

Mt. San Antonio College
Curriculum & Instruction Council
 Conference Room
 Bldg 4, Room 2440

Minutes
April 24, 2012
 3:30 – 5:00 pm

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	Christine Tunstall
Student Representative: Jose de Jesus De Luna X			Recorder : Irene Inouye X
Guest: Michelle Grimes-Hillman X			

	Item/Comments/Discussion	Outcome
I.	Approval of Council Minutes April 10, 2012	Approved
II.	Information	
III.	Distance Learning Committee Minutes:	
	Educational Design Committee Minutes: April 10, 2012	
	Equivalency Committee Minutes: November 28, 2012	
	Outcomes Committee Minutes: April 3, 2012	
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes, New Courses, and Course Disciplines	
	<p>CISN 61 Virtualization Technology (3 units) Plan, configure, secure, install, and maintain latest virtual systems from VMware, Microsoft, and other companies. <i>CIS Advisory meeting minutes 10/21/2010</i> Discipline: Computer Information Systems (Has been submitted to Academic Senate) Informed and Recommended approval for discipline assignment</p> <p>Associate in Arts in English for Transfer (see attached) Approved. Verify pairing of courses.</p>	
V	4-Year Review Course List for AS Consent Agenda	
	Review of courses (L. Garrett)	Quality control process with random selection of 4-year review courses will be proposed and sent to Academic Senate in Fall 2012. Incorporate outcomes and prerequisite review in quality control process with Spring 2013 target date for implementation. LeAnn, Jason, and Michelle to collaborate on quality control process for each area. Approved as consent item for Academic Senate.
VI	Items for Discussion/Reporting/Action	
	Equivalencies (E. Kaljumägi)	Approved as consent item for Academic Senate.
	Content Review Implementation Plan (M. Grimes-Hillman)	Modify noted corrections. Current variance form should be updated. Approved as action item for Academic Senate.
	AP 4260 Prerequisites and Corequisites (M. Grimes-Hillman)	Modify noted corrections. Approved as action item for Academic Senate.
	AP 4105 Distance Learning (M. Johnson)	Incorporated new definitions covered in Title 5. As a course goes through 4-yr review it would not need to be reviewed by DL. The following areas are covered in the AP: DL faculty certification, how to schedule DL, and authentication. Under course approval paragraph three, last sentence. Did you mean regular or necessary? Regular may be extra activity

		<p>that students may want, but if it is necessary it should be accessible. Omit last sentence. Word accommodation is correct because you accommodate disabled students. Students are concerned about DL classes when they do not have computers. What about problems taking tests? Computers in labs are made available for students to participate in Distance Learning courses. Delete last sentence. Retain first two sentences. In third paragraph remove quotation marks and reference. Where it says "review and approval", does AP 4020 include procedures for DL? No. Procedures are on the form but it isn't the authority. Some of the language sounds as if face-to-face contact is part of a DL course. DL also includes hybrid courses. But what about only DL courses? Benefit of inclusive language is that it broadens the concept of DL. If language is left too general, it leaves room for misinterpretation. This language has been endorsed by Chancellor's Office, but there are additional guidelines depending on the discipline. This language covers the spectrum of DL courses. Change language to "examples include" and give examples. What is the difference between group meeting and study session? Select representative symbols from DL form as they relate to DL practices and also include those that relate to the possibility of a face-to-face meeting for a hybrid course. Why is the reference to Title 5 § 55200 omitted? Will include reference. What is the meaning of seat time? What is being replaced? Title 5 definition of DL should be considered. DL is a course in which instructor and student are separated by distance and interact with the assistance of communication technology. Don't what DL to be confused with supplemental learning technique. Page 2, second to last bullet, professor contact, eliminate it. Second bullet, accessibility, add "must" and no comma. "to allow for faculty preparation." Next paragraph, second sentence, where did 15% come from? From DL regulation about financial aid fraud. Schools can be required to get financial aid back from students if students are not actively participating. DL must be more specific as to when professors can drop students for missing classes. Faculty will wonder where the number came from. Change 15% to 20%. DL provision of participation is not parallel to a regular class. Change "library" to library resources and library reference services" Last 2 lines. Omit. Mary will submit an edited copy and bring back to C&I for review.</p>
	Repeatability and Title 5 language changes (L. Garrett)	Read document for next meeting. Tabled for next meeting.
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)