

**Mt. San Antonio College  
Curriculum & Instruction Council**

**Minutes**  
**September 13, 2011**  
3:30 – 5:00 pm

	Jason Chevalier		LeAnn Garrett, Co-Chair	<b>X</b>	Terri Long	<b>X</b>	Richard McGowan	x	
	Virginia Burley, Co-Chair	<b>X</b>	Mary Johnson	<b>X</b>	Tom Mauch	<b>X</b>	Christine Tunstall	x	
	Donna Burns	<b>X</b>	Eric Kaljumagi	<b>X</b>	John Pellitteri				
							Guest: Michelle Grimes-Hillman	x	
<b>Vacant :</b> Articulation Officer, Student Representative							<b>Recorder :</b> Irene Inouye		

Item/Comments/Discussion		Outcome
<b>I</b>	<b>Approval of Council Minutes</b> June 14, 2011	<b>Approved</b>
<b>II</b>	<b>Information</b>	
<b>III</b>	<b>Distance Learning Committee Minutes:</b>	
	<b>Educational Design Committee Minutes:</b>	
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b>	
	<b>Transfer &amp; General Education Subcommittee Report:</b>	
<b>IV</b>	<b>New or Substantive Program Changes</b>	
<b>V</b>	<b>Items for Discussion/Action</b>	
	Disciplines List Modification Recommendation	<b>Consent to Academic Senate</b> Recommended resolution to clarify discipline reporting now that WebCMS includes a section for the discipline.
	Prerequisites, corequisites and advisories resolution	Suggested changing "the end of early Spring" to "March" and including a statement that the plan of action to go to the Board meeting by June 1. Need to address review of sequential course prerequisites. Concerns about jeopardizing long term articulations with other institutions. LeAnn and Michelle will correct typo and insert suggestions.  <b>Resolution to AS</b>
	The role of division administrators in assessing available resources for new programs or courses proposed through the curriculum process.	Discussion – Role of Dean in the process Preliminary decisions including discussion of financial resources before C&I and EDC Suggested order:  Faculty Division Dean Dean of Instruction C&I EDC  Points for Consideration - Need signature for denial of course proposal - Rely on faculty for curriculum, however, management has a role for ensuring adequate resources are available - Create decision points - Need process to develop programs and the courses that support them

		<ul style="list-style-type: none"> <li>- Establish the role of 501 or 510 in approval processes</li> <li>- Discuss C&amp;I review of programs before EDC</li> <li>- Create worksheet <ul style="list-style-type: none"> <li>o Rationale</li> <li>o Discussion</li> <li>o Initial Proposal</li> </ul> </li> <li>- Discuss initial proposals</li> <li>- Expand conversation beyond faculty resources</li> <li>- Review place for budgetary matters – not C&amp;I</li> <li>- Confirm that curriculum and cost are distinct issues</li> <li>- Review cuts that may be required with the addition of new courses.</li> <li>- Discuss financial analysis between Division Deans and VP of Instruction prior to program’s creation</li> <li>- Include guidelines of financial process</li> <li>- Consider merits of program and reasonable ways to support it</li> <li>- Talk about program at the conceptual level before creating</li> <li>- Create robust criteria for the creation of a program for uniformity among divisions</li> <li>- Consider value of programs versus dollar requirements</li> <li>- Collaborate with faculty for library required resources</li> </ul>			
	Library support of learning support services for evolving programs and curricula (accreditation follow-up, Standard II.C.1 and II.C1.a.)	Incorporate into proposed program approval process			
	Stand-alone courses	Tabled for next C&I meeting			
	ANAT 38 Pathophysiology	How do we determine course lower division status? <b>Need to continue discussion.</b> EDT and MFG: direction on how to handle prefix change. Terri recommended following previous process of receiving Academic Senate approval <b>Go forward with process.</b>			
	Special Projects (99 courses without prerequisites and creation of Special Project – Honors)	<b>Tabled for next C&amp;I meeting</b>			
	<b>Other:</b> Repeatability				
<b>2011/ 12 Meetings:</b> 3:30-5:00—2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	September 13 & 27 October 11 & 25, 2011	November 8 & 22, 2011	December 6, 2011 (if needed)	March 13 & 27 April 10 & 24, 2012	May 8 & 22, 2012 June 12, 2012 (if needed)