Minutes of CCAAC Meeting
October 23, 2012

Members attending: Vanessa Cole, Kathleen French (Chair), Ross Langston, Janine Oshiro, Patti Chong

Guest: Kevin Morimatsu

1. Approval of Minutes from October 9, 2012.

   Discussion to add a statement to #5 indicating it was agreed upon that program maps are not necessary for CCAAC to review courses.

   Vanessa motioned the minutes be approved with correction. Ross seconded. Motion passed.

2. AERO 150

   • This course was discussed at a department meeting.
   • #18 Change “Calculator” to “Graphing Calculator” as noted in the syllabus.
   • Notes/Special Changes/Safety Issues – Ask course proposers if there is any waivers or safety issues that should be addressed.
   • #35 Hallmark Alignments should be added.
   • When the department was asked if the course should be offered first as an experimental course to see if it would fill, the department indicated that they felt strongly about offering it a regular course.
   • #8 Correct: “This is a general introductory course to rocket science. Principles of propulsion, aerodynamics, and safety protocols for design, and ground operations are stressed.”
   • #17 Remove semicolon: “Finally; each student…”
   • #17 Ideas/words missing: “The presentations will _____ 10 to 15 minutes long, be made near the end of the class session, and will begin in the latter half of the semester.”
   • #26 Remove comma: “Aside from staff, and single use…."

   Janine motioned that the course be approved with changes. Vanessa seconded. Motion passed.

3. Request from Paul Briggs to discuss “Fast Tracking” certain curriculum proposals – proposals that may include modifying the course alpha, etc.
Discussion to fast track the system recommendations was received favorably providing some kind of “paper trail” could be made so future CCAAC members would have documentation of why the change occurred. CCAAC chair would be notified and could share the change with the CCAAC members.

Other changes should be sent through CCAAC process.

4. CCAAC form “Fixes” to Brian
   • Notes or Special Changes modified to: “1c.” and add “Safety Issues”
   • #15 Include wording “Topics may include”

5. ENG 280
   • Discussion regarding if the course should be 2 courses or indicate that the student may apply 6 credits to AA degree.
   • Review SLO feedback from committee members
   • Officially address at 11/13/12 meeting

6. October 9, 2012 Minutes: 4.2.i.
   i. There was some discussion about the proper procedures for when a new course is proposed for a degree program. After completing the form for a new course proposal, would the proposer (or the person in charge of the degree program) then need to complete a modification form for the degree program? Loke recommends that a memo be written to notify the counselors of the change. The committee decided to wait to consult Patti about this process.

   In the past if the stake holder/program coordinator has approved the addition of the course to the degree, then there would not need to be a memo to CCAAC to make the change because it was in the new course proposal and all of the levels approved it. In the case of PACS 108, CCAAC had an email from Kalawaia indicating that he was in favor of the addition to the degree.

   In the past, curriculum changes to the catalog were done in the Instructional Office. For the past 2 catalog updates, Jan Lubin was in charge of updating the degrees for the catalog.

Meeting adjourned at 2:20 pm