Curriculum Advisory Committee Minutes
December 3, 2018   Meeting begins 3:00 p.m. – Room A -182

Attendance: Randy Bublitz (Chair-CTE), Kathy O'Connor (Vice Chair- PE/ Athletics), Julie Brown (Business), Sandy Starkey (English), Dolores Howard (ESL/ Modern Languages), Michael Gros (Fine Arts/ School of Media Arts), Cathy Schermer (Health and Human Services), Ignacio Alarcon (Mathematics), Ruth Morales (Social sciences), Laura Castro (Education Support, Articulation), Kenley Neufeld (Admin Rep), Sally Chuah (non-voting member/resource), Laurie Vasquez (non-voting member/resource), Kaylene Thomas (Curriculum Coordinator/non voting member)

Absent: Matthew Kay (Sciences), Lisa Schwarberg (articulation liaison)

1.0   CALL TO ORDER
1.1   Public Comment
Comments are limited to three minutes per person and are not open for discussion by the committee

1.2   Review of November 26, 2018 minutes
2.0   INFORMATION/DISCUSSION
- Workflow revision discussion

Kaylene wanted clarification on how the committee uses the workflow in curriqunet versus the approval systems at the CAC Hearings/Actions. She expressed it was very difficult to track proposals and mistakes are being made when each course has a unique hybrid use of the workflow and approvals during meetings. Kaylene wanted the committee to choose one standard method of gathering approvals. The Committee agreed that courses will only be brought to the Hearing stage once all approvals are completed in curriqunet. Any exceptions to this rule will require the approval of the CAC Chair.

- 4:00pm - 5:00pm Guidelines for Establishing Class Caps: A Working Document* (updated JULY 2018)

Minutes are attached (2.0)

2.1   CAC Calendar
CAC Calendar Fall 2018
CAC meetings; 3-5pm in A-181
    September 17 (noncredit)
    September 24 3:00-4:30pm eLumen presentation
    October 1 3:00-4:30pm CourseLeaf presentation
    October 15
    November 5 (noncredit)

November 19
November 26
December 3

<u>Tech Reviews:3-5pm in A-181 - (15-20 min instruction)</u>
August 27 - Impact: Subject/number/title/units (Laura)
September 10 - Update from the Curriculum Institute
October 8 - Q&A session with a SLO guru (Michael Robinson)
October 22 - Curriculum Software discussion
October 29 - Q&A for CAC Reps

2.2   Adjustments to the Agenda
2.3   Proposals on Hold
A. ART 100 - Art in Culture (DE approved)
ART 100 was not sent in for UC and IGETC approval. It was held for Dist. Ed edits and not passed by CAC. Lara Castro is concerned if ART 100 is offered it can be very confusing for students and counselors. ART 100 cannot be made retroactive for it's UC/IGETC approval. Students who take it this semester will not be allowed to transfer the course, student who take it in Fall 2020 will most likely be able to transfer the course. Kenley will bring the subject up in a Deans meeting to discuss ART 100 and how future courses might be treated with the same issues.
B. ENG 101M (110M) - Support Course for College Reading, Research, and Composition
Proposed class size of 12 was approved by Pamela Ralsten, EVP for a pilot program of two years. A written and signed agreement is stored in the EVP's office. Future review will tracked by the EVP and the English Department
C. ENG 089 - College Composition Workshop
Proposed class size of 12 was approved by Pamela Ralsten, EVP for a pilot program of two years. A written and signed agreement is stored in the EVP's office. Future review will tracked by the EVP and the English Department
D. JOUR 215B - The Channels: Publication Editor (revision or removal of Objective #1)
E. JOUR 215C - The Channels: Publication Manager (revision of Objective #1)
Move A-C to Action D and E will be held until edits are completed
M/S/C suspend rules move Items A-C to Action (Castro/Howard)
All present approve.

2.4   Course Deactivations
ENG 120 - College Research Skills

2.5   Program Deactivations

3.0   HEARING

CREDIT

3.1   New Course Proposals

3.2   Modified Course Proposals

A. ENG 103 - Critical Thinking and Reading {unit change}
Dist Ed: online and hybrid (approved)
Pre-req: none
SLO: updated (on hold)

B. MATH 137 - College Algebra {need to Tech Review in meeting}
Dist Ed: yes online (not new) and no hybrid (not approved)
Pre-req:
SLO: updated (requires approval)

M/S/C suspend rules move all items in 3.2 to Action (Gros/Castro)
All present approve.

3.3 New Program Proposals

3.4 Modified Program Proposals

NONCREDIT

3.5 New Noncredit Course Proposals

3.6 Modified Noncredit Course Proposals

A. ESLV NC35A - Vocational ESL Landscaping and Gardening, Module A
Dist Ed: none
Pre-req: none
SLO: updated (needs SLO approval)
B. ESLV NC35B - Vocational ESL Landscaping and Gardening, Module B
Dist Ed: none
Pre-req: none
SLO: updated (needs SLO approval)

M/S/C suspend rules move all items in 3.6 to Action (Schermer/Howard)
All present approve.

3.7 New Program Noncredit Proposal

3.8 Modified Program Noncredit Proposals

Guests
   Block A:
3:30 MATH Pam Guenther
3:45 English skills Anita Cruise

3:50 ESLV - Sachik Oates

Block B:
4:00 Class size Discussion
4:10
4:30
4:40

4.0   ACTION

CREDIT

4.1   New Course Proposals

4.2   Modified Course Proposals

    A. AUTO 110 - Fundamentals of Automotive Servicing
    B. AUTO 112 - Brakes, Suspension and Steering
    C. AUTO 115 - Automotive Electricity
    D. COMP 109 - Microsoft Excel
    E. EH 109B - Advanced Permaculture Design
    F. ENG 101RS - Reading Studio
    G. ENG 088 - Reading and Composition - Intensive (Requisites edit completed) {needs SLO edits}
    H. NURS 165 - Mental Health Nursing
    I. NURS 166 - Intermediate Medical-Surgical Nursing III
    J. NURS 167 - Maternal Newborn and Pediatric Nursing
    K. PHIL 101 - Introduction to Ethics
    L. PHIL 102 - Comparative World Religions
    M. PHIL 111 - Critical Thinking And Writing In Philosophy
    N. PSY 175 - Social Psychology:Psychological Perspective
    O. SPAN 110 - Spanish Punctuation
    P. SPAN 111 - Spanish Written Accents
    Q. SPAN 131A - Beginning Spanish Grammar I
    R. SPAN 131B - Intermediate Spanish Grammar II
    S. SPAN 131C - Advanced Spanish Grammar III

4.3   New Program Proposals

4.4   Modified Program Proposals

    A. Program Modification: Vocational Nursing - AS
    B. Program Modification: Vocational Nursing - Certificate of Achievement
    C. Diagnostic Medical Sonography - Certificate of Achievement

M/S/C to approve all items in 4.2 and 4.4 and those items moved to Action from 3.2 and 3.6 (Gros/Howard) All present approve.

M/S/C/ to approve any and all prerequisites, corequisites and advisories (Castro/Howard). All present approve.

NONCREDIT

4.5   New Noncredit Course Proposals

4.6   Modified Noncredit Course Proposals

4.7   New Program Noncredit Proposals

4.8   Modified Program Noncredit Proposals

5.0   ADJOURN