

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

**MEMBERS:**

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

**GUESTS:** None

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 12:00 p.m.	
II. Adoption of Agenda	Agenda adopted without objection.	Thai – Post on website
III. Approval of Minutes	August 22, 2019, meeting minutes approved without objection.	Thai – Post on website
IV. Unfinished Business	<ol style="list-style-type: none"> <li>1. Curriculum Review and Approval Resolution Update <ul style="list-style-type: none"> <li>• On September 10<sup>th</sup>, Thai notified all department chairs, program directors, and faculty members by email of the Senate-approved resolution on the need for periodic review of existing curriculum. The email message included spreadsheets listing the created or last updated dates of all active courses and programs to help faculty determine what needs updating most urgently. All departments, programs, and disciplines have been assigned a liaison from the Committee to assist them in their curricular work. The curriculum liaisons will contact department chairs and program directors offer guidance about curriculum review and course sequencing of programs.</li> </ul> </li> <li>2. AB 705 Data Revision Project Update <ul style="list-style-type: none"> <li>• Fitch and Thai met with English and Math faculty to explain the CB code updates. Fitch initiated course modifications for all active English and Math courses to be approved by the Curriculum Committee on 9/26 and by CIPD on 10/7.</li> </ul> </li> </ol>	

	<p>3. 2019-20 Committee Goal and Tasks</p> <ul style="list-style-type: none"> <li>• MCCC approved a single goal that encompasses all the curricular tasks that have been prioritized for this academic year. The goal reads: <i>Implement an integrated committee workflow to address 1) technical review of curriculum proposals, 2) curriculum review (particularly of interdisciplinary programs), and 3) program mapping, with the objectives of refining the curriculum approval process, bringing more than half of active curriculum into compliance with applicable regulations and policies, and documenting program course sequences for Guided Pathways.</i></li> <li>• Thai presented the new technical review process. The committee reviewed: <ul style="list-style-type: none"> <li>○ Course Outline of Record tabs and technical review responsibilities</li> <li>○ Committee member assignments</li> <li>○ Implementation timeline</li> <li>○ CurriQunet approval workflow</li> </ul> </li> </ul>	
V. New Business	<p>1. Vice Chair Election</p> <ul style="list-style-type: none"> <li>• There were no nominations nor volunteers for the MCCC Vice Chair position. Some of the responsibilities of Vice Chair will be assumed by all MCCC members through their participation in technical review of curriculum proposals.</li> <li>• MCCC approved the following motion by Altman: <i>In lieu of electing a Vice Chair with proposed 0.20 FTE reassigned time, the Committee approved a motion to recommend that the reassigned time be divided between the two part-time faculty members of the committee, who are not compensated for participation in governance activities.</i></li> </ul> <p>2. Creation of Vocational (Short-Term) Noncredit Discipline</p> <ul style="list-style-type: none"> <li>• Brown discussed the need for a new noncredit discipline to accommodate CE curriculum development.</li> </ul> <p>3. Guided Pathways Pillar 1: Clarifying the Path</p> <ul style="list-style-type: none"> <li>• Postponed until next meeting for lack of time.</li> </ul>	
4. Announcements	<ul style="list-style-type: none"> <li>• Next Curriculum Committee Meeting: September 26, 2019, 12:00-1:30 p.m., L-137</li> <li>• Technical Review Training: October 3, 2019, 12:00-2:00 p.m., L-137</li> <li>• Next CIPD Meeting: October 7, 2019, 1:00-3:00 p.m., District Board Room</li> </ul>	
5. Adjournment	Meeting adjourned at 1:33 p.m.	