

Curriculum and Instructional Council (CIC)

**MEETING MINUTES**

November 10, 2016 1:30-3:00 p.m.

S 434 – Science Building Conference Room

**PRESENT:**

VOTING MEMBERS:	
X McCray, Arja (Chair, Faculty Representative)	X Brown, Courtney (Faculty Representative)
Allen, Rose (Counselor)	X Wallace, Elaine (Faculty Representative)
X Pantell, Steve (Articulation Officer)	Alexis Alexander (Faculty Representative/DE Coordinator)
X Coleman, Clifton (Curriculum Specialist)	Vacant (Student Representative)
NON VOTING MEMBERS:	
X Jeffrey Lamb (Vice President of Instruction)	Delia, Rosemary (Dean)
Brown, Siri (Dean)	Kunkel, Robbie (Dean)
Chavez, Lilia (Dean)	

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:30 p.m.	
2. Agenda	Agenda approved by consensus	<b>MOTION:</b> <i>Approved by consensus</i>
3. Minutes of Prior Meetings	Reviewed 10/27/2016 minutes.	<b>MOTION:</b> <i>Minutes approved by consensus</i>
Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	See attached. All proposals approved.	
Changes in membership	<p>Arja McCray announced that she will be ending her CIC Chair service at the end of this semester. It was noted that she had announced in Spring 2016 her intention of no longer serving as CIC Chair, but since no one else on the committee would serve as chair, she agreed to extend her service at least another semester. A faculty retirement and several staffing issues in the Biology Department during the Fall semester led to her decision to return to the classroom full time in Spring 2017 semester, making it impossible to continue her duties on CIC.</p> <p>Arja and Clifton Coleman presented a proposal for a reorganization of CIC that would distribute the workload more fairly among members of the committee, provide support in the form of reassign time, remove the assessment duties from the Curriculum Specialist job description, and hire part time staff to assist in the clerical aspects of curriculum work. See CIC Reorganization Proposal attached.</p> <p>Clifton Coleman announced that he has accepted a temporary position at District and the college will need to hire and train his replacement to serve as Curriculum Specialist during his two month appointment.</p>	<p><b>MOTION:</b> CIC recommends the attached CIC Reorganization Proposal be presented to Academic Senate <i>Approved by consensus</i></p>

<b>Creation of CS Discipline</b>	There was some additional discussion that the CS Discipline should be brought up at Academic Senate.	MOTION: CIC approves the creation of a CS Discipline and recommends this proposal be presented to Academic Senate. <i>Approved by consensus.</i>
<b>Next Meeting Date</b>	February 6, 2017	
<b>Adjournment</b>	The meeting was adjourned at 3:00 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, 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.