

Curriculum Advisory Committee
Meeting minutes

DATE: December 2, 2020 LOCATION: Virtual Meeting Via Zoom @ 3:00 pm - 5:00 pm			
<u>Attendees:</u>			
✓	Richard Abend, ESL → Voting Member	✓	Vanessa Lord, Life Science → voting member
	Diane Boynton, Acting Dean of Instruction -- Liberal Arts	✓	Laura Loop, Nursing → voting member
✓	Kendra Cabrera, Acting Dean of Instruction	✓	Gamble Madsen, Chair/Creative Arts → voting member
	Judy Cutting, Dean of Instruction -- CTE	✓	Erin O'Hare, Kinesiology, → voting member
✓	Bill Easton, Library → voting member		Beth Penney, Basic Skills/Humanities → voting member
✓	Keith Eubanks, Humanities → voting member		David Seagal, Business & Technology → voting member
✓	He Seon Ihn, Articulation Officer → voting member	✓	Vincent van Joolen, Dean of Instruction --- Stem
✓	Lynn Iwamoto, Physical Sciences → voting member	✓	Rachel Whitworth, Social Sciences → voting member
✓	LaRon Johnson, Counselling/Student Services → voting member	✓	John Skellenger, Academic Affairs Coordinator
✓	Kim Kingswold, Curriculum/Catalog Technician		John Baek, Student Representative
✓	Jon Knolle, Interim VP of Academic Affairs		

Meeting Chaired by: Gamble Madsen
Notes Submitted by: John Skellenger

Guests:

Agenda Item	Action
Call to Order	3:04 pm
Announcements	
Curriculum system update - Final recommendation is Courseleaf by Leapfrog. We are in the process of reference checking, so the timing and scope will be presented in spring.	
Approval of December 2, 2020 Agenda	Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye
Approval of November 18, 2020 Minutes (GER Day 2)	Motion to recommend: Rachel Seconded: Lynn CAC Committee Voted: Aye Approved pending additional edits by articulation officer.
Consent Agenda (effective Fall 2021)	
<p>FASH 20: Change prerequisite of ENGL 1A to a Course Advisory</p> <p><u>Deletions</u>: LETP 231.93, LETP 240.47, LETP 246, LETP 247</p> <p>ETNC 13 and SOCI 13: Align cross-listed courses with respect to textbooks (Tabled)</p>	<p>Motion to recommend FASH/LETP: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Table ETNC/SOCI 13. Additional revisions forthcoming.</p>

Action Agenda (DE effective Fall 2020 retroactive, Other Approvals effective Fall 2021)

Courses and Programs

<p>ASTR 10 (Introduction to Astronomy)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye</p>
<p>ASTR 10L (Introduction to Astronomy Laboratory)</p>	<p>DE Revision</p>	<p>Motion to recommend DE: Keith Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend Co Req (ASTR 10/10L): Keith Seconded: Bill CAC Committee Voted: Aye</p>
<p>AUTO 101 (Engine Repair)</p>	<p>DE Revision</p> <p>Move objectives 1 and 6 to outcomes. Move outcome 1 to objectives. Change “identify” to “explain” in outcome #2.</p>	<p>Motion to recommend: Keith Seconded: David CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Rachel Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (AUTO 100): Keith Seconded: David CAC Committee Voted: Aye</p>

<p>AUTO 103 (Engine Performance)</p>	<p>DE Revision</p> <p>Outcome 2 change “identify” to “explain.”</p> <p>Consider moving objectives 13 & 9 to outcomes.</p>	<p>Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (AUTO 100, AUTO 101, AUTO 102): Keith Seconded: Lynn CAC Committee Voted: Aye</p>
<p>AUTO 104 (Automotive Electrics)</p>	<p>DE Revision</p> <p>Move outcome 2 to objectives. Objective 1 move to outcomes. Objective 4 move to outcomes.</p>	<p>Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (AUTO 100): Keith Seconded: Lynn CAC Committee Voted: Aye</p>

CSIS 192 (Amazon Cloud Concepts)	DE Revision	<p>Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: David CAC Committee Voted: Aye</p>
Computer Networking and Security Certificate of Achievement	<p>Revision</p> <p>Description and outcomes differ between the certificate and associates. This may require some revision. If they are left the same, they will not be nested in the catalogue.</p>	Tabled.
Computer Networking and Security Associate in Science		
Microsoft Operating Systems Skills Certificate of Achievement	<p>New</p> <p>Questions regarding the outcome and if the certification test should be part of it.</p>	Tabled
DNTL 102 (Chairside Assisting I)	<p>DE Revision</p> <p>Keep outcome 3 and move the rest to the objectives. Move objectives 1, 8, 10 and 13 to become outcomes. Requisite analysis needs to be completed.</p>	<p>Motion to recommend: Rachel Seconded: Keith CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language, completion of requisite analysis.</p> <p>Motion to recommend DE: Bill Seconded: Keith</p>

		<p>CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (DNTL 100): Keith Seconded: Gamble CAC Committee Voted: Aye</p>
DNTL 104 (Chairside Assisting II)	<p>DE Revision</p> <p>Outcomes do not indicate that this is a class based on practical outcomes. There are 45 objectives and several of them read as outcomes. Move objectives 7, 12, 29, 36, and 44 to outcomes and move the existing outcomes to objectives. Overall the objectives can be thinned.</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (DNTL 100, 102): Rachel Seconded: Keith CAC Committee Voted:</p>
DNTL 105 (Dental Health Science)	<p>DE Revision</p> <p>Outcomes 5 and 6 are repetitive and can be merged. Change “recognize” to “explain” in objective 9. Move objectives 2, 8 to outcomes.</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p>

		<p>Motion to recommend Pre Req (DNTL 100, DNTL 102): Keith Seconded: Rachel CAC Committee Voted: Aye</p>
DNTL 107 (Coronal Polish)	<p>DE Revision</p> <p>Questions regarding PreReq of DNTL 100 and DNTL 102 and if they are necessary.</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Vanessa CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (DNTL 100, DNTL 102, DNTL 103, DNTL 104): Lynn Seconded: Keith CAC Committee Voted: Aye</p>
DNTL 108 (Pit and Fissure Sealants)	DE Revision	<p>Motion to recommend: Keith Seconded: Vanessa CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (DNTL 100, DNTL 102, DNTL 104, DNTL 107): Keith Seconded: Lynn CAC Committee Voted: Aye</p>
DNTL 111 (Dental Pharmacology and Pathology)	DE Revision	<p>Motion to recommend: Keith Seconded: Lynn</p>

	<p>14 outcomes tend to be repetitive. Keep outcomes 1,4, 7, 10 & 14 as is. Outcomes 2, 3, 5, 6, 8, 9, 11, 12, and 13 move to objectives.</p>	<p>CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Rachel CAC Committee Voted: Aye</p> <p>Motion to recommend Pre Req (DNTL 100): Keith Seconded: Gamble CAC Committee Voted: Aye</p>
<p>DNTL 115 (Dental Specialties)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Laura Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend Pre and/or Co Req (DNTL 100, DNTL 102, DNTL 103, DNTL 104, DNTL 107, DNTL 108): Keith Seconded: Gamble CAC Committee Voted: Aye</p>
<p>DNTL 116 (Supervised Clinical Experience)In</p>	<p>DE Revision</p> <p>Move objective 4 to be the only outcome. Move all existing outcomes to</p>	<p>Motion to recommend: Keith Seconded: Lynn CAC Committee Voted: Aye</p> <p>Approved, pending revisions to</p>

	<p>objectives. On objective 6 change language to read “outcomes and objectives”.</p>	<p>outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend Pre/Co Req (DNTL 100, DNTL 102, DNTL 103, DNTL 104, DNTL 107, DNTL 108): Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Possible change to Pre/Co Req as some are pre reqs for the other.</p>
<p>EDUC 3 (Technology in the Classroom)</p>	<p>New DE</p> <p>Objectives 1 and 2 should be combined and then made into the outcome. Outcome 3 should be an objective.</p> <p>This class cannot be included in the ADT unless it is articulated.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>
<p>EDUC 403 (Technology in the Classroom)</p>	<p>New DE</p> <p>See notes on EDUC 3.</p>	
<p>EDUC 404 (CBEST Preparation)</p>	<p>New DE</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p>

		<p>Motion to recommend DE: Keith Seconded: Laura CAC Committee Voted: Aye</p>
EDUC 5 (Increasing Student Engagement)	<p>New DE</p> <p>The outcomes and objectives should be switched. Change “understand” to “explain” on 3. On 4 change “understand” to “Describe”.</p>	<p>Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p>
EDUC 405 (Increasing Student Engagement)	<p>New DE</p> <p>See EDUC 5 for notes.</p>	<p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>
Elementary Teacher Education AA-T	<p>Revision</p> <p>Update language on outcomes to the following: Demonstrate knowledge of .. Explain and examine... Explain...</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes language.</p>
LNSK 320 (Introductory Computer Skills Lab)	<p>DE Revision</p> <p>Change “recognize” to “explain” on outcome 2.</p>	<p>Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Keith Seconded: Laura CAC Committee Voted: Aye</p>

<p>LNSK 325 (Assistive Technology Applications)</p>	<p>DE Revision</p>	<p>Motion to recommend: Rachel Seconded: Keith CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Gamble CAC Committee Voted: Aye</p>
<p>LNSK 331A (Learning Strategies Lab)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Rachel CAC Committee Voted: Aye</p>
<p>LNSK 331B (Reading Skills Development Lab)</p>	<p>DE Revision</p> <p>Move outcome 3 to objectives. Move objective 2 to outcomes.</p>	<p>Motion to recommend: Rachel Seconded: Keith CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Keith Seconded: Laura CAC Committee Voted: Aye</p>
<p>LNSK 331C (Writing Strategies Lab)</p>	<p>DE Revision</p> <p>Move objective 4 to outcomes. Move outcome 1 to objectives.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill</p>

		<p>Seconded: Keith CAC Committee Voted: Aye</p>
LNSK 332 (Reading Skills Development)	<p>DE Revision</p> <p>Move outcome 3 to objectives. Move objective 2 to outcomes.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>
LNSK 333 (Writing Skills Development)	<p>DE Revision</p> <p>Strike "the student will" from outcomes.</p>	<p>Motion to recommend: Keith Seconded: Rachel CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcome language.</p> <p>Motion to recommend DE: Rachel Seconded: Keith CAC Committee Voted: Aye</p>
LNSK 341A (Beginning Reading Strategies Lab)	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>

<p>LNSK 341B (Intermediate Reading Strategies Lab)</p>	<p>DE Revision</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Motion to recommend DE: Keith Seconded: Laura CAC Committee Voted: Aye</p>
<p>LNSK 342A (Beginning Writing Strategies Lab)</p>	<p>DE Revision</p> <p>Move outcomes to objectives Move objectives 1, 3, 4, and 5 to outcomes.</p>	<p>Motion to recommend: Keith Seconded: Laura CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Keith Seconded: Gamble CAC Committee Voted: Aye</p>
<p>LNSK 342B (Intermediate Writing Strategies Lab)</p>	<p>DE Revision</p> <p>Move objectives 2 and 3 to outcomes. Move all outcomes to objectives.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Rachel Seconded: Keith CAC Committee Voted: Aye</p>
<p>LNSK 343A (Beginning Math Strategies Lab)</p>	<p>DE Revision</p> <p>Outcomes and objectives are the same. Revise objectives to identify discrete skills</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Approved, pending revisions to</p>

		<p>outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>
LNSK 343B (Intermediate Math Strategies Lab)	<p>DE Revision</p> <p>Outcomes and objectives are the same. Revise objectives to give specific math strategies. The same process can be applied to 2 with technologies.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye</p>
LNSK 347A (Beginning Assistive Technology Projects)	<p>DE Revision</p> <p>Objective 2 is also outcome 2. It needs to be broken down into discrete skills for the objective.</p>	<p>Motion to recommend: Keith Seconded: Bill CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p> <p>Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted:</p>
LNSK 347B (Intermediate Assistive Technology Projects)	<p>DE Revision</p> <p>Objective 2 is similar to outcome 2. It needs to be broken down into discrete skills for the objective.</p>	<p>Motion to recommend: Keith Seconded: Gamble CAC Committee Voted: Aye</p> <p>Approved, pending revisions to outcomes/objectives language.</p>

		Motion to recommend DE: Bill Seconded: Laura CAC Committee Voted: Aye
NUTF 400 (Plant-Based Whole-Food Cooking)	New DE Outcomes and objectives are similar. Objectives should include specifics about ingredients, techniques, etc.	Motion to recommend: Keith Seconded: Vanessa CAC Committee Voted: Aye Approved, pending revisions to outcomes/objectives language.
NUTF 405 (Nutrition for Healthy Aging)	New DE Move objectives 2, 3, and 4 to outcomes.	Motion to recommend DE: Bill Seconded: Keith CAC Committee Voted: Aye
MEDA 90 (Independent Study)	DE Revision	Not addressed due to time.
MEDA 110 (Medical Office Management)	DE Revision	
MEDA 116 (Medical Documentation and Transcription)	DE Revision	
MEDA 120 (Medical Assisting Clinical Techniques I)	DE Revision	
MEDA 121 (Medical Assisting Clinical Techniques II)	DE Revision	

MEDA 122 (Medical Assisting Clinical Techniques III)	DE Revision	
MEDA 251 (Community Health Worker Level 1)	DE Revision	
NURS 201 (Preparation for Registered Nurse Licensure Exam)	DE Revision	
SIGN 1A (Elementary American Sign Language I)	DE Revision	
SIGN 1AL (Elementary ASL I Lab)	DE Revision	
SIGN 1B (Elementary American Sign Language II)	DE Revision	
SIGN 1BL (Elementary ASL II Lab)	DE Revision	
SIGN 1CL (ASL Lab)	DE Revision	
SIGN 1DL (ASL Lab)	DE Revision	
SIGN 2A (Intermediate American Sign Language)	DE Revision	

Approval of Administrative Procedures

● AP 4022: Course Approval		Not addressed due to time.
● AP 4025: Philosophy and Criteria for Associate Degree & General Education		
● AP 4100: Graduation Requirements for Degrees and Certificates		

Discussion Agenda

n/a