

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

**Minutes  
November 24, 2015  
3:30 – 5:00 pm**

**Conference Room: Bldg 4, Room 2440**

<b>E</b>	Jeffrey Archibald	<b>X</b>	Mary Johnson	<b>X</b>	John Pellitteri	<b>X</b>	Emily Woolery
<b>E</b>	Madelyn Arballo	<b>X</b>	Irene Malmgren, Co-Chair	<b>X</b>	Michelle Sampat, Co-Chair		
<b>x</b>	George Bradshaw	<b>X</b>	Joumana McGowan	<b>X</b>	Dan Smith		
<b>E</b>	Jamaika Fowler	<b>X</b>	Jean Metter	<b>X</b>	John Vitullo		
<b>Student Representative:</b>				<b>Recorder: Irene Inouye x</b>			
<b>Agenda</b>				<b>Outcome</b>			
<b>I.</b>	<b>Approval of Council Minutes</b> November 10, 2015			<b>Approved as amended.</b>			
<b>II.</b>	<b>Information</b>						
<b>III.</b>	<b>Distance Learning Committee Minutes:</b> October 27, 2015			<b>Accepted</b>			
	<b>Educational Design Committee Minutes:</b> November 24, 2015			<b>Accepted</b>			
	<b>Equivalency Committee Minutes:</b> November 23, 2015			<b>Accepted</b>			
	<b>Outcomes Committee Minutes:</b> November 3, 2015			<b>Accepted</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>New Stand-alone Courses</b>						
<b>VI.</b>	<b>Course Unit Change Report</b>						
<b>VII.</b>	<b>Items for Discussion or Action</b>						
	Equivalency Committee Purpose and Function – D. Smith			<b>Recommended to move forward for AS approval</b>			
	Curriculum and Program Planning Goals, Purpose and Function - D. Smith			Michelle shared that there is no Institutional Enrollment Management Plan. Dr. Malmgren explained that Educational Master Plan should not be assigned to one committee as it is currently a campus wide process that involves Instruction, AMAC, divisions, and departments. This broad campus involvement encourages greater faculty input than housing it in a single committee. If a committee needs to be assigned the responsibility to approve or review the Educational Master Plan, Dr. Malmgren suggested moving it to IEC which is a consultation body. <b>The Motion to Dissolve the Curriculum and Program Planning Goals, Purpose was made, seconded, and approved non-unanimously. 6 in agreement and 3 abstentions (Dan Smith, Jean Metter, and John Pelitteri).</b>			
	Accounting and Management Equivalency – D. Smith			<b>Approved. Move forward to AS for approval</b>			
	Skills & Pedagogy for Online Teaching (SPOT) – M. Johnson			SPOT was updated. 1. The new SPOT includes some of the standards established by the Online Education Initiative (OEI) Course Design Rubric. 2. Two tracks are being offered. One is an online, self-paced version that is expected to be completed within 8 weeks. The other option provides for a cohort model offered over 4 weeks during an intersession. Questions were raised about having to take a refresher course to be 'recertified'. Mary shared that the DL Committee is discussing refresher courses and considering whether a recommendation should be made to require SPOT recertification. This could be accomplished in many ways including online modules, attending a requisite number of DL POD workshops, and FLEX day offerings. Currently, there is no requirement for faculty to get recertified despite changes in DL courses, pedagogy, etc.			

		<p>Success in DL courses vs. face to face courses tends to be lower. Michelle suggested that a recommendation supporting recertification would be advisable and beneficial for online instructors as well as students.</p> <p>Mary will discuss any working conditions issues arising from a recertification requirement with the Faculty Association. It was noted that all instructors are required to complete additional FLEX training, so a recertification requirement would not unfairly burden instructors, especially if there were FLEX offerings to meet this need,</p> <p>The revised SPOT is a guide to help faculty members design a course.</p> <p>Council members suggested changes including clarifying language so the Outline of SPOT Certification Topics is clear. Also, "Academic" will be changed to "Administrative" in Item 2 under the introduction.</p> <p>Mary will make the suggested modifications and will bring it back.</p> <p><b>Tabled</b></p>			
	Outcomes Committee Purpose and Function – E. Woolery	<b>Approved as amended</b>			
	New Program Feasibility Checklist – M. Sampat	<p>This document will provide faculty information about the documentation needed when submitting new programs to EDC. This will make the approval process run smoothly.</p> <p>John Vitullo volunteered reformatting the form.</p> <p><b>Michelle will make the suggested changes and it will be brought back.</b></p>			
	AP 4051 Course Equivalency and Variances – M. Sampat	<p>This council agreed that the variance form can be confusing. George Bradshaw provided clarification on the difference between completing a variance form for an equivalent course completed at another college and waiving a prerequisite course students placed into. Variance forms must be approved by the division manager. They can be granted for one instance only or for a period of four years.</p> <p><b>Approved:</b> AP 4051 will be brought forward with minor changes to remove quotes around terms and a new revised date. A notification that there will be a campus wide recertification of equivalencies will also be made.</p>			
	AP 4500 Athletics – M. Sampat	<b>Tabled</b>			
	BP 4500 Athletics – M. Sampat	<b>Tabled</b>			
	AP 4555 Mt. SAC Relays – M. Sampat	<b>Tabled</b>			
	BP 4100 Graduation Requirements for Degrees and Certificates – M. Sampat	<b>Tabled</b>			
	AP 4100 Graduation Requirements for Degrees and Certificates – M. Sampat	<b>Tabled</b>			
	AP 4228 - Course Repetition – Significant Lapse of Time M. Sampat	<b>Tabled</b>			
	<p>Prioritization of several items for the upcoming C&amp;I agenda:</p> <ol style="list-style-type: none"> <li>1. Catalog Rights and Student Information</li> <li>2. Local Degree Inflation: How many courses are enough?</li> <li>3. Degree Ownership</li> <li>4. Nondegree Applicable Courses on Degrees</li> <li>5. Library Resources: New Programs</li> <li>6. Programs and Degrees: Outcomes Review</li> <li>7. Courses Related in Content: Family Modifications</li> </ol>	<b>Tabled</b>			
<p><b>2015-16 Meetings</b> 3:30-5:00 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</p>	<p><b>Fall 2015</b> September 8 &amp; 22 October 13 &amp; 27</p>	<p>November 10 &amp; 24</p>	<p>December 8, 2014</p>	<p><b>Spring 2016</b> February 23 March 8 &amp; 22</p>	<p>April 12 &amp; 26 May 10 &amp; 24 June 7 (tentative)</p>