

MERRITT COLLEGE
Curriculum and Instructional Council (CIC)
MEETING MINUTES
October 8, 2015 1:30-3:00 p.m.
R29 – Teaching and Learning Center

PRESENT:

VOTING MEMBERS:	
X McCray, Arja (Chair, Faculty Representative)	X Pantell, Steve (Counselor, Articulation)
X Allen, Rose (Counselor)	X Shanoski, Jennifer (Faculty, SLO Coordinator)
X Metcalf-Tobin, Sheila (Faculty)	Wallace, Elaine (Faculty)
NON VOTING MEMBERS:	
Vacant (Vice President)	Delia, Rosemary (Dean)
X Vasconcellos, Tina (Dean)	X Coleman, Clifton (Curric & SLO Spec, Minute Taker)
Ochoa, Tatiana (Student Representative)	X Brown, Courtney (Faculty, Alternate)

ABSENT: Shanoski, Jennifer; Wallace, Elaine; Delia, Rosemary

GUESTS: Imara, Nihada

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:40PM. Meeting started late because of issues with computers and wifi connection.	
2. Agenda	Agenda was reviewed and approved by consensus.	MOTION: <i>Approve agenda.</i> <i>Approved by consensus.</i>
3. Minutes of Prior Meetings	Minutes from 04/09/2015, 04/23/2015 and 05/14/2015 were reviewed. This was the first meeting this term in which the committee had quorum to approve minutes.	MOTION: <i>Minutes approved by consensus.</i>
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	Please see attached. AFRAM 501 was approved by consensus, however, noncredit regulations disqualify the course from noncredit status. The course was not moved forward to CIPD.	See attached spreadsheet
Review CIC Goals & Objectives -	A draft version of goals and objectives created by A. McCray, M.Rivas, and C. Coleman were presented to the committee. There was discussion as to whether some of the objectives were too ambitious or were not easily assessable. Some wording was revised to note that the Academic Senate would be the body funding and sending members to conferences/trainings. The line regarding the website was revised to reflect "maintaining" instead of growing viewership. It was suggested that instead of a website we consider using a "wiki".	Motion: Approve CIC 2015-2016 Goals and Objectives. Approved with two abstentions (R. Allen, S. Pantell)
Presentation of DE rubric for reviewing DE addendums	A draft DE rubric for reviewing DE addendums was presented by A. McCray. The draft was adapted from an Open Educational Resources rubric provided by DE coordinator Alexis Alexander. It was discussed how one would rate the various areas of the rubric and what score would be considered unacceptable. It was suggested that instead of a score it be changed to a checksheet (yes or no). The title was also changed to "Merritt College DE	McCray to revise rubric per suggestions and present at a later date.

<p>Establish curriculum and requisite review cycle</p>	<p>Addendum Standards”.</p> <p>C. Coleman reiterated the need for a curriculum and requisite review cycle to keep out course outlines and programs up to date. This would likely coincide or be designed to align with the three-year learning assessment and program review cycles. T. Vasconcellos noted that such a review cycle works well at Laney. C. Coleman and A. McCray discussed what sort of “teeth” such review cycle would have, meaning how to we ensure departments comply? S. Pantell noted that Merritt has tried to establish such a cycle since 1999 and it has not come to fruition.</p>	<p>Cycle will be considered and discussed at a later date when more time is available.</p>
<p>Triage of proposals</p>	<p>C. Coleman discussed that ASCCC recommends that some types of proposals be completed at “tech review” or be put on a committee consent agenda to maximize committee time.</p>	<p>Triage of proposals will be considered and discussed at a later date when more time is available.</p>
<p>1. Next Meeting Date</p>	<p>April 23, 2015</p>	
<p>2. Adjournment</p>	<p>The meeting was adjourned at 2:57 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.