

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

**Agenda
December 10, 2013
3:30 – 5:00 pm
Conference Room: Bldg 4, Room 2440**

A	George Bradshaw	X	Jason Chevalier	E	Michelle Grimes-Hillman, Co-Chair	X	Terri Long
x	Irene Malmgren	X	Tom Edson	E	Mary Johnson	X	John Pellitteri
x	Donna Burns	X	Jamaika Fowler	X	Eric Kaljumagi	X	Dan Smith
Student Representative: Deedee				Recorder: Irene Inouye			

	Agenda	Outcome
I.	Approval of Council Minutes November 26, 2013	Approved as amended
II.	Information	
III.	Distance Learning Committee Minutes: October 22, 2013 November 12, 2013	There was a question asked regarding what the first day of class is for a DL class. This is important because it will determine census date, drop date etc This issue will be placed on next C&I agenda for discussion so Mary can provide clarification. Dielle (the student representative) will ask students for their opinion about DL courses and will bring feedback .
	Educational Design Committee Minutes: November 26, 2013 December 3, 2013	Accepted Accepted Terri announced that EDC has reviewed all courses and programs turned in May 31.
	Equivalency Committee Minutes: October 28, 2013	Accepted
	Outcomes Committee Minutes: November 19, 2013	Accepted
	Transfer & General Education Subcommittee Report:	
IV.	Items for Discussion or Action	
	Course and Program Outcomes - J. Chevalier	The Outcomes Plan was approved last semester and includes policy recommendations in the Executive Summary. At this point the Outcomes Committee doesn't know how the plan will be implemented 4. Should say 3-5 year cycle. Currently there is no mechanism for ensuring that courses are assessed during this time frame. There was some discussion of including assessment information on the cover sheet for courses during the 4-year review. Should outcomes be in the COR for deans to see if outcomes have been assessed? Jason suggested using stage 4 to double check if SLO's have been done. Eric indicated that the Outcomes Committee would need additional support to review courses for outcomes data at stage 4. Donna suggested attaching a screen shot from trackDat. Terri explained that it is possible to add SLO as stage 4, but she would need to consult with the deans about the additional workload. Eric did not anticipate that SLO assessment would affect curriculum review. Chairs would also have to be consulted. Eric asked if this can turned into something closer to EDC in which someone could process and spot check for compliance. Terri suggested that WebCMS may be able to provide a mechanism to extract courses that have SLO data included on the cover sheet. If this was possible, it would certainly assist the Outcomes Committee. New courses and programs should not go through EDC without SLOs or program level outcomes. Confirming that outcomes are established is much easier than determining whether or not outcomes have been assessed. No. 4. The Outcomes Committee has to become more practical

						and process oriented. Can we modify coversheet in WebCMS without taking it to senate? Adding a step to the curriculum process will slow down the approval process. If all that is being suggested is a change to a form then Senate Approval is not necessary. If a new process is being proposed, it must be approved by the Academic Senate.
						Discussion will continue on how to address this challenge.
	AP 7211 – E. Kaljumagi					Committee adopted everything C&I asked it to do and provided with a clean copy to compare with the original proposal.
						Forward to Academic Senate for Approval
	AP 4021 – E. Kaljumagi					Next agenda
	PCC Rubrics – M. Grimes-Hillman					Next agenda
	SPCH 90 M. Grimes-Hillman and T. Long					Hold
2013-14 Meetings 3:30-5:00 2 nd & 4 th Tuesdays	September 10 & 24, 2013 October 8 & 22, 2013	November 12 & 26, 2013	December 10, 2013	February 25, 2014 March 11 & 25, 2014 April 8 & 22, 2014	May 13 & 27, 2014 June 10, 2014	