

Minutes

Thursday, March 4, 2004

Present: E. Armstrong, Y. Bergland (Proxy), C. Buck, C. DuPraw, P. Fischer, S. Flor, K. Foster, D. Furrow, P. Gustin, A. Hoffman, S. Newell, R. Olson, W. Tappen, K. Wong
Absent: D. Gergens(Sabbatical), L. Horsman, O. Lee, J. Stamm(Sabbatical),
Guests: P. Christopher; G. Conrad; J. Corliss

Minutes/Agenda

- * MSC S. Newell/W. Tappen to approve the revised agenda of March 4, 2004 with the moving of ARCH 105 and 106, PHYE 190 and MUSI 240B proposals to second read and moving the Information/Discussion item 8.4. Disciplines/Courses to the beginning of the meeting to allow G. Conrad to present this information.
- * MSC W. Tappen/P. Fischer to approve the minutes of February 19, 2004.

Announcements

There were no announcements.

- * G. Conrad distributed a handout "PLACEMENT OF COURSES WITHIN DISCIPLINES" Approved April 1994 from the Academic Senate for California Community Colleges. C. Conrad and E. Armstrong informed the committee of the state wide discussion of faculty meeting equivalency and minimum qualifications in subject courses listed in a specific discipline but do not qualify them to teach the course in another discipline. E. Armstrong will provide committee members with a letter from C. Klein regarding this issue and recommended that the committee wait for CIC directions but to review the handout and provide input/suggestions to either herself or G. Conrad.

First Read Curriculum

- * MSC K. Foster/W. Tappen to submit the tabled **NUTR 391**(Revision/Repeatability – Mesa only) to Tech Review with S. Newell as liaison with the following comments:
 - Repeatability language should not be included in specific course outlines
 - Recommend repeatability language be placed in catalog and included in program information
- * MSC C. Buck/S. Newell to submit **ARCH 138** (New Course – Mesa only) to Tech Review with L. Horsman as liaison to add it to the group of four new courses being originated by P. Chapman.
- * MSC K. Foster/C. Buck to submit **DRAM 103, 132 & 133** (Activations – Aligned) to CIC upon the correction of the following:
 - Textbooks updated in all three courses
 - Revise advisories in all three courses
- * MSC C. Buck/P. Fischer to submit **CHIL 210** (Integration – Aligned) to Tech Review with R. Olson as liaison with the following comments:
 - Review description
 - Recommend Student Learning Outcomes include more critical thinking
 - Writing assignments should be listed as a bulleted list
 - Review Dean's numerous CurricUNET comments

- * MSC W. Tappen/C. Buck to submit **CHIL 100, 162, 185 & 291** (Deactivations) to CIC.
- * MSC C. Buck/W. Tappen to submit **FASH 131, 135 & 199C**(Deactivations) to CIC with the following comment:
 - P. Gustin will email a reminder to the Fashion department to update the Fashion Certificate of Achievement and AS degree in the catalog.
- * MSC W. Tappen/K. Foster to submit **CONF 101**(Deactivation) to CIC.
- * MSC W. Tappen/P. Fischer to submit **RADT 261ABC, 262 & 263** (Deactivations) to CIC.
- * MSC P. Fischer/C. DuPraw to submit **FOOD 132, TRAV 120, and ACCT 199** (Deactivations) to CIC.

Technical Review Committee

The following proposals are in Tech Review. The specified liaison and date submitted to Tech Review is included.

- * **ARCH 107** – Integrations – Mesa only – ~~D. Gergens~~; L. Horsman; S. Newell (2/20/03)
- * **ARCH 137, 139 & 140** – New Courses – Mesa only – L. Horsman(2/19/04)
- * ~~**BIOL 250** – Integration – W. Tappen (9/19/02)~~ Sent back to originator on 2/5/04.
- * **CHEM 233 & 233L** – Integrations – Aligned – K. Wong(2/5/04)
- * **HIST 105 & 106** – Integrations – Aligned - D. Furrow (2/6/03)
- * **HIST 132** – ~~New Course~~ - Activation/Integration –Mesa only - D. Furrow (11/20/03)
- * **JOUR 202** – New Course – Mesa only – W. Tappen (11/20/03)
- * ~~**PHYE 132** – Integration – Aligned – D. Gergens (10/17/02)~~ Sent back to originator on 2/5/04
- * ~~**PHYE 159** – Integration – W. Tappen (10/3/02)~~ Sent back to originator on 2/5/04
- * **PHYS 100** – Integration – Mesa only – A. Hoffman(2/5/04)
- * **PSYC 125 & 128** – Integrations – W. Tappen (10/4/03)
- * As of 12/4/2003 proposals that are still in Tech Review after 12 months from date entered will be reviewed and then returned to the originators. L. Armstrong informed the committee that she will follow up with the Deans prior to proposals being returned to originators.

Second Read Curriculum

- * MSC K. Foster/C. Buck to submit **RUSS 102** integration to CIC.
- * MSC K. Foster/C. Buck to submit **ARCH 105 & 106** integrations to CIC once the prerequisite analysis screens are completed in CurricUNET. K. Foster and/or P. Fischer are willing to assist with this type of input.
- * MSC C. DuPraw/S. Flor to submit **PHYE 190** a new Mesa only course to CIC.
- * MSC C. Buck/K. Foster to submit **MUSI 241** integration and renumber from 240B to CIC.

City

- * MSC K. Foster/S. Newell to support aligned **CHIL 175** integration with following comments:
 - Advisory and requisites do not agree
 - Description notation of Transfer to CSU deletion
 - Recommend more specific outline points
 - Correct typo errors
 - Remove duplicated CurricUNET questions
- * The following programs were reviewed without comment.
 - **Construction Trades**
 - **Manufacturing Technology**

Miramar

- * The following proposals were reviewed without comment.
 - **ARTF 170A; ARTF 210C; EMGM 350; TAGA 201**

Information/Discussion

- * P. Gustin reported CIC approved the following Mesa Courses on 2/26/04: DRAM 100AB(renumbered 101&102) ; DRAM 200AB(renumbered 201&202); DRAM 170AB& 171AB(deactivations); and MULT 112(Distance Ed).
- * P. Gustin informed the committee the Friday, March 12 Curriculum Writing Workshop has been cancelled and will be rescheduled as a Fall Flex workshop utilizing CurricUNET II.
- * CurricUNET II is still in the testing state. Faculty should continue entering proposals into CurricUNET I as it will run parallel with CurricUNET II until all of the proposals in CurricUNET I have been completed.
- * L. Armstrong informed the committee that Mesa still has numerous courses which need to be integrated and most of them are Mesa only courses. P. Gustin requested members to send any strategies to assist faculty in completing integrations to her and L. Armstrong will be looking into the specific role the Discipline Dean plays in integrating courses.
- * At the CIC level P. Gustin is working with D. Glow from Miramar to simplify course deactivations and K. Jeffcoat is the chair of a committee looking into hybrid courses.

Tech Review Items – Liaison, Originator and/or Dean

- * None
 - * MSC P. Fischer/W. Tappen to adjourn the meeting at 3:40 p.m.
- Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING March 18, 2004 Room A102, 2:00 pm.