <p>Seconded: Jon</p> <p>Motion approved with correction.</p>
<p>Parks and Recreation Program Change</p>	<p>The Certificate of Achievement and Associate in Science Degree program for Parks and Recreation has been revised to include a comprehensive list of PARK department courses which can be used as selected electives to fulfill the program's requirements. The program has previously included as electives "all PARK classes, except those designated as Apprenticeship courses".</p>	<p>Motion to approve with corrections: Beth</p> <p>Seconded: Jason</p> <p>Motion approved .with corrections</p>

Parks and Recreation Program Change (continued)	<p>Corrections noted: The revision submitted to CAC listed only four courses as electives in the program. CAC changed this to include all PARK courses. The excluded PARK courses would have had to be resubmitted as stand-alone courses if this were not done.</p>	
PHED 18	<p>PHED 18, <i>Fundamentals of Football</i>, is being revised to include a lecture/video review component. This change will enhance the students' learning experience and will add 1 unit to the course. The course, as revised, will be 1.5 units.</p> <p>Corrections noted: Course Data Sheet, Item #4 delete the checkmark from the "Elective" box. Course Outline, Item #5 replace "4" with "3", delete "3" from maximum number of units, and below number of repeats add "In combination with PHED 204.4".</p>	<p>Motion to approve with correction: Jon Seconded: LaRon</p> <p>Motion approved with correction.</p>
Discussion CAC's role in the SLO process	<p>The committee discussed the role of CAC in the Student Learning Outcome process. The committee would like to have SLOs as an attachment to the course outline document rather than as a part of the course outline. It was suggested that it would be beneficial to have program SLOs submitted as well. Discussion included the history of the development process of SLOs at MPC up to this point and the need to have the SLO process well developed by the Accreditation visit.</p> <p>Fred Hochstaedter has invited to the committee to attend a meeting of the Academic Senate to discuss SLOs.</p>	<p>Discussion will continue.</p>
Other Business CurricUNET	<p>AAAG has recommended purchase of CurricUNET software to streamline and facilitate the curriculum development and review process. Acquisition of the software should be complete within 6 to 8 months.</p>	<p>FYI</p>

Other Business Form Revision	Susan brought to the committee's attention that it is time to review and update curriculum forms. The committee is encouraged to make note of possible changes. A subcommittee will be established to work on revisions. Pat Xavier has indicated that she would like to revise the actual forms as needed.	Discussion will continue.
Next meeting: Feb. 22, 2008, LTC 232		