

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

**Minutes**  
**November 26, 2012**  
**3:30 – 5:00 pm**  
**Conference Room: Bldg 4, Room 2440**

<b>x</b>	George Bradshaw	<b>x</b>	Tom Edson	<b>x</b>	Mary Johnson	<b>x</b>	Irene Malmgren, Co-Chair
<b>x</b>	Donna Burns	<b>E</b>	Jamaika Fowler	<b>x</b>	Eric Kaljumagi	<b>x</b>	John Pellitteri
<b>x</b>	Jason Chevalier	<b>x</b>	Michelle Grimes-Hillman, Co-Chair	<b>x</b>	Terri Long	<b>x</b>	Dan Smith
<b>Student Representative:</b> Dielle Danica Kuffel <b>x</b>				<b>Recorder:</b> Irene Inouye			

	<b>Agenda</b>	<b>Outcome</b>
<b>I.</b>	<b>Approval of Council Minutes</b> November 12, 2013	<b>Approved as amended</b>
<b>II.</b>	<b>Information</b>	
<b>III.</b>	<b>Distance Learning Committee Minutes:</b>	
	<b>Educational Design Committee Minutes:</b> October 22, 2103 November 5, 2013 November 12, 2013	<b>Accepted</b> <b>Accepted</b> <b>Accepted</b>
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b> November 5, 2013	<b>Accepted</b>
	<b>Transfer &amp; General Education Subcommittee Report:</b>	
<b>IV.</b>	<b>Items for Discussion or Action</b>	
	Course Due Date: 4-yr Review vs. Modifications – M. Grimes-Hillman	<p>The due dates for both 4-yr review and course modifications were discussed. Michelle suggested May 31 as due date to submit new, modified, and 4-yr review courses (eliminating the October 31 deadline). This change will shorten the process of approval if the curriculum office determines that a course submitted as a 4-year review is actually a modification. Courses submitted by May 31 would be effective the following academic year.</p> <p><b>C&amp;I recommends that this change in due dates for courses be forwarded to the full senate for approval.</b></p> <p>The Curriculum office produced a list of courses due for review based on EDC approval date. WebCMS stores two dates for each course: Approval date and Effective date. What date should we use as a baseline for when a course is due for review? After much discussion the recommendation is to use the Effective Date.</p> <p><b>Recommendation is to use the Effective Date in WebCMS as a standard in which to determine when a course is due to be reviewed.</b></p>
	Activity Courses related in Content (Families) – M. Grimes-Hillman and T. Long	<p>Performing, visual arts, and kinesiology (PE) that have been approved as repeatable must also be placed in families or groups of courses related in content. Once courses related in content are placed into groups, students are allowed to four enrollments in the group.</p> <p><b>Recommendation to go as information Item in Academic Senate</b></p>
	Arranged Hours on Courses – T. Long	<p>Irene Malmgren made the college aware that arranged hours must be identified on the COR. Divisions put together a list of courses that are offered with arranged hours and that list was presented to C&amp;I. The arranged hours will be added to the official COR. Minutes from each department confirming the arranged hours have been collected and will be filed in the Curriculum Office.</p>

		<p><b>The list of courses with arranged hours will be presented to the Academic Senate as a consent item.</b></p>
	Modified DL Amendment Form – M. Johnson	<p>Mary reviewed the procedure for Distance Learning (DL) course review. There were questions about how DL will identify a change in the topical outline of a course. The ideal would be to review the DL version of the course immediately following the review of the regular course. This is the current recommendation.</p> <p>When a course gets inactivated the college must make sure that the DL version is inactivated as well. The Curriculum Office will provide a list of all inactivated courses to the DL Coordinator, Kate Morales in IT, and the Outcomes Coordinator.</p> <p><b>At the end of each academic year Irene Inouye will send a list of inactivated courses to DL coordinator, Outcomes coordinator and Kate Scott-Morales in IT.</b></p>
	DL Substantive Change Proposal – M. Johnson	<p>Mary is asking this council for feedback of the draft submitted and asked if courses could be taught before the ACCJC approved the substantive change submission.</p> <p>Irene M. indicated that courses could be processed and then submit them to ACCJC for approval but the course could still be offered. The College is close to offering half of GE units online. DL courses will be effective immediately following AS approval. Mary will report annually when a program gets close to offering 50% of its courses as DL.</p> <p><b>Mary will take this document to the DL committee for final revisions.</b></p>
	PCC Rubrics – M. Grimes-Hillman	<p>PCC created a Rubric for Course Modifications to assist faculty in identifying course that are most and least needed by students. We will discuss the rubric in more detail at a future meeting.</p> <p><b>This item will be brought back on next agenda along with scheduled the feasibility forms that were produced last year.</b></p>
	Stand-Alone courses – M. Grimes-Hillman	<p>New courses that are classified as stand-alone were discussed. These courses included DNCE 8, 9, 10, and 36. Of these one course (DNCE 9) will be attached to the new Dance Teacher Certificate that has not yet been approved by the Chancellor's Office. With the exception of DNCE 9, the other courses were created because loss of repeatability as well as to create levels and fill gaps in the curriculum for fundamental level courses. This courses had been put on hold by EDC until C&amp;I approval. Michelle is asking for direction.</p> <p>There seems to be a purpose for these courses which is to provide additional options to students which meets the college standards for stand-alone. A suggestion was made to review the courses when a program including the courses is at stage 5 in WebCMS. Faculty want these courses to be approved and then they will place them in a program.</p> <p>Michelle will ask the departments for more information as to what are the plans for these courses.</p> <p><b>Discussion will continue on future C&amp;I agenda.</b></p>
	Course and Program Outcomes – J. Chevalier	Will be discussed at the next meeting.
	ASTR 7 - Discipline placement – M. Grimes-Hillman	Placed ASTR 7 into Astronomy and Earth Science disciplines. <b>Approved</b>
<p><b>2013-14 Meetings</b> 3:30-5:00 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</p>	<p>September 10 &amp; 24, 2013 October 8 &amp; 22, 2013</p>	<p>November 12 &amp; 26, 2013 December 10, 2013</p>
		<p>February 25, 2014 March 11 &amp; 25, 2014 April 8 &amp; 22, 2014</p>
		<p>May 13 &amp; 27, 2014 June 10, 2013</p>