Curriculum Advisory Committee
Meeting Notes

DATE: June 9, 2010 LOCATION: LTC 232		
	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

Agenda Item	Discussion / Comments	Action
Approval of Notes: 5/26/10	Corrections noted. Delete attendance checkmarks for LaRon Johnson and Tom Logan.	Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.
Approval of Notes: 6/2/10	No corrections noted.	Motion to approve: Tom R. Seconded: Bill Motion approved with corrections.
ART 45	ART 45 (*Introduction to Computers for Graphic Arts*) is being updated as part of Program Review and to remove hours by arrangement. The committee suggests the addition of CSIS 1 as an advisory to prove "prior computer experience." **Corrections noted:** **Course Outline**, Item #5, replace "2" with "1" and delete "8".	Motion to approve with correction: Paola Seconded: Bill Motion approved with correction.

CSIS 80	CSIS 80 (*Introduction to Unix and Linux*) is being updated as part of Program Review and to remove hours by arrangement. **Corrections noted:** **Course Outline, Item #16**, delete "[why don't we make this ISBN instead?]".	Motion to approve with corrections: Paola Seconded: Bill Motion approved with corrections.
PERS 400	PERS 400 (*Supervised Tutoring*) is a stand-alone course which is being updated as part of Program Review and to reflect that this course provides basic skills tutoring. The committee feels that the course content and objectives need to be revised to reflect basic skills tutoring. **Corrections noted to All Fields Report:** **Course Objectives,** revise as necessary to reflect basic skills objectives. **Lecture/Lab Content,** revise as necessary to reflect basic skills content.	Motion to approve with corrections: Bill Seconded: Elizabeth Motion approved with corrections.
SOCI 1	SOCI 1 (*Humanity and Society*) is being updated as part of Program Review and to add an online delivery option. The committee felt that the course objectives did not match the course description and course content and that the course needs to have a Basic Skills Advisory. Additionally, the committee felt that the Student Learning Outcomes need to be rewritten in more general terms. Consideration of this course is tabled pending revision. **Corrections noted to All Fields Report:** **Catalog Description,** replace "An" with "This course provides an". **Student Learning Outcomes,** revise as necessary. **Course Objectives,** delete Objective #1. **Requisites,** add appropriate Basic Skills Advisory. **Out-of-Class Assignments: Reading,** replace with "required text and handouts". **Out-of-Class Assignments: Writing,** replace with "essays". **Corrections noted to Distance Education Form:** Item #1, Line #2, replace "class, the on-line class, or the Living Room Series class" with "class or the online class"; Item #3, Line #6, delete "(usually SS-205)"; Item #4, Line #2, delete "or Living Room Series"; and, Item #7, Line #1, replace "for on-line and/or Living Room Series	Tabled.

SOCI 1 (continued)	course formats" with "for the on-line course format."; Item #8, Line #3, replace "English Skills Center" with "English and Study Skills Center".	
SOCI 2	SOCI 2 (*Contemporary Social Problems*) is being updated as part of Program Review and to add an online delivery option. The committee felt that the course content needs to be rewritten as an outline and that the course needs to have a Basic Skills Advisory. Additionally, the committee felt that the Student Learning Outcomes need to be rewritten in more general terms. Consideration of this course is tabled pending revision. **Corrections noted to All Fields Report:** **Catalog Description,** replace "Application of" with "In this course students learn the application of". **Student Learning Outcomes,** revise as necessary. **Course Objectives,** delete Objective #1. **Requisites,** add appropriate Basic Skills Advisory. **Lecture Content,** revise as outline. **Out-of-Class Assignments: Reading,** replace with "required text and handouts". **Out-of-Class Assignments: Writing,** replace with "essays". **Other Out-of-Class Assignments: 2,** replace "spaper/magazine/internet" with "newspaper/magazine/internet". **Corrections noted to Distance Education Form:** Item #1, Line #2, replace "class, the on-line class, or the Living Room Series class" with "class or the online class"; Item #3, Line #6, delete "(usually SS-205)"; and, Item #8, Line #3, replace "English Skills Center" with "English and Study Skills Center".	Tabled.
BUSC 122	Due to time constraints, BUSC 122 (*Microsoft Windows*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 123	Due to time constraints, BUSC 123 (*Business Desktop Publishing*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 124	Due to time constraints, BUSC 124 (*Quicken*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 125	Due to time constraints, BUSC 124 (*Quickbooks*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 130	Due to time constraints, BUSC 130 (*Microsoft Outlook*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131A	Due to time constraints, BUSC 131A (*Image Processing for Business: Adobe Photoshop*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131B	Due to time constraints, BUSC 131B (*Image Processing for Business: Adobe Photoshop Elements*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131C	Due to time constraints, BUSC 131C (*Image Processing for Business: Microsoft Digital Image Suite*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131D	Due to time constraints, BUSC 131D (*Image Processing for Business: Ulead PhotoImpact*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 132	Due to time constraints, BUSC 132 (W*eb Publishing Using MS Front Page*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 133	Due to time constraints, BUSC 133 (*Introduction to Microsoft Access*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 135	Due to time constraints, BUSC 137 (*E-Commerce Using Online Auctions*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 136	Due to time constraints, BUSC 136 (*Essential Computer Skills*) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: Aug. 10, 2010, LTC 232		