

**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**October 23, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

| <b>VOTING MEMBERS:</b>                              |   |
|---|---|
| X McCray, Arja (Chair, Faculty Representative)      | Rivas, Mario (Faculty Representative)         |
| X Allen, Rose (Counselor)                           | X Shanoski, Jennifer (Faculty Representative) |
| X Elliott, Ann (Vice Chair, Faculty Representative) | Vacant (Student Representative)               |
| X Pantell, Steve (Articulation Officer)             |   |
| <b>NON VOTING MEMBERS:</b>                          |   |
| Bugg, Elmer (Vice President)                        | Mansur, Ahmad (Dean)                          |
| Black, Anita (Dean)                                 | X Coleman, Clifton (Minute Taker)             |

**ABSENT:** Mario Rivas, Elmer Bugg, Anita Black, Ahmad Mansur

**GUESTS:** Ron Felzer, Ron Nelson, Daniel Lawson

| <b>AGENDA ITEM</b>   | <b>DISCUSSION</b>   | <b>FOLLOW-UP/ACTION</b>  |
|--|---|--|
| <b>1. Call to Order</b>  | Meeting called to order at 1:30PM.  |  |
| <b>2. Agenda</b>   | Reviewed meeting agenda. Moved item 4A to 2B and 4D to 4A.  | <b>MOTION:</b><br>Approve agenda<br>-Approved by consensus   |
| <b>3. Minutes of Prior Meetings</b>  | Reviewed September 25, 2014 and October 9, 2014 minutes.  | <b>MOTION:</b><br>Approve Sept 25 minutes<br>-Approved by consensus<br><br>Approve Oct 9 minutes<br>-YAY: A. McCray, R. Allen, A. Elliott, S. Pantell<br>-Abstain: J. Shanoski (due to absence on Oct 9) |
| <b>Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations</b>  |   | See Attached Course-Program Approvals  |
| <b>4. Other</b><br><b>a. Review of schedule</b><br><b>i. Reschedule or cancel Thanksgiving meeting</b><br><b>ii. Discuss new 'likely effective terms' based on information received from CIPD</b><br><b>b. Curriculum Checklist for CDCPD</b><br><b>c. CIC goals</b><br><b>d. Distance education</b><br><b>Course Expectation Letters (Dr. Bugg)</b> | 1. Review of schedule<br>i. Reschedule or cancel Thanksgiving meeting<br>ii. New course approval recommended timeline was discussed based on latest approval time estimates and information. It was discussed the CIC should use 'likely' or 'possible' when speaking to faculty or administration about when proposed courses or programs can become effective.<br><br>b. Curriculum Checklist from Laney was discussed. S. Pantell brought edits that will be integrated into the document. C. Coleman shared common issues with course outlines.<br><br>c. CIC goals were discussed and submitted to the administration. See "Committee Goals 2014-15 (CIC)" document.<br><br>d. tabled; Dr. Bugg not in attendance. | Thanksgiving meeting cancelled by consensus<br><br><br><br><br><br><br><br><br><br>C. Coleman to create checklist of common issues   |

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| <b>1. Next Meeting Date</b> | November 13, 2014                      |  |
| <b>2. Adjournment</b>       | The meeting was adjourned at 3:00 p.m. |  |

**MISSION STATEMENT**

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission, the College provides open access to excellent instructional programs and comprehensive support services in a culturally-rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.