

**Meeting Minutes**  
**February 28, 2019, 12:00-1:30 p.m.**  
**12:00-1:30 p.m.**  
**Room L-137**

**MEMBERS:**

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

**GUESTS:** Carl Ogden

| <b>AGENDA ITEM</b>     | <b>DISCUSSION</b>   | <b>FOLLOW-UP ACTION</b>  |
|------------------------|---|--|
| I. Call to Order       | Meeting was called to order at 12:03 p.m.   |  |
| II. Adoption of Agenda | Agenda was adopted without objection.   | Thai – Post on website   |
| III. Special Orders    | <p><b>Membership Vacancy</b><br/>           The Academic Senate has been notified of a vacancy on the committee, as Ruhina Najem, who also served as Vice Chair, no longer teaches at Merritt.</p> <p><b>Election of Vice Chair</b><br/>           The Committee decided to postpone the election of the Vice Chair until May 2019.</p>   |  |
| IV. Consent Calendar   | Approved without objection: <ul style="list-style-type: none"> <li>• January 24, 2019, meeting minutes</li> <li>• Curriculum proposals:               <ul style="list-style-type: none"> <li>• Course modification – 43</li> <li>• Course deactivation – 3</li> </ul> </li> </ul>   | Thai – Post on website<br><br>Fitch – Place on March CIPD agenda                       |
| V. New Business        | <p><b>Curriculum Proposals</b><br/>           Approved without objection:           <ul style="list-style-type: none"> <li>• Course modification – 4</li> </ul> </p> <p><b>Program Review Validation</b><br/>           Given abbreviated timeline for program review validation and resource request prioritization, the Curriculum Committee has decided to forgo formal validation of the curriculum section of the program review this year. Instead, departments and programs shall be provided with status reports on all of their active</p> | Fitch – Place on March CIPD agenda<br><br>Thai – Compile and distribute status reports |

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|                   | <p>courses, certificates, and degrees to help them prioritize ongoing curriculum review.</p> <p><b>District Noncredit Plan for Development</b><br/> Input from committee members was requested by the next meeting on March 14.</p> <p><b>Scheduling of Short-Term Courses</b><br/> The Academic Senate discussed who would be responsible for notifying the Curriculum Committee of the potential scheduling of 3-unit or higher courses in a three-week period and determined that department chairs, deans, and the VPI would be accountable.</p> |  |
| VI. Announcements | <ul style="list-style-type: none"> <li>• Next CIPD Meeting:<br/>Monday, March 4, 1:00-3:00 p.m.</li> <li>• Next Curriculum Committee Meeting:<br/>Thursday, March 14, 12:00-1:30 p.m.</li> <li>• 2019 Spring Curriculum Regional Meeting – North:<br/>Friday, March 15, Mission College</li> </ul>   |  |
| VII. Adjournment  | Meeting adjourned at 1:31 p.m.   |  |