

Curriculum Advisory Committee Meeting Notes

DATE: March 10, 2010 LOCATION: Swing Space, Room GC-106			
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library	✓	Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Academic Senate
✓	Michael Gilmartin, Administration		Vacant, Creative Arts
✓	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Nursing
✓	LaRon Johnson, Student Services		Vacant, Physical Education
✓	Tom Logan, Social Science		Vacant, Student Representative
✓	Laura Mock, CurricUNET Specialist		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Elizabeth Harrington

Accreditation Site Visit Guests: Mary Halvorson, Nancy Silva, Mario Tejada

Agenda Item	Discussion / Comments	Action
Approval of Notes: 3/3/10	Corrections noted: Agenda Item Approval of Notes, replace “2/24/09” with “2/24/10”; and, Next meeting, replace “LTC 232” with “GC-106”.	Motion to approve with corrections: Tom L. Seconded: Richard Abstention = 1 Motion approved with corrections.
Discussion Accreditation Site Visit Mary Halvorson Nancy Silva Mario Tejada	Members of the Accreditation Site Visit Team had questions for committee members regarding vacancies on the Curriculum Advisory Committee, frequency of meetings, the process for revising a course outline to include a Distance Education form, Substantive Change reports and Student Learning Outcomes. The committee was asked where SLOs were housed, if course syllabi contain SLOs, and about assessment information for SLOs. It was pointed out to the committee that it is important to have an Academic Senate representative on the committee in order to bring issues to the Academic Senate as necessary and that courses with Distance Education Forms need two separate votes each by both the curriculum committee and by the Board for approval.	FYI

<p>Consent Agenda LNSK 303 LNSK 304 LNSK 305 LNSK 307 LNSK 337 LNSK 371.1 LNSK 371.3 LNSK 371.4</p>	<p>Consent Agenda courses are proposed for deletion.</p>	<p>Motion to approve Consent Agenda: LaRon Seconced: Paola Motion approved.</p>
<p>CSIS 77</p>	<p>CSIS 77 (<i>Publishing on the World Wide Web</i>) is being revised as part of Program Review. A Basic Skills Advisory has been added and course advisories have been removed.</p> <p>Corrections noted: Course Outline, Item #5, replace “4” with “3” and delete “12”; and, Item #13a, add subheadings for “Course Content” and “Lab Content”, add lab content (same as the course content).</p>	<p>Motion to approve with corrections: Bill Seconced: Tom R. Motion approved with corrections.</p> <p>Requested GE: CSU Area B4</p>
<p>CSIS 75</p>	<p>CSIS 75 (<i>Introduction to Computer Hardware/A+ Prep</i>) is being revised as part of Program Review. The title has been changed and the units increased for 3 to 4. These changes reflect the inclusion of A+ certification currently necessary for IT specialists.</p> <p>Corrections noted: Course Outline, Item #2, Line #1, replace “68” with “4”, replace “17 hours lab” with “1 hour lab”, Line #2, replace “electronic knowledge” with “electronics”, and Line #3, replace “basic digital” with “digital circuits”; Item #3, Line #1, replace “68” with “4”, replace “17 hours lab” with “1 hour lab”; Item #5, replace “4” with “3” and delete “16”; Item #13a, Lecture Content Item #16, replace “Pnp” with “PNP”, replace Lecture Content Item #19 with “Memory: ROM, RAM, sdRAM, DIM, DDR”, Lecture Content Item #22, replace “Ata” with “ATA”, Lecture Content Item #34, replace “Diags” with “Diagnostics”, and Lecture Content Item #15, replace “Filesystem Fat 32” with “File system FAT 32”, Lab Content Item #9, replace “Sata” with “SATA”.</p>	<p>Motion to approve with corrections: Tom R. Seconced: Paola Motion approved with corrections.</p>

<p>CSIS – Networking Program</p>	<p>The CSIS – Networking Program is being revised to include CSIS 178 as a requirement and to reflect course title and units changes.</p> <p>Corrections noted: Units shown in parentheses should be move left to the end of the course title throughout.</p>	<p>Motion to approve with corrections: Paola Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>FACD 130</p>	<p>FACD 130 (<i>Command 2A: Command Tactics At Major Fires</i>) is a stand-alone course which is being revised as part of program review and to reflect changes in state curriculum.</p> <p>Corrections noted: Course Outline, Item #2, Line #4, replace “officer” with “officers”; Item #3, Line #4, replace “officer” with “officers”; Item #5, replace “3” with “2” and delete “6”; and, Item #13a, Course Content Item #22, replace “evolutions” with “evaluations”.</p>	<p>Motion to approve with corrections: Tom L. Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p>FACD 131</p>	<p>FACD 131 (<i>Command 2B: Command of Major Haz Mat Incidents</i>) is being revised as part of program review. FACD 130 is being added as a course advisory.</p> <p>Corrections noted: Course Outline, Item #2, Line #2, replace “cours” with “course”, Line #3, replace “The Course” with “The course”, Line #4, replace “Comander” with “Commander”, and Line #5, add “Applies to CHIEF OFFICER and is accredited by CFSTES.”; Item #3, replace Schedule Descriptions with: “Provides Incident Commanders with the skills and competency necessary to mitigate an incident, initiate remedial actions, and ensure the restoration of normal services with a comprehensive resource management approach. Intended to bring the student to the standard of competency established for On-Scene Commander by OSHA’s Final Rule 29 CFR 1910.120 and NFPA 472. Participation in simulated incident scenarios and justification of actions. Applies to CHIEF OFFICER and is accredited by CFSTES.” Course Proposal Information, MPC AA/AS Degree, Elective, replace “Yes” with “No”; MPC Certificate, Elective, replace “Yes” with “No”</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p>

BUSI 24	Due to time constraints, BUSI 24 (<i>Business Issues and Ethics</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 30	Due to time constraints, BUSI 30 (<i>Global Management</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 32	Due to time constraints, BUSI 32 (<i>Introduction to Importing/Exporting</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 36	Due to time constraints, BUSI 36 (<i>Introduction to International Marketing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSI 38	Due to time constraints, BUSI 38 (<i>Multiculturalism in Corporate America</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LETP 234	Due to time constraints, LETP 231 (<i>Skills and Knowledge</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 20	Due to time constraints, ENGL 20 (<i>Reading Center Tutoring</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 231	Due to time constraints, ENGL 231 (<i>Creative Writing for Personal Goals</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
SPCH 52	Due to time constraints, SPCH 52 (<i>Communication in the Workplace</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
CHEM 2	Due to time constraints, CHEM 2 (<i>Fundamental Chemistry</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 51	Due to time constraints, ENGL 51 (<i>Fiction Writing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
ENGL 425	Due to time constraints, ENGL 425 (<i>High-Beginning Reading, Vocabulary and Conversation</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
FACD 116	Due to time constraints, FACD 116 (<i>Training Instructor IA: Cognitive Lesson Delivery</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
FACD 117	Due to time constraints, FACD 117 (<i>Training Instructor IB: Psychomotor Lesson Delivery</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

GEOL 2L	Due to time constraints, GEOL 2L (<i>Introductory Geology Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
LNSK 410	Due to time constraints, LNSK 410 (<i>Job Readiness I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
OCEN 2	Due to time constraints, OCEN 2 (<i>Introductory Oceanography</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
OCEN 2L	Due to time constraints, OCEN 2L (<i>Introductory Oceanography Lab</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Mar. 17, 2010, LTC 232		