Meeting Minutes September 27, 2018 12:00-1:30 p.m. Room S-315

MEMBERS:

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

GUESTS: Cynthia Alvarado

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:03 p.m.	
II. Adoption of Agenda	September 27, 2018, agenda adopted without objection.	Thai – Post on website
III. Consent Calendar	 September 13, 2018, meeting minutes approved without objection. Curriculum proposals approved without objection: Course modification – 1 Course deactivation – 3 	Thai – Post on website Fitch – Place proposals on November CIPD agenda
IV. Special Orders	Revision of Bylaws Motion by Balukjian to amend the committee membership was unanimously approved as follows: 1. Six (6) faculty representatives, preferably two (2) from each instructional division, appointed by the Merritt Academic Senate. Terms of office for all committee members should be 2 years, with members being able to succeed themselves if so appointed by the Academic Senate, and staggered to develop and retain experienced curriculum committee members. 2. Two (2) additional faculty representatives shall serve as alternates to the faculty voting representatives. In the absence of the faculty voting representatives, the alternate will be able to vote. Alternates will regularly attend meetings.	Thai – Place on October Academic Senate agenda for ratification

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.

V. New Business	Curriculum Proposals	Fitch – Place proposals on
	Approved without objection:	November CIPD agenda
	• New course – 1	
	• Course modification – 2	
	 Program deactivation – 1 	
	Catalog Production	
	Fitch presented the rationale, timeline, and contents	
	for the new annual college catalog, to be published	
	in April 2019.	
	 Program mapping templates shall be presented at 	
	the October 3 CDCPD meeting and will be due	
	October 25.	
	Course listings shall be distributed for review	
	November 1 and will be due November 15.	
	The first Catalog Committee meeting is scheduled for Thursday, October 11, 0:30, 10:30, a.m., in O. 300	
	Thursday, October 11, 9:30-10:30 a.m., in Q-300.	
	Code Alignment Project	
	The kickoff call via Zoom is scheduled for October 1,	
	10:00-11:00 a.m.	
	Five CE disciplines are participating: Child	
	Development, Emergency Medical Technician,	
	Environmental Management and Technology, Fire	
	Science, and Nutrition and Dietetics.	
	Committee Training Agenda	
	Each meeting agenda will include 15-20 minutes for	Thai – Develop training
	committee training on topics such as: AB 705,	schedule
	articulation, ADTs, CE program requirements, DE, GE,	
	noncredit, requisites and content validation, unit/credit hour calculations, etc.	
	The District and College DE coordinators will present	
	on DE at the October 11 th meeting.	
	on be at the october 11 meeting.	
	Committee Work	
	Thai requested member participation in ongoing	Fitch, Najem & Thai – Create
	committee activities such as technical review,	sign-up sheet for delegation of tasks and proposal for
	catalog production, program review validation, and	technical review
	Guided Pathways.	technical review
	The technical review process needs to be	
	restructured to include the entire committee.	
	Part-time faculty members should be compensated	
\/\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	for their additional service.	
VI. Announcements	Next CIPD Meeting: October 1, 2018, 1:00-3:00 p.m. Next Curriculum Review Training.	
	Next Curriculum Review Training: October 9, 2018, 13:20, 1:20 p.m., 1, 132	
	October 9, 2018, 12:30-1:30 p.m., L-132 • Next CIC Meeting: October 11, 2018, 12:00-1:30 p.m.	
VII. Adjournment	Meeting adjourned at 1:17 p.m.	
vii. Aujouriinient	Weeting adjourned at 1.17 p.m.	