

Curriculum Advisory Committee Meeting Notes

DATE: October 21, 2009 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: Laura Mock

Agenda Item	Discussion / Comments	Action
Approval of Notes:	9/16/09 minutes approved.	Motion to approve: Elizabeth Seconded: Richard
	10/14/09 minutes approved.	Motion to approve as corrected: Richard Seconded: Elizabeth
For Discussion:	<p>Distance Education Best Practices:</p> <ul style="list-style-type: none"> • Administrative oversight of the distance education components are being reassigned to Sharon Colton. • Any program with more than 50% of the courses online (based on units) must do a substantive change report. • The question that remains is: how do we deal with distance education best practices? • The CAC must be aware of the best practices. • The best practices information needs to be passed onto the faculty. • Awareness of the accreditation standards best practices is important. 	

	<ul style="list-style-type: none"> • The accreditation standards will be emailed, to all committee members, prior to the next meeting for everyone to read. • Discussion of the accreditation standards at the Oct. 28, 2009, meeting. 	
	<p>Living Room Series:</p> <ul style="list-style-type: none"> • Sharon Colton’s suggestion is to get rid of the living room series. • The Accreditation Commission now has standards for the living room series courses. • MPC’s living room series need to be brought up to the current standards. • Look at the distance education best practices and apply them to the living room series. • A lot of MPC’s living room series: <ul style="list-style-type: none"> ◦ Do not have distance education forms ◦ Need program review • If the living room series are to be kept: <ul style="list-style-type: none"> ◦ They must be updated to meet standards ◦ The course needs to reflect quality and quantity interactions between the students and faculty member ◦ The courses must have a distance education form filled out • Any living room series course without a distance education form, MPC will stop offering it. • The real estate program is being redone. The substantive change report is in the process of being completed. 	
	<p>Prerequisite wording:</p> <ul style="list-style-type: none"> • John Gonzalez suggests the wording “Eligibility for”, be changed to “completion or equivalent”. • Highly recommended that the wording change be made before the new online catalog. • CAC will come back to the discussion after members of the committee have time to think about it. 	

Action Agenda:

<p>ENGR 17</p>	<p>ENGR 17 (Technical Computing With Matlab) is being revised to fit the class into the tight constraints of an engineering student's schedule.</p> <p>Corrections Noted: Course Data Sheet: Item #4, remove the checkmark from AA/AS Degree: Major box and add a checkmark to elective. Course Outline: Item #2, line 3, insert a comma between the words "manipulation and". Item #3, line 4, insert a comma between the words "manipulation and".</p>	<p>Motion to approve with corrections: LaRon Seconded: Bill</p>
<p>ETNC 45</p>	<p>ETNC 45 (Introduction to Minority Dialects: African American and Chicano English) is a new course proposal.</p> <p>It has been tabled until Richard speaks with Kendra about the course title. The current title suggestion is to take out the words minority, African American and Latino, and change the title to "Introduction to American Dialects".</p> <p>Corrections Noted: Course Data Sheet: Item #4, add a checkmark to G.E. Area E. Item #13, remove the checkmark from UC. Item #14, add a checkmark to Area E1. Item #16, remove the checkmark from Yes. Add a checkmark to No. Remove the checkmark from Area 4.</p>	<p>Tabled until Richard speaks to Kendra about changing the course title.</p>
<p>LING 45 <i>(Previously LING 20)</i></p>	<p>LING 45 (Introduction to Minority Dialects: African American and Chicano English) is being revised in order to be cross-listed with ETNC 45.</p> <p>Tabled for the same reasons as ETNC 45 since they are cross-listed courses.</p>	<p>Tabled until Richard speaks to Kendra about changing the course title.</p>

SPCH	SPCH (Communications Studies) is being revised for program change.	Motion to approve: LaRon Seconded: Bill
SPCH 1	<p>SPCH 1 (Introduction to Public Speaking) is being revised/updated for program review.</p> <p>Corrections Noted: Course Outline: Item #3, remove lines 5 and 7. Line 6, remove the word credit and change “”transferable to “transfer”. Item #15, replace “relevant” with “assigned”. Item #17, remove the sentence “College level...”</p>	Motion to accept as corrected: LaRon Seconded: Bill
SPCH 2	<p>SPCH 2 (Small Group Communication) is being revised/updated for program review.</p> <p>Corrections Noted: Course Data Sheet: Item # 15, change “Comm 5” to “Comm 8”. Course Outline: Item #15, line 1, remove “12-15 chapters of” and replace with “and comprehend”. Course Prerequisite/Corequisite: Content Review Form: Column 2, item #1, remove “12-15 chapters in a”.</p>	Motion to approve as corrected: LaRon Seconded: Tom L.
SPCH 3	<p>SPCH 3 (Interpersonal Skills) is being revised/updated for program review.</p> <p>Corrections Noted: Course Outline: Item #15, line 1, remove “10 chapters in” and replace with “and comprehend”. Course Prerequisite/Corequisite: Content Review Form: Column 2, item #1, remove “10 chapters in a”.</p>	Motion to approve as corrected: Paola Seconded: Elizabeth

<p>SPCH 4</p>	<p>SPCH 4 (Intercultural Communication) is being revised/updated for program review.</p> <p>Corrections Noted: Course Data Sheet: Item #4, place a checkmark in the elective box for AA/AS Degree. Course Outline: Item #3, line #3, replace “C/NC” with “P/NP”. Item # 15, line #2, remove “3-5 typewritten pages”. Line #3, remove “5-7 typewritten pages”. Basic Skill Advisories: Content Review Form: Column 2, row 3, line 1, remove “12”. Statement #2, remove “3-7 page”. Statement 3, remove the sentence “College level...”</p>	<p>Motion to approve as corrected: Tom L. Seconded: Richard</p>
<p>SPCH 54</p>	<p>SPCH 54 (Leadership Communication) is being revised/updated for program review.</p> <p>Corrections Noted: Course Revision Form: Change to: Schedule Description replace with the schedule description on the Course Outline. Course Data Sheet: Item #4, place a checkmark in the G.E. box. Basic Skill Advisories: Content Review Form: Column 2, row 3, line 1, remove the number 11. Statement 2, remove “3-7 page”. Statement 3, remove the sentence “College level...”</p>	<p>Motion to approve as corrected: Richard Seconded: Paola</p> <p>This course is cross-listed with PERS 54. La Ron will update PERS 54 to match SPCH 54.</p>
<p>HUMA 10</p>	<p>HUMA 10 (Exploration of Values in Living) is being revised/updated for program review.</p> <p>Corrections Noted: Course Data Sheet: Item #16, add a checkmark to Area 3B. Course Outline: Item #15, line 2, remove “(total words 2,000 – 3,000)”. Basic Skill Advisories: Content Review Form: Column 2, row 3, line 1, remove “3-4”.</p>	<p>Motion to approve as corrected: Bill Seconded: Elizabeth</p>
<p>Next meeting: October 28, 2009, LTC 232</p>		

