

## Curriculum Advisory Committee Meeting Notes

DATE: September 5, 2007 LOCATION: LI 232			
	Bernadine Abbott	✓	Tom Logan
✓	Richard Abend	✓	Beth Penney
✓	Michael Gilmartin	✓	Randy Smith
✓	Elizabeth Harrington		Eleanor Szaszy
✓	Lynn Iwamoto	✓	Susan Walter
✓	LaRon Johnson	✓	Jason Walters

Meeting Chaired by: Susan Walter

Notes Submitted by: Elizabeth Harrington

Guest: Fred Hochstaedter

Agenda Item	Discussion / Comments	Action
Approval of Notes: 6/11/07	Corrections noted: Discussion Item LETP 233.2, line #2 add “a” before “Special”.	Motion to approve with correction: Beth Seconded: Richard  Motion approved with correction
<b>Discussion: DRAF 125A</b>	DRAF 125A, <i>Introduction to Computer-Aided Design</i> , has been updated and revised from 5 units to 3 units and the course content, objectives, assignments and methods of evaluation have been revised. A Course Advisory of DRAF 100 and Basic Skills Advisories of ENGL 111 and 112 or ENSL 110 and 155 and eligibility for MATH 351 have been added. The department is requesting that DRAF 125A be added in AREA E2 to the MPC GE requirements. The committee requested more specific course objectives.  Corrections Noted: All documents change “Computer-aided” to “Computer-Aided” in title. Course Data Sheet, Item #7 delete checkmark in Yes box, add checkmark to No box, and delete statement; Item # 24 delete	Motion to approve with corrections: Beth Seconded: Richard  Motion approved with corrections and with the addition of more specific language for course objective #1.

<b>DRAF 125A (continued)</b>	checkmark in last box. Course Outline, Item # 2 replace “English” with “ENGL” in Advisories statement, Item #5 delete “6”	
<b>DRAF 125B</b>	<p>DRAF 125B, <i>Advanced Computer-Aided Design</i>, has been updated and revised from 5 units to 3 units and the course content, objectives, assignments and methods of evaluation have been revised. A Course Advisory of DRAF 125A and Basic Skills Advisories of ENGL 111 and ENGL 112 or ENSL 110 and 155 and eligibility for MATH 351 have been added. The department is requesting that DRAF 125B be added in AREA E2 to the MPC GE requirements. The committee requested that objective #1 be more specific..</p> <p>Corrections Noted: All documents change “Computer-aided” to “Computer-Aided” in title. Item # 24 delete checkmark in last box. Course Outline, Item # 2 and #3 replace “English” with “ENGL” in Advisories statement, Item #5 delete “6”.</p>	<p>Motion to approve with corrections: Beth Seconded: Richard</p> <p>Motion approved with corrections and with addition of more specific language for course objective #1..</p>
<b>DRAM 11</b>	<p>DRAM 11, <i>Voice and Oral Interpretation</i>, is being revised with the addition of a Basic Skills Advisory of ENGL 111 and 112 or ENSL 110 and 115.</p> <p>Corrections Noted: Course Signature Page add checkmark to Course Revision Box. Course Outline, Item # 2, line#4 add close parenthesis and line break after “6”.</p>	<p>Motion to approve with corrections: Elizabeth Seconded: Richard</p> <p>Motion approved with corrections</p>
<b>ENGL 43</b>	<p>ENGL 43, <i>Comics as Literature</i>, is a new course. It is being added as an elective course to the University Studies: English Emphasis program.</p> <p>Corrections Noted: Course Data Sheet, Item #15 delete reference to CSUN English 360CO (it is an upper division course); Item #19 change the code to “B” (it has not yet been approved by the UC system for transfer).</p>	<p>Motion to approve with corrections: Richard Seconded: Jason</p> <p>Motion approved with corrections</p>

<b>University Studies: English Program Change</b>	ENGL 43, <i>Comics as Literature</i> , is being added as an elective course to the University Studies: English Emphasis program.  No corrections noted.	Motion to approve: Susan  Seconded: Jason  Motion approved
<b>INTD 59</b>	INTD 59, <i>Introduction to Kitchen and Bath Design</i> , is being added as an elective course to the Interior Design Certificate of Achievement and Associate in Arts Degree Programs. This course has been added to update the Interior Design program and to address jobs available in the areas of kitchen and bath design.  Corrections Noted: Course Outline, Items # 2, line #4 replace “English” with “ENGL” and “55” with “155”; Item #3, line #1 replace “English” with “ENGL”.	Motion to approve with corrections: Beth Seconded: Jason  Motion approved with corrections
<b>INTD 61</b>	INTD 61, <i>Visual Presentation for Interior Designers</i> , is a new course which is being added to the requirements for the Interior Design Certificate of Achievement and Associate in Arts Degree Programs.  Course Outline, Item #3, line #6 add a space after the colon.	Motion to approve with correction: Beth Seconded: Jason  Motion approved with correction
<b>Interior Design Program Change</b>	The Interior Design Certificate of Achievement and Associate in Arts Degree Programs are being revised with the addition of DRAF 125A, INTD 59, and INTD 61 as program requirements. As DRAF 125B is being added as an elective.  No corrections noted.	Motion to approve: Beth  Seconded: Jason  Motion approved
<b>LEPT 232.34</b>	LEPT 232.34, <i>Firearms/Tactical Rifle</i> , has been revised and updated to meet current POST standards. The South Bay Consortium, of which MPC is now a member, will now provide instruction for this MPC course using MPC facilities.  No corrections noted.	Motion to approve: Elizabeth  Seconded: Jason  Motion approved

<p><b>LING 15</b></p>	<p>LING 15, <i>Introduction to Linguistics</i>, is a substantial revision of ENGL 15, <i>Introduction to Linguistics</i>. The committee felt the revision was so significant that it is a new course rather than a revision. This course is directed toward Social Science students and is recommended for CSU-GE Breadth Area D, for UC Transfer, and for IGETC Area 4 submission.</p> <p>Corrections Noted:  Course Signature Page add checkmark to New Course box and delete the checkmark from the Course Revision box.  Course Data Sheet, Item #11 change start date to Fall 2008;  Item #19 change the code to “B” (it has not yet been approved by the UC system for transfer).  Distance Education Form Item #6 delete question marks at the end of the line.</p> <p>Although LING 15 had been submitted with a Univeristy Studies Program Change Form –English emphasis, the committee did not feel that English is an appropriate placement for the course. It will be submitted for GE approval and, if approved, be included in MPC’s General Studies AA degree.</p>	<p>Motion to approve with corrections:  Tom  Seconded: Susan</p> <p>Motion approved with corrections</p> <p>Beth Penney will initiate the paperwork to delete ENGL 15.</p>
<p><b>Other Business</b></p> <p><b>Goals for 2007-08</b></p>	<p>Susan distributed a list of nine goals for the committee to address during 2007-08. She provided a brief description of each item. She emphasized that it is important that all committee members attend the September 19<sup>th</sup> meeting which will be the mandated Stand-Alone training.</p> <p>The Curriculum Advisory Committee Goals for 2007-08 are:</p> <ol style="list-style-type: none"> <li>1. Course Approvals</li> <li>2. Stand-Alone training (Sept. 19<sup>th</sup>)</li> <li>3. Title 5 changes related to degrees and certificates</li> <li>4. Learning outcomes and course outlines</li> <li>5. Experimental and Special Topics courses</li> <li>6. Program Review and CAC/Technical Review Committee</li> <li>7. Academic Senate presentations regarding distance education and English/Math proficiencies</li> </ol>	<p>The committee will address these issues during the coming year.</p>

<b>Goals for 2007-08 (continued)</b>	8. Certificates of Completion – name change 9. Bylaws	
<b>Next meeting:</b> Sept 12, 3:00 p.m., LI 232		