

## Curriculum Advisory Committee Meeting Notes

DATE: Oct. 22, 2008 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: 10/15/08	Corrections noted: Agenda Item THEA 21A, Correction noted, Line #3, replace “ENG” with “ENGL.” Agenda Item THEM 59, Line #1, delete second occurrence of “THEA 59.”	Motion to approve with corrections: Richard Seconded: Paola Motion approved with corrections.
<b>Consent Agenda</b> <b>COMM 8</b> <b>MEDA 128</b> <b>MEDA 250</b>	COMM 8 ( <i>Writing for Mass Media</i> ), MEDA 128 ( <i>Administration of Medications</i> ), and MEDA 250 ( <i>Venipuncture Theory and Technique</i> ) are being deleted from the MPC Catalog of courses.	Motion to approve course deletions as presented: LaRon Seconded: Richard Motion approved.
<b>COOP 91.3</b> <b>(removed from</b> <b>Consent Agenda)</b>	COOP 91.3 ( <i>Astronomy Work Experience</i> ) has been revised in order to comply with changes in Title 5 regulations.  Corrections noted: Course Data Sheet, Item #4, delete checkmark from the “Major” box, delete checkmark from the “Required” box, and add checkmark to the Certificate “Elective” box. Course Outline, Item #3, delete comment box from the margin.	Motion to approve with corrections: LaRon Seconded: Richard Motion approved.

<p><b>COOP 91.4</b> (removed from Consent Agenda)</p>	<p>COOP 91.3 (<i>Automotive Technology Experience</i>) has been revised in order to comply with changes in Title 5 regulations.</p> <p>Corrections noted: Course Data Sheet, Item #3, replace “V” with “5”; and, Item #4, delete the checkmark from the “Major” box.</p>	<p>Motion to approve with corrections: LaRon Seconded: Richard Motion approved.</p>
<p><b>BUSI 1A</b></p>	<p>BUSI 1A (<i>Financial Accounting</i>) is being revised in order to specifically identify that “Internal controls” and “Ethics” are covered as part of the course content. Financial Accounting (BUSI 1A) has been denied articulation with the CSU Lower Division Transfer Pattern (LDTP) because these items were not specifically identified in the course content.</p> <p>Corrections noted: Course Outline, Item #2, Line #4, replace “1A and eligibility” with “1A; eligibility” and delete the comment box from the right hand margin; Item #3, replace “1A and eligibility” with “1A; eligibility” and delete the comment box from the right hand margin; Item #13a, deleted the corrections boxes in the right hand margin; and Item #13b, delete the comment box in the right hand margin (a response to Item 13b is optional).</p>	<p>Motion to approve with corrections: Bill Seconded: Beth Motion approved with corrections.</p>
<p><b>CHEM 2</b></p>	<p>CHEM 2 (<i>Fundamental Chemistry</i>) is being revised to change the course prerequisite to High School Intermediate Algebra or MATH 263 (<i>Intermediate Algebra and Coordinate Geometry</i>). This revision is being done in order to maintain transferability to the UC system.</p> <p>Corrections noted: Course Data Sheet, Item #4, add checkmark to the “Major” box; Item # 8, add checkmark to the “Lecture” and “Lab/Activity” box; Item #12, add checkmarks to the “Lecture/Theory” and “Lab/Activity” boxes; and, Item #13 add checkmarks to the “CSU” and “UC” boxes. Course Outline, Page 2 of 3, delete correction boxes in the right hand margin. Basic Skill Advisories: Content Review Form, Box 2, delete comment boxes in the right hand margin.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: LaRon Motion approved with corrections.</p>

<p><b>CHEM 10</b></p>	<p>CHEM 10 (<i>Everyday Chemistry</i>) is being revised as part of the Program Review process and to add a Distance Education form. This course is taught as a classroom course each Fall semester. It is taught as a Livingroom Series course each Fall, Spring, and Summer. Since the Fall 1999 semester the lab component of this course has been taught on campus as a separate, corequisite course (CHEM 10L).</p> <p>Corrections noted:  Course Data Sheet, Item #11, delete “[full-length course in fall only; Living Room Series in the Fall, Spring, Summer]” and delete the comment box in the right hand margin.  Course Outline, Item #2, delete comment box in the right hand margin; Item #11a, delete “;”; Item #13a, delete comment box in the right hand margin; Item #14, delete comment box in the right hand margin; Item #15, delete comment box in the right hand margin; and, Item #17, delete comment box in the right hand margin.  Basic Skill Advisories: Content Review Form; Box 2, delete comment box in the right hand margin.  Distance Education Form, Item #2, replace “b.Text” with “b. Text” and replace “d.Online” with “d. Online”; and, Item #7, replace “b.Video” with “b. Video” and replace “d.Moodle” with “d. Moodle”.</p>	<p>Motion to approve with corrections:  Beth  Seconded: Paola</p> <p>Motion approved with corrections.</p>
<p><b>CHEM 10L</b></p>	<p>CHEM 10L (<i>Everyday Chemistry Lab</i>) is being revised as part of the Program Review process and to add a Distance Education form. This course is taught as a corequisite of CHEM 10. It provides the lab content for the on campus and Livingroom sections of that course.</p> <p>Corrections noted:  Course Data Sheet, Item #17, delete the comment box in the right hand margin.  Basic Skill Advisories: Content Review Form, Box 2, delete the comment box in the right hand margin.</p>	<p>Motion to approve with corrections:  Bill  Seconded: Jon</p> <p>Motion approved with corrections.</p>
<p><b>THEA 53</b></p>	<p>THEA 53 (<i>Theatre Enjoyment</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p>	<p>Motion to approve with corrections:  Paola  Seconded: Richard</p> <p>Motion approved with corrections.</p>

<p><b>THEA 53 (continued)</b></p>	<p>Corrections noted:  Course Data Sheet, Item #4, add a checkmark to the “AA/AS Degree” box and delete the comment box in the right hand margin.  Course Outline, Item #2, Line #2, delete “will”; and, Line #2, replace “explore” with “explores”; and, Item #16 add representative text information from the list provide by the Drama Department.</p>	
<p><b>THEA 56</b></p>	<p>THEA 56 (<i>Theatre Management</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA). Given the nature of the mathematical tasks and the need for analytical reading and writing a Basic Skills Advisory for both English and Math has been added to the course.</p> <p>Corrections noted:  Course Data Sheet, Item C, Change from, delete the comment box in the right hand margin; Item C, Change to replace “ENGL 321 and 302 or ENSL 380” with “ENGL 301 and 302 or ENSL 342”; and, delete the comment boxes in the right hand margin.  Course Data Sheet, Item #4, delete comment boxes in the right hand margin.  Course Outline, Item #2, Line #4, replace “ENSL 380” with “ENSL 342”; Item #3, Line #1, replace “ENSL 380” with “ENSL 342”; Item #11a, replace “ENSL 380” with “ENSL 342”; Item #13a, delete the comment box in the right hand margin; Item #14, delete the comment box in the right hand margin; Item #15, delete the comment box in the right hand margin; Item #16, confirm the publication dates of text information provided and delete the comment boxes in the right hand margin; and, Item #17, Line #5, replace “their sales report” with “sales report,” and delete the comment box in the right hand margin.</p>	<p>Motion to approve with corrections:  Elizabeth  Seconded: Beth  Motion approved with corrections.</p> <p>Lynn will confirm the text book publication dates with Sky Rappoport</p>
<p><b>THEA 57</b></p>	<p>THEA 57 (<i>Touring Theatre</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted:</p>	<p>Motion to approve with corrections:  Richard  Seconded: Jon  Motion approved with corrections.</p>

<p><b>THEA 57 (continued)</b></p>	<p>Course Data Sheet, Item #4, add checkmarks to the “AA/AS” and AA/AS “Elective” boxes; and, delete the comment box in the right hand margin.  Course Outline, Item #2, Line #1, replace “activity (lab?)” with “lab”;  Item #4, add checkmark to the “Credit applies to AA/AS Degree” box and delete the checkmark from the “Credit does not apply to the AA/AS Degree” box; Item #16, add representative text information from the list provide by the Drama Department, and delete comment box in the right hand margin; and, Item #17, delete evaluation method Line #3.  Basic skills Advisories: Content Review Form, Box 2, delete “1.”</p>	
<p><b>THEA 58</b></p>	<p>THEA 58 (<i>Theatre for Young Audiences</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted:  Course Data Sheet, Item #4, add checkmarks to the “AA/AS” and AA/AS “Elective” boxes.  Course Outline, Item #3, move the Advisory statement to Line #1;  Item #16, add representative text information from the list provide by the Drama Department, and delete comment box in the right hand margin; and, Item #17, delete evaluation method Line #3.</p>	<p>Motion to approve with corrections:  Bill  Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p><b>THEA 59</b></p>	<p>THEA 59 (Repertory <i>Theatre</i>) is being revised as part of the Program Review process, to add a Basic Skills Advisory, to revise the course description and to comply with Title 5 regulations. The course discipline is also being changed from Drama (DRAM) to Theatre Arts (THEA).</p> <p>Corrections noted:  Course Signature Page, Dept., replace “DRAM” with “THEA”  Course Revision Form, Item C, Change to, Line #2, replace “ENGL 112 or ENSL 155” with “ENGL 111 and 112 or ENSL 110 and 155.”  Course Data Sheet, Item #4, add checkmarks to the “AA/AS” and AA/AS “Elective” boxes.  Course Outline, Item #2, Line #2, delete “will”; Item #4, add</p>	<p>Motion to approve with corrections:  Paola  Seconded: Beth</p> <p>Motion approved with corrections.</p>

<p><b>THEA 59 (continue)</b></p>	<p>checkmark to the “Credit applies to AA/AS Degree” box and delete the checkmark from the “Credit does not apply to the AA/AS Degree” box; Item #16, add representative text information from the list provide by the Drama Department, and delete comment box in the right hand margin; and, Item #17, delete evaluation method Line #3.</p>	
<p><b>LEPT 145B</b></p>	<p>LEPT 145B (<i>P.O.S.T. Basic Academy II</i>) is being revised to reflected the changes in hours and content made by the Commission on Peace Officer Standards and Training (POST) in July 2008.</p> <p>Corrections noted:  Course Revision Form, Item A, Delete “?”; Item C, Page 4 of 2, delete comment boxes in the right hand margin.  Course Data Sheet, Item #4, add checkmarks to the Certificate “Required” and “elective” boxes, and delete comment boxes in the right hand margin; Item #5, delete comment and correction boxes in the right hand margin; Item #7, delete the correction box in the right hand margin; Item #11, replace “Spring 2009” with “Fall 2008”; and, Item #18, delete the correction box in the right hand margin.  Course outline, Item #14, Objective #9 delete “ethics”.  Course Prerequisite/Corequisite: content Review Form, Item #6, add checkmark in the #6 box, and delete the comment box in the right hand margin</p>	<p>Motion to approve with corrections:  LaRon  Seconded: Bill</p> <p>Motion approved with corrections.</p>
<p><b>LEPT 145C</b></p>	<p>LEPT 145C (<i>P.O.S.T. Basic Academy I</i>) is being revised to reflected the changes in hours and content made by the Commission on Peace Officer Standards and Training (POST) in July 2008.</p> <p>Corrections noted:  Course Signature Page, Title, replace “III” with “I”.  Course Revision Form, Item A, replace “III” with “I”; and, Item C, Change to, delete comment and correction boxes from the right hand margin.  Course Data Sheet, Item #1, replace “III” with “I”; Item #4, add checkmark to the AA/AS Degree “Elective” box and the Certificate “Elective” box; Item #9, delete the correction box in the right hand margin; and, Item #23, add a checkmark in the fourth box.  Course Outline, Item #1, replace “III” with “I”; and, Item #12, add checkmark to the “Course Prerequisite” box.  Course Prerequisite/Corequisite: Content Review Form, Title, replace</p>	<p>Motion to approve with corrections:  Richard  Seconded: Bill</p> <p>Motion approved with corrections.</p>

	<p>“III” with “I” and delete the formatting box in the right hand margin; Page 2, Target Course Title, replace “III” with “I”; Prerequisite Course Number and Title, and replace “LEPT 145B and LEPT 145A” with “LEPT 145A POST Basic Academy III and LEPT 145B POST Basic Academy II” and delete the comment box in the right hand margin; and, Column 1: Prerequisite/Corequisite Course, reverse the order of the courses and delete the correction boxes in the right hand margin.</p>	
<b>MATH 262</b>	<p>Due to time constraints, discussion of MATH 262 (<i>Plane Geometry</i>) is continued to next week.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>
<b>MATH 351</b>	<p>Due to time constraints, discussion of MATH 351 (<i>Pre-Algebra</i>) is continued to next week.</p>	<p>Discussion of this course is postponed until next week’s meeting.</p>
<p><b>Other Business</b></p> <p><b>Volume of courses</b></p> <p><b>Michael Gilmartin</b></p>	<p>Michael presented a list of the approximately 1250 courses which need to be address by CAC in the next 14 months to AAAG this afternoon. Additionally, the following deadlines will affect the order in which courses are reviewed:</p> <ul style="list-style-type: none"> <li>• Summer ‘09 Schedule – Feb. 19, 2009</li> <li>• Fall ‘09 Schedule – Mar. 17, 2009</li> <li>• Spring ’10 Schedule – Sept. 2009</li> <li>• Catalog 2009-10 – Feb. 27, 2009</li> <li>• Courses not affecting programs – Apr. 2, 2009</li> </ul> <p>To accomplish this task Michael feels it is necessary to prioritize courses. He suggested, and the committee agreed to, the following priorities:</p> <ol style="list-style-type: none"> <li>1. New courses needing to go to the board</li> <li>2. Courses with Title 5 issues</li> <li>3. Whole departments or large number of courses/programs effected</li> <li>4. South Bay Consortium and Parks and Recreation courses</li> <li>5. Program Review courses</li> </ol>	<p>FYI</p>
<p><b>Next meeting:</b> 3 p.m., Oct. 29, 2008, LTC 232</p>		