

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

**Minutes**  
**September 11, 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>E</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>Student Representative:</b>							<b>Recorder:</b> Irene Inouye	<b>X</b>

	<b>Agenda</b>	<b>Outcome</b>
<b>I.</b>	<b>Approval of Council Minutes</b> June 12, 2012	<b>Approved</b>
<b>II.</b>	<b>Information</b> Introduction of new members	
<b>III.</b>	<b>Distance Learning Committee Minutes:</b> May 22, 2012 June 12, 2012	
	<b>Educational Design Committee Minutes:</b> June 5, 2012, August 28, 2012	Eric would like a copy of EMT cert. Recommendation to continue to process programs as past practice
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b> May 1, 2012 May 15, 2012	
	<b>Transfer &amp; General Education Subcommittee Report:</b>	Courses coded CSU Transfer effective summer 2012
<b>IV.</b>	<b>New or Substantive Program Changes, New Courses, and</b>	<b>Course Disciplines</b>
	Request for additional disciplines for INSP 17 Legal Aspects of Construction. Recommended during 4-year review process	Architecture Building Codes and Regulations Construction Management  <b>Approved</b>
	AA-T Theater - T. Long	Second page of 501, correct subject.  <b>Approved. Move as action Item to Academic Senate.</b>
	AA-T Political Science – T. Long	Honors courses will be added to the TMC before submitting it to Academic Senate. Leave MATH 110 and PSYC 110. Remove PSYC 3. This course will not qualify as Political Science 160. They are not the same. The topics are very different and do not align. Recommendation to send TMC back to the Political Science Department to initiate a discussion about the removal of PSYC 3 and resubmit to C&I since the TMC has been approved by EDC.  <b>Resubmit to C&amp;I after addressing recommendations.</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>	
	AP 4020 Section C – returned from Academic Senate for clarification and justification (E. Kaljumägi & L. Garrett)	Time spent in drafting section C which was sent back for rationale. Dan Smith kindly put it together. The reason for this proposal is because there is no place in the catalog that says to discontinue a course that hasn't been offered. Eric indicated that if a course is in a program, the college should be committed to offering it every two years according to Title 5. Students have a desire to take courses that have not been offered. Catalog should be a reflection of what we offer. There should be a rationale or a series of reasons that trigger the inactivation of a course. This AP should provide guidance for

the college. Eric suggests having an administrative procedure for the inactivation of these courses.

The AP recommends inactivation of courses if not offered after 3 yrs.

We should keep an eye on courses that have not been offered in 2 years and let the department know that if the course is not offered, it is in danger of being inactivated.

Is offering a course the same as just having it in catalog?

There should be a rationale of why the course is in the catalog.

Since we are operating under a tight budget, we may not be able to accommodate all courses in a rotation.

If a course is offered within 3 years, is still adhering to CCCCO handbook.

Tom Edson spoke in opposition to AP 4020.

We have to think why a course that has not been offered should be in the catalog.

What about General Education courses?

General Education courses should be offered every two years just like 4 year institutions do.

There are courses that are part of a program and they should be offered or students will not be able to complete a program.

In the case of GE courses, departments won't offer certain courses, so those courses should be seen differently than program applicable courses.

Additionally, students have many other options when it comes to selecting GE courses.

Faculty will not embrace this AP because they invest time creating these courses and they don't want to lose them.

Two year window is not enough time. A bigger window of time would be better to determine whether or not a course should be inactivated.

If a course is in the catalog 4-year institutions assume that students have access to the course but don't know we have not offered it.

Implementing AP 4020 would produce a cleaner catalog by keeping courses that are program applicable as well as the ones fulfilling General Education.

Inactivation of programs will automatically create a cluster of stand-alone courses.

Third section:

Third bullet: five years and fewer than ten completers is not enough time. It is not fair to only give a program 5 years to show significant completions. The curriculum process takes a long time.

There have been significant changes to certificates to make them more achievable to students by reducing units and eliminating courses that have not been offered.

Last paragraph:

60 days is not enough time to determine this at a department level. A suggestion was made to increase time to 90 days.

If auto awards were in place, departments could keep track of completers.

There may also be a delay in reporting as far as who is awarded what.

Data is there as soon as it happens. It can be seen in Argos.

Petitioners for Fall can be looked up in January or February.

Deans have access to that data.

Better language is necessary for demonstration of program completers and consistency in program enrollment.

There is an imminent danger of not having AP 4020 in place providing guidelines to prepare us for cuts if Prop. 30 does not pass.

The committee agreed to compromise on the last paragraph and move AP 4020 forward in a way the Academic Senate can accept it.

10 completers and 5 years were chosen because it was such an

		<p>extreme number. We have data available that shows that 50% of our programs have zero completers. Students don't bother to petition a certificate. Faculty are currently looking at their programs and are modifying their certificates. But there are also groups of people that have many certificates and no completers and yet have not reviewed their certificates. So how can we engage faculty to review their courses and programs? Programs must be assessed at the end of the year during the ePIE process. A recommendation was made to 5 completers in 5 years and to change 60 days to 90 day. Additionally, the committee agreed to change the second paragraph on page 2 to read "The Educational Design Committee or Curriculum and Instruction Council may recommend the inactivation of a course required for a degree or certificate should any of the following apply;" If AP 4020 passes as revised, how would it be implemented? In consultation with Eric, we will continue to collect data from A&amp;R to identify the programs falling below recommendations for deans and departments to review and revise them. Our goal is to be proactive and give warning. Is this an EDC or C&amp;I issue? This should be something monitored by departments and they should be responsible for making modifications to a program.</p> <p><b>Approved and recommended for Academic Senate Executive Board.</b></p>
	<p>Outcomes Coordinator Position on C&amp;I – V. Burley</p>	<p>Recommendation to Ginny for removing Outcomes Coordinator from C&amp;I except when seeking an approval or recommendation from this committee. Ginny supports the recommendation. This committee works at a global level and OC works at a ground level. Jason wants to use his time as efficiently as possible How are we going to be informed about what is going on in OC? OC reports to C&amp;I. What about written reports? Eric asked that this discussion be continued at our next meeting.</p> <p><b>Discussion to be continued in next C&amp;I meeting.</b></p>
	<p>OC College Evaluation form – J. Chevalier</p>	<p>There is a minor correction to Jason's title.</p> <p><b>It has been approved.</b></p>
<p><b>2013-13 Meetings</b> 3:30-5:00 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</p>	<p>September 11 &amp; 25, 2012 October 9 &amp; 23, 2012</p>	<p>November 13 &amp; 27, 2012 December 11, 2012 March 12 &amp; 26, 2013 April 9 &amp; 23, 2013 May 14 &amp; 28, 2013 June 11, 2013</p>