

MCAS 10/19/17

---

- ① Dan Lawson
- ② REZA SARRAF
- ③ Tae - Soon Park
- ④ Terry Wilbert
- ⑤ Mia Kelly
- ⑥ Kim-fu Yatus
- ⑦ Nghiem Thai
- ⑧ Sheila Petcaft Todor
- ⑨ Inge Wiercinski
- ⑩ Ferehteh Mofidi
- ⑪ ~~Ms. [unclear]~~
- ⑫ Alwas Alexander
- ⑬ Marty Zielke
- ⑭ Tom Renbarger
- ⑮ Jeff Lamb



# Merritt College Academic Senate

---



## Curriculum & Instructional Council (CIC) Report

Thursday, October 19, 2017

12:30-2:00 p.m.

Room R-29

- I. Credit Course Certification 2017-2018
  - The certification form for local approval of credit courses was submitted to the CCC Chancellor's Office on October 5.
  - CIC now has the authority to approve the following categories of curriculum:
    1. New proposals for new and existing approved credit programs
    2. Substantial change proposals
    3. Stand-alone proposals
    4. Nonsubstantial change proposals
  - New proposals and substantial change proposals still must be submitted to the State for "chaptering" and control numbers (24-hour turnaround time).
- II. College Catalog 2017-2019
  - LaShaune Fitch has finished editing and proofing the final draft of the college catalog.
  - The new catalog was submitted for printing this week and shall be available in November.
- III. Curriculum Inventory Clean-Up
  - Faculty and administrators were notified by email on October 2 (and reminded on October 16) of the November 1<sup>st</sup> deadline for reviewing and saving old draft proposals slated for deletion.
- IV. Workforce Development and Continuing Education (WDCE) Noncredit Presentation
  - Melvinia King, Interim Associate Vice Chancellor for WDCE, and her team gave a presentation on noncredit curriculum at the October 12<sup>th</sup> CIC meeting.
  - The presentation and FAQs are available on the Curriculum Resources webpage (<http://www.merritt.edu/wp/curriculum/curriculum-resources/>).
- V. Curriculum Approvals
  - Proposals approved at the October 12, 2017, meeting (see attachment)

Submitted by N. Thai, CIC Chair

Consent Calendar								
Courses								
Proposal Type	Subject	Number	Title	Changes	Requisites/ Advisories	DE Approval	Proposal Approval	Notes
Add DE Addendum	LRNRE	030	Introduction to Tutoring	Added DE		Approved	Approved	Placed on 11/6 CIPD agenda (info only)
Regular Agenda								
Courses								
Proposal Type	Subject	Number	Title	Changes	Requisites/ Advisories	DE Approval	Proposal Approval	Notes
Course Changes in Catalog Info	BUS	010	Introduction to Business	Changed SAM code Updated texts			Approved	Placed on 11/6 CIPD agenda
Course Changes in Catalog Info	CIS	005	Introduction to Computer Science	Changed TOP code Updated lecture/lab content Updated methods of instruction Updated texts			Approved	Placed on 11/6 CIPD agenda
Course Changes in Catalog Info	COPED	450	General Work Experience	Changed lecture to lab hours Changed SAM code Updated lab content Added/mapped SLOs			Approved	Placed on 11/6 CIPD agenda
Course Changes in Catalog Info	ECON	001	Principles of Economics (Macro Economics)	Updated degree/transfer Updated lab content Removed MATH 205B prerequisite Updated texts	Pre: MATH 203 or MATH 211D		Approved	Placed on 11/6 CIPD agenda
Course Changes in Catalog Info	ECON	002	Principles of Economics (Micro Economics)	Updated degree/transfer Updated lab content Removed MATH 205B prerequisite Updated texts	Pre: MATH 203 or MATH 211D		Approved	Placed on 11/6 CIPD agenda
New Course	COPED	451	Occupational Work Experience				Approved	Placed on 11/6 CIPD agenda
New Course	ESOL	261A	Listening and Speaking 1		Pre: Multiple-measures assessment		Approved	Placed on 11/6 CIPD agenda
New Course	ESOL	261B	Listening and Speaking 1		Pre: ESOL 261A or ESL 283A		Approved	Placed on 11/6 CIPD agenda
New Course	ESOL	271A	Grammar 1		Pre: Multiple-measures assessment		Approved	Placed on 11/6 CIPD agenda
New Course	MATH	261	Pre-Algebra Foundations				Approved	Placed on 11/6 CIPD agenda
New Course	MUSIC	100	Music Fundamentals and Culture				Approved	Placed on 11/6 CIPD agenda
New Course w/ DE Addendum	CIS	074A	Routing and Switching Networks		Pre: CIS 005	Tabled	Tabled	Originator absent
New Course w/ DE Addendum	CIS	074B	Scaling Networks		Pre: CIS 005 Pre: CIS 074A	Tabled	Tabled	Originator absent
New Course w/ DE Addendum	CIS	178	Build Automation for DevOps & QA		Pre: CIS 005 Pre: CIS 006 Rec: CIS 072	Tabled	Tabled	Originator absent
New Fee-Based Course	LANHT	840	Cultivating Cannabis for the Home Gardener				Approved	Placed on 11/6 CIPD agenda (info only)

**ADMINISTRATIVE PROCEDURE 4105 DISTANCE EDUCATION****I. Definition**

Per Title 5 Section 5520, distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the requirements of Title 5 as well as the requirements of the Americans with Disabilities Act (42 U.S. Code Sections 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794 d).

**II. Course Approval**

- A. Each proposed or existing course offered by distance education shall be reviewed and approved separately by the local College Curriculum Committee. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.
- B. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020 Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.
- C. Distance education proposals are sent to the Council on Instruction, Planning, and Development (CIPD) for district-level review.

**III. Certification**

When approving distance education courses, the department forwarding the course to the College Curriculum Committee and the College Curriculum Committee will certify the following:

- A. Course Quality Standards: The same standards of course quality are applied to the distance education courses and are applied to traditional classroom courses.
- B. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the College Curriculum Committee approval procedures.
- C. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.
- D. Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

**IV. Student Authentication**

- A. Students who enroll in online courses are authenticated by being providing a specific login ID and an initial password to access the online Learning Management System (LMS).
- B. Students are encouraged to change their password. New passwords must be sufficiently complex so that they cannot be easily decoded.
- C. The district policies/procedures regarding academic honesty and acceptable use of Information Technology Services include penalties for unauthorized use of another individual's name and password, cheating on examinations, and other types of academic dishonesty. Students must agree to these policies/procedures the first time they login to the district LMS. This approach

promotes a pedagogical focus rather than a punitive approach to academic honesty. This is an approach to educate students as to the consequences of academic dishonesty.

- D. Complete information about "Academic Dishonesty, Due Process, and Conduct" is posted on the district online education site, on the online education sites for each of the colleges, as well as on the LMS at the following link <http://web.peralta.edu/de/for-students-what-is-academic-dishonesty>.
- E. Students also are authenticated through sufficient interaction between students and instructors which contributes to verifying a student's identity.
- F. Instructors also can require a proctored examination which can serve as another method of authentication.
- G. The district Office of Academic Affairs, working collaboratively with representatives from the four colleges, Distance Education Coordinators, and Information Technology staff, assumes responsibility for monitoring the changing online education requirements for institutions of higher education, as well as options available for meeting the expectations of assuring a student's identity.

#### **V. Federal financial Aid Eligibility:**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District/Colleges authenticate or verify that the student who registers in a distance education is the same student who participates in and completes the course of program and receives the academic credit.

- A. The District/College will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional charges associated with verification of student identity, if any.
- B. The colleges shall utilize one or more of these methods to authenticate or verify the student's identity:
  - 1. Secure credentialing/login and password
  - 2. Proctored examinations
  - 3. New or other technologies and practices which are effective in verifying student identification

#### **VI. Scheduling Instructors for Distance Education classes and Creating Accountability within Online/Hybrid Courses:**

- A. The instructor must use or commit to using the recognized Peralta Community College District CMS/LMS (Course or Learning Management System) to deliver course content, which adheres to the following standards:
  - 1. Welcome/Orientation
  - 2. Organizational components
  - 3. Instructional modalities
  - 4. Assessment practices and expectations
  - 5. Gradebook
  - 6. Instructor/ student communication – regular and substantive interaction (i.e., messaging, email, Announcements, chats, forums, etc.
- B. The instructor must have the following three elements in place prior to being assigned an online course:
  - 1. Has received training in the use of at least one course management system (such as WebCT, Blackboard, ETUDES-NG, MOODLE, Canvas)

2. Has successfully completed a course in how to teach online, such as "Teaching an Online Course" (offered by PCCD/Merritt College, @One, another community college, another appropriate external entity or UC extension course)
  3. Uses the Peralta email system (with a peralta.edu email address) and has a Peralta webpage on the college website that hosts the online course. This webpage will provide a link to the CMS/LMS (course/learning management system) website
- C. Recommended preparation includes that the instructor:
1. Has enrolled in an online course of some kind
  2. Has worked with a mentor who is an experienced online instructor
- D. Recommended ongoing instructor preparation should include maintaining currency in online education such as:
1. Technologies
  2. Pedagogy
  3. Collaborating with other online instructors
  4. Ongoing assessment of student learning outcomes
  5. Complete a certificate in online education (at least 3 and as many as 8 courses in online education for certification as an online instructor

Note: In keeping with Section IV, Student Authentication, it is to be noted that Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. Section IV shows that the district meets this requirement.

References:

- Title 5 Sections 55200 et seq.;
- 42 U.S. Code Sections 12100 et seq.;
- 29 U.S. Code Section 794d;
- 34 CFR, part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
- ACCJC Guide to Evaluating Distance Education and Correspondence Education;
- ACCJC Accreditation Standard II.A.1

Approved by the Chancellor: January 31, 2012  
Revised and approved by the Chancellor: February 24, 2014  
Revised and approved by the Chancellor: August 13, 2015  
Revised and approved by the Chancellor: June 13, 2017