

Curriculum and Instructional Council (CIC)

MEETING MINUTES

May 18, 2017 1:30-3:00 p.m.

S 207 – Science Building

PRESENT:

VOTING MEMBERS:	
X Wallace, Elaine (Chair, Faculty Representative)	X Brown, Courtney (Faculty Representative)
X Najem, Ruhina (Vice Chair, Faculty Representative)	X Thai, Nghiem (Faculty Representative)
X Allen, Rose (Counselor)	Alexis Alexander (Faculty Representative/DE Coordinator)
X Pantell, Steve (Articulation Officer)	Ambalal, Monica (Faculty Representative)
X Fitch, LaShaune (Interim Curriculum Specialist)	Vacant (Student Representative)
NON VOTING MEMBERS:	
Jeffrey Lamb (Vice President of Instruction)	Delia, Rosemary (Dean)
Brown, Siri (Dean)	
Chavez, Lilia (Dean)	X Rivas, Mario (Faculty Senate President)

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:33 p.m.	
2. Agenda	Agenda approved by consensus	MOTION: <i>Approved by consensus</i>
3. Minutes of Prior Meetings	Reviewed 4/06/2017 minutes.	MOTION: <i>Minutes approved by consensus</i>
Nomination and election of CIC Chair and Vice Chair	Two candidates were nominated for CIC Chair: Nghiem Thai and Ruhina Najem. Concern expressed about whether Part time instructor should occupy the chair position, as the hours required to fulfill chair responsibilities may be too many for part time instructor. Votes for CIC chair submitted via paper tally. Results: Nghiem Thai, 5 votes Ruhina Najem, 2 votes Nghiem Thai selected as CIC Chair Ruhina Najem selected as Vice Chair	Curriculum Specialist to send minutes with nomination tally to Mario Rivas, Academic Senate President
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	List of proposals lost due to technical program malfunction.	Curriculum Specialist and Chair will reconvene Monday, May 22, 2017 to reconstruct the list. To have a docket of approved proposals for the next CIPD meeting in the fall, proposals will be sent to CIC

		members to be approved via email.
Deletion of Drafts in META	Discussion: There are many drafts in META that have not been touched in years. To Clean up META, chair Elaine Wallace proposed deleting drafts that have not been updated in the last three years. She will send out a notice FAS to notify faculty of cleanup. Drafts will be saved at faculty member's request.	<u>MOTION:</u>
COPEd changes	Per CIPD, Chair Elaine Wallace will send out notice to all faculty of COPEd courses to change lecture hours to lab hours in META.	<u>MOTION:</u>
Launched courses		
Change from ESL to ESOL		
Physics 10		
Tech Review assignments for course proposals for next CIC meeting in Fall 2017		Members will receive Tech Review assignments prior to CIC next meeting.
Creating a Culture of Curriculum Development/ use of META	Discussion on how to create a culture where faculty update curriculum in META. Some faculty bypass META and the approval process, creating a situation where course/program changes have been implemented that have not been approved by CIC, CIPD nor the state.	<u>MOTION:</u> Motion was made to ask the administration for resources to train faculty in use of META. Motion amended
Next Meeting Date	August 24, 2017	
Adjournment	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.