

## Curriculum Advisory Committee Meeting Notes

DATE: Dec. 3, 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: 11/26/08	No corrections noted.	Motion to approve as submitted: Richard Seconded: Bill Motion approved.
<b>ART 21B</b>	<p>ART 21B (<i>Professional Practices: Portfolio Preparation</i>) is a new course, developed in response to student demand for courses addressing professional practices. The committee's discussion included concerns that this, and other new professional practices courses, does not appear to be a baccalaureate level transfer course. Further consideration of this course is tabled pending Robynn Smith's appearance to discuss this course.</p> <p>Corrections noted: Course Outline, Item #2, Line #3, delete "Repeatable once for credit." and delete the comment box in the right hand margin; Item #5, add a checkmark to the "No" box, delete the checkmark from the "Yes" box, delete "1", and delete the comment box in the right hand margin; Item</p>	<p>Motion to invite Robynn Smith to attend CAC to discuss new ART courses: Tom Seconded: Richard Motion approved.</p> <p>Consideration of this course is tabled pending Robynn Smith's appearance to discuss this course.</p>

<b>ART 21B (continued)</b>	#7, add “0” to Total Lecture Hours line; Item #14, delete the comment boxes (3) in the right hand margin; and, Item #16, replace “N/A” with “None” and delete the comment box in the right hand margin.	
<b>ART 21C</b>	Discussion of ART 21C ( <i>Professional Practices: Resumes and Artists’ Statements</i> ) is tabled pending Robynn Smith’s appearance to discuss this course.	Consideration of this course is tabled pending Robynn Smith’s appearance to discuss this course.
<b>ART 21D</b>	Discussion of ART 21D ( <i>Professional Practices: The Art of Critique</i> ) is tabled pending Robynn Smith’s appearance to discuss this course.	Consideration of this course is tabled pending Robynn Smith’s appearance to discuss this course.
<b>ART 21E</b>	Discussion of ART 21E ( <i>Professional Practices: Taking the Next Step</i> ) is tabled pending Robynn Smith’s appearance to discuss this course.	Consideration of this course is tabled pending Robynn Smith’s appearance to discuss this course.
<b>ART 84C</b>	Due to time constraints, discussion of ART84C ( <i>Metal Arts: Color with Metals</i> ) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
<b>ART 84D</b>	Due to time constraints, discussion of ART 84D ( <i>Metal Arts and Pewter</i> ) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
<b>ART 85E</b>	Due to time constraints, discussion of ART 85E ( <i>Coloring Titanium through Anodizing</i> ) is continued to next week.	Discussion of this course is postponed until next week’s meeting.
<b>DRAF FAST TRACK: Computer Aided Drafting and Design Program Change</b>	The Fast Track: Computer Aided Drafting and Design Program is a new, 255-hour, Certificate of Training. It is designed for Interior Design students wishing to pursue technical aspects of design. This program was reviewed and discussed without consideration of the Learning Outcome.  No corrections noted.	Motion to approve: Paola  Seconded: Bill  Motion approved with corrections.
<b>THEA 67</b>	THEA 67( <i>Rehearsal and Performance Workshop – Original</i> ) was originally discussed by the committee during the Nov. 5 <sup>th</sup> CAC meeting. Approval of this course was table pending clarification of	Motion to approve: Tom  Seconded: Paola

<p><b>THEA 67 (continued)</b></p>	<p>use of the word “original” in the context of the course. Gary Bolen has explained that the material used may be original, may be adapted from existing texts, or may be improvisational.</p> <p>No additional corrections noted.</p>	<p>Motion approved.</p>
<p><b>LETP 60</b></p>	<p>LETP 60 (<i>Probation Officer Core</i>) is a new course designed to provide training basic concepts and skills necessary for entry-level probation officers. This course is intended to be CSU transferrable. It is certified by the State Board of Corrections, Correctional Standard Authority (CSA). This course will be offered as part of the South Bay Regional Public Safety Training Consortium which provides instructors its courses. Concern was expressed regarding the evaluation of non-MPC instructors.</p> <p>Corrections noted:  Course Data Sheet, Item #4, delete checkmarks from the “AA/AS Degree” and “Elective” boxes; Item #13, delete the checkmark for “UC” and delete the comment box in the right hand margin; and, Item #19, delete the comment box in the right hand margin.  Course Outline, Item #2, Line #5, delete “, UC” and delete the comment box in the right hand margin; Item #3, Line #4, delete “, UC”; Item #13, delete the checkmark from the “UC” box; Item #15, replace “None” with “Assigned readings from the required texts.” and delete the comment box in the right hand margin; and, Item #17, Line #1, replace “report this” with “report. This” and add a comma after the word “sections”; Line #2, replace “and cover” with “cover”; and, Line #3, replace ““final essay” and students’ with ““final essay.” Students’.</p>	<p>Motion to approve with corrections:  Richard  Seconded: Jon</p> <p>Motion approved with corrections.</p> <p>Vote: Ayes = 6  Nays = 2</p>
<p><b>LETP 233.1</b></p>	<p>LETP 233.1 (<i>Diversions Device Instructor</i>) is an existing course which provides training to meet the POST requirement for diversions device instructors and tactical team personnel. This course is being revised to provide a more detailed catalog description and to update the course objectives.</p> <p>Corrections noted:  Course Data Sheet, Item #4, delete the comment box in the right hand margin; Item #11, replace “Spring 2009” with “currently offered,”</p>	<p>Motion to approve with corrections:  Elizabeth  Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Vote: Ayes = 6  Nays = 2</p>

<p><b>LETP 233.1 (continued)</b></p>	<p>and, Item #23, add “This is a stand-alone course.” Course Outline, Item #3, delete the comment box in the right hand margin; Item #13a, Content Item #3.D.3., delete comment box in the right hand margin; Item #14, Line #1, replace “devices, and” with “devices and”; Item #15, add “Assigned readings from the required texts.”; and, Item # 17, Line #2, delete “Calif. POST Plan”</p>	
<p><b>LETP 250</b></p>	<p>LETP 250 (<i>Perishable Skills Program</i>) is an existing course meeting POST requirements for in-service peace officers’ training in areas such as: Driver Training, Arrest and Control, Tactical Communication, and Firearms. It is being updated for consistency with the approved POST Perishable Skills Program (PSP).</p> <p>Corrections noted: Course Revision Sheet, Item A, replace “Fall 2008?” with “Fall 2008”; Item B, delete the correction box in the right hand margin; Item C, Change from, delete the correction boxes (3) in the right hand margin; Item C, Change to, delete the correction box in the right hand margin, Line #2, replace “8-24” with “16-24”, Line #4, replace “8-24” with “16-24”, and delete the comment box in the right hand margin; and, Item D, delete the format box in the right hand margin. Course Data Sheet, Item #4, delete checkmarks from the “AA/AS Degree” and “Elective” boxes; Item #11, replace “Spring 2009” with “currently offered,” and delete the comment boxes (2) in the right hand margin; and, Item #23, add “This is a stand-alone course.” Course Outline, Item #2, Line #2, replace “16-24 hour course” to “16- to 24-hour course,” and delete the comment box in the right hand margin; Item #3, Line #1, replace “16-24 hour course” to “16- to 24-hour course”; Item #13a, “Arrest and Control”, delete “F” from “II. Use of Force, Department Policy and Legal Issues” and delete the correction box in the right hand margin; delete the isolated “III(a)” to the right of “IV. Physical conditioning” ; Item #15, delete “?” after None; Item #16, delete “?” after both occurrences of “None”</p>	<p>Motion to approve with corrections: Richard Seconded: LaRon</p> <p>Motion approved with corrections.</p> <p>Vote: Ayes = 6 Nays = 2</p>
<p><b>LETP 255</b></p>	<p>LETP 255 (<i>Public Safety Dispatch Update</i>) is a new course designed to provide required continuing professional training to public safety dispatchers.</p>	<p>Motion to approve with corrections: Bill Seconded: Richard</p>

<p><b>LETP 255 (continued)</b></p>	<p>Corrections noted:  Course Data Sheet, Item #4, delete checkmarks from the “AA/AS Degree” and “Elective” boxes; Item #9, replace “None.” with “None”; and, Item 23, delete the checkmark in the second box, and add “This is a stand-alone course.”  Course Outline, Item #2, Line #1, replace “This 40-200 hour variable course is designed” with “This variable-hour course (40 to 200 hours) is designed”, and delete the comment box in the right hand margin;  Item #3, Line #1, replace “This 40-200 hour variable course is designed” with “This variable-hour course (40 to 200 hours) is designed”; Item #13a, Content Item #XVI.D.2., delete the comment box in the right hand margin; and, Item #15, Line #2, replace “causalities they” with “causalities. They”.</p>	<p>Motion approved with corrections.</p> <p>Vote: Ayes = 6  Nays = 2</p>
<p><b>LETP 280.1</b></p>	<p>LETP 280.1 (<i>Supervisor Course</i>) is an existing course which provides law enforcement and correctional supervisors development of their leadership skills. It is being updated for currency with approved POST standards and the South Bay Regional Public Safety Training Consortium.</p> <p>Corrections noted:  Course Revision Sheet, Page 10 of 2, Line #14, delete the comment box in the right hand margin.  Course Data Sheet, Item #23, add “This is a stand alone course.”  Course Outline, Item #2, Line #3, replace “supervisors to develop and refine their” with “supervisors development and refinement of their”; Item #3, Lines #1 and #2, replace “supervisors to develop and refine their” with “supervisors development and refinement of their” and delete the comment box in the right hand margin; and, Item #13a, Content Item #II.A.2., delete comment box in the right hand margin, and Content Items #IV A and #IV.A.1. delete comment boxes (2) in the right hand margin.</p>	<p>Motion to approve with corrections:  LaRon  Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Vote: Ayes = 6  Nays = 2</p>
<p><b>LETP 280.2</b></p>	<p>LETP 280.2 (<i>Field Training Officer</i>) is an existing course designed to provide POST training requirements for peace officers who supervise and train recruit officers. It is being updated for consistence with POST requirements.</p>	<p>Motion to approve with corrections:  Richard  Seconded: Elizabeth</p>

<p><b>LETP 280.2 (continued)</b></p>	<p>Corrections noted:  Course Revision Form, Item C, Change from, delete “15. see attached”, delete “16. see attached”, and delete the comment boxes (2) in the right hand margin.  Course Data Sheet, Item #4, delete checkmarks from the “AA/AS Degree” and “Elective” boxes; Item #11, replace “Spring 2009” with “currently offered,” and, Item #23, add “This is a stand-alone course.”  Course Outline, Item #13a, Content Item #I.C., replace “C” with “B” and replace “Post” with “POST”; Content Item #I.D., replace “D” with “C”, replace “Post” with “POST”, and delete the comment box in the right hand margin; Content Item #II.C. replace “Post” with “POST” and delete the comment box in the right hand margin; Content Item #II.H.6., delete the comment box in the right hand margin; Content Item #IV.A.3., delete comment box in the right hand margin; Content Item #VI.A.1., delete the comment box in the right hand margin; Content Item #VI.G., delete the comment box in the right hand margin; Content Item #VI.H., delete the comment box in the right hand margin; Content Item #VI.H.3., delete the comment box in the right hand margin; Content Item #VI.J.2., delete the comment box in the right hand margin; Content Item #VI.J.2., Line #2, replace “Broad” with “a. Broad”, Line #3, replace “Accuracy” with “b. Accuracy”, Line #4, replace “Stays” with “c. Stays”, and delete the comment box in the right hand margin; Content Item #VI.J.3., Line #2, replace “Willfully” with “a. Willfully”, Line #3, replace “Maintains” with “b. Maintains”, Line #4, replace “Works” with “c. Works”, and delete the comment box in the right hand margin; Content Item #VI.K.1.a., delete “on” and delete the comment box in the right hand margin; Content Item #VI.L.1.b., delete the comment box in the right hand margin; Content Item #IX.E.1.b., replace “that” with “than” and delete the comment box in the right hand margin; Item #14, Objective #5, delete the comment in the right hand margin; Item #15, introduce a blank line between the instructions and the response “Students will be required to complete reading assignments out of class”</p>	<p>Motion approved with corrections.</p> <p>Vote: Ayes = 6  Nays = 2</p>
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<p><b>Other Business</b></p> <p><b>Course approval process</b></p>	<p>As a faculty member developing new courses, Richard Abend stated that the length of time it takes to approve courses is demoralizing. The committee discussed the concerns regarding the year it currently takes for a course to be approved. Lynn said that this is consistent with the time it takes for course approval at other community colleges. Michael Gilmartin pointed out that current delays are due to the volume courses that are being revised and updated. Within 18 months the volume of courses being processed will be greatly reduced which will allow for a quicker approval process.</p>	<p>Discussion will continue.</p>
<p><b>Next meeting:</b> 3 p.m., Dec. 10, 2008, LTC 232</p>		