

Curriculum Advisory Committee Meeting Notes

DATE: May 28, 2008 LOCATION: LTC 232			
✓	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: Fred Hochstaedter

Agenda Item	Discussion / Comments	Action
Approval of Notes: 5/21/08	Corrections noted: Agenda Item MAST 333, Line #1, delete “at.”	Motion to approve with correction: Richard Seconded: Lynn Motion approved with correction.
CHDV 250	<p>CHDV 250 (<i>Learning More About Your Preschool Child</i>) has been offered as a Special Topics course and is now being formalized as part of the Child Development curriculum. It is designed for students with children enrolled in the MPC Child Development Center. This is a stand-alone course which is degree applicable but it is not transferable. As written this course cannot be repeated according to Title 5 regulations. The committee recommends that the course be rewritten as a non-credit course. This would allow the course to be repeated indefinitely.</p> <p>Corrections noted: Course Outline, Item #2, Line #1, replace “Investigation” with “This course investigates”; replace “-five-year-olds” with “five-year-olds.”;</p>	<p>Motion to approve with corrections: Tom R. Seconded: Bernie Motion approved with corrections.</p> <p>Susan will notify Caroline Carney of CAC’s recommendation to rewrite the course as a non-credit course in the parenting category.</p>

<p>CHDV 250 (continued)</p>	<p>and, delete the third and fourth sentences. Item #3, delete the third and fourth sentences. Item #5, add a check mark to the “No” box, delete the checkmark from the “Yes” box, and delete “1.” Item #13a, Content Item #2, delete “do” and delete “?”.</p>	
<p>ENGR 52</p>	<p>ENGR 52 (<i>Introduction to MATLAB</i>) is a new, stand-alone, course which was offered as a Special Topics course last year. It is designed to help students learn problem solving using MATLAB programming.</p> <p>Corrections noted: Course Data Sheet, Item #4, add a checkmark to the “AA/AS Degree” box. Course Outline, Item #6, replace “1” with “0.5.” Item #13b, delete “out.” Basic Skill Advisories: Content Review Form (MATH), Item #3, delete “perform.”</p>	<p>Motion to approve with corrections: Tom L. Seconded: Lynn</p> <p>Motion approved with corrections.</p>
<p>MATH 32</p>	<p>MATH 32 (<i>Differential Equations</i>) is being revised as part of program review. The MATH department would like to add a Pre- or Co-requisite of MATH 20C (taken within 2 years). The packet distributed to committee members did not contain the complete course outline. There was discussion about the ability to add a recency requirement. The department is encourage to add a Basic Skills Advisory for ENGL 1A and to consider adding this course to the MPC G.E. pattern.</p> <p>No corrections noted:</p>	<p>Consideration of this course is tabled until fall.</p>
<p>Discussion Review MATH 262</p>	<p>MATH 262 (<i>Plane Geometry</i>) was presented, reviewed and approved during the May 21, 2008, CAC meeting. The Math Department would prefer that the committee wait until fall to consider this course in order to ensure that it has gone through the proper channels within the department.</p> <p>No additional corrections noted:</p>	<p>Consideration of this course is tabled until fall.</p>

<p>Other Business</p> <p>SLO Update</p> <p>Fred Hochstaedter</p>	<p>Fred told to the committee that he had made a presentation at AAAG of a revised draft of the two part form designed, as a pilot project, to provide a record and act as an assessment tool for SLOs and student success. He reported that it was well received by AAAG. He thanked the committee members for their comments and suggestions on the form at last week's meeting. He will distribute information about, and copies of, the form via an "All Users" email message.</p>	<p>FYI</p>
<p>Other Business</p> <p>Curriculum Institute, July 2008</p>	<p>At this time Lynn Iwamoto, Fred Hochstaedter, and Elizabeth Harrington will be attending the annual Curriculum Institute during July 10th -12th in Redwood City. Fred has offered to make his registration available to any committee member who would like to attend in his place.</p>	<p>FYI</p>
<p>Curriculum process</p>	<p>Michael Gilmartin apprised the committee of the need to make some revision to the curriculum process during the upcoming year. This is necessary due to the significant increase of courses which will need to be addressed by the committee. In particular he feels there is a need to add a second Technical Review Committee.</p>	<p>Discussion will continue.</p>
<p>Next meeting: TBA, LTC 232</p>		