

Meeting Minutes
September 13, 2018
12:00-1:30 p.m.
Room S-315

MEMBERS:

VOTING			
X	Allen, Rose (Counselor)	X	Najem, Ruhina (Vice Chair)
X	Altman, Hillary (Alternate Faculty)	X	Pantell, Steve (Articulation Officer)
X	Balukjian, Brad (Alternate Faculty)	X	Thai, Nghiem (Chair)
X	Brown, Courtney (Faculty)		Wallace, Elaine (Faculty)
X	Fitch, LaShaune (Curriculum Specialist)		[vacant] (Student)
NON-VOTING			
	Black, Anita (Interim Vice President of Instruction)	X	Hussain, Syed (Division I Dean)
	Hernandez, Christine (Vice President Student Services)	X	Ramos, Rick (Division III Dean)
X	Holloway, Jason (Division II Dean)		

GUESTS: Nadia Fouladian, Andrea Henderson, Dan Lawson

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting was called to order at 12:00 p.m.	
II. Adoption of Agenda	Agenda was adopted without objection.	Thai – Post on website
III. Approval of Minutes	August 23, 2018, minutes as amended were approved without objection.	Thai – Post on website
IV. Consent Calendar	Curriculum proposals approved without objection: <ul style="list-style-type: none"> • Course modification – 8 • Course deactivation – 10 	Fitch – Place proposals on October CIPD agenda
V. Special Orders	<p>Clarification of Bylaws</p> <ul style="list-style-type: none"> • The bylaws do not specify the condition(s) for each alternate faculty representatives to vote. • Motion by Balukjian to amend the bylaws to allow the more senior alternate faculty representative on the committee to vote in the absence of a regular faculty representative was not seconded and failed. • Members discussed two options: <ul style="list-style-type: none"> ○ Establish a neutral method for determining which alternate may vote in the absence of a single regular faculty representative. ○ Change alternates into regular faculty representatives. <p>2018-2019 Committee Goals</p> <p>The following goals were adopted without objection:</p> <ul style="list-style-type: none"> • Develop a structured curriculum training agenda based on the train-the-trainer model. 	Altman, Balukjian, and Thai – Draft revision for next CIC meeting

	<ul style="list-style-type: none"> • Ensure ongoing curriculum review through validation of the 2018-19 program reviews. • Review and align reporting codes for 3-5 CTE programs by participating in the Code Alignment Project. 	Thai – Invite Brown to participate in Code Alignment Project kickoff
VI. New Business	<p>Curriculum Proposals</p> <ul style="list-style-type: none"> • Approved without objection: <ul style="list-style-type: none"> ○ New course – 3 credit, 1 fee-based ○ Course reactivation – 1 ○ Course modification – 5 ○ Program deactivation – 6 • Rejected without objection: <ul style="list-style-type: none"> ○ New course – 1 noncredit • Tabled without objection: <ul style="list-style-type: none"> ○ Course modification – 1 <p>The following agenda items were postponed until the next meeting:</p> <ul style="list-style-type: none"> • Catalog Production • Code Alignment Project • Committee Training Agenda • Committee Work (Approvals, Tech Review, and Guided Pathways) 	Fitch – Add items to October 1st CIPD agenda
VII. Announcements	<ul style="list-style-type: none"> • Next Curriculum Review Training: September 26, 2018, 2:00-3:00 p.m., L-131 • Next CIC Meeting: September 27, 12:00-1:30 p.m. • Next CIPD Meeting: October 1, 2018, 1:00-3:00 p.m. 	
VIII. Adjournment	Meeting adjourned at 1:30 p.m.	