

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

**Minutes
March 22, 2016
3:30 – 5:00 pm**

Conference Room: Bldg 4, Room 2440

x	Jeffrey Archibald	x	Mary Johnson	x	John Pellitteri	x	Emily Woolery
A	Madelyn Arballo	X	Irene Malmgren, Co-Chair	X	Michelle Sampat, Co-Chair		
x	George Bradshaw	X	Joumana McGowan	X	Dan Smith		
x	Jamaika Fowler	X	Jean Metter	X	John Vitullo		

Student Representative: Vacant

Recorder: Irene Inouye X

	Agenda	Outcome
I.	Approval of Council Minutes March 8, 2016 March 22, 2015	Accepted Accepted
II.	Information Dance Families Correction Exploring Interest in Canvas LMS – M. Johnson Outcomes Mapping Project (update) – E. Woolery	Accepted. Will be forward to AS for approval Will be shared as an information item with Senate. Kristina Allende has offered support. Joumana is suggesting that Academic Senate should communicate to divisions that this outcomes mapping must be completed by the end of the Spring semester. The report only includes Chancellor's Office approved certificates. If a certificate mirrors a degree, then only the highest level certificate should be mapped. Faculty may contact Emily Woolery if they have questions about starting or completing their programs. Michelle will announce that mapping is critical before this can be taken to AS for approval. Emily will email the revised and updated version.
III.	Distance Learning Committee Minutes: February 23, 2016	Accepted
	Educational Design Committee Minutes: March 8, 2016 March 22, 2016 CTE Submissions What triggers a modification Curriculum reporting structure	Accepted Michelle explained that Advisory Committee Minutes are required to be submitted along with the proposal in WebCMS for new programs only. The process for advisory committee minutes recording changes in curriculum remains the same. Departments should be responsible for recording curriculum changes, sharing the changes with advisory committees, and submitting advisory minutes to the Instruction Office. Michelle will share this issue with faculty so their curriculum can be submitted in time for the due date on May 31. All courses that are considered 4-year review courses will be evaluated by prescreeners. If changes are made to course topical outlines, measurable objectives, or methods of evaluation, screeners will pull the course from Consent Agenda and place it on Review Agenda. Screeners will also be looking for potential overlap and holding courses until overlap conversations occur. Michelle explained the long process for curriculum approval. She asked EDC members to discuss with their divisions whether curriculum should go from C&I straight to board. Dan said that although it does not happen very often, AS caught courses overlapping. Michelle suggested sending EDC and approved courses and programs to the entire campus to make her suggested process as transparent as possible. Also, increase division representation in EDC and changes in the prescreening process are being made to prevent any possible curriculum overlap issues. Will topical outlines be provided as well? Michelle said that the

		minutes can go with new courses' COR attachments. Her intention is to have a curriculum process approval based on transparency and integrity. EDC is the largest body of faculty appointed by senate and they are trained to review curriculum and should be trusted with the work they do in EDC. Faculty would have to keep an eye on courses they may think could or would overlap with their courses by following it in Webcams. A recommendation will be coming from EDC. Accepted		
	Equivalency Committee Minutes:			
	Outcomes Committee Minutes: December 1, 2015 March 8, 2016	Accepted Accepted		
	Transfer & General Education Subcommittee Report:			
IV. New or Substantive Program Changes, New Courses, and Course Disciplines				
V.	New Stand-alone Courses			
VI.	Course Unit Change Report			
VII.	Items for Discussion or Action			
	New Program Pre-Screening – M. Sampan	Jeff is questioning whether or not anybody is looking if courses in proposed degrees are beneficial or meaningful for students. Departments should talk about these issues. EDC and C&I should have these conversations. There are tasks forces that get together to create and overview these programs. This form is for faculty to consider creating a new program. After a lengthy discussion this council is requesting the addition of a TMC box to 'type of program.' This form is a useful tool for faculty before developing new programs and curriculum. Under program goal, a 'terminal' box will be added. John will make the suggested revisions and bring it back		
	BP 4100 Graduation Requirements for Degrees and Certificates – M. Sampan	Tabled		
	AP 4024 Units-to-Contact-Hour Relationship – M. Sampan	Tabled		
	Recommendation for Distance Learning Faculty Recertification – M. Johnson	Tabled		
2015-16 Meetings 3:30-5:00 2 nd & 4 th Tuesdays	Fall 2015 September 8 & 22 October 13 & 27	November 10 & 24 December 8, 2014	Spring 2016 February 23 March 8 & 22	April 12 & 26 May 10 & 24 June 7 (tentative)