

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

**Minutes**  
**October 23, 2012**  
**3:30 – 5:00 pm**  
**Conference Room: Bldg 4, Room 2440**

<b>X</b>	George Bradshaw	<b>X</b>	Jason Chevalier	<b>E</b>	LeAnn Garrett, Co-Chair	<b>X</b>	Terri Long
<b>X</b>	Virginia Burley, Co-Chair	<b>X</b>	Tom Edson	<b>X</b>	Mary Johnson	<b>X</b>	John Pellitteri
<b>X</b>	Donna Burns	<b>X</b>	Jamaika Fowler	<b>X</b>	Eric Kaljumagi	<b>X</b>	Dan Smith
<b>Guest :</b> Michelle Grimes-Hillman						<b>Recorder:</b> Irene Inouye	
<b>Student Representative:</b> Vacant							

<b>Agenda</b>		<b>Outcome</b>
<b>I.</b>	<b>Approval of Council Minutes</b> October 9, 2012	<b>Approved</b>
<b>II.</b>	<b>Information</b>	<p>Educational Design Committee (EDC) Co-Chair report. Michelle and Terri reported on the procedure/practice of placing courses submitted to Curriculum Office after April 11, 2012 on the consent Agenda for approval. Courses submitted prior to April 11, 2012 will be reviewed by a Division representative as well as one of the EDC Co-Chairs or Assistant Curriculum Liaisons. If an EDC member identifies a course as needing to be reviewed by the full committee, such courses will be pulled from consent and placed on the EDC agenda for review. Terri announced that at this point, it is very unlikely that EDC will be able to process all of the new and modified courses and programs that were submitted prior to May 31 by the end of the fall semester. Terri and Michelle have proposed that EDC members meet a couple of times during the winter intersession to complete the process. This proposal will be discussed at the next EDC meeting. If EDC continues with the suggested process of approval for courses submitted for 4-year review, EDC should be caught up by the end of Spring '13 semester. 42 4-year review courses were approved on the EDC consent agenda today and another 42 should be approved during the next meeting. These approvals represent great progress toward eliminating the backlog of courses that have been plaguing EDC for quite some time. Tom Edson talked about frustration among faculty and their concern on the speed of courses and programs approval. There have been significant changes on the process of approval from the Chancellor's Office which faculty don't often understand. Furthermore, the approval process is slowed down significantly when faculty don't respond to the requests made by the EDC co-chairs.</p> <p><b>C&amp;I voted to support the proposal presented by the EDC co-chairs. The proposal will be forwarded to the Academic Senate.</b></p> <p><b>The Instruction office will create a list of 4-yr review courses approved on Consent for the Academic Senate.</b></p>
<b>III.</b>	<b>Distance Learning Committee Minutes:</b> Goals September 25, 2012	<p>There was a concern expressed about goal #3. Tom Edson indicated that the goal was very vague and asked for clarification. A discussion ensued regarding ways to improve student success for DL students. Mary Johnson explained some of the strategies that have been explored. It was suggested that the DL committee share ideas for improving student success with DL faculty. Mary also indicated that the committee would like to identify exemplary courses that faculty could use as a reference. Michelle Grimes-Hillman suggested that Counselors should let students know about STDY 85C which is designed to assist students in succeeding in DL courses.</p>

		Mary Johnson also indicated that the information is available for students. The DL Committee is working on Distance Learning Plan.
	<b>Educational Design Committee Minutes:</b> October 9, 2012	
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b> September 18, 2012.	
	<b>Transfer &amp; General Education Subcommittee Report:</b>	
<b>IV.</b>	<b>New or Substantive Program Changes, New Courses, and Course Disciplines</b>	
<b>V.</b>	<b>4-Year Review Course List for AS Consent Agenda</b>	
<b>VI.</b>	<b>Items for Discussion or Action</b>	
	CTE two-year course and program review – T. Long and E. Kaljumagi	Michelle authored the original draft. Program prerequisites must go through two-year review process. If there is a proposal to change prerequisites of programs or courses, then it would be considered a modification. Advisory minutes are necessary to support the addition or deletion of requisites to programs or courses. Advisory committee members should be providing advice on what is new in the field based on their expertise, but faculty propose requisites based on the recommendations of the advisory committees. Suggestion to modify 1.b to read "Review of program requisites should include....." Eric will make the minor revision to the proposal. <b>C&amp;I recommends that this proposal be forwarded to the Academic Senate.</b>
	OC New Plan – J. Chevalier	The Outcomes Committee (OC) has been working on a new plan that recommends a meaningful and robust process for outcomes review. C&I reviewed the new additions to the Outcomes Plan. Ginny suggested that an Information competency outcome be a requirement for AA and AS degrees. This topic may be a future discussion item for the Academic Senate. Aligning outcomes work with EDC for a three year review process is only a suggestion from the OC. Jason suggested that a space be created on the cover sheet for new courses and programs to identify outcomes. Once identified, OC would input into tracdat. The OC will be able to review course and program outcomes and will provide faculty with feedback. Ginny asked if the Outcomes Plan should include a mention of the new AP regarding program discontinuance for courses that have not done outcomes assessment for five years. There seems to be a time lag in the assessment of outcomes and the recording of outcomes data. Tom asked how the OC planned to move departments from doing SLOs to initiate meaningful discussions and plans for improvement. Jason indicated that the OC is working on trying to change the culture through their actions. Ginny indicated that it will be impossible to make the process meaningful for everyone.
	Course description standardized language for courses requiring field trips – T. Long	Eric mentioned that this isn't only about field trips but about off campus activities and meetings as well that require student travel. Terri suggested forming a task force to address this issue. Eric mentioned that there is already a task force working on field trips and that he would ask them to take on this responsibility as well. The existing task force will make recommendations

						regarding standard language for CORs. <b>Refer to Academic Senate Field trip task force.</b>
	PHYS 4A Inclusion of the word "homework" in CORs – T. Long and M. Grimes-Hillman					The Physics Department rejected EDC's recommendations regarding standards for the COR particularly with references to homework. C&I directed the co-chairs of EDC to communicate that the standards of EDC must be met or the courses will not be moved forward. <b>Recommendation to place the courses on Hold until they meet existing EDC standards.</b>
	Courses with repeatability – E. Kaljumagi					To be discussed during next meeting.
	Curriculum and Planning Committee Proposal – G. Burley					(see attached) To be discussed during next meeting
	CCCCO signature pages - T. Long					Eric will consult with Academic Senate Executive Board about providing pre-signed signature pages for submission of approval of new courses or new programs or courses and programs involving substantial changes.
<b>2013-13 Meetings</b> 3:30-5:00 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	September 11 & 25, 2012 October 9 & 23, 2012	November 13 & 27, 2012	December 11, 2012	March 12 & 26, 2013 April 9 & 23, 2013	May 14 & 28, 2013 June 11, 2013	