

**Mt. San Antonio College**  
**Curriculum & Instruction Council**  
 Conference Room 4-2440

**Minutes**  
**March 13, 2012**  
 3:30 – 5:00 pm

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

	Item/Comments/Discussion	Outcome
<b>I</b>	<b>Approval of Council Minutes</b> December 13, 2011	<b>Approved</b>
<b>II</b>	<b>Information</b>	
	Course discipline assignment to be reported in Section IV for C&I action. Will include, as appropriate, course ID, title, description, pertinent advisory or department meeting minute dates, and discipline – L. Garrett	<b>Informed</b>
<b>III</b>	<b>Distance Learning Committee Minutes:</b> November 22, 2011 December 13, 2011	Moodlerooms Update (see attached)
	<b>Educational Design Committee Minutes:</b> December 13, 2011 February 28, 2012	
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b> December 6, 2011 January 24, 2012	
	<b>Transfer &amp; General Education Subcommittee Report:</b>	
<b>IV</b>	<b>New or Substantive Program Changes</b> <b>New courses</b> <b>Course Disciplines</b>	
	IDE 130 Shop Processes IDE 170 Introduction to Prototyping IDE 210 Advanced Media AHIS 8 History of Medieval Art and Architecture AHIS 14 Rome: The Ancient City AHIS 15 Culture and Art of Pompeii AA-T Art History	IDE overlap concerns were approved by the pertinent departments Discipline notation will be included in AS report with course description. <b>Disciplines accepted. Recommendation: Move forward to Academic Senate consent agenda.</b> <b>AA-T History:</b> Use complete title on CCC-501. CCC- 501 does not match the TMC. Not a TMC-aligned degree. A list of Area D courses is needed. Degrees usually don't have different requirements according to where a student is transferring. If not TMC aligned, complete the CCC-501 form and submit as AA degree and exclude TMC form. Could create a degree that articulates with a specific 4-year institution. AA degrees don't have the same benefits as AA-T degrees. <b>Return to Department for further development.</b> <b>Include Area D courses.</b>
<b>V</b>	<b>Items for Discussion/Action</b>	
	Request for creation of task force for <b>AA Liberal Arts and Sciences - Emphasis in Natural Sciences – E.</b> Kaljumagi	<b>Recommended.</b>
	Discipline List Modification Recommendation – M. Grimes-Hillman	<b>Accepted. Recommendation: Move forward to Academic Senate consent agenda.</b>
	Prerequisite Task Force recommendations - M. Grimes-Hillman 2 BOT Plan 3 BP 4260 Prerequisites, Corequisites, and Advisories	<i>Board of Trustees (BOT) Plan:</i> Includes Board delegated authority to proper committees.  <i>BP 4260</i> matches the BOT plan. Modifications to existing BP made to update language. Removed references to obsolete Chancellor's

	<p>1 Resolution: Establishing Prerequisites</p>	<p>Model District Policy. How are minimum qualification disagreements addressed?</p> <p><i>Requisites Resolution:</i> Department is given choice of how to establish prerequisites and corequisites - either by content review or using content review and statistical validation. Title 5 § 55003e outlines exemptions to content review. Faculty documentation will be required if requesting exemption. Advisories will need content review. Career and Technical Education (CTE) areas are more likely to use advisories.</p> <p><b>Recommendation: Move forward to Academic Senate as action item.</b></p>
	<p>State Resolution 13.04 Course Development and Enrollment Management - L. Garrett &amp; E. Kaljumagi</p>	<p>There is no enrollment committee to advise whether to have an extra section of a needed course or one fewer section of a course.</p> <p>Division Deans use faculty recommendations and collaborative discussion to evaluate enrollment options.</p> <p>George Bradshaw is also involved in enrollment issues and should be included in enrollment discussions.</p> <p>Prerequisites also influence which courses should be offered.</p> <p>Faculty have asked for a restoration of enrollment management. This will be a topic at the Education Planning Summit.</p> <p>Also need a group dedicated to oversee course offering to ensure that the right courses are offered so students can complete the programs they are pursuing.</p> <p>Prerequisites can create a choke point in a program. There are concerns about choke points in general. We have cut many courses due to the budget cuts and no matter which courses we look at there will be choke points. We just don't have enough courses for students unless we offer courses for specific degrees.</p> <p>Need to address the possibility that students may be unable to obtain degrees because courses aren't being offered.</p> <p><b>Recommendation: Create an Academic Senate task force to explore State Resolution 13.04 F11 Course Development and Enrollment.</b></p>
	<p>BP for courses in College Catalog and not offered. BP for course discontinuance or inactivation - L. Garrett &amp; E. Kaljumagi</p>	<p>Suggestion to develop a policy to address courses that have not been offered within a specific period of time. Possible solution is to inactivate courses that may be needed in the future.</p> <p>Courses that are part of a program should be offered to students. These issues may also be related to enrollment management. Create a BP that creates a local policy.</p> <p><b>Recommendation: Draft BP (Eric and Terri volunteered)</b></p>
	<p><b>Other:</b> Repeatability</p>	
<p><b>2011/12 Meetings:</b> 3:30-5:00—2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesday</p>	<p>September 13 &amp; 27 October 11 &amp; 25, 2011</p> <p>November 8 &amp; 22, 2011</p>	<p>December 6 &amp; 13, 2011 (if needed)</p> <p>March 13 &amp; 27 April 10 &amp; 24, 2012</p> <p>May 8 &amp; 22, 2012 June 12, 2012 (if needed)</p>