| x | Virginia Burley, Co-Chair | X | Jamaika Fowler | X | Eric Kaljumagi | X | Richard McGowan |
|---|---|---|---|---|---|---|---|
| x | Donna Burns | X | LeAnn Garrett, Co-Chair | X | Terri Long | X | John Pellitteri |
| x | Jason Chevalier | X | Mary Johnson | X | Tom Mauch | X | Christine Tunstall |

**Student Representative:** Epifanio Zamora **E**          **Recorder** : Irene Inouye   **X**

| | Item/Comments/Discussion | Outcome |
|---|---|---|
| I | **Approval of Council Minutes**<br>November 22, 2011 | **Approved** |
| II | **Information** | |
| | WATR Prefix | There is no course ID for fee-based courses. Only the title is given. Per Donna Burns email of 11/20/2011. **Informed** |
| III | **Distance Learning Committee Minutes**:<br>November 8, 2011 | |
| | **Educational Design Committee Minutes:**<br>November 22, 2011<br>December 6, 2011 | |
| | **Equivalency Committee Minutes:**<br>September 26, 2011<br>October 24, 2011 | |
| | **Outcomes Committee Minutes:**<br>November 15, 2011 | |
| | **Transfer & General Education Subcommittee Report:** | BIOL 24 Introduction to Public Health requested GE for Area B The Physical Universe & Life.  J. Fowler's recommendation is Area E Lifelong Understanding & Self Development.  She met with C. Rexach and she agrees. **Informed** |
| IV | **New or Substantive Program Changes** | |
| | | |
| V | **Items for Discussion/Action** | |
| | Equivalencies – 11/28/2011: Air Conditioning, Refrigeration, Heating; Computer Information Systems; Fashion & Related Technologies; Interior Design. – E. Kaljumagi | **[Duplicate entry]** |
| | Equivalency changes – 10/24/2011: A/C, Refrigeration, Heating; Computer Information Systems,  Fashion & Related Technologies, Interior Design. 11/28/2011: Retailing. – E. Kaljumagi | All of these minimum qualifications are more rigorous than state minimum qualifications.<br>**Move forward to Academic Senate as consent agenda.** |
| | BP 7211 Minimum Qualifications and Equivalencies – E. Kaljumagi | There is a requirement that the Board of Trustees (BOT) approves equivalencies.  All equivalencies need to be presented to the BOT in the same manner as courses.<br>**Move forward to Academic Senate as Action Item** |
| | Removing any reference to transfer from non transferable programs – L. Garrett | The Chancellor's Office has rejected programs because the description contains reference to "transfer." There are 70 programs that make some kind of reference to transfer.<br>Different reviewers at the Chancellors Office have requested omitting the word transfer if the degree is not intended for transfer. Same discussion is coming up with Degree Work with students that just want a major to transfer.<br>What action should Mt. SAC take?<br>**Leave catalog as is for programs that are approved and investigate further.**<br>**LeAnn will contact CCCCO to enquire why the word 'transfer' is not allowed.** |
| | Special Project – Honors – L. Garrett | Emailed faculty involved with special projects. Communications |

| | | |
|---|---|---|
| | | Department responded back and said they are withdrawing special projects – honors request. Sociology intends to develop an AA in Sociology Honors that will include SOC 99H. Informed Sociology Department that special project courses do not transfer to CSU; therefore, they should not include a special projects course in an AA-T. **Additional rational reviewed. Reaffirmed original recommendation not to have special project – honors courses.** |
| | Stand-alone courses – L. Garrett | There are over 250 stand-alone courses. Some stand-alone courses such as ENGR courses are needed for transfer, but are not part of a Mt. SAC degree. There needs to be a rationale for stand-alone courses. The fact that a course could be part of a degree somewhere else is not Chancellor's Office criteria for stand-alone course approval. In 2007, with the changes in area of emphasis degrees, we chose not to submit 17.5 or lower unit certificates. Subsequently, many stand-alone courses are part of those certificates. New stand-alone courses are on hold unless part of a proposed certificate or degree. Courses that will be part of a forthcoming AA-T are being reviewed. **Information provided.** |
| | Course Integration Review – M. Grimes-Hillman | Proposal for integration review and prescreening to determine if courses are ready to be reviewed by EDC. Requirements from the Curriculum Reference Guide included in the attachment as bullets. Document clarifies course integration, can be used as a check list during the course proposal process, and addresses common problems that can be resolved before submission to EDC. One-on-one interaction of the prescreening model would be helpful. On-going curriculum training for faculty is critical. Most faculty members are appreciative of the help provided on course outline of record (COR) development. Prescreening is part of the assistant curriculum liaison duties. In favor of document. Remove "and deans" from first paragraph. Should we create a check list for divisions so they would have criteria to follow? **Provide a check list to department chairs and deans. Recommended to go forward with revisions. Move forward to Academic Senate as action item.** |
| | Course and programs submission form – T. Long | Suggested revisions. In terms of functionality what is the next step if we are going to have this ready for next spring? It needs to be approved by Senate. Terri will provide updated document. **Move forward to Academic Senate as action item.** |
| | **Other:** Repeatability | |
| | **2011/12 Meetings:** 3:30-5:00—2$^{nd}$ & 4$^{th}$ Tuesday | September 13 & 27 October 11 & 25, 2011    November 8 & 22, 2011     December 6 & 13, 2011 (if needed)     March 13 & 27 April 10 & 24, 2012     May 8 & 22, 2012 June 12, 2012 (if needed) |