

Curriculum and Instructional Council (CIC)

MEETING MINUTES

March 12, 2015 1:30-3:00 p.m.

L137

PRESENT:

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

ABSENT: Jennifer Shanoski, Elmer Bugg, Tina Vasconcellos

GUESTS: Chris Grampp, Christine Olsen, Guy Forkner, Leslie Fleming

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:35PM.	
2. Agenda	Agenda was discussed and approved. Minutes review was taken off the agenda because the minutes had not been prepared.	<b>MOTION:</b> <i>Agenda approved by consensus without review of minutes</i>
3. Minutes of Prior Meetings	Review of minutes tabled until next meeting.	
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	See attached Curriculum Approvals spreadsheet.	
Other -		
a. ADT and C-ID updates – Steve/Clifton	Steve Pantell created a very detailed update of our ADTs and saved it in the CIC Dropbox. They can be accessed in the CIC Dropbox in the February 26, 2015 Agenda & Minutes folder.  The ECON AA-T - which is required to be approved by the California Community College Chancellor’s Office by August 1, 2015 - was discussed. Due to insufficient faculty resources to create the ADT and update BUS courses, it was discussed whether deactivating the local ECON AA is a better option than trying to create the ECON AA-T in such a short period of time. There are generally no more than 2 completers of the ECON AA per year. It might be better to deactivate the local AA and reactivate when Merritt is more prepared to present an AA-T and the ECON program is more robust.	<b>MOTION:</b> Begin program discontinuance process for the local ECON AA. Ann Elliott will present the deactivation of the local ECON AA to the Academic Senate. <i>Approved by consensus</i>
b. Review of CurricUNET approval processes	CIC reviewed new CurricUNET approval processes for new courses with DE Addendums and the addition of DE Addendums to existing	<b>MOTION:</b> Approve new CurricUNET approval processes

<p><b>c. Criteria for CurricUNET blanket deletion – Clifton</b></p> <p><b>d. Accreditation team visit review – Arja</b></p>	<p>courses. Four new approval processes were created: MC New Course with DE Addendum, MC Add DE Addendum Only, MC Add DE Addendum w/Catalog Changes, MC Add DE Addendum w/Non-Catalog Changes. All of these new processes require the DE Coordinator’s review and approval of DE Addendums before they are presented at the CIC meeting.</p> <p>Criteria was discussed for deleting non-submitted pending proposals in CurricUNET. These are proposals that are blank or that have not been updated since August 1, 2014. Chair McCray will ask department chairs to review these proposals and give a limited time to request that some proposals not be deleted.</p> <p>The ACCJC visit was briefly discussed. It was noted that Dr. Rose of the visiting team mentioned that Merritt should consider not having SLOs in both CurricUNET and Taskstream. Doing so may discourage SLO updates.</p>	<p><i>Approved by consensus</i></p>
<p><b>1. Next Meeting Date</b></p>	<p>March 26, 2015</p>	
<p><b>2. Adjournment</b></p>	<p>The meeting was adjourned at 3:20 p.m.</p>	

**MISSION STATEMENT**

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

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

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