

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

**Minutes
February 25, 2014
3:30 – 5:00 pm**

Conference Room: Bldg 4, Room 2440

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

| | Agenda | Outcome |
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| I. | Approval of Council Minutes December 10, 2013 | Approved |
| II. | Information DL amendment form was forwarded to Academic Senate as consent item which is not reflected in the minutes November 26, 2013. New Fee-Based Course Offerings – Spring Semester – D. Burns | |
| III. | Distance Learning Committee Minutes: November 26, 2013 | Accepted |
| | Educational Design Committee Minutes: December 10, 2013 | Accepted |
| | Equivalency Committee Minutes: | |
| | Outcomes Committee Minutes: | |
| | Transfer & General Education Subcommittee Report: | |
| IV. | Items for Discussion or Action | |
| | Credit to fee-based courses – T. Long and M. Grimes-Hillman | Terri and Michelle had a conversation with Donna about what process is followed in changing a credit course to a fee-based course. They created a form that could be used to track these changes. The form would require rationale and would indicate approval by both the department and division involved. A couple of suggested changes were made to the form. The last time this happened was with the WATR courses and there was not a clear understanding as to what process was followed. Terri Long will forward the revised form to Michelle Grimes-Hillman to present to Academic Senate for approval. |
| | Credit/fee-based co-enrolled courses - Donna Burns | Donna led discussion about the ability to offer fee-based seats in credit courses. This item has been discussed in the Chancellor's Office, which determined that this practice is not a violation of Education Code or Attendance Accounting rules as long as fiscal accounting shows separation of funds. The discussion revolved around a confidential draft document of guidelines provided by Donna that is still in process of approval by the Chancellor's Office. There is nothing in the document to prohibit us from co-enrolling fee based students in our regular credit courses provided important guidelines and safeguards are followed. Donna indicated that we are already doing it for small numbers of students in both Athletics and Theater. There was much discussion about using this option to increase enrollment in courses that have trouble filling. The overall consensus of the group was that using this to increase enrollment was not a good practice since we cannot collect apportionment for these students, and guidelines indicate that a credit class should be adequately enrolled prior to backfilling fee students on a space-available basis. The group also discussed using this option in some of our performing arts courses or other |

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| | | <p>courses where repeatability is an issue. Donna indicated that the revenue collected from the fee-based students could be shared with participating departments. The amount would likely be relatively small.</p> <p>We need to see what kind of ramifications will come out of this. Is there any validation for a student to be qualified to take the class as far as prerequisites go?</p> <p>Would this be a way to fill classes that don't currently fill? We have to be careful about what the goal is for our credit courses and why would we be offering it as a fee-based. It would be good for departments talk about this.</p> <p>The groups agreed the recommendation to implement a process for this practice should come from C&I. We will keep this item on the agenda for further discussion. Please note that the Chancellor's Office has not yet approved these guidelines.</p> | | | |
| | <p>AP 4021 – D. Smith and I. Malmgrem</p> | <p>Dr. Malmgrem offered to rewrite AP 4021 and reordered it in a way that made it flow better. The third page was eliminated. Second bullet point added some of the language from Title 5. Ed Code only speaks to CTE programs. The changes were primarily about putting definitions and implementations in an order. Second bullet point. - Mandatory requirement Tom mentioned the possibility of having different APs for vocational and noncredit programs. Program review is designed to analyze the goal and the success of the program whether vocational or noncredit. We can compare our success with degrees awarded at other colleges. Tom did not agree with the initial AP and thinks that there are some problematic syntax parallelisms in the document that need to be addressed. Tom will send a revision addressing these concerns to Dr. Malmgrem. Dan indicated that this document should not need to go back to the senate. Best practice is to take it back to AS for another opportunity to have another discussion about it. C&I supports and recommends approval of AP 4021. Forward to Academic Senate for approval.</p> | | | |
| | <p>PCC Rubrics – M. Grimes-Hillman</p> | | | | |
| <p>2013-14 Meetings 3:30-5:00 2nd & 4th Tuesdays</p> | <p>September 10 & 24, 2013 October 8 & 22, 2013</p> | <p>November 12 & 26, 2013</p> | <p>December 10, 2013</p> | <p>February 25, 2014 March 11 & 25, 2014 April 8 & 22, 2014</p> | <p>May 13 & 27, 2014 June 10, 2014</p> |