

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

**Minutes**

June 11, 2013

3:30 – 5:00 pm

Conference Room: Bldg 4, Room 2440

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

	<b>Agenda</b>	<b>Outcome</b>
<b>I.</b>	<b>Approval of Council Minutes</b> May 14, 2013 May 28, 2013	<b>Accepted</b> <b>Accepted</b>
<b>II.</b>	<b>Information</b> New Fee-Based Offerings for Summer 2013 – D. Burns	
<b>III.</b>	<b>Distance Learning Committee Minutes:</b>	
	<b>Educational Design Committee Minutes:</b> June 4, 2013	<b>Accepted</b> Council suggested that it would be good to add an explanation to the EDC minutes of why a course is placed on Hold or Pending.
	<b>Equivalency Committee Minutes:</b>	
	<b>Outcomes Committee Minutes:</b>	
	<b>Transfer &amp; General Education Subcommittee Report:</b>	
<b>IV.</b>	<b>New or Substantive Program Changes, New Courses, and Course Disciplines</b>	
<b>V.</b>	<b>Items for Discussion or Action</b>	
	C&I Purpose and Function Statement – V. Burley	Purpose and Functions were reviewed. Some changes were recommended.
	Courses Due for Review During 2013-14 – T. Long	Terri distributed the list of courses that are to be reviewed during 2013-14 academic year. There are about 12 programs to review. The new way to approve 4-yr review courses seems to be practical and effective. Jamaika expressed concern about the EDC approval date and the effective (implementation) date by academic year. Faculty seem to be confused by these two dates.
	Courses Below Basic Skills in Programs – T. Long	There are 13 degrees or certificates that include Basic Skills courses. Students completing programs such as Child Specialization Certificate typically obtain jobs as classrooms aids. Do we want to continue offering these certificates and degrees? Transcripted certificates should have 18 degree applicable units. Certificates aren't degrees. They don't require General Education courses. What value are courses below basic skills adding to these programs? If courses below basic skills are being used to meet the 18 unit requirement, we have a problem. There are certain degrees such as Nursing, in which the use of mathematical calculations can be a bit more complex and Eligibility for MATH 51 may not be enough to satisfy the demands of the job. It will be good to look into the School Age Child Specialization certificate to see if it is viable to add a higher MATH course. Committee members had a conversation with the Child Development department about adding MATH 71 as a requirement for completion, but they rejected our suggestion. Tom requested data on the number of completers in order to assess whether or not some courses below basic skills should be

		<p>inactivated. Is there a need for these certificates? Are these courses of any value to students? Terri went to her office to find the data and reported that there has been one certificate awarded since 2009. Some of the courses in question have not been offered in a while.</p> <p>C&amp;I will make a recommendation to the Academic Senate that all programs should be reviewed in light of new graduation requirements. Additionally, non-degree applicable courses should not be required for degrees or certificates. They can be prerequisites for the program but should not be required for programs. <b>Michelle will take this recommendation to the AS for approval.</b></p>			
	<p>Academic Senate Philosophy of Course Duplication and Overlap and Consultation and Mediation Process – M. Grimes-Hillman</p>	<p>Michelle presented the Academic Senate Philosophy of Course Duplication and Overlap and Consultation and Mediation Process.</p> <p>Michelle expressed that if faculty addressed the overlap questions in the coversheet of a course proposal, it would make the process of solving overlapping issues much easier. There is the need for a clear statement of how the college proceeds with overlapping issues for existing courses. Currently, faculty are not motivated to answer to these overlapping questions. There is an overlap process for new courses only. In some cases, modification to existing courses significantly creates overlap with another course. Council suggested deleting last bullet. Mediation could occur for modifications. <b>Michelle will take Philosophy of Course Duplication and Overlap and Consultation and Mediation Process to AS for approval.</b></p>			
	<p>Task Force Recommendation for Course Development and Management – M. Grimes-Hillman</p>	<p><b>Forward to AS for approval.</b></p>			
	<p>2-yr Catalog and AP on Catalog Rights – G. Bradshaw</p>	<p>George presented a handout that included discussion points for considering a two-year catalog. Ginny recommends consulting and getting input from counselors about the implications of 2-yr catalog through a department meeting with the understanding that curriculum would not be changing for two years. We also need to consider that the APon catalog rights may have to be reviewed/revised. If a two year catalog is implemented, course approval and effective date (implementation) will be an issue. <b>C&amp;I recommends consulting counselors to discuss implications</b></p>			
<p><b>2012-13 Meetings</b> 3:30-5:00 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</p>	<p>September 11 &amp; 25, 2012 October 9 &amp; 23, 2012</p>	<p>November 13 &amp; 27, 2012</p>	<p>December 11, 2012</p>	<p>February 26, 2013 March 12 &amp; 26, 2013 April 9 &amp; 23, 2013</p>	<p>May 14 &amp; 28, 2013 June 11, 2013</p>