

Curriculum and Instructional Council (CIC)

MEETING MINUTES

April 23, 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)	X 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)
Soledad Martinez (Student Representative)	

ABSENT: Elmer Bugg, Tina Vasconcellos, Soledad Martinez, Ahmad Mansur

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 reviewed and approved by consensus.	MOTION: <i>Approve agenda.</i> <i>Approved by consensus.</i>
3. Minutes of Prior Meetings	No minutes available. Will review at next meeting.	
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	Please see attached.	See attached spreadsheet
a. OEI Rubric	A. Alexander presented Online Education Initiative (OEI) rubric that is meant to insure online courses meet established standards for online education. It was discussed that many of the details on the rubric pertained to faculty preparation and online classroom setup - much of which is outside the purview of CIC. A. Alexander agreed to condense the rubric to just the areas that might be within CIC's jurisdiction to review.	A. Alexander to create rubric based on OEI rubric for CIC.
b. Standardized Catalog Wording	C. Coleman presented standardized wording for programs in the catalog to eliminate confusion about GE requirements and to create a basis for program descriptions moving forward. The following description templates were approved: Associate Degrees (AA/AS) and Certificates of Achievement: To qualify for the Associate of Arts in Administrative Assistant degree , students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements. A Certificate of Achievement will be awarded upon	

	<p>satisfactory completion of the certificate requirements specified below.</p> <p>Note: students should see a counselor at least once each semester to plan for their educational goal(s).</p> <p>Associate Degrees for Transfer (AA-T/AS-T):</p> <p>Insert Descriptive Intro</p> <p>Successful completion of the degree affords students specific guarantees for transfer to the California State University (CSU) system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in sociology or similar major. Students transferring to a CSU campus will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree.</p> <p>To qualify for the Associate in Science in Business Administration for Transfer (AS-T) degree, students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following:</p> <ol style="list-style-type: none"> (1) The California State University General Education – Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) and (2) 28 semester units with a grade of “C” or better, or “P” if the course is taken on a “Pass/No-Pass” basis, in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.) <p>See the Transfer to Four-Year Colleges and Universities section of this catalog for more information on AS-T overall requirements and CSU GE-Breadth or IGETC.</p> <p>Note: students should see a counselor at least once each semester to plan for their educational goal(s).</p>	
<p>1. Next Meeting Date</p>	<p>May 14, 2015</p>	
<p>2. Adjournment</p>	<p>The meeting was adjourned at 3:00 p.m.</p>	

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.