

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

**Minutes
May 22, 2012
Conference Room: Bldg 4, Room 2440**

X	Virginia Burley, Co-Chair	X	Jamaika Fowler	X	Eric Kaljumagi		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: Jose de Jesus De Luna						Recorder: Irene Inouye X	

Agenda		Outcome
I.	Approval of Council Minutes May 8, 2012	Approved
II.	Information	Turn \$60K salary into \$1 Million will not be offered by Continuing Education and was not reported to Academic Senate
III.	Distance Learning Committee Minutes: April 24, 2012	
	Educational Design Committee Minutes: May 8, 2012	
	Equivalency Committee Minutes: March 26, 2012	
	Outcomes Committee Minutes: May 1, 2012.	
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes, New Courses, and Course Disciplines	
V.	4-Year Review Course List for AS Consent Agenda	
	Review of courses – L. Garrett	AHIS 3H and AHIS 4H will be removed from the list and be resubmitted with AHIS 3 and AHIS 4. ASTR 5 will be removed from the list and be resubmitted with ASTR 5H. Approved as consent item for Academic Senate
VI.	Items for Discussion or Action	
	Equivalencies: Media Production and Broadcasting Technology (E. Kaljumägi)	Specific work experience (similar to apprenticeship) plus units can substitute for minimum qualifications. Approved as consent item for Academic Senate
	AP 4270 Use of General Education Courses Completed at Other Accredited Institutions (J. Fowler)	SPCH 8 and SPCH 8H was added as they meet local General Education requirements. Approved. Move forward to AS
	DL Purpose and Function	The Distance Learning (DL) Committee requested no changes to purpose and function. DL Committee asked to remove the Coordinator of Online Learning Support Center (OR LMS Administrator) position and request the Council to reconsider approving Division Administration Representative position, previously denied, because they also serve as recorder. What kind of information does she provide? She provides information about DL as it pertains to scheduling and other related DL administrative procedures. The position will be ongoing. Why is Jill Wilkerson ongoing and not appointed by the Academic Senate President? The faculty position can be a restrictive representative. If a person is there because of the skill, that should be a permanent position. Change Division Administration Representative to Division Administration Secretary. She could be a valuable resource to the Committee in terms of the information she already provides. It also supports classified

		<p>involvement on committees. Add five faculty appointed by Academic Senate to include one from Disabled Student Programs & Services (DSPS) representative. Add "Facilitate the development of an ongoing Distance Learning Plan" to the function statements. Approved with recommended modifications. Forward to Academic Senate consent agenda.</p>			
	<p>C&I Purpose and Function</p>	<p>C&I's purpose and function was updated previously and there are no recommended changes. Omit "including adult education offerings." in the second function statement. Edit statement as follows: 2. To review and make recommendations regarding the appropriateness and need of proposed credit and noncredit programs and courses within programs. Add missing verb, correct numbering, correct the spelling for Jamaica's name, and update M. Johnson's term to 2010-13. Approved with corrections. Forward to Academic Senate consent agenda.</p>			
	<p>EDC Purpose and Function</p>	<p>EDC recommended minor changes to purpose statement. Eliminate general education and add programs. Remove Articulation Specialist. Change Donna Burns to Liza Becker. Is the student representative a voting member? Currently not considered for a quorum and is not a voting member. EDC would not object to adding the student as a voting member, however, State mandated training by September 30th may be problematic. Student position should continue as non-voting. In the case of the Articulation Officer, the ongoing status refers to the position not to the term. Terri proposed changing EDC's meetings to 1.5 hours. The Committee currently meets for 2 hours. EDC meetings are long and difficult. The change will decrease the meeting time to 1.5 hours, but the recently implemented 4-yr review process should decrease work load. Prescreening courses also improves meeting productivity and the Committee members would like to try this proposal. Meetings will continue to meet 1st, 2nd, and 4th Tuesday of the month. If EDC meetings begin at 1:15 and end at 2:45 instead of 1:30 to 3:00 would there be a bigger pool of Division representatives? This may be opportunity to increase the number of potential participants that otherwise would not have an opportunity to serve because of class schedule conflicts. Preference of the Council was to accept the 1:30 – 3:00 proposal. EDC will adjust if necessary. Approved proposed meeting times. Meeting times will be reported to President's Office. Approved changes to functions and purpose. Forward to Academic Senate consent agenda.</p>			
		<p>Meeting on June 12th.</p>			
<p>2011-12 Meetings 3:30-5:00 2nd & 4th Tuesdays</p>	<p>September 13 & 27, 2011 October 11 & 25, 2011</p>	<p>November 8 & 22, 2011</p>	<p>December 6 & 13, 2011 (if needed)</p>	<p>March 13 & 27, 2012 April 10 & 24, 2012</p>	<p>May 8 & 22, 2012 June 12, 2012 (if needed)</p>