

**MERRITT COLLEGE**  
**CURRICULUM AND INSTRUCTIONAL COUNCIL MEETING MINUTES**  
**October 10, 2013 1:30-3:00 p.m., R29 Teaching and Learning Center**

**Present:** A. Alexander (Chair) , R. Allen , S. Pantell , M. Rivas , A. Elliot , , J. Shanoski , E. Bugg ,  
D. Williams , A. Black ,

**Guests:** D. Morales , I. Marciulionis , H. Altman , R. Shubin

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Minutes of Prior Meeting:	Need to approve previous minutes for CIC meetings	Appd: w/Cor No Action <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
2. Chair Announcements	--Music , Art and Nursing changes have been made. -- Classes for new Psychology degree. They cannot go into the system until approved by the State. Pantell will submit these courses for C-ID Numbers.	Appd: w/Cor No Action <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3. MLAT	MLAT 049 should not be a 049 course but developed as a full course to be added to MLAT program.	Appd: w/Cor No Action <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
4. Psychology Transfer Degree	Discussion of what courses to add to Psychology Transfer Degree and when it needed to go before the State of California for approval of courses	Appd: w/Cor No Action <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
5. Other Business		Appd: w/Cor No Action <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### COURSE/PROGRAM ACTIONS

1A. COURSE ADDS:									
Dept/ CrsNo	Course Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Discussion:**

Psychology transfer degree courses presented by department chair.

**Follow-up/Action:**

Will review the course of action of getting state approve numbers from Steve Pernell. Chair will review

**1B. COURSE MODIFICATIONS**

**Mission Statement**

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Course	Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
Pysch 28	Approved	Add F13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pysch 31	Approved	Add F13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pysch 24	Approved	Add F13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish 001A	Approved	Add F13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Discussion:** Pysch 24, 28, 31 approved. Pysch 21 removed from program of transfer degree. Spanish 001A approved. MLAT 19 approved.

**Follow-up/Action:**

Landscape Hort 501 pulled for next CIC meeting on 10-24-2013.

1C. Program Additions								
Program of Study	Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Discussion:**

**Follow-up/Action:**

1D. COURSE DEACTIVATIONS								
Course	Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
NURS 348NB-NI	Approved	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NURS 048NC	Approved	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Discussion:** All deactivations approved.

**Follow-up/Action:**

The meeting adjourned at 3:05 pm. The next meeting is October 24<sup>th</sup>, 2013.

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R.Shubin - Note taker  
10.10.2013

CICMinutes 10102013.doc

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#### **Mission Statement**

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**MERRITT COLLEGE**  
**CURRICULUM AND INSTRUCTIONAL COUNCIL MEETING MINUTES**  
**October 24th, 2013 1:30-3:00 p.m., R29 Teaching and Learning Center**

Highlight portions of the minutes that deal with substantive issues of program need, objectives, design, and resource requirements. Highlight the approval action in the minutes. Suggestions included in the minutes, questions or concerns that were raised, and decisions noted must be specifically addressed in the proposal.

**Present:** A. Alexander (Chair) , S. Pantell , A. Elliot , M. Rivas , J. Shanoski , R. Allen , E. Bugg , S. Thompson , G. La Monica , Tae-Soon Park , A. Black ,

**Guests:** J. Yates , M. Dixon , R. Nelson , D. Simmons , R. Shubin , M.L. Zernicke , C. Olsen , T. Branca

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
<b>1. Minutes of Prior Meeting:</b>	Need to review past meeting minutes for next meeting	Appd:    w/Cor    No Action <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>2. Chair Announcements</b>	--Medas will not be on agenda as it was not completed in CurricUNET.	Appd:    w/Cor    No Action <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>3. Program Changes</b>	<ul style="list-style-type: none"> <li>○ Approval for Homeland Security Certificate of Proficiency for Admin of Justice program. Given new series of numbers of 70, 71, 72 to replace temporary numbers previous used</li> <li>○ Tabled EMT program for next CIC session to make hour changes and assign new numbers</li> </ul>	Appd:    w/Cor    No Action <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>4. Course Changes</b>	Approved course changes of programs for catalog and non-catalog changes. Alexis will look into changes for Nutrition program to realign with catalog	Appd:    w/Cor    No Action <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>5. Deactivations</b>	Approved of all deactivations of members present at CIC meeting	Appd:    w/Cor    No Action <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>6. Math Associates Degree General Ed. Requirement</b>	Ron Nelson proposed math substitution at Merritt; the SLO coordinator, Jennifer Shanoski, would find courses that have quantitative reasoning as a part of their SLO's that could be suggested as substitutions with Math department.	Appd:    w/Cor    No Action <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

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7. Other	Added to agenda late, Coun 200A and Coun 200B added DE addendum to courses with a non-catalog change.	Appd: w/Cor No Action  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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## PROGRAM CHANGES/ ACTIONS

1A. COURSE/PROGRAM ADDS:								
Dept/ CrsNo	Course Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
Admin of Justice	Homeland Security Certificate of Proficiency	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT	EMT Certificate	Add F13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Discussion:**

Admin of Justice courses presented by M.Dixon, Chair. Presented ongoing program to be approved for new course numbers 70, 71, 72 that replaced temporary numbers being used to teach part of the certificate, approved for Spring 2014.

D.Simmons, Program Director presented EMT California State requirement changes of hours needed from 120 to 160 for certification, need new course number for catalog change, tabled as of Spring 2014.

**Follow-up/Action:**

D. Simmons (EMT) will attend next Merritt CIC meeting to gain program approval and bring forward to CIPD.

1B. Course Additions/Changes								
Program of Study	Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
EMT 261	Emergency Medical Technician Recertification	Non-Catalog Info Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EMT 210	Emergency Medical Technician-Basic	Catalog Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NUTR 070A	Seminar in Supervised Practice, Level A	Catalog Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NUTR 070 B	Seminar in Supervised Practice, Level B	Non-Catalog Info Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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NUTR 070C	Seminar in Supervised Practice, Level C	Non-Catalog Info Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NUTR 071C	Rotations in Supervised Practice, Level B	Non-Catalog Info Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LANHT 501	Urban Community Gardening	Changes in Catalog Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 10a	Seminar	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 2a	Radiographic Physics I	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 2c	Digital Application in Medical Imaging	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 4b	Radiobiology	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 5b	Patient Care II	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 10 b	Seminar	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 12	Mammography For Radiographers	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 252	Clinical Experience for the Returning Student (First Year)	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rad Sci 251	Clinical Experience for the Returning Student (Second Year)	Non-Catalog Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADJUS 70	Introduction to Homeland Security –Homeland Certificate of Proficiency	Changes in Catalog Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADJUS 71	Intelligence Analysis and Security Management	Changes in Catalog Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADJUS 72	Introduction to Terrorism/WMD	Changes in Catalog Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Discussion:** For NUTR 070A, changes in catalog information and course needs new course number as units have increased, tabled. All other courses approved for moving forward to CIPD and at local level. LANHT 501 is a non-credit class that was reduced in hours. 1 hr. lecture, 2 hours lab- approved.

**Follow-up/Action:**

NUTR 070A, 070B, NUTR 070C and NUTR 071 B need to be brought forth as a whole program to CIC Merritt. EMT needs to come forward to Merritt CIC as program.

1C. COURSE DEACTIVATIONS								
Course	Title	Type of Action	Crs/Prg Appd	Prov Appd	Prereq Appd	Not Appd	Tabled	No Action
NUTR 220	Cultural Foods in Education and Health Care	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUTR 223	The Culinary Art of Modified Diets	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUTR 240B	Career Education in Dietetic Technology I	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUTR 240A	Career Education in Dietary Management	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUTR 241C	Occupational Work Experience in Dietetic Technology II	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUTR 848NA	Preparation for the Certified Dietary Manager Exam	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT 221	Emergency Medical Technician Paramedic	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT 230	Introduction to First Responder Training	Add F13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Discussion:** All course deactivations approved,

**Follow-up/Action:**

The meeting adjourned at 2:49pm. The next meeting is November 14, 2013

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**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**December 12, 2013 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
✓ Alexander, Alexis (Chair, Faculty Representative)	✓ Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
Bugg, Elmer (Vice President)	Thompson, Stacy (Dean)
La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:**

Jennifer Shanoski

**GUESTS:**

Norma Ambriz-Galaviz, Anita Black, Manford Forkner, Robin Freeman, Fereshteh Mofidi, Jon Murphy, Ronald Nelson, Christine Olsen, Demond Simmons, Rebecca Shubin, Marilyn Varnado, Mary Louise Zernicke,

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:34 p.m.	
<b>2. Minutes of Prior Meetings</b>	<p>The CIC approved the October 24 and November 14, 2013 meeting minutes as amended.</p> <p>A follow-up action item from the November 24, 2013 meeting was also discussed:            "A. Tomas will inquire on the proper process for changing the name of a department." A. Tomas reported that Dr. Tae-Soon Park, Merritt College Academic Senate President, stated that department name change has to start with the Council of Department Chairs and Program Directors (CDCPD), then to the Merritt College Academic Senate. Once the Merritt College Academic Senate approves, they will make a recommendation to the Council on Instruction, Planning and Development (CIPD).</p>	<p>The CIC tabled the approval of the October 10, 2013 meeting minutes.</p> <p>A. Tomas will send Inga Marciulionis of the process for changing the name of the Physical Education Department to "Kinesiology and Athletics Department (formerly known as the Physical Education Department)."</p>
<b>3. Announcements</b>	No discussion.	
<b>4. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see below.	



Item 4 of the agenda:

Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations

DEPT/ CRSNO	COURSE TITLE	TYPE OF ACTION	APPROVED	DENIED	REVISION REQUESTED	TABLED
BUS 2	Introduction to Business Law	Changes in non-catalog info	A			
BUS 5	Human Relations in Business NOTE: Also a part of the Administrative Medical Assisting Certificate of Proficiency.	Changes in non-catalog info	A			
BUS 10	Introduction to Business	Changes in non-catalog info	A			
BUS 70	Introduction to Marketing	Changes in non-catalog info	A			
CHDEV 50	Principles and Practices of Teaching Young Children NOTES: <ul style="list-style-type: none"> <li>It was noted that stand alone courses are now discouraged.</li> <li>The Business Department developed this course along with other courses to put together a new program. Other new courses or course modifications will be forwarded to the CIC during the Spring 2014 semester.</li> </ul>	Changes in non-catalog info	A			
CHDEV 52	Observation and Assessment	Changes in non-catalog info	A			
CHDEV 71	The Business of Early Childhood Education	Changes in non-catalog info	A			
CIS 50	Introduction to Project Management	MC New Course	A			
COPED 470F	Occupational Work Experience in Medical Assisting NOTE: Part of Clinical Medical Assisting Certificate of Proficiency	Changes in non-catalog info	A			
COUN 24	College Success	MC Course Changes only in Non-catalog Info	A			
COUN 30	Personal Growth and Development	MC Course Changes only in Non-catalog Info	A			
COUN 57	Career and Life Planning	MC Course Changes only in Non-catalog Info	A			

DEPT/ CRSNO	COURSE TITLE	TYPE OF ACTION	APPROVED	DENIED	REVISION REQUESTED	TABLED
COUN 200B	Orientation to College	MC Course Changes only in Non- catalog Info	A			
COUN 203	Disability and Academic Success NOTE: Approved with the provision that the Catalog Course Description will be changed	New Course	A			
COUN 221	Preparing for College/University Transfer	MC Course Changes only in Non- catalog Info	A			
COUN 207C	Career Exploration NOTE: Part of Clinical Medical Assisting Certificate of Proficiency	Changes in non- catalog info	A			
<b>EMT</b>	<b>EMT Program</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li><i>The name of the program should be changed from “Emergency Medical Technician (EMT) Certificate of Completion” to “Emergency Medical Technician (EMT) Certificate of Proficiency”</i></li> <li><i>The first line of the Program description should be changed from “EMT 210 (EMT Basic) is a full-semester long course...” to “EMT 210 (EMT Basic) is a full-semester long program...”</i></li> </ul>	<b>New Program</b>	A			
EMT 211	Emergency Medical Technician—Basic	MC New Course	A			
EMT 261	Emergency Medical Technician Recertification	MC Course Changes only in Non- Catalog Info	A			
ENVMT 10	Urban Ecology	MC Deactivate Course	A			
ENVMT 16	Introduction to Healthy Community Systems	MC Course Changes only in Non- Catalog Info	A			
ENVMT 18	Environmental Writing	MC Course Changes only in Non- Catalog Info	A			
ENVMT 22	Energy-Efficient Design and Construction	MC Deactivate Course	A			

DEPT/ CRSNO	COURSE TITLE	TYPE OF ACTION	APPROVED	DENIED	REVISION REQUESTED	TABLED
ENVMT 23	Introduction to Solid Waste Management and Recycling	MC Deactivate Course	A			
ENVMT 25	Introduction to Wildlife Conservation	MC Deactivate Course	A			
ENVMT 33AB	Introduction to Creek and Watershed Restoration: General Aspects	MC Deactivate Course	A			
ENVMT 33AC	Introduction to Creek and Watershed Restoration: General Aspects	MC Deactivate Course	A			
ENVMT 35	Introduction to Urban Agroecology	MC Course Changes only in Non-Catalog Info	A			
ENVMT 36	Introduction to Watershed Science	MC Deactivate Course	A			
ENVMT 39AB	Introduction to Global Positioning Systems (GPS) I	MC Deactivate Course	A			
ENVMT 39C	Introduction to Geographic Information Systems (GIS)	MC Deactivate Course	A			
ENVMT 39D	Geographic Information Systems Reader Software	MC Deactivate Course	A			
ENVMT 40	From Tree to Sea: A Bay Area Environmental Cross Section	MC Course Changes only in Non-Catalog Info	A			
HLTOC 201	Medical Terminology I	MC Course Changes only in Non-Catalog Info	A			
<b>MEDAS</b>	<b><i>Clinical Medical Assisting Certificate of Proficiency</i></b> NOTE: The "Career opportunities in..." area has to be amended to reflect the career opportunities available for students who will be taking the program.	<b><i>MC New Program</i></b>	A			
<b>MEDAS</b>	<b><i>Administrative Medical Assisting Certificate of Proficiency</i></b> NOTE: The "Career opportunities in..." area has to be amended to reflect the career opportunities available for students who will be taking the program.	<b><i>MC New Program</i></b>	A			
MEDAS 201D	Medical Assisting: Office Administration	MC New Course	A			

DEPT/ CRSNO	COURSE TITLE	TYPE OF ACTION	APPROVED	DENIED	REVISION REQUESTED	TABLED
NUTR 226	Introduction to Computer Systems in Dietetics	MC Deactivate Course	A			
NUTR 241A	Occupational Work Experience in Dietary Management	MC Deactivate Course	A			
NUTR 241B	Occupational Work Experience in Dietetic Technology I	MC Deactivate Course	A			
RLEST 6B	Advance Real Estate Finance	MC Course Changes only in Non- catalog Info	A			

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

**PRESENT:**

<b>VOTING MEMBERS:</b>	
✓ Alexander, Alexis (Chair, Faculty Representative)	✓ Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	✓ Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
✓ Bugg, Elmer (Vice President)	✓ Thompson, Stacy (Dean)
La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:**

**GUESTS:**

David Morales, Ronald Nelson, Christine Olsen, Bashir Shah

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:32 p.m.	
<b>2. Minutes of Prior Meetings</b>	The CIC approved the October 10 and December 12, 2013 meeting minutes as amended.	
<b>3. Announcements</b>	T. Park encouraged members of the CIC to attend the Curriculum Institute, which will be held from July 10 to 12, 2014 in San Jose, California.	
<b>4. Program Changes/Adds; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see below.	
<b>5. Other</b> <b>a. Math Substitution as Proposed by the Disabilities Services Program (DSP)</b>	<p>R. Nelson, Coordinator/Counselor for the DSP, attended the meeting to follow-up on the implementation of Math Substitutions for the whole college. The following were discussed:</p> <ul style="list-style-type: none"> <li>• R. Nelson presented a list of courses that were approved at Laney College and College of Alameda as substitute for Math courses. He proposed to use the same courses for Merritt College.</li> <li>• The Student Learning Outcomes (SLOs) of the courses on the list contain quantitative reasoning. The SLOs of the courses are aligned to the Program Learning Outcomes (PLOs), which are then aligned to the Institutional Learning Outcomes (ILOs).</li> <li>• A different list was presented during the December 12, 2013 CIC meeting. The December 12, 2013 list was generated by Dr. Jennifer Shanoski, Student Learning Outcomes and Assessment Coordinator. She did a research on courses that are aligned to the same ILOS as Math. There was a discussion about the role that ILOS play when deciding matters like this.</li> </ul>	<p>MOTION: The CIC accepts the Match Substitution List following the precedence established by College of Alameda and Laney College.            AYES: 2            NOES: 4            The motion is lost.</p> <p>MOTION: T. Park will bring the Math Substitution to the attention of the District Academic Senate and report back to the CIC.            AYES: 6            NOES: 0            The motion is carried.</p>

<p><b>b. CIC By-Laws</b></p> <p><b>c. CIC Webpage</b></p>	<ul style="list-style-type: none"> <li>• It was noted that without Math Substitutions at Merritt, students can take the Math substitutes at College of Alameda and/or Laney College. It might seem better to implement Math Substitutions at Merritt College so that we do not lose students.</li> <li>• It was suggested that this matter be brought to the District Academic Senate.</li> </ul> <p>The following were discussed:</p> <ul style="list-style-type: none"> <li>• Under “Function,” change Board Policy 2.23 to its new version.</li> <li>• Under “Procedures,” change the quorum to “4 active voting members” instead of “50% of the active voting members.”</li> <li>• E. Bugg questioned why the Vice President of Instruction is not a voting member of the CIC. T. Park will research on the collegiate governance policies to answer the question.</li> </ul>	<p>All members of the CIC will review the CIC By-laws and all comments will be forwarded to A. Alexander and A. Tomas.</p> <p>Once the new website is live, A. Tomas will post the CIC Schedule, Meeting Agendas and Minutes.</p>
<p><b>6. Next Meeting Date</b></p>	<p>The next meeting of the CIC will be on Thursday, February 13, 2013 from 1:30 p.m. to 3:0 p.m.</p> <p>A. Tomas presented a draft of the CIC Spring 2014 Schedule with CIC and CIPD meeting dates and due dates for agenda items.</p>	<p>MOTION: The CIC approved the CIC Spring 2014 Schedule.  AYES: 6  NOES: 0  Motion is carried.</p> <p>A. Alexander will send the CIC Spring 2014 Schedule to the whole campus.</p>
<p><b>7. Adjournment</b></p>	<p>The meeting was adjourned at 2:59 p.m.</p>	



**ITEM 4 OF THE AGENDA:**

Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations

DEPT/ CRSNO	COURSE TITLE	TYPE OF ACTION	APPROVED	DENIED	REVISION REQUESTED	TABLED
BIOL 015	Environmental Biology	MC Course Change only in Non- Catalog	A			
BUS 054	Small Business Management	MC Course Change only in Non- Catalog				T
CHDEV 057A	Child Growth and Development: Age Six through Adolescence	MC Course Deactivation	A			
CHDEV 221	Family Child Care for the Experienced Provider	MC Course Deactivation	A			
COUN 201	Orientation to College: Student Success and Support Program	MC New Course	A			
COUN 207A	Career Exploration	MC Course Changes only in Non- catalog Info	A			
COUN 207B	Career Exploration	MC Course Changes only in Non- catalog Info	A			
COUN 224	College Preparedness	MC Course Changes only in Non- catalog Info	A			
COUN 230	Strategies for Personal Development	MC Course Changes only in Non- catalog Info	A			
ENGL 001A	Composition and Reading	MC Course Changes only in Non- catalog Info	A			
ENGL 001B	Composition and Reading	MC Course Changes only in Non- catalog Info	A			
ENGL 005	Critical Thinking in Reading and Writing	MC Course Changes only in Non- catalog Info	A			
ENGL 201A	Preparation for Composition and Reading	MC Course Changes only in Non- catalog Info	A			
ENGL 201B	Preparation for Composition and Reading	MC Course Changes only in Non- catalog Info	A			
MUSIC 09	Introduction to World Music	MC Deactivate Course	A			

MUSIC 026 A-D	Choral Ensemble	MC Deactivate Course	A			
MUSIC 038	Elementary Piano	MC Deactivate Course	A			
MUSIC 040	Intermediate Piano	MC Deactivate Course	A			
MUSIC 048ND	Symphonic Ensemble I	MC Deactivate Course	A			
MUSIC 048NE	Symphonic Ensemble III	MC Deactivate Course	A			
MUSIC 048NF	Symphonic Ensemble III	MC Deactivate Course	A			
MUSIC 048NG	Symphonic Ensemble IV	MC Deactivate Course	A			
PHIL 001	Introduction to Philosophy	MC Course Changes only in Non- catalog Info	A			
PHIL 002	Social and Political Philosophy	MC Course Changes only in Non- catalog Info	A			
PHIL 010	Logic	MC Course Changes only in Non- catalog Info	A			

#### MISSION STATEMENT

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**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**February 13, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
✓ Alexander, Alexis (Chair, Faculty Representative)	✓ Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
Bugg, Elmer (Vice President)	✓ Thompson, Stacy (Dean)
✓ La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:**

Ann Elliott, Jennifer Shanoski, and Elmer Bugg

**GUESTS:**

David Morales, Jon Murphy and Tae-Soon Park

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:47 p.m.	
<b>2. Agenda</b>	The following item was added to the agenda: <ul style="list-style-type: none"> <li>• Student Learning Outcomes and Assessment on Taskstream</li> <li>• Social and Behavioral Science Degree Status Update</li> </ul> <p>The agenda was approved as amended.</p>	
<b>3. Minutes of Prior Meetings</b>	The CIC approved the January 30, 2014 meeting minutes.	
	The following were discussed regarding the January 30, 2014 meeting minutes: <ul style="list-style-type: none"> <li>• As a response to Item 5.b. of the minutes, T. Park referenced Administrative Procedure 2511 which states "The Board, Chancellor, and College Presidents and their Management Teams shall 'consult collegially' and 'rely primarily' on the DAS and the College Academic Senates in the above cited 'academic and professional matters' areas," which justifies why administrators do not have voting rights on the CIC.</li> </ul>	
<b>4. Announcements</b>	T. Park announced that she asked the Associated Students of Merritt College (ASMC) President to appoint a student representative at CIC.	
<b>5. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see attached.	
<b>6. Other</b> <b>a. CIC By-Laws</b>	Several changes were suggested. Please see attached.	The CIC has decided to table the approval of the CIC Bylaws.

<p><b>b. Approval Workflow</b></p> <p><b>c. MEDAS Certificate</b></p> <p><b>d. Student Learning Outcomes and Assessment on Taskstream</b></p>	<p>The following were discussed:</p> <ul style="list-style-type: none"> <li>• When the Certificate of Proficiencies for the Medical Assisting (MEDAS) Program were submitted to the Council on Instruction, Planning and Development (CIPD) for approval, the CIPD chose to table the item because they had questions regarding the admission process listed in the program: “Students complete the admission process by 1) submitting an application, 2) the English and Math assessment testing and 3) interviewing with the Admissions Committee.”</li> <li>• The questions were primarily on the following: <ul style="list-style-type: none"> <li>○ On #2, do students have to have a certain score on the English and Mathematics assessment?</li> <li>○ On #3: What are criteria is the interview based on?</li> </ul> </li> <li>• Two suggestions were provided: <ul style="list-style-type: none"> <li>○ The admissions process should be based solely on prerequisites.</li> <li>○ Look at the Nursing Program’s admissions process and maybe use that as an example.</li> </ul> </li> </ul> <p>D. Morales raised the issue regarding the role of Taskstream in the curriculum process. The following were discussed:</p> <ul style="list-style-type: none"> <li>○ He noted that it might seem presumptuous to enter data of unapproved courses into TaskStream. However, the Student Learning Outcomes and Assessment Coordinator is requiring that the data entered on Curricunet should also be entered into Taskstream prior to her approval.</li> <li>○ There is a need to make people accountable for entering data into TaskStream. In the past, once the courses have been approved at CIC, some faculty members no longer enter that same data into TaskStream.</li> <li>○ It was made mentioned that if there are any changes to the curriculum process, it should be in writing and that the whole campus community should be informed about it.</li> </ul>	<p>Tabled</p> <p>G. La Monica noted that she has been meeting with J. Murphy and has decided to revamp the whole program. They will be putting forth revisions to the two certificates and will send it back to the CIC.</p>
<p><b>7. Next Meeting Date</b></p>		
<p><b>8. Adjournment</b></p>	<p>The meeting was adjourned at 3:00 p.m.</p>	

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**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**February 27, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
✓ Alexander, Alexis (Chair, Faculty Representative)	Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	✓ Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
✓ Bugg, Elmer (Vice President)	✓ Thompson, Stacy (Dean)
✓ La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:** Mario Rivas

**GUESTS:** David Morales, Hank Fabian, Christine Olsen, Tae-Soon Park, Marilyn Varnado

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:33 p.m.	
<b>2. Agenda</b>		<b>MOTION:</b> The CIC approved the agenda. YAYS: A. Alexander, C. Allen, S. Pantell and J. Shanoski NAYS: Motion carries.
<b>3. Minutes of Prior Meetings</b>		<b>MOTION:</b> The CIC approved the February 13, 2014 meeting minutes. YAYS: A. Alexander, C. Allen, S. Pantell and J. Shanoski NAYS: Motion carries.
<b>4. Announcements</b>	No discussion.	
<b>5. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see attached.	
<b>6. Other</b> <b>a. Student Learning Outcomes and Assessment Approval Process</b>	During the February 13, 2014 CIC meeting, a question was a question regarding the role of the Student Learning Outcomes and Assessment (SLOA) approvals in the curriculum process. <ul style="list-style-type: none"> <li>• D. Morales argued that SLOAs and curriculum should be two different processes. He solicited the opinion of faculty members from other colleges, and presented this to the CIC. (Please see attached)</li> <li>• J. Shanoski argued that SLOAs should be a part of the curriculum process. She presented her proposed Student learning Outcomes Procedures. (Please see attached.)</li> </ul>	<b>MOTION:</b> The CIC approves the Student Learning Outcomes Procedures as presented by J. Shanoski. YAYS: A. Alexander, C. Allen, A. Elliott, S. Pantell and J. Shanoski NAYS: Motion carries.

<p><b>b. CIC By-laws</b></p>	<ul style="list-style-type: none"> <li>It was noted that it is important for Curricunet and Taskstream to match because Curricunet is the basis of proposals submitted to the state and Taskstream is what the Accrediting Commission on Community and Junior Colleges look at. It was noted that the Office of Instruction will be hiring additional staff to help fix the discrepancies between the two systems, but until that person is hired, it should be the faculty members' responsibility to ensure that the two systems match.</li> </ul> <p>The following were discussions:</p> <ul style="list-style-type: none"> <li>There were a couple of deletions. (please see attached)</li> <li>Bugg also questioned the following statement from the by-laws: "8. Actions withheld by the Senate will not be forwarded to the Vice President of Instruction. They may be disposed of by the Senate, or referred back to the CIC. 9. Actions not approved by the Vice President of Instruction will be promptly returned to the CIC Chairperson and the Senate President with a written rationale, in an effort to reach consensus." He noted that he, as the Vice President of Instruction, is not a voting member of the CIC, and that he is also not a required approval in Curricunet, so he does not really see the proposals.</li> </ul>	<p>J. Shanoski will also bring this document to the Merritt College Academic Senate for their approval.</p> <p>The CIC has decided to table the approval of the CIC Bylaws.</p> <p>A. Alexander will place this on the Council of Instruction, Planning and Development (CIPD) agenda.</p>
<p><b>c. Approval Workflow</b></p>	<p>There is a need to review the approval process in Curricunet.</p>	<p>This item will further be discussed during the next CIC meeting.</p>
<p><b>d. Status Social and Behavioral Sciences Degree</b></p>	<p>A. Alexander reported that the State Chancellor's Office has requested for revisions. A. Alexander and A. Tomas are currently working on those revisions with the help of S. Pantell.</p>	
<p><b>e. Child Development AS-T Tech Review</b></p>	<p>C. Olsen reported that Merritt College is now close to submitting a proposal for a Child development Transfer Degree. We are currently waiting for approval of a couple of Course-ID numbers to be approved, and once we receive approval, we are ready to submit the degree to the state.</p>	<p>A. Tomas will review the Child Development AS-T Degree to make sure that it is ready for submission to the state.</p>
<p><b>7. Next Meeting Date</b></p>	<p>March 27, 2014</p>	
<p><b>8. Adjournment</b></p>	<p>The meeting was adjourned at 2:59 p.m.</p>	

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Process Title	Discipline	Course #	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	Top Code	Justification	List of Changes	Approved/Denied/Tabled/Notes
1	MC New Course	ART	46	<a href="#">2-D Visual Design</a>	Spring 2015	3	2 hours lecture, 4 hours laboratory	GR or P/NP		Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.	1002.00	This course meets AA degree and transfer requirements. It also fulfills major requirements for the AA-T degree in Studio Arts and Art History as well as Art Foundation Proficiency Certificate. Matches C-ID Number: ARTS 100	MC New Course	<b>A</b>
2														
3	MC Course Changes in Non-Catalog Info (SLO Approval Needed)	ART	23	<a href="#">Advanced Drawing and Composition</a>	Spring 2015	3	2 hours lecture, 4 hours laboratory	GR or P/NP		Advanced drawing techniques applied to selected subjects and goals.	1002.00	This course is a continuation of the basic drawing requirements for lower-division students. Drawing is a structural foundation of the visual arts and students need to advance in this area. Course is required for the Fine Arts programs (Laney and Vista) and is transferable to the CSU and UC systems.		<b>T</b>
4	MC Course Changes in Catalog (SLO Approval Needed)	ART	50	<a href="#">Beginning Painting</a>	Spring 2015	3	3 hours lecture, 4 hours laboratory	GR or P/NP		Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images.	1002.00	This course can be used to satisfy requirements for the AA-T in Studio Arts and transfer requirements for UC and the CSU systems.	Changed from variable units (2-3) to nonvariable units (3)	<b>T</b>
5	MC New Course	ART	189	<a href="#">Advanced Ceramic Sculpture</a>	Spring 2015	3	2 hours lecture, 4 hours laboratory	GR or P/NP		Advanced work in sculptural form with ceramic media. Theory and application of three-dimensional design: concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing.	1002.00	Course provides students with continuity of instruction from beginning ceramics sculpture and independent work. Meets transfer elective requirements at CSU and UC and required for Ceramic Certificate of Proficiency.	MC New Course	<b>A</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
6	MC Course Changes in Non-Catalog Info	BUS	54	<a href="#">Small Business Management</a>	Spring 2015	3	3.00 Lec	GR or P/NP		Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions.	0506.40	Course is recommended or required for several Business programs. This course is required for the Small Business Management Certificate Program.	DE Addendum	<b>T</b>
7	MC Deactivate Course	ENGL	280	<a href="#">Communication Skills Workshop</a>	Spring 2015	0.5	1.5 Lab	GR or P/NP		Assistance with language skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace under the direction of an instructor and with support from tutors.	4930.20	An open entry/exit, self-paced basic skills English course offers students the opportunity to work on specific skills on an individual basis. The open-entry/exit format allows flexibility so that we can seek to retain students who are having trouble persisting in a class. The course is designed to support students at all levels of the English program by shoring up their weak areas so that they can achieve success in their English classes.	Course is no longer offered	<b>A</b>
8	MC Deactivate Course	ENGL	280C	<a href="#">English Fundamentals Workshop</a>	Spring 2015	Variable : 0.5-3	1.5-9 hours laboratory	P/NP		Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.	4930.20	An open entry/exit, self-paced basic skills English course offers students the opportunity to work on specific skills on an individual basis. The open entry/exit format allows great flexibility for students who may have to stop out during a semester or who may need to work on specific skills to succeed in the regular English curriculum.	Course is no longer offered	<b>A</b>



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
9	MC Deactivate Course	ENGL	280D	<a href="#">English Fundamentals Workshop</a>	Spring 2015	Variable : 0.5-3	1.5-9 hours laboratory	P/NP		Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.	4930.20	An open entry/exit, self-paced basic skills English course offers students the opportunity to work on specific skills on an individual basis. The open entry/exit format allows great flexibility for students who may have to stop out during a semester or who may need to work on specific skills to succeed in the regular English curriculum.	Course is no longer offered	<b>A</b>	
10															
11															
12	<b>New Programs</b>														
13	New Program	Art Foundation Certificate of Proficiency (SLO Approval Needed)					TABLED								

**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**March 13, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
✓ Alexander, Alexis (Chair, Faculty Representative)	✓ Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	✓ Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
✓ Bugg, Elmer (Vice President)	✓ Thompson, Stacy (Dean)
La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:** Dr. Gina La Monica

**GUESTS:** Ronald Felzer, David Morales, Jon Murphy, Tae-Soon Park

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:35 p.m.	
<b>2. Agenda</b>		<b>MOTION:</b> The CIC approved the agenda. YAYS: A. Alexander, C. Allen, S. Pantell and M. Rivas NAYS: Motion carries.
<b>3. Minutes of Prior Meetings</b>		<b>MOTION:</b> The CIC approved the February 13, 2014 meeting minutes. YAYS: A. Alexander, C. Allen, A. Elliott, S. Pantell, M. Rivas, and J. Shanoski NAYS: Motion carries.
<b>4. Announcements</b>	No discussion.	
<b>5. Program Changes/Adds; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see attached.	
<b>6. Other</b> a. CIC By-laws	Please see attached.	<b>MOTION:</b> The CIC conditionally approves the by-laws. The revised version will be sent by A. Alexander via e-mail. YAYS: A. Alexander, C. Allen, A. Elliott, S. Pantell, M. Rivas, and J. Shanoski NAYS: Motion carries.

<p><b>b. CIC Chair</b></p> <p><b>c. Status Social and Behavioral Sciences Degree</b></p> <p><b>d. Child Development AS-Tech Review</b></p>	<p>A. Alexander provided an update regarding the CIC Chair position. The following were discussed:</p> <ul style="list-style-type: none"> <li>• A. Alexander reported having a meeting with Dr. Norma Ambriz-Galaviz, President, and Dr. Elmer Bugg, Vice President of Instruction. During the meeting, A. Alexander agreed to serve as the Chair of the CIC for another semester. The administrators also agreed to provide her 0.2 reassigned time and 0.1 reassigned time for the Vice Chair of the CIC. However none of these were in writing. After the conversation, Dr. Elmer Bugg apparently approached Jon Drinnon, Chair of the English Department, and asked if he is interested in being the next CIC Chair. After much consideration, he declined the offer.</li> <li>• It was noted that up to this point, the 0.1 reassigned time has not been allocated.</li> </ul>	<p>MOTION: The CIC strongly recommends allocating 0.2 reassigned time to the CIC Chair and 0.1 reassigned time to the CIC Vice Chair.</p>
<p><b>7. Next Meeting Date</b></p>	<p>April 10, 2014</p>	
<p><b>8. Adjournment</b></p>	<p>The meeting was adjourned at 2:44 p.m.</p>	

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
5	MC New Course	ART	166	<a href="#">Beginning Botanical Drawing</a>		2	1 hours lecture, 3 hours laboratory	GR or P/NP		Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor.	1002.00	Course enables students to develop proficiency in drawing plant forms and producing botanical illustrations. This course is given in conjunction with the horticulture department at Merritt College and is not taught elsewhere in the Peralta district. Course is transferable to the CSU and UC systems.	MC New Course	<b>A</b>
6	MC New Course	ART	167	<a href="#">Continuing botanical drawing</a>		2	1 hours lecture, 3 hours laboratory	GR or P/NP	Art 065	Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor.	1002.00	Course enables students to develop proficiency in drawing plant forms and producing botanical illustrations. This course is given in conjunction with the horticulture department at Merritt College and is not taught elsewhere in the Peralta district. Course is transferable to the CSU and UC systems.	MC New Course	<b>A</b>
7	MC New Course	ART	168	<a href="#">Advance Botanical Drawing</a>	Spring 2015	2	1 hours lecture, 3 hours laboratory	GR or P/NP	Art 065	Exploration through drawing of complex plant structures: Recording details of various plant forms; emphasis on developing a personal style, working from traditional and contemporary examples as well as personal preference in subject matter and techniques.	1002.00	Course enables students to develop proficiency in drawing plant forms and producing botanical illustrations. This course is given in conjunction with the horticulture department at Merritt College and is not taught elsewhere in the Peralta district. Course is transferable to the CSU and UC systems.	MC New Course	<b>A</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
8	MC New Course	ART	169	<a href="#">Special Projects Botanical Drawing</a>	Spring 2016	2	1 hours lecture, 3 hours laboratory	GR or P/NP	Art 065	Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor.	1002.00	Course enables students to develop proficiency in drawing plant forms and producing botanical illustrations. This course is given in conjunction with the horticulture department at Merritt College and is not taught elsewhere in the Peralta district. Course is transferable to the CSU and UC systems.	MC New Course	<b>A</b>
9	MC Course Changes in Non-Catalog Info	BUS	54	<a href="#">Small Business Management</a>	Spring 2015	3	3.00 Lec	GR or P/NP		Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions.	0506.40	Course is recommended or required for several Business programs. This course is required for the Small Business Management Certificate Program.		<b>A</b>
10	MC Course Changes in Catalog Info	LANHT	206	<a href="#">Landscape Business Practices</a>	Spring 2015	3	3.00 Lec	GR or P/NP		Business practices for landscape professionals: Bookkeeping, tax records, licensing, insurance, contracts and agreements, employee management, marketing, and job tracking and costing.	0109.10	There is no advanced course that covers the business aspects of landscape maintenance. Students need a business class that is specific to landscape horticulture in order to successfully run a landscape business.	Changed title, course description, justification, proposal information, update lecture content, student performance objectives, methods of instruction, student learning outcomes, and text.	<b>A</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
11	MC New Fee Based Course	BIOL	865A	<a href="#">Natural History of Taiwan-Field Studies</a>	Spring 2015		112			Field follow-up course to Biology 65A, "Natural History of Taiwan:" Field study in Taiwan's National Parks and National Forests, emphasizing the geography, climate, flora and fauna of "Isla Formosa." To become active Spring 2015.		This course continues Merritt College's successful decades-long series of courses to significant and outstanding natural ecosystems of the earth, which includes previous courses to the Peruvian Amazon, Costa Rica, Hokkaido, Japan, New Zealand, and the Swiss Alps, among many others. It is the field follow-up to the "Natural History of Taiwan" lecture course.	MC New Fee Based Course	<b>A</b>
12														
13	<b>New Programs</b>													
14	New Program	Administrative Medical Assisting Certificate of Proficiency				Approved with Revisions to Admissions Criteria								
15	New Program	Clinical Medical Assisting Certificate of Proficiency				Approved with Revisions to Admissions Criteria								

Process Title	Discipline	Course #	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	Top Code	Justification	List of Changes	Approved/Denied/Tabled/Notes
MC New Fee Based Course	BIOL	865A	<a href="#">Natural History of Taiwan-Field Studies</a>	Spring 2015		112			Field follow-up course to Biology 65A, "Natural History of Taiwan:" Field study in Taiwan's National Parks and National Forests, emphasizing the geography, climate, flora and fauna of "Isla Formosa." To become active Spring 2015.		This course continues Merritt College's successful decades-long series of courses to significant and outstanding natural ecosystems of the earth, which includes previous courses to the Peruvian Amazon, Costa Rica, Hokkaido, Japan, New Zealand, and the Swiss Alps, among many others. It is the field follow-up to the "Natural History of Taiwan" lecture course.	MC New Fee Based Course	



**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**March 13, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

VOTING MEMBERS:	
✓ Alexander, Alexis (Chair, Faculty Representative)	✓ Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
NON VOTING MEMBERS:	
✓ Bugg, Elmer (Vice President)	Thompson, Stacy (Dean)
La Monica, Gina (Dean)	✓ Tomas, Alejandria (Minute Taker)

**ABSENT:** Jennifer Shanoski, Gina La Monica, Stacy Thompson

**GUESTS:** Leslie Fleming, Nancy Ceridwyn

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	The meeting was called to order at 1:33 p.m.	
2. Agenda		<b>MOTION:</b> The CIC approved the agenda. YAYS: A. Alexander, C. Allen, S. Pantell and M. Rivas NAYS: Motion carries.
3. Minutes of Prior Meetings	The CIC had further discussion regarding Item 6.A. of the March 13, 2013 CIC Meeting Minutes regarding the <ul style="list-style-type: none"> <li>• It was</li> </ul>	<b>MOTION:</b> The CIC approved the February 13, 2014 meeting minutes. YAYS: A. Alexander, C. Allen, A. Elliott, S. Pantell, M. Rivas. NAYS: Motion carries.
4. Announcements	No discussion.	
5. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations	Please see attached.	
6. Other		
a. CIC By-laws	Please see attached.	<b>MOTION:</b> The CIC conditionally approves the by-laws. The revised version will be sent by A. Alexander via e-mail. YAYS: A. Alexander, C. Allen, A. Elliott, S. Pantell, M. Rivas, and J. Shanoski NAYS: Motion carries.
b. CIC Chair	A. Alexander provided an update regarding the CIC Chair position.	<b>MOTION:</b> The CIC strongly

<p><b>c. Status Social and Behavioral Sciences Degree</b></p> <p><b>d. Child Development AS-Tech Review</b></p>	<p>The following were discussed:</p> <ul style="list-style-type: none"> <li>• A. Alexander reported having a meeting with Dr. Norma Ambriz-Galaviz, President, and Dr. Elmer Bugg, Vice President of Instruction. During the meeting, A. Alexander agreed to serve as the Chair of the CIC for another semester. The administrators also agreed to provide her 0.2 reassigned time and 0.1 reassigned time for the Vice Chair of the CIC. However none of these were in writing. After the conversation, Dr. Elmer Bugg apparently approached Jon Drinnon, Chair of the English Department, and asked if he is interested in being the next CIC Chair. After much consideration, he declined the offer.</li> <li>• It was noted that up to this point, the 0.1 reassigned time has not been allocated.</li> </ul>	<p>recommends allocating 0.2 reassigned time to the CIC Chair and 0.1 reassigned time to the CIC Vice Chair.</p>
<p><b>7. Next Meeting Date</b></p>	<p>April 10, 2014</p>	
<p><b>8. Adjournment</b></p>	<p>The meeting was adjourned at 2:44 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, 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.

**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**April 10, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
Vacant (Chair)	Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	✓ Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
✓ Bugg, Elmer (Vice President)	Vacant (Dean, Division 1)
La Monica, Gina (Dean, Division 2)	• Tomas, Alejandria (Minute Taker)

**ABSENT:** Mario Rivas, Gina La Monica

**GUESTS:** Leslie Fleming, Tae-Soon Park, David Morales, Sheila Metcalf-Tobin, Margaret Dixon, Cynthia Alvarado, Inga Marciulionis, Christine Olsen, Rebecca Shubin

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:33 p.m.	
<b>2. Agenda</b>		<b>MOTION:</b> The CIC approved the agenda. YAYS: C. Allen, S. Pantell, A. Elliott and J. Shanoski NAYS: Motion carries.
<b>3. Minutes of Prior Meetings</b>	The CIC had further discussion regarding Item 6.A. of the March 13, 2013 CIC Meeting Minutes regarding the <ul style="list-style-type: none"> <li>• It was</li> </ul>	<b>MOTION:</b> The CIC approved the March 27, 2014 meeting minutes. YAYS: C. Allen, S. Pantell, A. Elliott and J. Shanoski NAYS: Motion carries.
<b>4. Announcements</b>	No discussion.	
<b>5. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b>	Please see attached.	





Merritt College  
Curriculum and Instructional Council (CIC) Meeting Minutes  
April 10, 2014

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6	MC Course Change only in Non-Catalog	ART	29	<a href="#">Special Projects: Figure Drawing</a>	Spring 2015	2	1 hour of lecture, 3 hours of lab	(GR or P/NP)		Continued study and development of special projects in figure drawing from the live model.	1002.10	1. Create expressive and varied figurative compositions.	Updated lecture and lab content, text and library resources	<b>A</b>
7	MC Course Change only in Non-Catalog	ART	35	<a href="#">Beginning Portraiture</a>	Spring 2015	2	1 hour of lecture, 3 hours of lab	(GR or P/NP)		Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness.	1002.10		Updated lecture and lab content, methods of instruction, student performance objectives, student assessment, texts and library resources; mapped SLOs	<b>A</b>
8	MC Course Change only in Non-Catalog	ART	36	<a href="#">Continuing Portraiture</a>	Spring 2015	2	1 hour of lecture, 3 hours of lab	(GR or P/NP)		Drawing portraits from the live model: Emphasis on composition, position, clothing, and color.	1002.10		Updated lecture and lab content, methods of instruction, student performance objectives, student assessment, texts and library resources; mapped SLOs	<b>A</b>
9	MC Course Change in Catalog Info	ART	50	<a href="#">Beginning Painting</a>	Spring 2015	3	2 hours of lecture, 4 hours of lab	(GR or P/NP)	Art 20	This course can be used to satisfy requirements for the AA-T in Studio Arts and transfer requirements for UC and the CSU systems.	1002.10		Change from 2-3 Variable units to 3 non-variable units	<b>A</b>

Merritt College  
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10	MC New Course	ART	187	<a href="#">Beginning Ceramic Sculpture</a>	Spring 2015	3	2 hours of lecture, 4 hours of lab	(GR or P/NP)		Exploration of sculptural form through the use of ceramic media. Theory and application of form and design; exploration of surface decoration, kilns and firing.	1002.10	Meets transfer elective requirements at CSU and UC (proposed); also proposed to meet AA degree requirements for proposed degree in Ceramics.	MC New Course	<b>A</b>
11	MC New Course	ART	188	<a href="#">Intermediate Ceramic Sculpture</a>	Spring 2015	3	2 hours of lecture, 4 hours of lab	(GR or P/NP)	Art 87	Continuing work in the area of ceramic sculpture.	1002.10	Provides continuity from Ceramic Sculpture to Advanced Ceramic Sculpture classes.	MC New Course	<b>A</b>
12	MC New Course	ART	189	<a href="#">Advanced Ceramic Sculpture</a>	Spring 2015	3	2 hours of lecture, 4 hours of lab	(GR or P/NP)		Advanced work in sculptural form with ceramic media. Theory and application of three-dimensional design: concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing.	1002.10	Course provides students with continuity of instruction from beginning ceramics sculpture and independent work. Meets transfer elective requirements at CSU and UC and required for Ceramic Certificate of Proficiency.	MC New Course	<b>A</b>
13	MC Course Change only in Non-Catalog	ADJUS	63	<a href="#">Introduction to Corrections</a>	Spring 2015	3	3 hours of lecture	(GR or P/NP)		Philosophy and history of corrections from a historical and theoretical point of view: Survey of various explanations for criminal behavior; functions and objectives of criminal justice system concerned with probation, institutions, and parole process as they affect offender behavior	2105.00	Course is recommended for those interested in working in parole or correctional institution positions. It provides historical and philosophical evaluation of various correctional institutions, and offers methods for effect-ing a change in the behavior of offenders. Course is required	Updated SLOs and textbook	<b>A</b>

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14	MC New Course	ATHL	75	<a href="#">Intercollegiate Women's Soccer</a>	Spring 2015	3	10 laboratory hours	(GR or P/NP)		Fundamentals of intercollegiate competition: A comprehensive course designed for the student-athlete covering advanced development of intercollegiate soccer skills, fitness skills, and mental preparation for competition.	0835.50	The course offers training sessions and practice in advanced soccer skills to enable students to participate in intercollegiate activities.	New Course	<b>A</b>
15	MC Course Change only in Non-Catalog (Pending SLOAC Approval)	MATH	3A	<a href="#">Calculus I</a>	Spring 2015	5	5 hours of lecture	(GR)	Math 2; or Math 1, and 50 or 52C	Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions.	1707.00	Course satisfies GE area 4b requirements as well as UC/CSU transfer requirements and degree requirements in Mathematics, and provides a foundation for more advanced students in mathematics and related fields (e.g., physics).	Updated textbooks and SLOs	<b>T</b>
16	MC Course Change only in Non-Catalog (Pending SLOAC Approval)	MATH	3B	<a href="#">Calculus II</a>	Spring 2015	5	5 hours of lecture	(GR)	Math 3A	Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite series and power series.	1707.00	Course satisfies GE area 4b requirements as well as UC/CSU transfer requirements and degree requirements in Mathematics, and provides a foundation for more advanced students in	Updated Textbooks and SLOs	<b>T</b>
17	MC Course Change only in Non-Catalog (Pending SLOAC Approval)	MATH	3C	<a href="#">Calculus III</a>	Spring 2015	5	5 hours of lecture	(GR)	Math 3B	Partial differentiation, Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus.	1707.00	Course satisfies GE area 4b requirements as well as UC/CSU transfer requirements and degree requirements in Mathematics, and provides a foundation for more advanced students in mathematics and related fields (e.g., physics).	Updated Textbooks and SLOs	<b>T</b>



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18	MC Course Change only in Non-Catalog (Pending SLOAC Approval)	MATH	3D	<a href="#">Linear Algebra and Differential Equations</a>	Spring 2015	5	5 hours of lecture	(GR)	Math 3B	Ordinary differential equations, first and second order equations, homogeneous linear differential equations, non- homogeneous linear differential equations, the Laplace transform method of solutions, infinite series solutions, and systems of linear differential equations.	1707.00	Course provides a foundation for more advanced study in mathematics, and related fields, e.g. physics; meets AA/AS area 4b, CSU area B4, IGETC area 2 requirements and is transferable to CSU, UC systems. Course is required for Math major (from list).	Updated Textbooks and SLOs	<b>T</b>
19	MC New Course	MATH	3E	<a href="#">Linear Algebra</a>	Spring 2015	3	3 hours of lecture	(GR)	Math 3A	Linear spaces and linear transformations: Development of techniques and theory for solving and classifying linear systems, including row operations, Gaussian elimination, and matrix algebra; properties of vectors in two and three dimensions, matrix theory, abstract vector spaces, linear transformations, inner products, norms, orthogonality, eigenvalues, eigenspaces; selected applications of linear algebra. MATH 3E and 3F are equivalent to MATH 3D. Not open for credit to students who have completed or are currently enrolled in MATH 3D.	1701.00	Satisfies the General Education Analytical Thinking requirement for Associate Degrees. Provides foundation for more advanced study in mathematics, and related fields such as Physics. Satisfies the Quantitative Reasoning component required for transfer to UC, CSU, and some independent four-year institutions. Acceptable for credit: CSU, UC.	New Course	<b>A</b>

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20	MC New Course (pending SLOAC Chair approval)	MATH	3F	<a href="#">Differential Equations</a>	Spring 2015	3	3 hours lecture	(GR)	Math 3B or Math 3E. Recommen- ded preparati- on: Math 3C	Ordinary differential equations: First-order, second- order, and higher order equations; separable and exact equations, series solutions, LaPlace transformations, system of differential equations.	1701.00	Satisfies the General Education Analytical Thinking requirement for Associate Degrees. Provides foundation for more advanced study in mathematics and related fields, such as Physics. Satisfies the Quantitative Reasoning component required for transfer to UC, CSU, and some independent four-year institutions. Acceptable for credit: CSU, UC.	New Course	<b>A</b>
21	MC New Course	KIN	86A	<a href="#">Flag Football</a>	Spring 2015	1	3 hours laboratory	(GR or P/NP)		Activity class: Basic introduction to flag football skills.	0835.00	Required due to updated title 5 repeatability regulations.	New course	<b>A</b>



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	MC Deactivate Course	PE	14	<a href="#">General Exercise</a>	Spring 2015	0.5	2 hours laboratory	(GR or P/NP)		Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology.	0835.00	General exercise is one of the basic courses in a physical education curriculum. Exercise in the form of calisthenics and geared toward improving flexibility, strength, coordination, balance, tone, and endurance is a prerequisite for all forms of physical activity.	Course is no longer offered	<b>A</b>

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25	MC Deactivate Course	PE	30	<a href="#">Soccer</a>	Spring 2015	0.5	2 hours laboratory	(GR or P/NP)		Activity class: Fundamentals and skills in soccer.	0850.00	Allows students to participate in an individual physical activity which is of benefit to their physical well being; course added due to student demand.	Course is no longer offered	<b>A</b>
26	MC Deactivate Course	PE	40	<a href="#">Yoga</a>	Spring 2015	0.5	2 hours laboratory	(GR or P/NP)		Activity class: Development of basic yoga postures, conscious breathing patterns, and relaxation techniques; stretching and relaxation; and strengthening and stimulating creative energy.	0835.00	remove A-D and add slos	Course is no longer offered	<b>A</b>

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27	MC Deactivate Course	PE	42	<a href="#">Yoga</a>	Spring 2015	0.5	2 hours laboratory	(GR or P/NP)		Description Activity class: Development of overall fitness with emphasis on the cardiovascular system through stretch aerobics.	0835.00	Most students need to improve their overall physical fitness and the Stretch Aerobics class will afford them the opportunity to do so.	Course is no longer offered	<b>A</b>
28	MC Deactivate Course	PE	49	<a href="#">PE 49</a>	Spring 2015	0	0	(GR or P/NP)		INDEPENDENT STUDY	0835.00		Course is no longer offered	<b>A</b>
29	MC Deactivate Course	PE	51	<a href="#">ADAPTIVE WEIGHT TRAINING AND CONDITIONING</a>	Spring 2015	1	3 hours laboratory	(GR or P/NP)		Recommended for students with physical disabilities. Because this class is physical in nature, it is recommended that students receive medical clearance prior to participation. A physical activity course designed to help students with disabilities improve muscle strength, aerobic capacity, and flexibility. Activities are designed to meet individual goals and needs.	0835.00	The course will assist the college in meeting ADA requirements and offer a physical education program that helps the transitioning process of students who have had adaptive P.E. (as provided by P.L. 94-142) in high school.	Course is no longer offered	<b>A</b>
30	MC Deactivate Course	PE	52	<a href="#">Aerobics of Jogging</a>	spring 2015	2	3 hours laboratory	(GR or P/NP)		Conditioning through jogging: Physiology of exercise, fundamentals of diet and weight control, pace work in distance running, proper equipment, use of body mechanics, testing for self-improvement, and overall fitness.	0835.00	Aerobics of Jogging is one of the courses in a physical education curriculum. Exercise in the form of jogging is geared toward improving flexibility, strength, coordination, balance, tone, and endurance.	Course no longer offered	<b>A</b>
31	MC Deactivate Course	PE	57	<a href="#">Basketball</a>	Spring 2015	1	1 hour laboratory	(GR or P/NP)		Development of officiating skills leading to greater understanding and appreciation of the sport and to potential job placement.	0835.00	There is student interest in a course which improves basketball officiating skills, gives them experience officiating basketball events, and increases their chances of employment as a basketball official.	Course no longer offered	<b>A</b>

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 Curriculum and Instructional Council (CIC) Meeting Minutes  
 April 10, 2014

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
32														
33														
34	<b><u>New Programs</u></b>													
	Program													
35	Modification	Anthropology A.A. Degree			Approved									
36	New Program	Art Foundation			Approved									
37	New Program	AS-T Child Development			Approved									
38	New Program	AS-T Mathematics			Approved									

Process Title	Discipline	Course #	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	Top Code	Justification	List of Changes	Approved/Denied/Tabled/Notes
MC New Fee Based Course	BIOL	865A	<a href="#">Natural History of Taiwan-Field Studies</a>	Spring 2015		112			Field follow-up course to Biology 65A, "Natural History of Taiwan:" Field study in Taiwan's National Parks and National Forests, emphasizing the geography, climate, flora and fauna of "Isla Formosa." To become active Spring 2015.		This course continues Merritt College's successful decades-long series of courses to significant and outstanding natural ecosystems of the earth, which includes previous courses to the Peruvian Amazon, Costa Rica, Hokkaido, Japan, New Zealand, and the Swiss Alps, among many others. It is the field follow-up to the "Natural History of Taiwan" lecture course.	MC New Fee Based Course	



Merritt College  
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Process Title	Discipline	Course #	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	Top Code	Justification	List of Changes	Approved/Denied/Updated/Notes
1 MC Course Change only in Non-Catalog	ADJUS	22	Concepts of Criminal Law	Summer 2014	3	3 hours of lecture	Letter Grade		Historical development and philosophy of law and constitutional provisions: Classification of crime, legal research, study of case law, and concepts of law as a social force.	2105.00	Course explores the concepts of criminal law evidence, discovery issues, and relevant constitutional amendments. Course is required for the Administration of Justice AA degree and certificate (both Corrections and Police Science options), and is transferable to the CSU and UC systems.	Updated Cover sheet, updated SLO's, updated, textbooks	A
2 MC Course Change only in Non-Catalog	ADJUS	23	Principles and Procedures of the Justice System	Summer 2014	3	3 hours of lecture	Letter Grade	Recommended Preparation: CSU/UC Campuses ADJUS 021	Study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, and corrections systems; past and contemporary analysis of subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with its system members.	2105.00	Course provides students with a broad base of knowledge and rudimentary proficiencies in subsystem procedures within the administration of justice system. Course is required for the Administration of Justice AA degree and certificate (both Corrections and Police Science options), and is transferable to the CSU system.		A
3 MC Course Change only in Non-Catalog	ADJUS	24	Legal aspects of evidence.	Summer 2014	3	3 hours of lecture	Letter Grade		Origin, development, philosophy and constitutional basis of evidence: Constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility, and judicial decisions interpreting individual rights and case studies.	2105.00	Course provides students with a working knowledge of the rules of evidence, the different types of evidence, and the admissibility of evidence. Students learn to evaluate legality and admissibility with applicable rules. Course is required for the Administration of Justice AA degree and certificate (both Corrections and Police Science options), and is transferable to the CSU systems.	updated cover page, updated SLO's, updated textbook	A
4													

- Non-Catalog  
- Textbook  
SLO's

Merritt College  
Curriculum and Instructional Council (CIC)  
05/08/2014 Meeting Agenda

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5	MC Course Change only in Non-Catalog	ADJUS 56	<u>Criminal Investigation</u>	Summer 2014	3	3 hours of lecture	Letter Grade	Recomm ended Preparati on CSU/UC Campuse s ADJUS 021	Fundamentals and basic principles of all types of investigations: Crime scene search to locate, identify, record, collect, preserve, and transport physical evidence using scientific aids; modus operandi, sources of informa- tion, interviews and interrogation, surveillance, follow-up, technical resources, and case preparation.		Course focuses on the gathering, analyzing, synthesizing, and assessing of evidence in order to draw sound conclusions and analyze facts while conducting impartial investigations from beginning to completion. It also evaluates the complexities involved in dealing with evidence and the legal implications during an investigation. Course is required for the	updated SLO's and textbook	A
6	MC Course Change only in Non-Catalog	BUS 1A	<u>Financial Accounting</u>	Summer 2014	4	4 hours of lecture	(GR)		Study of purposes, theory and specific methods of accounting; Systems and methods employed in accum- ulating data for financial statements; income measurement, including cost and expiration; revenue recognition and measurement.		Financial Accounting is one of the basic transfer courses to either the University of California or the California State University in either the social sciences, liberal arts or business areas. Course is required for various business majors, such as Accounting, Business Administration, and General Business.	Updated SLOs	A provisionally of obtained was approved
7	MC Course Change only in Non-Catalog	BUS 1B	<u>Managerial Accounting</u>	Summer 2014	4	4 hours of lecture	Letter Grade	Prerequisi te CSU/UC Campuse s BUS 001A	Uses of accounting data for planning, controlling and decision-making; Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses and limitations of financial statements and reports.		Managerial Accounting is one of the basic transfer courses to either the University of California or the California State University in either the social sciences, liberal arts or business areas. Course is required for various business majors, such as Accounting, Business Administration, and Business Management; recommended for General Business.	Text, Readings, and Materials Student Learning Outcomes Assignments Outline Communication	A provisionally

Review approved 2,







Merritt College  
Curriculum and Instructional Council (CIC)  
05/08/2014 Meeting Agenda

A	B	C	D	E	F	G	H	I	J	K	L	M	N
MC Course Change only in Non-Catalog (Pending SLOAC Approval)	PHYS	4B	General Physics with Calculus	Summer 2014	5	4 hours of lecture, 3 hours of lab	(GR)	Prerequisite SU/UC Campus PHYS 004A Prerequisite site SU/UC Campus MATH 003B	Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits for students majoring in engineering or the physical sciences.	1902.00	Physics 4B is the second semester of a three semester sequence that provides a comprehensive survey of the major topics of physics for students majoring in engineering or the physical sciences.		A
MC Course Change only in Non-Catalog (Pending SLOAC Approval)	PHYS	4C	General Physics with Calculus	Summer 2014	5	4 hours of lecture, 3 hours of lab	Letter Grade	Prerequisite SU/UC Campus PHYS 004B Prerequisite site SU/UC Campus MATH 003C	Comprehensive study of major topics of physics: light, interference, relativity, quantum physics, atoms, molecules, and nuclei for students majoring in engineering or the physical sciences.	1902.00	Physics 4C is the third semester of a three- semester sequence that provides a comprehensive survey of the major topics of physics for students majoring in engineering or the physical sciences.		A

notation classic text relevant  
compendy, intense ~~textbook~~  
& timely.

**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**May 8, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

VOTING MEMBERS:	
Vacant (Chair)	Rivas, Mario (Faculty Representative)
✓ Allen, Rose (Counselor)	✓ Shanoski, Jennifer (Faculty Representative)
✓ Elliott, Ann (Faculty Representative)	Vacant (Student Representative)
✓ Pantell, Steve (Articulation Officer)	
NON VOTING MEMBERS:	
✓	
	• Doris Hankins (minute taker)

**ABSENT:** Mario Rivas, Gina La Monica

**GUESTS:** Tae-Soon Park, Margaret Dixon, Cynthia Alvarado

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	The meeting was called to order at 1:33 p.m.	
2. Agenda	Agenda Approval	<b>MOTION:</b> The CIC approved the agenda. YAYS: C. Allen, S. Pantell, A. Elliott and J. Shanoski NAYS: none Motion carries.
3. Minutes of Prior Meetings	<ul style="list-style-type: none"> <li>None in the absence of curriculum specialist</li> </ul>	<b>MOTION:</b> None
4. Announcements	No discussion. (tae soon brought in a document)	
5. Program Changes/Add; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations	<p>Please see attached Agenda of courses.</p> <p>All Courses approved, Business courses approved on a provisional basis.</p>	Business courses must update SLOs
6. Other a. Curriculum Chair	<p>The following were discussed:</p> <ul style="list-style-type: none"> <li>ASTD's</li> <li>In regards to Economics degree, wether it should be pulled or follow chancellors advice that any degree that is local and has a tmo created must have a ADT created according to CCCCC.</li> <li>A. Elliott has been named interim chair until June</li> <li>J. Shanoski has been named Vice Chair until June</li> </ul>	<p><b>MOTION:</b> In the absence of a CIC Chair, the CIC agreed to let A. Elliott, Interim chair and J. Shanoski until June. YAYS: C. Allen, S. Pantell, A. Elliott and J. Shanoski, Tae Soon Park NAYS: Motion carries.</p>

<b>b. Curriculum Specialist</b>	Vacant	
<b>7. Next Meeting Date</b>		
<b>8. Adjournment</b>	The meeting was adjourned at 3:05 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.