

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

**Minutes
February 26, 2013
3:30 – 5:00 pm**

Conference Room: Bldg. 4, Room 2440

A	George Bradshaw	X	Jason Chevalier	X	Michelle Grimes-Hillman, Co-Chair	X	Terri Long
X	Virginia Burley, Co-Chair	X	Tom Edson	X	Mary Johnson	X	John Pellitteri
X	Donna Burns	X	Jamaika Fowler	X	Eric Kaljumagi	X	Dan Smith
Student Representative:						Recorder: Irene Inouye	

Agenda		Outcome	
I.	Approval of Council Minutes December 11, 2012	Approved	
II.	Information EDC Mid-year Report January 9, 2013	<p>Report of EDC accomplishments. WebCMS has a new attachment feature available at all stages. Faculty must build in all new and modified programs in WebCMS. Recommendation to add a clear rationale reflecting the modifications of a program on coversheet for purposes of Academic Senate reporting.</p> <p>Severely overdue courses: Faculty have been given until March 27, 2013 to submit such courses to stage 5. If courses are not submitted by March 27, 2013, a recommendation will be made to inactivate the courses. Workshops will be offered to faculty to facilitate the curriculum process with hands on training. The workshops are scheduled through POD and will be offered on March, 11 and 18 from 3-5 p.m. in 6-261 on March 22 from 10-12 p.m. in 17-3.</p>	
III.	Distance Learning Committee Minutes:		
	Educational Design Committee Minutes: December 11, 2012 January 11, 2013 January 18, 2013	Accepted Accepted Accepted	
	Equivalency Committee Minutes:		
	Outcomes Committee Minutes:		
	Transfer & General Education Subcommittee Report:		
IV.	New or Substantive Program Changes, New Courses, and Course Disciplines		
	<p>Photography – Level I Certificate – T. Long</p> <p>RAD 1A, RAD 1B, RAD 2A, RAD 2B RAD 3A, RAD 3B, and RAD 3C</p> <p>CISP 61 and CISP 61L CISN 31L and CISN 34L FIRE 13</p> <p>C&I Consent Agenda Information</p>	<p>Approved</p> <p>Ed design granted permission to present to C&I RAD courses approved today, February 26, 2013. During Fall 2012, the Radiology Department created courses to meet accreditation standards for the field. Clinical Experience Courses were approved; however students enrolled in these courses and receiving Financial Aid would lose eligibility due to the length of the courses (spanning over several terms). RAD 1, 2, and 3 had to be split in order for students to keep their eligibility for Financial Aid. Units were split up, but the CORs are exactly the same as for the courses approved in 2012. This is unique situation driven by accreditation standards for the program.</p> <p>Approved</p> <p>CIS courses are new and were approved by EDC today. If approved by C&I, they will make the 2013-14 catalog.</p> <p>Approved</p> <p>Courses approved on consent agenda today in EDC were presented to C&I for approval. Approved</p> <p>These items will move forward to AS consent agenda.</p>	

V.	4-Year Review Course List for AS Consent Agenda	In the future this report will be in alpha order.
VI.	Items for Discussion or Action	
	Music courses (for the major) and repeatability	Music courses were reviewed and approved to maintain repeatability for students in the major. Move to AS consent agenda
	SPCH 15, 16, 17, 18 – Repeatability maintained (competition)	These courses have a competition component which makes the courses eligible to maintain repeatability for Fall '13. Move to AS consent agenda
	Content Review Supplemental Form – M. Grimes-Hillman & T. Long	Rationale has been moved to the top of the page per faculty request. Numbers 4 and 5, add parenthesis (include institution name in rationale) Approved with minor grammatical edits. Move to AS for approval
	Content Review Committee Purpose and Function – M. Grimes Hillman	Taken directly from implementation plan. <ul style="list-style-type: none"> - Substitute the word Requisites for prerequisites. - Content Review Committee should be assigned to direct faculty in cases of disproportionate impact by contacting other groups that might have this data. - This is about prerequisites outside of the disciplines of writing, English and reading and math. - Replace Representative from Assessment and Matriculation and Representative from Research and Institutional Effectiveness with Director of each or designee - Eric will work on editing. Approved with minor edits and forward to AS
	AP 4103 Work Experience – T. Long	AP 4103 is identified as academic and professional matter and was modified based on guidelines for eligibility for Work Experience. Underline bold is current in catalog. New B., D. clarifies Work Experience. It is designed for CTE students who are currently enrolled in a program to enhance their experience and better prepare them for jobs. D. Eliminate first phrase "students participating in Work Experience." Under new D., is there any kind of equivalency allowed? It will be up to the instructor to accept the student. Paperwork mentioned (waiver form) under unpaid hours. Workers Comp. form should be mentioned as well as work permits for students under 18 yrs of age. Under students participating, mention completion of student participation packet (work experience packet). E., take out "try at all times." In order to address the issues of forms the committee recommended that the statement 'Work Experience packets can be obtained in the Instruction Office'. Eric will be updating AP 4103. Approved with edits. Michelle will forward it to AS for its final approval.
	2-year College Catalog – George Bradshaw	To be discussed next meeting.
2013-13 Meetings 3:30-5:00 2 nd & 4 th Tuesdays	September 11 & 25, 2012 October 9 & 23, 2012 November 13 & 27, 2012	December 11, 2012 February 26, 2013 March 12 & 26, 2013 April 9 & 23, 2013 May 14 & 28, 2013 June 11, 2013