

Curriculum Advisory Committee Meeting Notes

DATE: March 25, 2009		LOCATION: LTC 232	
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library		Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Creative Arts
✓	Michael Gilmartin, Administration		Vacant, Life Science
✓	Elizabeth Harrington, Articulation Officer		Vacant, Nursing
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Physical Education
✓	LaRon Johnson, Counseling		Vacant, Student Representative
✓	Tom Logan, Social Science		Vacant, Supportive Services
	Jonathan Osburg, Academic Senate		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Approval of Notes: 3/18/09	<p>Corrections noted:</p> <p>Agenda Item, Approval of Notes: 3/11/09, Line #2, replace “Fire” with “FIRE”</p> <p>Agenda item, CSIS 5, Line #14, replace “form” with “from”</p> <p>Agenda Item, WRLD 99.02, Line #6, replace “-” with “_”</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Tom</p> <p>Motion approved with corrections.</p>
<p>Board Policy</p> <p>Michael Gilmartin</p>	<p>Michael informed the committee that Board Policy needs to be updated. He distributed a sample board policy for Program, Curriculum, and Course Development using standard language developed by the California Community College League. Michael suggested that it would be wise to make the language as generic as possible in order to avoid frequent revisions to the policy. Fred Hochstaedter feels curriculum policy should originate in the Academic Senate as it is an academic matter. Michael feels that the Curriculum Committee should develop policy and procedures and present them to the Senate. Once new board policy has been developed it will need to go through all shared governance committees.</p>	<ul style="list-style-type: none"> • CAC will develop administrative procedures for the curriculum process. • At Michael’s request, committee members will review the sample policy developed by the California Community College League and send comments to him.

CAC Deadlines Lynn Iwamoto	<p>Lynn presented a draft of the annual announcement of CAC deadlines. She explained each step and the reasoning behind each deadline. The committee discussed the dates and suggested changes. Lynn will revise the CAC Deadline memo and send it to committee members for final review and comments.</p>	<p>Lynn will distribute the revise the CAC Deadline memo to All Users via email.</p>
ENGL 2	<p>ENGL 2 (<i>Composition and Critical Thinking</i>) is being revised as part of program review. Consideration of this course is tabled. David Clemens will be invited to attend a later meeting to explain the intent and rationale for the changes made to this course.</p>	<p>Tabled</p> <p>Lynn will invite David Clemens to an upcoming CAC meeting to discuss ENGL 2.</p>
ENGL 32	<p>ENGL 32 (<i>Creative Writing II</i>) is revised as part of program review and to align with MPC catalog and schedule listings.</p> <p>Corrections noted: Course Revision Sheet: Item C, Change to, delete the comment boxes (2) in the right hand margin. Course Data Sheet, Item #4, delete comment boxes (2) in the right hand margin. Course Outline, Item #2, Line #5, replace “a Bachelor’s degree” with “transfer” Course Prerequisite/Corequisite: content Review Form, Page #2, Column #2, Line #2, replace “ENGL 11” with “ENGL 111”</p>	<p>Motion to approve with corrections: Tom Seconded: Bill</p> <p>Motion approved with corrections.</p>
FASH --- Fashion Costuming Program Change	<p>The FASH – Fashion Costuming Program is being revised to align with course changes in other departments.</p> <p>Corrections noted: Proposed Program, replace “COOP 91” with “COOP 91.17” and delete comment boxes (2) in the right hand margin.</p>	<p>Motion to approve with corrections: Richard Seconded: Paola</p> <p>Motion approved with corrections.</p>
LIBR 61	<p>LIBR 61 (<i>Family Research Studies: Genealogy II</i>) is being revised by updating the wording of both the catalog and the schedule descriptions.</p> <p>Corrections noted: Course Revision Form, Item C, Change from, delete the comment box in the right hand margin. Course Data Sheet, Item #3, replace “We want to revise” with “Revision of” and delete the comment box in the right hand</p>	<p>Motion to approve with corrections: Paola Seconded: LaRon</p> <p>Motion approved with corrections.</p>

<p>LIBR 61 (continued)</p>	<p>margin; Item #6, delete the checkmark from the “Yes” box, add a checkmark to the “No” box, delete “LIBR 60, 61, 62, and 63”, and delete the comment box in the right hand margin. Course Outline, Item #16, Line #4, replace “Third” with “3rd”, Line #5, replace “first” with “1st” and delete comment boxes (2) in the right hand margin. Distance Education Form, Item #6, “3rd Edition, 2000” with “3rd Edition, Val Greenwood, 2001” and delete the comment box in the right hand margin; and, Item #13, add “http://ilearn.mpc.edu”</p>	
<p>LIBR 62</p>	<p>LIBR 62 (<i>Family Research Studies: Genealogy III</i>) is being revised by updating the wording of both the catalog and the schedule descriptions.</p> <p>Corrections noted: Course Revision Sheet, Item C, Change to, delete formatting box in the right hand margin. Course Data Sheet, Item #6, delete the checkmark from the “Yes” box, add a checkmark to the “No” box, delete “LIBR 60, 61, 62, and 63”, and delete the comment boxes (2) in the right hand margin. Course Outline, Item #3, replace Advisories with “Completion of LIBR 61: eligibility for ENGL 111 and 112 or ENSL 110 and 155”; and, Item #16, delete “Teacher’s online supplement:”, replace “2006” with “Karen Clifford, 2006”, and delete comment box in the right hand margin. Course Advisory: Content Review Form, delete formatting boxes (2) in the right hand margin. Distance Education Form, Item #6, delete “Teacher’s online supplement:”, replace “2006” with “Karen Clifford, 2006: and delete comment boxes in the right hand margin; and, Item #13, add “http://ilearn.mpc.edu”</p>	<p>Motion to approve with corrections: Elizabeth Seconded: LaRon</p> <p>Motion approved with corrections.</p>
<p>LIBR 63</p>	<p>LIBR 63 (<i>Family Research Studies: Genealogy IV</i>) is being revised by updating the wording of both the catalog and the schedule descriptions.</p> <p>Corrections noted: Course Data Sheet, tem #6, delete the checkmark from the “Yes”</p>	<p>Motion to approve with corrections: Paola Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p>LIBR 63 (continued)</p>	<p>box, add a checkmark to the “No” box, delete “LIBR 60, 61, 62, and 63”, and delete the comment box in the right hand margin. Course Outline, Item #2, delete comment boxes (3) in the right hand margin; Item #16, replace “None?” with “None” and delete the comment box in the right hand margin. Course Advisory: Content Review Form, delete formatting boxes (2) in the right hand margin. Distance Education Form, Item #2 delete the formatting box in the right hand margin; and, Item #13, add “http://ilearn.mpc.edu”</p>	
<p>LETP 145C</p>	<p>LETP 145C (<i>POST Basic Academy I</i>) is being revised to conform to changes made by POST.</p> <p>Corrections noted: *All documents, replace “P.O.S.T.” with “POST”</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Bill Motion approved with corrections. Abstentions = 2</p>
<p>LETP 275</p>	<p>LETP 275 (<i>Correctional Officer Core Course</i>) is being revised to correlate with South Bay Regional Public Safety Training.</p> <p>Corrections noted: Course Revision Form, Item C, Change to, Line #2, replace “.789” with “.63” and delete the comment box in the right hand margin. Course Data Sheet, Item #4, delete comment box in the right hand margin; Item #5, add “No”; and, Item #23, add “*This is a stand-alone course.” Course Outline, Item #2, Line #1, replace “One” with “one”, Line #3, replace “Corrections for” with “Corrections, for”; Item #13a, delete comment box in the right hand margin; Item #14, delete comment box in the right hand margin; Item #15, add “reading assignments from the required text” and delete the comment box from the right hand margin.</p>	<p>Motion to approve with corrections: Richard Seconded: LaRon Motion approved with corrections. Abstentions = 2</p>
<p>LETP 290</p>	<p>Due to time constraints, consideration of LETP 290 (<i>Instructor Development</i>) is continued to the next committee meeting.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>

NURS 70	Due to time constraints, consideration of NURS 70 (<i>Supervised Nursing Clinical Experience</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
PARK 166	Due to time constraints, consideration of PARK 166 (<i>Cultural Resource Management: Intermediate</i>) is continued to the next committee meeting.	Discussion of this course is postponed until next week's meeting.
Next meeting: Apr. 1, 2009, LTC 232		