Curriculum Advisory Committee Meeting Notes

DATE: November 28, 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: Judee Timm, Sue Skipper

Agenda Item	Discussion / Comments	Action
Approval of Notes:	Corrections Noted:	Motion to approve with corrections:
11/14/07	Agenda Item BUSI 24, Discussion Line #3 replace "table" with	Lynn
	"tabled."	Seconded: Beth
	Agenda Item DRAM 12, Discussion Line #4 replace "Bolan" with	
	"Bolen."	Motion approved with corrections
	Agenda Item DRAM 16, Discussion Line #4 replace "Bolan" with "Bolen."	
Presentation:	Judee Timm explained to the committee that Business classes can	Judee Timm will make the corrections
BUSI 24	very easily be put online. This is also desirable as many, if not	recommended by the committee.
	most, Business students are working and looking for courses that	
Judee Timm	both meet their academic needs and fit into their work schedule.	
	The Business Department has put several courses online and is	
	working to create a certificate program which can be completed	
	online. Susan expressed the need for instructional methodology to	
	be differentiated between hybrid and online courses.	
	Judee also addressed the committee's concern regarding the	
	appropriate basic skills level for this course. Agreement was	
	reached that eligibility for ENGL 111 and 112 or ENSL 110 and	

BUSI 24 (continued	155 is appropriate for this course. Corrections Noted: Basic Skill Advories Form delete Item #3. Distance Education Form, Item # 2 add the appropriate instructional methodology for the hybrid version of this course.	
University Studies with Emphasis in Engineering Program Change	The University Studies with emphasis in Engineering Program is being revised to add ENGR 2 (Engineering Design Graphics), ENGR 17 (Technical Problem Solving with MATLAB), and MATH 31 (Linear Algebra), and delete ENGR 14 (Fortran for Scientific and Math Programming). It was noted that the titles of ENGR 2 and ENGR 17 on the Program Change Form do not match the titles in the catalog. Correction Noted: Math 32 has been added and needs to be in bold print on the new	Michael will verify the current titles for ENGR 2 and ENGR 17. Motion to approve pending verification of titles and with correction: Jason Seconded: Lynn Motion approved pending verification of titles and with correction.
ENSL 313	Program listing. ENSL 313 <i>Beginning English I</i> , is a new course being added as an alternate or support course for ENSL 312 (<i>Intensive Beginning English</i>) at Level I of the ENSL program. ENSL 212 requires 12 hours of lecture per week and an additional 2 hour of lab. ENSL 313 will require 2-6 hours of lecture per week and no lab hours. This will make it possible to offer the course during the summer and/or off-campus. This course provides the college greater flexibility in meeting the needs of beginning ENSL students. Corrections noted: Course Data Sheet, Item #2 correct the date to read "10/19/2007"; Item #6 delete the statement.	Motion to approve with corrections: Tom Seconded: Beth Motion approved with corrections
ENSL 413	ENSL 413, <i>Beginning English I</i> , is the non-credit version of ENSL 313. Correction noted: Course Data Sheet, Item #23 delete the checkmark from the first box.	Motion to approve with correction: Tom Seconded: Beth Motion approved with correction

MAST 178	MAST 178, <i>Field and Career Experiences in Marine Science</i> , is a new, degree applicable, lecture course created to introduce students to marine fieldwork, career, and academic programs that is open to all students. The course is written as repeatable; however, as a lecture course, absent substandard academic work, it may not be repeated. The course needs a Basic Skills Advisory of ENGL 111 and 112 or ENSL 110 and 155. Correction noted: Course Outline, Add Basic Skills Advisory in Catalog and Schedule descriptions; Item #5 add a checkmark to the No box, delete the checkmark from the Yes box, and delete "three (with different topics)"; Item #11a add a basic skills advisory for ENGL 111 and 112 or ENSL 110 and 155.	Motion to approve pending the addition of a Basic Skills Advisory form and corrections: Beth Seconded: Jon Motion approved pending the addition of a Basic Skills Advisory form and corrections
Marine Science and Technology Program Change	The Marine Science and Technology Program is being revised with the addition of MAST 178 to the selective electives for the Certificate of Achievement and Associate in Science Degree. No corrections noted:	Motion to approve pending approval of MAST 178: Lynn Seconded: Jason Motion approved pending approval of MAST 178
MUSI 30	MUSI 30, Concert/Community Band, is being updated as part of program review and to ensure compliance with Title 5 regulations. An enrollment limitation of a required audition is also being added. The committee asked that the enrollment limitation be replaced with a prerequisite of an audition, and a Content Review Form be added in support of the prerequisite. Additionally, the committee asks for the course content to be expanded in alignment with the listed course objectives. Corrections noted: Course Revision Form, Item C delete technical review committee comments from catalog and schedule descriptions. Course Data Sheet, Item #8 add a checkmark to the (20) box, delete the checkmark from the (99) box, and delete "Rehearsal/Performance"; Item #14 delete the checkmark from the Yes box, add a checkmark to the No box, and delete the checkmark for the C1 box; Item #15 delete the upper division San Jose State	Consideration of this course is tabled for one week for forms to be revised as advised by CAC.

MUSI 30	course referenced for course-to-course articulation.	
(continued)	Course Outline, Item #2, line #1 replace "rehearsal/performance"	
	with "lab", replace the enrollment limitation line with	
	"Prerequisite: audition only"; Item #3 delete the enrollment	
	limitation statement with "Prerequisite: audition only"; Item #7	
	move replace the "Rehearsal/Performance" box label with	
	"Lab/Activity (Scheduled)", replace "Rehearsal/Performance	
	Hours" with "Lecture Hours" and move "51" to the Lab Hours	
	line; Item #12 delete the "?" from the Course Prerequisite box and	
	replace "none" with "Audition".	
MUSI 60.2	MUSI 60.2, Performance Workshop: String Ensemble, is being	Consideration of this course is tabled for
	updated in order to ensure compliance with Title 5 regulations.	one week for forms to be revised as advised
	An enrollment limitation of a required audition is also being added.	by CAC.
	The committee asked that the enrollment limitation be replaced	
	with a prerequisite of an audition, and a Content Review Form be	
	added in support of the prerequisite. Additionally, the committee	
	asks for the course content to be expanded to align more closely	
	with the Course Objectives.	
	Corrections noted:	
	Signature Page	
	Course Revision Form,	
	Course Data Sheet, Item #	
	Course Outline, Item # line #1 replace "rehearsal/performance"	
	with "lab", line #4 replace delete the enrollment limitation	
	statement, and revise the prerequisite to read "Prerequisite:	
	audition only"; Item #3 delete the enrollment limitation statement,	
	revise the prerequisite to read "Prerequisite: audition only"; Item	
	#7 move replace the "Rehearsal/Performance" box label with	
	"Lab/Activity (Scheduled)", replace "Rehearsal/Performance	
	Hours" with "Lecture Hours" and move "51" to the Lab Hours	
	line; Item #12 add a checkmark to the Course Prerequisite box and	
	replace "none" with "Audition".	
Discussion	Susan distributed Title 5 codes §55041 Course Repetition Absent	FYI
	Substandard Academic Work and §55042 Course Repetition in	
Repeatability	Activity Courses for the committee's reference in discussing the	
	repeatability of courses.	
Next meeting: Dec. 5, 2007	7, 3:00 p.m., LTC 232	