Mt. San Antonio College
Curriculum & Instruction Council

Minutes
May 14, 2013
3:30 – 5:00 pm
Conference Room: Bldg 4, Room 2440

x	George Bradshaw	X	Jason Chevalier	X	Michelle Grimes-Hillman, 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:	**Guest : Meganh Chen**	**Recorder**: Irene Inouye

	Agenda	Outcome
I.	**Approval of Council Minutes** April 23, 2013	**Approved**
II.	**Information**	
III.	**Distance Learning Committee Minutes**: April 9, 2013	**Accepted**
	Educational Design Committee Minutes: April 30, 2013 May 7, 2013	Question about the approval of JOUR 111 and removing it from the AS consent agenda because of cross listing issues. It was suggested to continue with the approval process for the course so that it can remain active. Course can then be reviewed during Fall '13 to discuss overlapping with R-TV 05. **Accepted**
	Equivalency Committee Minutes: March 25, 2013	**Accepted**
	Outcomes Committee Minutes: April 16, 2013	**Accepted and recommended to move forward.**
	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**	
VI.	**Items for Discussion or Action**	
	C-ID Descriptors – M. Grimes-Hillman	Faculty are being encouraged to consult with the Articulation Officer before aligning courses with C-ID descriptors to ensure that articulation will not be negatively impacted. **Michelle will make revisions to the resolution and will bring it back for review.**
	Duplication & Overlap Philosophy Amendment – M. Grimes-Hillman	There was a sentence added to the section Mediation process. Eric will make revisions to reflect the new committee that has been established for reviewing this issue. A discussion about course creation followed. Ginny suggested that it would be good to develop and provide good rationale for creating new courses. There are several processes/committees that may evaluate needs for new courses in a systematic way. There was a discussion about new course proposals created that were not approved because they were considered upper division courses. Upper division courses are not part of the college mission. There are guidelines critical to the college to create balance between courses, resources, and our mission. The Chancellor's Office also requires the college to meet certain criteria that involve ensuring adequate resources and labor market demands when creating new courses.
	Distance Learning Master Plan – Mary Johnson	Mary facilitated the review of the Distance Learning Master Plan. Under Future Growth Expectations, it was suggested that the term demand replace success as success and retention are covered in a different section of the document. Faculty who are interested in developing DL courses may have a lack of technical knowledge. Having a course designer will go a

		long way in meeting that need. It is common in colleges and universities to have course designers to provide that support. A course designer is included in the context of expanding DL course offerings. Council suggested that it would be good for the Distance Learning Master Plan to be integrated with the Educational Master Plan. There was a question about the DL Study Class STDY 85C. There are very few sections of this course offered, and there is no way that we can serve all DL courses with this course. The college needs to take into consideration the broad base support necessary for an effective DL program. There is a need to focus more resources in this area. **Mary will send an electronic copy of the Distance Learning Master Plan to Michelle to be reviewed by Academic Senate Executive on 5/16/13.**
	Auditing Courses – M. Grimes-Hillman and T. Long	Michelle had a discussion about auditing courses. Other colleges allow students to audit classes for a fee which covers the college for liability issues. There should be some criteria followed in designating courses as courses that could be audited. This option could address some of the challenges that we may face with respect to removal of repeatability. The non-credit area cannot offer these courses. If a class is going to be offered and does not fill, why couldn't the extra seats be taken by individuals wishing to audit the course? Other colleges have criteria that once students audit the course, they cannot take it for credit. This could specifically apply for fire agility students to maintain the physical requirements when they are able to apply for jobs. **Michelle will bring language regarding auditing courses from Moorpark College.**
	School Age Child – Specialization - M. Grimes-Hillman and T. Long	Is it appropriate to offer degrees or certificates that include basic skills courses? There are certificates that include non-degree applicable courses. For example, The School Age Child certificate includes courses that are 3 levels below transfer level. A suggestion was made that one of the required courses for the certificate could include the basic skills courses as prerequisites. The School Age Child certificate was designed for a specific purpose – to train students to be classroom aides in K-12. This discussion will continue at the next meeting.
	2-year Requested review – CTE Courses - M. Grimes-Hillman and T. Long	(See attached)
	AP 5031 – Materials Fees – Elimination –T. Long	(See attached)
	AA/AS-T – T. Long	(See attached)

2013-13 Meetings 3:30-5:00 2nd & 4th Tuesdays	September 11 & 25, 2012 November 13 & 27, 2012 October 9 & 23, 2012	December 11, 2012	February 26, 2013 March 12 & 26, 2013 April 9 & 23, 2013	May 14 & 28, 2013 June 11, 2013