MISSION COLLEGE
CURRICULUM REVIEW COMITTEE
Summary of Meeting – April 16, 2007

1. **Call to Order –** Call to order at 2:10 p.m. Those in attendance were:

Member	P	A	Member	P	A
Chairperson – B. Ensminger	X		**Social Science** – J. Cormier	X	
Commercial Services – S. Brunson	X		**Student Dev.** – R. Sanchez	X	
Applied Sciences – L. Dellaporta	X		**Technologies** – B. Wundram	X	
Communications – B. Ensminger	X		**Instruction** – A. Wheeler		X
CATA1 – K. Johnson		X			
CATA2 – *vacant*		X	**Non-Voting Members/Guests**		
ESL – K. Chambers	X		**Articulation Officer** - Y. Coleman	X	
Math – M. Davis		X	**ASB Representative** - *vacant*		X
Natural Science – T. Winsome	X		**Guests** – T. Tran, J. Williams	X	

2. **Approval of Agenda**
It was MSU (Dellaporta/Brunson) to approve the April 16, 2007 agenda with the following:
- Addition to **#4a) New Course – 1st Reading** (GDES 039, MGMT 024, MGMT 025, MGMT 026 and PE 003E);
- Deletion from **#4a) New Course – 1st Reading** (MGMT 009 – course revision, MKT 099BCD – experimental courses). These courses will be placed on next weeks agenda under the appropriate sections.

3. **Approval of Summary Minutes –**
MSU (Dellaporta/Brunson) to approve the minutes of the February 05, 2007.

MSU (Chambers/Sanchez) to approve the minutes of the February 12, 2007.

MSU (Chambers/Cormier) to approve the minutes of the March 05, 2007 with the following corrections:
- Change membership listing of CATA1 representative to Keith Johnson
- Change representative M. Davis from absent to present
- Add Helen Ostrander to the Guests
- Change all listing of CRC representative listing of Dworak to Chambers and Zummo to Dellaporta
- On #6b) Non Credit Courses, 2nd paragraph, 2nd to last sentence, it should read "*…proposers **reference** courses approved by other colleges **when creating their own courses**. CRC just doesn't term it as an adoption process*."
- On #7a) HBA, 1st paragraph, 2nd sentence, it should read "*Dona and Betty…*" instead of "*John and herself…*"
- On #7a) HBA, 8th paragraph, the motion should be "*Sanchez*" and not "*Sanchex*"
- On #7b) HBA, 2nd paragraph, 1st sentence, it should read "*Yolanda informed the committee that currently the CRC process does not include the DL **coordinator** as part of the approval process"* (DL coordinator currently does not take an approval action in the approval process, only informed)
- On #7c) Adaptive PE, 3rd paragraph, 1st sentence, remove the text *"(handed out them)*"
- On #7c) Adaptive PE, entire section, all reference to "*Diane*" should be changed to "*Dianne*"
- On #7c) Adaptive PE, 6th paragraph, Thias Winsome clarified that she wanted to know if whether or not there were regulations that trumped the minimum qualifications, and in this regard, there were and that it would not be legal, for instance, if someone with a background in Chemistry to teach this class.
- On #7c) Adaptive PE, 8th paragraph, Betty informed the committee that Helen Ostrander pointed out that the statement made by Brenna was incorrect and that Stephanie did not directly come and ask Helen if she could teach theses classes. Brenna responded by saying that Stephanie did ask to teach this class a long time ago, and agreed with Betty's statement regarding Stephanie not directly asking Helen to teach these classes within the last 2 years.
- On #7c) Adaptive PE, 9th paragraph, mid-paragraph, it should read "*Kara has been reading, studying, and talking about this issue for the past **few** months*"
- On #7c) Adaptive PE, 10th paragraph, the motion should include one abstention

4. **Course Approvals**
   a. **New Courses – First Reading**
   The following courses were moved to 2nd reading for approval.

• COUNS 023	Becoming a Master Student-Athlete	2
• COUNS 055	Valuing Diversity	3
• FDRST 0061	Sales and Marketing in the Hospitality Industry	3
• GDES 022	Self Promotion for Creative Professionals	1.5
• GDES 023	Money and the Creative Professional	1
• GDES 025	Copyrights for Creative Professionals	1
• GDES 039	Introduction to Computer Animation Using Maya	3
• IS 950	Academic Achievement	0
• IS 960	Academic Strategies	.5-1
• LVNRN 031	Community Mental Health Nursing	3
• LVNRN 031A	Community Mental Health Clinical	2
• LVNRN 032	Intermediate Medical-Surgical Nursing Theory	3
• LVNRN 032A	Intermediate Medical-Surgical Nursing Clinical	3
• LVNRN 033	Introduction to Clinical Judgment	2
• MGMT 024	Managing for Creativity	.5
• MGMT 025	Diversity in the Workplace	.5
• MGMT 026	Motivating at Work	.5
• MKT 036	The Marketing Plan	.5
• MKT 037	Professional Event Planning	.5
• MKT 059A	Public Relations Basics	.5
• MKT 059B	Media Relations Basics	.5
• MKT 081	Direct Marketing	3
• NS 052	Nutrition for Children	3
• PE 003E	Hip Hop Performance	2

b. New Courses – Second Reading
None

c. Distance Learning Courses
None

d. Revision of Courses
None

e. Administrative Changes
None

f. Experimental
None

g. Inactivation
None

h. Archive
None

5. Certificates/Degrees

a. New Certificates/Degrees
None

b. Revision to Certificates/Degrees
None

c. Addition to Major
None

d. Addition of Course to GE List
None

6. New Business
None

7. Old Business

a. **CurricuNET process:** Kara asked that people using CurricuNet to jot down any ideas or issues they come across while it is fresh in their mind. These issues and ideas will be discussed at a later meeting. Yolanda pointed out that for those individuals with administrative rights taking action too soon and jumping ahead of the approval process, CurricuNet will lock out the lower level approvals. She gave an example of a management

course which Tech Review approved prior to the DC or CRC representative approval. This caused the DC and CRC representative to be locked out from the approval process. This glitch was recently discovered and CurricuNet is currently working to reverse these actions. Kara asked that these courses be given an additional 10 days once the system is fixed to complete the approval process up to Tech Review level. She only approved these courses last week and proposers have had a lot of time on this already. If the proposers do not get it done within the 10-day time frame, it will not be approved for this cycle of curriculum going to the board. CRC representatives will need to work with proposers to move any curriculum forward that have not been approved to the Tech Review level. The 10-day extension date for proposers to get curriculum signed off will be Thursday, April 26th. Kara also suggested that the agenda be sent out a couple of weeks in advance to the meeting so that representatives will have enough time to review curriculum. Also, CRC may need to think about going back to the old process of having weekly meetings alternating between the full CRC meeting and the tech review meeting. This will allow CRC to better manage the huge volume of submitted curriculum. Betty stated that the emails sent to CRC representatives to approve curriculum expired after 10 days and she has contacted Jason from CurricuNet to look into this issue. Yolanda also pointed out that CRC will need to decide what to do if, for instance, the DC does not take action on a curriculum item.

8. Future Agenda

a) **Vocational Program:**

b) **Adaptive PE**

9. Adjournment

MSC (Chambers/Brunson) to adjourn at 3:35 pm.