

**Meeting Minutes**

April 23, 2020

12:00-1:30 p.m.

[Zoom Recording](#)**MEMBERS:**

<b>VOTING</b>			
X	Allen, Rose (Counselor)	X	Roge', Paul
X	Altman, Hillary (Faculty)		Santana, Isela
X	Balukjian, Brad (Faculty)	X	Thai, Nghiem (Chair)
X	Brown, Courtney (Faculty)	X	[vacant] (Student)
X	Fitch, LaShaune (Curriculum Specialist)		
X	Pantell, Steve (Articulation Officer)		
<b>NON-VOTING</b>			
X	Amboy, Marie (Division III Dean)	X	Holloway, Jason (Division II Dean)
	Chavez, Lilia (Interim Vice President of Student Services)	X	Richardson, Denise (Acting Vice President of Instruction)
X	Foster, Chriss (Interim Division I Dean)		

**GUESTS:** Simon Chan, Monica Ambalal

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 12:02 p.m.	
II. Adoption of Agenda	Agenda as amended adopted without objection	Thai – Post on website
III. Consent Calendar	<b>Curriculum Proposals</b> Approved without objection: <ul style="list-style-type: none"> <li>• Course modification – 14</li> <li>• DE addendum – 4</li> </ul>	Thai – Post on website
IV. New Business	<b>Curriculum Proposals</b> Approved without objection: <ul style="list-style-type: none"> <li>• New course – 1</li> <li>• Course modification – 9</li> <li>• Course deactivation – 27</li> <li>• Program modification – 2</li> </ul> Tabled: <ul style="list-style-type: none"> <li>• New course – 3 (BUS 86, BUS 87, CIS 108)</li> </ul> <b>Local Approval Process for Emergency Temporary DE Addenda for Summer and Fall 2020</b> The California Community Colleges Chancellor's Office (CCCCO) issued Memo ES 20-12 on March 31, advising colleges to plan proactively for instructional contingencies for the fall 2020 semester in the wake of the COVID-19 pandemic. Although Merritt currently has an approved emergency temporary distance education	Fitch – Place proposals on April CIPD agenda  Allen, Thai, Fitch, Balukjian, and Richardson – meet next week to develop the emergency temporary DE addenda form and approval process

	<p>blanket addendum to deliver all courses online until June 30, another blanket addendum must be requested by July 1 for fall 2020. The request must include a plan for local approval of all courses included in the addendum by December 30, 2020.</p> <p><b>Revision of Regular DE Addendum Criteria</b>  In collaboration with the Distance Education Coordinators, the College Curriculum Committees will develop recommendations to update the course proposal form in CurriQunet to comply with revisions to the California Code of Regulations, title 5, sections 55204 and 55206, which now require an official DE addendum to the course outline of record, which specifies:</p> <ul style="list-style-type: none"> <li>• How course outcomes will be achieved</li> <li>• Regular and effective contact between instructor and student, and among students, either synchronously or asynchronously</li> <li>• Compliance with the requirements of the Americans with Disabilities Act and Rehabilitation Act of 1973</li> </ul> <p>The goal is to have these changes to the DE addendum template implemented by the vendor in CurriQunet over the summer in preparation for the 2020-2021 academic year.</p> <p><b>Revision of Committee Bylaws</b>  The Committee shall vote on the following changes to its bylaws at the May 14th meeting:</p> <ul style="list-style-type: none"> <li>• Statement of purpose</li> <li>• Membership (add DE representative) and quorum</li> <li>• Reporting procedures</li> <li>• Amendments to the bylaws</li> </ul>	
V. Standing Items	<p><b>Program Mapping Project</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> </ul>	
VI. Announcements	<ul style="list-style-type: none"> <li>• <b>Next CIPD Meeting:</b> May 4, 2020, 1:00-3:00 p.m.</li> <li>• <b>Next MCCC Meeting:</b> May 14, 2020, 12:00-1:30 p.m.</li> </ul>	
VII. Adjournment	Meeting adjourned at 2:00 p.m.	