

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

Minutes

September 10, 2013

3:30 – 5:00 pm

Conference Room: Bldg. 4, Room 2440

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

Agenda		Outcome
I.	Approval of Council Minutes June 11, 2013	Approved
II.	Information DLC Annual Report Style Sheet (Local Course Review Practices)	There was some discussion on the wording of some of the DL goals and a recommendation to improve Distance Learning update to the Academic Senate. Michelle will provide the council with an electronic copy of the revised style sheet. The style sheet will be presented as an information item to the Academic Senate.
III.	Distance Learning Committee Minutes: May 14, 2013 May 28, 2013	If a Distance Learning (DL) approved course is placed in a degree or certificate which results in greater than 50% of the course offered in DL, then the courses approved for DL must be submitted as a substantive change to ACCJC for approval.
	Educational Design Committee Minutes: August 26, 2013	Accepted
	Equivalency Committee Minutes:	
	Outcomes Committee Minutes: May 28, 2013	Accepted
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes Dance Certificate	Approved
V.	Items for Discussion or Action	
	EDC Purpose and Function and Membership List - M. Grimes-Hillman	Michelle presented some small changes to the purpose and function and membership of EDC. Approved. Forward to Academic Senate for approval
	Outcomes Committee Purpose and Function Statement	Michelle explained that changes to Outcomes Committee Purpose and Function Statement accidentally skipped C&I's approval and were approved by AS. Approved. The new membership list will be updated and forwarded to Academic Senate for approval.
	Content Review Implementation Plan – M. Grimes-Hillman	Michelle explained to C&I the process of reporting changes to prerequisites, corequisites, and advisories to Chancellor's Office and informed the council that this year the CO has a new guideline which requires reporting through statistical validation those courses that include prerequisites or corequisites that are outside of discipline of the course, e.g. BIOL 4 with CHEM 10 as prerequisite (with exception of English, Math, and reading) Approved. Forward to AS for approval.
	Content review for CTE program and course requisites. CTE Deans recommendations – T. Long	The CTE deans put together this proposal as a way to monitor the 2-yr approval process for Prerequisites, Corequisites and Advisories (PCA) on CTE courses. Many advisory committees recommend placing PCA on courses. Mary asked if advisory committees will have to approve all courses' PCAs and what to do if there are no recommended changes to PCA? Terri explained that if there are no changes, advisory committees can create a report approving the review of courses

		<p>with no changes and the report can be included in the minutes. Jamaika clarified that having PAC recommended by advisory committees should not affect articulation especially if it is for students to be better prepared. Such recommendations by advisory committees can always be included as advisory prerequisites instead.</p> <p>The goal for this plan is to simplify processes and stay on top of processes.</p> <p>C&I recommended making sure that the process proposed by the CTE deans aligns with the existing plan.</p> <p>Terri and Michelle will work to ensure this is true.</p>
	<p>Department and Advisory Minutes – M. Grimes-Hillman</p>	<p>Michelle explained to the Council the new feature of WebCMS which facilitates attaching documents such department and advisory committee minutes. These minutes should be attached to every course or program whenever there are changes and even for 4-yr review courses.</p> <p>Michelle has been attaching minutes as a courtesy to faculty but cannot continue to do this.</p> <p>Faculty have been instructed in different ways on how to use this feature and Michelle is asking for this Council's support to send courses without the proper standard attachments back to the author as early as November 2013.</p> <p>Tom asked that this issue be brought to the full academic senate so that faculty know what the expectations are.</p> <p>Terri explained that faculty who submitted programs for review have attached the required documents. When the required documents are not attached, the programs have been returned to the author. Terri has not gotten any negative feedback regarding these requests.</p> <p>Jason requested to send courses back to the chair instead of the author in order to keep track of the returned courses.</p> <p>Michelle indicated that when courses are sent back, deans and chairs are notified via email.</p> <p>If a course was sent back for various reasons including missing minutes, it should be sent back to the author.</p> <p>Faculty should be looking for emails from the Curriculum Office for issues about courses and programs.</p> <p>C&I recommend sending courses directly to stage 1.</p> <p>Mary explained that she is communicating to faculty submitting courses for DL approval to have available minutes approving the course for DL.</p> <p>Approved. Forward to AS for approval.</p>
	<p>Stand-alone course proposals on Hold – M. Grimes-Hillman</p>	<p>EDC had referred several courses to C&I several during 2011 which were created for GE or stand-alone status only. These courses were put on hold by EDC. The authors of these courses were informed that their courses did not meet CO criteria for approval and were placed in "curriculum purgatory".</p> <p>Jamaika thinks that the authors of honor courses on the list were not going to pursue the approval any more.</p> <p>Michelle is requesting this Council's permission to return the courses to author for deletion or resubmittal.</p> <p>Terri suggested to return these courses to stage 1, have these authors complete the new cover sheet which contains better questions about rationale for a creation of a course, whether the courses is meant to be part of a program or a stand-alone course. This will be a good way for EDC review the justification submitted to approve these courses. If faculty choose to delete the course they can deleted themselves at stage 1.</p> <p>What if faculty create courses that will be included in a program before the program is created?</p> <p>The course is sent back and the author is required to send the program simultaneously with the course in it.</p> <p>Does Mt. SAC has a program for entertaining curriculum proposals and see if college has the resources to support these proposals?</p>

		<p>This Council recommends bringing back for discussion the idea about Feasibility forms for new courses and programs in order to have ideas approved before the work is done. There is a new Curriculum and Program Development Committee that may considered this topic for this discussion. C&I recommend returning these courses to stage 1.</p>
	<p>AGFR 20 inactivation – T. Long</p>	<p>How long we can keep a course that has not been offered in years in the books? AGFR 20 has a parks and outdoor recreation TOPS codes, it is stand-alone and GE and has not been offered in 4 years. Natural Sciences Division wants to keep it because they might want to offer it next spring. The Curriculum Office has suggested including the course in a program, changing the top code, etc. BIOL 25 is being created to replace AGFR 20 but the new BIOL course should not be assigned to the same TOPS code as the AGFR course. Additionally, the new course should be proposed to be part of an existing program. The guidelines are that if a course is not offered in 2 yrs. should be inactivated. C&I Recommended inactivation of AGFR 20 effective Summer 2014. Forward to AS for approval.</p>
<p>2013-13 Meetings 3:30-5:00 2nd & 4th Tuesdays</p>	<p>September 11 & 25, 2012 October 9 & 23, 2012</p>	<p>November 13 & 27, 2012</p>
	<p>December 11, 2012 February 26, 2013 March 12 & 26, 2013 April 9 & 23, 2013</p>	<p>May 14 & 28, 2013 June 11, 2013</p>