

Curriculum Advisory Committee Meeting Notes

DATE: November 14, 2007 LOCATION: LTC 232			
✓	Bernadine Abbott, Library	✓	Susan Walter, Chairperson
✓	Richard Abend, ESL	✓	Jason Walters, Student
✓	Michael Gilmartin, Administration		Vacant, Business and Technology
✓	Elizabeth Harrington, Articulation		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; Sue Skipper

Agenda Item	Discussion / Comments	Action
Approval of Notes: 10/31/07	Corrections Noted: Add Vacant Nursing seat to the committee membership and replace meeting location from "LI" to "LTC"	Motion to approve with corrections: Richard Seconded: Bernie Motion approved with corrections
Presentation: BUSI 24	Susan Walter contacted Judee Timm with the committee's questions from the October 31 st meeting regarding the difference between the course taught as a hybrid class or taught as an online course. Judee stated that the difference is in how debates are handled. The committee asked that Judee be invited to come to the November 28 th meeting to address specific questions about the revisions to this course.	Susan will invite Judee Timm to attend the November 28 th meeting. Consideration of this course is tabled until that time.

<p>CHDV 180</p>	<p>CHDV 180, <i>Curriculum Materials Lab</i>, is a stand alone course developed to provide Child Development students the opportunity to create and implement learning activities with young children in a lab setting. This course was submitted as CHDV 80S, <i>Curriculum Materials Studio</i>. Traditionally studio hours are only used in the Creative Arts Division. John Gonzalez has asked the committee to write definitions, including a pedagogical basis, of lab and studio hours. The repeatability of this course is based on its vocational nature.</p> <p>Correction noted: Course Signature Page, change Course # from “80S” to “180”, Title change from “Curriculum Materials Studio” to “Curriculum Materials Lab” Course Data Sheet, Item #1 change title from “Curriculum Materials Studio” to “Curriculum Materials Lab” and change course to CHDV 180; Item #4 delete checkmarks from major box, add checkmark to elective box (Degree), delete from Certificate box, and Elective box; Item #8 add checkmark to Lab/Activity box and delete checkmark from Other Studio box; Item #23 delete the checkmark from first box. Course Outline, Item #1 change Course # from “80S” to “180” and change title from “Curriculum Materials Studio” to “Curriculum Materials Lab”; Item #2 revise first line to read, “.5 unit C/NC Total hours: 4 hours lecture and 12 hours lab”; Replace “Credit may be earned 4 times” with “May be taken four times for credit”; Item #3 add basic skills advisory statement, add “May be taken four times for credit, and remove prerequisite statement; Item #11a add basic skills advisory; Item #12 delete Course prereq and coreq</p>	<p>Motion to approve with corrections: Bernie Seconded: Jason</p> <p>Motion approved with corrections</p>
<p>DRAM 12</p>	<p>DRAM 12, Stage Movement, is being revised in units and repeatability in order to provide students the opportunity to continue to develop stage movement skills. The forms are inconsistent in the number of units this revised course is to be.</p> <p>Correction noted: Course Data Sheet, Item #17 delete the upper division UC Santa Cruz course listed for course-to-course articulation.</p>	<p>Consideration of this course is tabled pending clarification of units and repeatability. Susan will confer with Gary Bolan.</p>

DRAM 15C	<p>DRAM 15C, <i>Method Acting</i>, is being added to extend the primary acting sequence of courses. It will be incorporated into the certificate requirement in Acting. It is requested that this course be submitted for UC transferability; however, there is no textbook listed and a text is required by the UC Office of the President for UC transferability.</p> <p>Correction noted: Course Outline, Item #2 delete the repeatability statement; Item #3 delete the repeatability statement; Item #5 add a checkmark to the No box and delete the checkmark from the Yes box; Item #16 add a textbook.</p>	<p>Susan will confer with Gary Bolen regarding repeatability and the addition of a text. The committee will vote online if possible.</p>
DRAM 16	<p>DRAM 16, <i>Acting For The Camera</i>, is being updated for program review and to add repeatability. The justification for adding repeatability as described on the Course Review Form was based in part on “precedent established at other institutions.” The committee asked for a specific reference to support this statement.</p> <p>Correction noted: Course Data Sheet, Item #15 delete the upper division SJSU course listed for course-to-course articulation. Course Outline, Item #2 delete the repeatability statement; Item #3 delete the repeatability statement; Item #5 add a checkmark to the No box and delete the checkmark from the Yes box.</p>	<p>Consideration of this course is tabled pending clarification of units and repeatability. Susan will confer with Gary Bolen.</p>
Drama Program Change	<p>A Program Change Form was submitted adding DRAM 15C and 16 to the Performance electives courses for the Certificate of Achievement and Associate in Arts program.</p>	<p>Consideration is held pending receipt of the information requested by the committee regarding DRAM 12, 15C, and 16.</p>
HOSP 89	<p>HOSP 89, <i>Cooking for a Healthy Lifestyle</i>, is a new course which has been developed following the successful offering of similar content as an experimental course. It will broaden the offerings of the Hospitality program by offering an introduction to culinary practices in other regions and countries. This course is proposed as repeatable based on different topics. The committee has asked for a definition of what would constitute different content.</p>	<p>Consideration of this course is tabled pending clarification of repeatability. Susan will confer with Mary Nelson.</p>

HOSP 89 (continued)	Corrections noted: Course Outline, Item # 2, Line #2 replace “Join the trans fat revolution and obtain” with “This course offers”; Item #3, Line #2 delete “Join the trans fat revolution and obtain”, replace “nutrition” with “Nutrition”; Item #3, Line #3 delete “Learn to” and replace “prepare” with “Prepare.”	
Hospitality Food Service Management Program Change	A Program Change Form was submitted adding HOSP 89 as an elective for two units to be taken from HOPS 73 through 89 for the Food Service Management Certificate of Completion. Correction Noted: List the selective electives as required by the Chancellor’s Office.	Consideration is held pending receipt of the information requested by the committee regarding HOSP 89.
Hospitality Operations Program Change	A Program Change Form was submitted adding HOSP 89 as an elective for 1.5 units to be taken from HOPS 73 through 89 for the Hospitality Operations Certificate of Achievement and Associate in Science degree program. Correction Noted: List the selective electives as required by the Chancellor’s Office.	Consideration is held pending receipt of the information requested by the committee regarding HOSP 89.
Hospitality Restaurant Management Program Change	A Program Change Form was submitted adding HOSP 89 as an elective for two units to be taken from HOPS 73 through 89 for the Restaurant Management Associate in Science degree program. Correction Noted: List the selective electives as required by the Chancellor’s Office.	Consideration is held pending receipt of the information requested by the committee regarding HOSP 89.
LEPT 233.1	LEPT 233.1, <i>Diversionary Device Tactics</i> , is designed to provide currently employed police officers the ability to instruct the Diversionary Device course. This is a P.O.S.T. certified course. No corrections noted.	Motion to approve: Beth Seconded: LaRon Motion approved.

<p>LEPT 233.2</p>	<p>LEPT 233.2, <i>Basic S.W.A.T. – 80 Hours</i>, is designed to train currently employed police officers in Special Weapons and Tactics procedures. This is a P.O.S.T. certified course. This course was previously reviewed and has been submitted for approval as a stand alone course.</p> <p>No corrections noted.</p>	<p>Motion to approve: Beth</p> <p>Seconded: LaRon</p> <p>Motion approved.</p>
<p>LEPT 233.3</p>	<p>LEPT 233.3, <i>S.W.A.T. Team Leader</i>, is designed to train currently employed police officers to be Special Weapons and Tactics Team Leaders. This is a P.O.S.T. certified course. This course was previously reviewed and has been submitted for approval as a stand alone course.</p> <p>No corrections noted.</p>	<p>Motion to approve: Beth</p> <p>Seconded: LaRon</p> <p>Motion approved.</p>
<p>ORNH 210</p>	<p>ORNH 210, <i>Current Topics in Ornamental Horticulture</i>, is being established for the offering of Special Topics short courses in Ornamental Horticulture. This course will meet the special needs of both the professional and private sector of horticulturalists on the Monterey Peninsula. It is anticipated that one or two topics will be offered per semester under this umbrella course.</p> <p>Corrections noted: Course Data Sheet: Item #6 delete X in Yes box and check No box (sequence of courses); Course Outline, Items #2 and 3 delete the last sentence of the course description; Item #5 add a checkmark to the No box, delete the checkmark from the Yes box, and delete “3” from the repeat line.</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Lynn</p> <p>Motion approved with corrections</p>
<p>ORNH 210.01</p>	<p>ORNH 210.01, <i>Current Topics in Ornamental Horticulture: Wedding Floral Design</i>, is a special topic course offered to provide instruction in design and construction of floral pieces for weddings and ceremonies.</p> <p>Correction noted: Course Data Sheet, Item #6 delete the checkmark from the Yes box, add a checkmark to the No box, and delete the statement. Course Outline, Item #2 revise hours to read “Total: Eight and</p>	<p>Motion to approve with corrections: Richard</p> <p>Seconded: Beth</p> <p>Motion approved with corrections</p>

	one-half hours lecture.”	
ORNH 210.02	<p>ORNH 210.02, <i>Attracting Beneficial Birds and Bugs to Your Garden</i>, is a special topic course offered to provide instruction in planting to attract beneficial birds and bugs to local gardens.</p> <p>Correction noted: Course Signature Page add “Current Topics in Ornamental Horticulture:” to the title. Course Data Sheet, Item #6 delete the checkmark from the Yes box, add a checkmark to the No box, and delete the statement.</p>	<p>Motion to approve with corrections: Beth Seconded: Lynn</p> <p>Motion approved with corrections</p>
Ornamental Horticulture Program Change	ORNH 210 is being added as an elective to the Certificate of Achievement in Ornamental Horticulture program. This course replaces ORNH 196.	<p>Motion to approve: Lynn</p> <p>Seconded: Richard</p> <p>Motion approved.</p>
SSKD 200	SSKD 200, <i>Orientation To College and Career Planning</i> , is a course which introduces students to college policies and procedures. It was submitted and reviewed by the committee on Oct. 31 st . At that time the committee had a number of questions regarding the course. Susan has spoken with Larry Walker and reports that this is to be a stand alone course which is open to all students. There may be a comment line in the schedule indicating sections that are appropriate for TRIO students. This course was originally presented and SSKD 300.	<p>Motion to approve with corrections: Beth Seconded: Richard</p> <p>Motion approved.</p>
SSKD 305	SSKD 305, <i>Applied English Study Skills</i> , was submitted and reviewed by the committee on Oct. 31 st . At that time the committee had questions regarding the course. Susan has spoken with Larry Walker and reports that this is to be a stand alone, basic skills course which is open to all students. Hours will be based on student needs and the actual hours put in to the course. There may be a comment line in the schedule indicating sections that are appropriate for TRIO students.	<p>Motion to approve with corrections: Richard Seconded: Elizabeth</p> <p>Motion approved</p>

<p>SSKD 320</p>	<p>SSKD 320, <i>Applied Math Study Skills</i>, was submitted and reviewed by the committee on Oct. 31st. At that time the committee had questions regarding the course. Susan has spoken with Larry Walker. Susan has spoken with Larry Walker and reports that this is to be a stand alone, basic skills course which is open to all students. Hours will be based on student needs and the actual hours put in to the course. There may be a comment line in the schedule indicating sections that are appropriate for TRIO students.</p> <p>Correction Noted: Course Outline Item #2, Line #2 delete “which is designed for TRIO and EOPS students”; Item #13b delete statement; Item #16 add textbook publication date.</p>	<p>Motion to approve with corrections: Lynn Seconded: Jason Motion approved</p>
<p>Discussion</p> <p>General Studies and Transfer degrees</p> <p>Susan Walter</p>	<p>Susan again brought to the committee’s attention the fact that it is no longer possible for a student to get an Associate degree based on the CSU GE-Breadth pattern, IGETC, or General Studies. There is, therefore, a need for faculty to address the rewriting of majors with emphases and the need for someone to take the lead in this process.</p>	<p>Discussion will continue.</p>
<p>Next meeting: Nov. 28, 2007, 3:00 p.m., LTC 232</p>		