

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

Minutes
September 25, 2012
3:30 – 5:00 pm
Conference Room: Bldg. 4, Room 2440

X	George Bradshaw	X	Jason Chevalier	E	LeAnn Garrett, 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 September 11, 2012	Approved with edits
II.	Information	
	New fee based courses - D. Burns	These are new fee based offerings. They are approved by BOT. This information should be brought to C&I before AS. These courses are offered based on consumer interest.
III.	Distance Learning Committee Minutes:	
	Educational Design Committee Minutes: September 4, 2012 September 11, 2012 September 18, 2012	Terri explained that EDC has been reviewing an average of 15 to 18 courses per meeting. She will train associate deans on course review to expedite the approval process during EDC meetings.
	Equivalency Committee Minutes:	
	Outcomes Committee Minutes: September 4, 2012	Eric mentioned that he has heard from faculty that they were asked to assess SLOs for all courses every year. Jason commented that this directive did not come from OC. The objective of Outcomes assessment is to see how students are learning. The results can be difficult to determine. Appropriate follow up or actions are needed when discussing results. There are improvements that are reflected in the ePie reports from divisions.
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes, New Courses, and	Course Disciplines
	AA-T Political Science – T. Long	Will be reviewed at the next C&I meeting
	KINI Courses' ID change – T. Long	4yr universities in our area do not have courses containing "combative" in the course title. There is much technical work involved in converting these courses. This is a bigger issue when we change or renumber courses for students. The students don't know if they have taken the course already. The minutes provided from the Kinesiology, Athletics and Dance Division to C&I do not support the need to make this change. C&I opposes the change.
V.	4-Year Review Course List for AS Consent Agenda	
VI.	Items for Discussion or Action	
	AP 4021 Program Discontinuance – E. Kaljumagi	A discussion of AP 4021 took place. The proposed revisions will be forwarded to the Academic Senate.
	Outcomes Coordinator Position on C&I – V. Burley	The Outcomes coordinator will remain a member of C&I.
	Establish procedure for inactivating renumbered courses AERO, ENGL 9 to 9A - T. Long	Courses should be inactivated but never deleted from the system. Faculty should submit proposals to inactivate old courses. Once a course has been inactivated, the equivalency to the course should be created in Banner.

		Once the new prefix or number is implemented in Banner and WebCMS, the previous prefix or number of the old course should be reflected in the new catalog for a minimum of one year. There should be an announcement to all faculty to discourage the renumbering of courses unless the new prefix or number is an obvious benefit to students.				
	Course description standardized language for courses requiring field trips – T. Long	Will be discussed next C&I meeting				
	Review of program prerequisites – T.Long	Will be discussed next C&I 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	March 12 & 26, 2013 April 9 & 23, 2013	May 14 & 28, 2013 June 11, 2013	