

Curriculum and Instructional Council (CIC)

MEETING MINUTES

February 26, 2015 1:30-3:00 p.m.

R29 Teaching and Learning Center

PRESENT:

VOTING MEMBERS:	
X McCray, Arja (Chair, Faculty Representative)	X Rivas, Mario (Faculty Representative)
X Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
X Elliott, Ann (Vice Chair, Faculty Representative)	
X Pantell, Steve (Articulation Officer)	
NON VOTING MEMBERS:	
Bugg, Elmer (Vice President)	Mansur, Ahmad (Dean)
Vasconcellos, Tina (Dean)	X Coleman, Clifton (Minute Taker)
X Soledad Martinez (Student Representative)	

ABSENT: Jennifer Shanoski, Elmer Bugg, Ahmad Mansur, Tina Vasconcellos

GUESTS: Alexis Alexander, Tae-Soon Park

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:30PM.	
2. Agenda	Agenda was discussed and approved. CIC asked that the new mission statement be added to future agendas.	MOTION: <i>Approved by consensus</i>
3. Minutes of Prior Meetings	Reviewed December 11, 2014 and February 12, 2015 minutes and curriculum actions (there were no minutes for Feb 12, 2015 since only curriculum actions were discussed).	MOTION: <i>Approved by consensus</i>
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	See attached Curriculum Approvals spreadsheet.	
Other - a. DE approval process – Alexis Alexander/Arja	<p>Alexis Alexander (DE Coordinator) spoke about DE Addendum approvals. It was discussed whether it is within CIC’s purview to ask faculty presenters about faculty about readiness to teach the DE courses or about Moodle content as the presenter may not be the person teaching the course. The DE Addendum is attached to the course not a specific instructor. CIC agreed that faculty should be at the meeting to present DE Addendums but a conclusion was not made regarding the questions that will be asked of the presenter.</p> <p>Alexis Alexander agreed to review and approve all new DE Addendums going forward.</p>	<p>MOTION: Create new CurricUNET approval processes for new courses with DE Addendums and DE Addendums added to existing courses. The DE Coordinator will be a required approval in the workflow. <i>Approved by consensus</i></p>
b. Role of vice chair with no release time – Ann/Arja	The role of the vice chair was discussed but no conclusion was drawn. Tae-Soon Park stated she would inquire about the release time for CIC chairs at other Peralta campuses. Perhaps more release time should be given to the CIC chair and/or vice chair at Merritt.	

c. Creation of two- or three-year curriculum review cycle – Arja/Clifton	Tabled due to time	
d. Review of CurricUNET approval processes – Arja/Clifton	Tabled due to time	
e. Accreditation team visit – Arja	Arja McCray noted that the ACCJC visiting team may come to the next CIC meeting to observe or ask questions. The ACCJC visit schedule is still uncertain.	
f. ADT and C-ID updates (possible) – Steve/Clifton	Steve Pantell created a very detailed update of our ADTs and saved it in the CIC Dropbox. This will be discussed at the next CIC meeting.	
1. Next Meeting Date	March 12, 2015	
2. Adjournment	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, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

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.