

## Curriculum Advisory Committee Meeting Notes

<b>DATE: February 27, 2008 LOCATION: LTC 232</b>			
✓	Bernadine Abbott, Library	✓	Tom Rebold, Business and Technology
✓	Richard Abend, ESL	✓	Susan Walter, Chairperson
✓	Michael Gilmartin, Administration	✓	Jason Walters, Student
✓	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Physical Science		Vacant, Creative Arts
✓	LaRon Johnson, Academic Senate		Vacant, Physical Education
✓	Tom Logan, Social Science		Vacant, Supportive Services
✓	Jonathan Osburg, Humanities		Vacant, Nursing
✓	Beth Penney, Basic Skills		

Meeting Chaired by: Susan Walter  
 Notes Submitted by: Elizabeth Harrington  
 Guests: Sue Skipper

<b>Agenda Item</b>	<b>Discussion / Comments</b>	<b>Action</b>
Approval of Notes: 2/20/08	Corrections noted: Agenda Item MEDA 110, Action, add statement that the course will be forwarded to the Governing Board for approval.	Motion to approve with corrections: Tom L. Seconded: Lynn  Motion approved with corrections.
<b>Discussion</b> <b>CAC's role in the SLO process</b>	The committee continued its discussion of the role of CAC in the SLO process. The discussion included: <ul style="list-style-type: none"> <li>• Should CAC evaluate SLOs</li> <li>• Should CAC require SLOs be submitted with course outlines</li> <li>• What if there are no Program SLOs</li> <li>• Is there an institutional policy for SLOs</li> <li>• Who reviews SLOs which are not tied to a program</li> <li>• Who reviews/develops SLOs for courses in multiple programs</li> <li>• Should there be a timeline for submission of SLOs with courses</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion will continue.</li> <li>• LaRon will report the committee's discussion to the Senate.</li> <li>• Susan will include a statement about SLOs in the annual campus email regarding CAC dealines. It will set June 1, 2008, as the initial date for SLOs to be attached to courses and programs submitted to CAC. All courses submitted on and after that</li> </ul>

<p><b>CAC's role in the SLO process (continued)</b></p>	<p>Michael informed the committee that there is an annual report to WASC, the accrediting agency, requiring information on existing SLOs for courses, programs, majors, and General Education. Fred informed the committee that an MPC SLO Articulation Handbook has been developed and is available. The committee agreed to require any course submitted to a Dean on or after June 1, 2008, to have SLOs attached to it. Additionally, as of June 1, 2008, any program revision submitted to CAC must include program SLOs.</p>	<p>date will be affected.</p>
<p><b>CHEM 12A</b></p>	<p>CHEM 12A (<i>Organic Chemistry I</i>) is being revised as a part of program review. Eligibility for ENGL 1A is being added as an advisory to the course. Susan recommends this course be included in MPC GE (Area B).</p> <p>Corrections noted:  Course Revision Form, Item 12, add a checkmark to the "GE Status (MPC)" box.  Course Data Sheet, Item # 7, delete the checkmark from the "Yes" box.  Course Outline, Item #11a, change the statement to "Eligibility for ENGL 1A."  Course Prerequisite: Content Review Form, delete "Prerequisite (<i>sic</i>) already on file; this is for Program Review."*  Basic Skills Advisories: Content Review Form, Eligibility for ENGL 1A box, delete the comment in parentheses.</p>	<p>Motion to approve with corrections:  Richard  Seconded: Bernie</p> <p>Motion approved with corrections.</p> <p>Susan will recommend to GER that this course be added to MPC GE in Area B.</p> <p>*Prerequisite content review must be re-done every five years.</p>
<p><b>CHEM 12B</b></p>	<p>CHEM 12B (<i>Organic Chemistry II</i>) is being revised as a part of program review. Eligibility for ENGL 1A is being added as an advisory to the course. Susan recommends this course be included in MPC GE (Area B).</p> <p>Corrections noted:  Course Revision Form, Item 12, add a checkmark to the "GE Status (MPC)" box.  Course Outline, Item #11a, change the statement to "Eligibility for ENGL 1A."  Course Prerequisite: Content Review Form, Item #4, add check mark.  Basic Skills Advisories: Content Review Form, Eligibility for ENGL 1A box, delete the comment in parentheses.</p>	<p>Motion to approve with corrections:  Jon  Seconded: Lynn</p> <p>Motion approved with corrections.</p> <p>Susan will recommend to GER that this course be added to MPC GE in Area B.</p>

<p><b>CHEM 30A</b></p>	<p>CHEM 30A (<i>Introductory Chemistry for Health Sciences</i>) is being revised as a part of program review. Eligibility for ENGL 1A is being added as an advisory to the course.</p> <p>Corrections noted:  Course Outline, Item #2, add “Advisory: Eligibility for ENGL 1A”;  Item #3, add “Advisory: Eligibility for ENGL 1A”; Item #11a, replace “none” with “Eligibility for ENGL 1A.”  Course Prerequisite/Corequisite: Content Review Form, Item #6 add checkmark to the box;  Basic Skills Advisories: Content Review Form, Eligibility for ENGL 1A box, delete the comment in parentheses.</p>	<p>Motion to approve with corrections:  LaRon  Seconded: Richard</p> <p>Motion approved with corrections.</p>
<p><b>CHEM 30B</b></p>	<p>CHEM 30B (<i>Organic and Biological Chemistry for Health Sciences</i>) is being revised as a part of program review. Eligibility for ENGL 1A is being added as an advisory to the course.</p> <p>Corrections noted:  Course Outline, Item #2, add “Advisory: Eligibility for ENGL 1A”;  Item #3, add “Advisory: Eligibility for ENGL 1A”; Item #11a, replace “none” with “Eligibility for ENGL 1A”; Item #17, line #3, replace “attendance” with “participation.”  Course Prerequisite/Corequisite: Content Review Form, Item #4 add checkmark to the box;  Basic Skills Advisories: Content Review Form, Eligibility for ENGL 1A box, delete the comment in parentheses.</p>	<p>Motion to approve with corrections:  Lynn  Seconded: Jon</p> <p>Motion approved with corrections.</p>
<p><b>HIST 12</b></p>	<p>HIST 12 (<i>Women in United States History</i>) is being revised to add a Distance Education option for delivery. This course is also offered as WOMN 12 (<i>Women in United States History</i>).</p> <p>Corrections noted:  Course Revision Form: #5: add check to catalog description  Course Outline, Item #11a replace “English” with “ENGL.”  Distance Education Form, Item #9 add LIBR 50; Item #10, line #1, delete “<del>their</del>”; Item #13 remove hyperlink from website (URL).  Eliminate personal pronouns from document.</p>	<p>Motion to approve with corrections:  Jon  Seconded: Lynn</p> <p>Motion approved with corrections.</p>

<b>WOMN 12</b>	<p>WOMN 12 (<i>Women in United States History</i>) is being revised to add a Distance Education option for delivery. This course is also offered as HIST 12 (<i>Women in United States History</i>).</p> <p>Corrections noted:  Course Revision Form, Item #5 add check to Catalog Description  Course Outline, Item #11a replace “English” with “ENGL.”  Distance Education Form, Item #9 add LIBR 50Item #10, line #1, delete their; Item #13 remove hyperlink from website (URL). Eliminate personal pronouns from document.</p>	<p>Motion to approve with corrections:  Jon  Seconded: Lynn</p> <p>Motion approved with corrections.</p>
<b>POLS 5</b>	<p>Has been previously reviewed and approved by the committee.</p>	<p>No action is necessary.</p>
<p><b>Next meeting:</b> March 5, 2008, LTC 232</p>		