Curriculum Advisory Committee
Meeting minutes

	DATE: August 30, 2017 LOCATION: BMC 204 @ 3:30pm – 5:00pm		
	Attendees:		
	Richard Abend, Humanities	✓	Gamble Madsen, Chairperson/Creative Arts
✓	Judy Cutting, Dean of Instruction - CTE	✓	Jill Ostrie, CurricUNET Tech
	Kendall Diaz, Student Representative	✓	Laura Patterson, CurricUNET Specialist
✓	Fred Hochstaedter, Academic Senate	✓	Beth Penney, Basic Skills
✓	He Seon Ihn, Articulation Officer	✓	David Seagal, Business and Technology
✓	Lynn Iwamoto, Physical Sciences		Vacant, Library
✓	LaRon Johnson, Student Services	✓	Rachel Whitworth, Social Sciences
	Kiran Kamath, Vice President of Academic Affairs	✓	Cathryn Wilkinson, Dean of Instruction – Liberal Arts
✓	Kim Kingswold, Curriculum/Catalog Technician		Vacant, ESL
✓	Jon Knolle, Dean of Instruction – Library, Learning Resources, & Online Ed		Vacant, Life Science
✓	Paul Long, Dean of Instruction - STEM		Vacant, Physical Education
✓	Laura Loop, Nursing		

Meeting Chaired by: Gamble Madsen
Notes Submitted by: Laura Patterson

Agenda Item		Action
Announcements	– Public Comments read by Gamble (See Agenda item III)	
Guests	Heather Craig	
Approval of August 30 Agenda	**Corrections noted:** Consent Agenda - change "Effective spring 2018 to "Effective fall 2017" Non- Substantial Changes - change "Effective spring 2018 to "Effective fall 2017"	Motion to approve revised agenda: Fred Seconded: Rachel CAC Committee Voted: Aye

Approval of July 31 minutes	**Corrections noted:** none	Motion to approve: Laura L Seconded: Lynn CAC Committee Voted: Aye Abstention: Rachel

Consent Agenda	- *Deletions: Effective fall 2017*
	   o CSIS 198
	   o MATH 262
		Motion to approve as corrected: Lynn
		Seconded: Beth
		CAC Committee Voted: Aye

Non-Substantial Changes

Effective fall 2017 - BIOL 21: Revision to remove deleted prerequisite (MATH 12) and update text to new edition - BIOL 22: Revision to remove prerequisite course that has been deleted (MATH 12) - MATH 10: Revision to remove deleted prerequisite (MATH 264) and update text to current (2017) edition - MATH 17: Revision to remove deleted prerequisite (MATH 264) *Effective fall 2018* - ARPN 72A and ARPN 72B: Revert Discipline back to ARTS (keeping ARPN as a second Discipline for both courses), per Robynn Smith - ARTP 58: change format of units and hours from 1 hour Lecture/5 hours Studio to 6 hours Studio (to conform to other Photography classes listed in the most recent catalog) - CSIS 10C: Revision to remove deleted prerequisites (CSIS 55 and CSIS 56)	Motion to approve as corrected: Lynn Seconded: Beth CAC Committee Voted: Aye
- Theatre Arts program (AA - Non-Career Technical): Amend current revision proposal to include the following verbiage in the Course Blocks: "Select at least one course from each of the following areas a, b, and c for a total of 9 units."	Tabled because the Certificate of Achievement (Non-Career Technical)is not included with the AA degree

Discussion Agenda

- What does changing PLOs entail.
   o Is articulation affected?
   o Does it require a program revision or can they be changed in CurrricUNET like SLOs can be changed without a revision?
- CAC Fall 2017 calendar of meetings

- o Keep Wednesdays open for fall semester for anticipation of CAC meeting every week.
- Streamlining curriculum processes/Credit Course Certification
    - o See *Annual Credit Course Certification* located on the CAC website - certified every year in October
    - o Training to be provided on Program and Course Approval Handbook (PCAH)
    - o CCCCO Certification Process
    - o Creating a checklist/criteria as to what CAC is going to look for and what division chairs, deans, etc. should be looking for
        - ▪ Who is suppose to make specific decisions?
        - ▪ Who has to be informed?
        - ▪ What criteria are the courses and programs be scrutinized for?
- Professional Development
    - o Portions of PCAH addressed a different CAC meetings
        - ▪ Fred will give a presentation about SLOs and PLOs at next meeting
- Review of draft all-users email communicating proposal submission deadline (2018-2019 Catalog) and Credit Course Certification
    - o Gamble will send draft to CAC members
- ASCCC Curriculum Institute 2017 (updates from attendees) - not discussed

Next meeting: September 06, 2017
Location: BMC 204