



COMMITTEES

CURRICULUM & INSTRUCTION COUNCIL	<i>Minutes: September 9, 2014</i>
DISTANCE LEARNING	<i>Minutes: August 26, 2014</i>
EDUCATIONAL DESIGN	<i>Minutes: September 2, 2014 September 9, 2014 September 16, 2014</i>
EDUCATIONAL DESIGN SUB-COMMITTEE FOR GENERAL EDUCATION AND TRANSFER ISSUES	<i>Minutes: None</i>
CONTENT REVIEW COMMITTEE	<i>Minutes: None</i>
EQUIVALENCY COMMITTEE	<i>Minutes: None</i>
OUTCOMES	<i>Minutes: September 2, 2014</i>

INFORMATION

1. **FALL CURRICULUM TRAININGS (TRAININGS ARE OPEN TO EVERYONE:**
 - a. **WEBCMS TRAINING: OCTOBER 13 FROM 3-4:30 PM (6-261)**

CONSENT AGENDA – C&I COUNCIL RECOMMENDATIONS

1. COURSES RECOMMENDED FOR INACTIVATION
 Background

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a course required for a degree or certificate if the course has not been submitted for course review within the past five years. In addition, the Instruction Office shall publish a list of courses and programs which are subject to inactivation. Departments should report and provide rationale to the Instruction Office within 90 days of the distribution of the list so as to indicate which courses and programs should remain in the curriculum inventory. If departments do not report back within 90 days, the Instruction Office will inform the Educational Design Committee that may then choose to recommend inactivation of the courses or programs through the Curriculum and Instruction Council followed by approval by the Academic Senate (AP4020).

Recommendation

C&I recommends that the Vice-President, Instruction notify the department chairs and deans by November 1, 2104 that following list of courses will be recommended for inactivation at the first EDC meeting of the spring semester:

Course	Course Title	Eff. Start Date	Due
FRCH 6	Continuing Advanced French	5/21/2006	PD
KINI 51	Iyengar Yoga	6/16/2008	PD
KINL 14	Activity Programs for the Physically Limited	6/16/2008	PD
BIOL 50	Biology Basic Skills	6/15/2009	PD
KIN 38	Physiology of Exercise for Fitness	6/15/2009	PD
KINF 6A	Physical Fitness – Beginning	6/15/2009	PD
KINF 6B	Physical Fitness – Intermediate	6/15/2009	PD
KINF 6C	Physical Fitness – Advanced	6/15/2009	PD

2. AUTOMATIC ADDITION TO DEGREES AND CERTIFICATES: NEW HONORS COURSES – SEE ATTACHED HANDOUT

BACKGROUND:

OCCASIONALLY, FACULTY MEMBERS CREATE A NEW COURSE THAT IS AN “HONORS” VERSION OF AN EXISTING COURSE. THESE HONORS COURSES ARE DUPLICATES OF EXISTING APPROVED COURSES EXCEPT THAT THEY DOCUMENT ENRICHMENT THROUGH ADDITIONAL MEASURABLE OBJECTIVES, METHODS OF EVALUATION, AND SAMPLE ASSIGNMENTS. UNTIL THE “HONORS” VERSION OF AN EXISTING COURSE IS ADDED TO A CHANCELLOR’S OFFICE APPROVED DEGREE AND/OR CERTIFICATE OR ACCEPTED BY THE UCs AND/OR CSUs AS A GENERAL EDUCATION COURSE, THE HONORS VERSION IS CONSIDERED A STAND-ALONE COURSE.

THE ADDITION OF HONORS VERSIONS OF COURSES TO AREA OF EMPHASIS DEGREES IS A LENGTHY PROCESS, REQUIRING THE CREATION OF A TASK FORCE (MEMBERS APPROVED BY THE ACADEMIC SENATE), IMPLEMENTING A WEBCMS MODIFICATION AND/OR SUBMISSION, EDC REVIEW, C&I REVIEW, BOT APPROVAL, AND CHANCELLOR’S OFFICE SUBMISSION.

RECOMMENDATIONS:

ONCE THE HONORS COURSES ARE APPROVED BY EDC, IT IS RECOMMENDED THAT THE NEW HONORS COURSES BE AUTOMATICALLY ADDED TO ANY DEGREE AND CERTIFICATE WHERE THE NON-HONORS VERSION OF THE COURSE EXISTS.

ONCE THE HONORS VERSION OF THE COURSE HAS BEEN APPROVED BY THE ACADEMIC SENATE, THE MODIFIED DEGREE AND/OR CERTIFICATE WILL BE FORWARDED TO THE BOARD OF TRUSTEES FOR APPROVAL. IF THE HONORS COURSE IS NOT APPROVED BY THE ACADEMIC SENATE, THE EXISTING DEGREES AND/OR CERTIFICATES WILL REMAIN AS PREVIOUSLY APPROVED.

3. ARTS DIVISION FAMILIES: MUSIC AND THEATER FAMILIES – SEE ATTACHED HANDOUT

SUBMISSION DATES

New courses, 4-year review, and modifications to courses are due on **31 May 2015** for the 2016-17 catalog. New courses and modifications to courses submitted between June 1, 2013 and May 31, 2014 are guaranteed to receive an EDC review by the end of Fall 2014.

Degrees and certificates are due by May 31 for the 2016-17 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for T5 compliance). Degrees and certificates submitted between June 1, 2014 and May 31, 2015 are guaranteed to receive an EDC review by the end of Fall 2015.

Modifications to courses include changes to:

Course ID	Prerequisites, corequisites, and advisories
Course Title	Certificate, degrees, and majors
Catalog Description	General Education Requirements/ GE Status
Units and hours	Articulation
Repeatability	Instructional Type (Lecture, Lab, Lecture and Lab
SAM Code changes	Combination, or Activity)
	Top Code Changes

WEBCMS STAGE INFORMATION

Website: <http://webcms.mtsac.edu/webcms/>

Stage 1: Course Author

Stage 2: Department Chair review

Stage 3: Division Dean/Associate Dean review

Stage 4: Not active in WebCMS

Stage 5: Prescreen/pre-EDC review - results in course being forwarded to the EDC agenda or returned to Stage 1

Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires a second EDC review)

Stage 7: Course is ready for implementation (new courses and modifications require Senate approval, BOT approval, and Chancellor's Office approval before they may be implemented)

CURRICULUM CONTACTS

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