

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

Minutes

March 25, 2014

3:30 – 5:00 pm

Conference Room: Bldg 4, Room 2440

x	Jeffrey Archibald	X	Jason Chevalier	X	Michelle Grimes-Hillman, Co-Chair	X	Irene Malmgren, Co-Chair
x	George Bradshaw	X	Tom Edson	X	Mary Johnson	X	John Pellitteri
x	Donna Burns	X	Jamaika Fowler	X	Terri Long	X	Dan Smith
Student Representative: Vacant							Recorder: Irene Inouye X
Guest : Marie Boyd							

	Agenda	Outcome
I.	Approval of Council Minutes March 11, 2014	Approved as amended
II.	Information	
III.	Distance Learning Committee Minutes: February 25, 2014	Accepted
	Educational Design Committee Minutes: March 11, 2014	Question about Journalism AA-T and JOUR 116 with respect to CEA department procedure. Degree will be presented to AS for approval
	Equivalency Committee Minutes:	
	Outcomes Committee Minutes: March 4, 2014	Accepted
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes	
V.	Items for Discussion or Action	
	Outcomes – J. Chevalier	<p>Process for Outcomes to be evaluated. New standards will be official this coming summer.</p> <ol style="list-style-type: none"> 1. ACCJC wants SLOs posted officially on Mt.SAC site. Michelle asked if the link can be added in WebCMS to the CORs. This way it will be easier to rewrite SLOs only through the web without having to modify the COR. <p>The data in SLO.mtsac.edu is updated on a weekly basis. The only thing that can be modified in a COR without having to submit a modification or 4-yr review for a course is the discipline in which a course can be taught. Irene Malmgren does not object to placing and using the link to SLO.mtsac.edu to update SLOs in CORs, but wants to ensure that the process will be regularly reviewed and assessed. Jason suggests that there should be a mechanism to assure that SLOs and assessment results are regularly reviewed either by PIE or another body. PIE does not address individual course assessment. How do we ensure that departments are assessing SLOs? Establishing another layer in WebCMS will become problematic especially if we have to implement another stage before EDC review. Why would it be difficult for a faculty to attach SLOs report as a supplemental form? We have one year to design and implement something in order to address accreditation standards. We need to create a list of courses that have not been through the full assessment cycle. Tom recommended that we consider establishing a goal regarding outcomes assessment. For example: - Approved a set of mechanisms by outcomes committee to assure timely reporting of assessment</p>

						<p>- Aligning SLOs and PLOs to existing curriculum processes There will need to be an amendment to AP 4020. This is curriculum issue. Senate has been supporting the concept of SLO assessment. Look for a way to support students learning and be compliant.</p> <p>Michelle will remind faculty about 4-yr review and AP4020. Keep this item on agenda for discussion.</p>
	DLC Substantive Triggers Recommendation – M. Johnson.					<p>Anticipating triggers for substantive change. Can we generate a report from WebCMS that provides certificates and degrees and a check mark for courses that are DL? Mary will look into providing Irene Malmgren a list of all programs that have been approved for substantive changes. This recommendation will be forwarded to senate as an action item.</p>
	College Committee Goals – M. Grimes-Hillman					See attached
	New Course Approval Rubric Discussion – T. Long					<p>Terri recommended that we should research what other schools are doing and bring it to this council for approval. Terri will gather information and send it to the members of the task force to put a rubric together. Task force members: Terri, Michelle, Jamaika and Tom</p>
	SPCH 90- Stand-alone Course - M. Grimes-Hillman					
<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, 2012</p>	<p>February 25, 2014 March 11 & 25, 2014 April 8 & 22, 2014</p>	<p>May 13 & 27, 2014 June 10, 2013</p>	