Meeting Minutes
May 14, 2020
12:00-2:00 p.m.
[Zoom Recording](#)

MEMBERS:

VOTING			
X	Allen, Rose (Counselor)	X	Rogé, Paul (Faculty)
X	Altman, Hillary (Faculty)	X	Santana, Isela (Faculty)
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)		
NON-VOTING			
X	Amboy, Marie (Division III Dean)		Holloway, Jason (Division II Dean)
X	Chavez, Lilia (Vice President of Student Services)	X	Richardson, Denise (Acting Vice President of Instruction)
X	Foster, Chriss (Interim Division I Dean)		

GUESTS: Muwafaqu Al-Asad, Simon Chan, Francis Howard, Inga Marciulionis, Ronald Moss, Nathan Peabody, Phasasha Pharr, Thomas Renbarger, Adoria Williams

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:03 p.m.	
II. Adoption of Agenda	Agenda adopted without objection.	Thai – Post on website

III. Consent Calendar	Consent calendar approved without objection:
	• April 9 and 23, 2020, meeting minutes
	• Curriculum proposals
	  o Emergency DE Addendum Summer 2020 – 47
	  o Course modifications – 44
		Thai – Post on website

IV. New Business	**Curriculum Proposals**
	• Approved without objection:
	  o New course – 3
	  o Course modification – 18
	  o Course deactivation – 1
	  o Program modification – 6
	• Tabled:
	  o New course – 2 (AFRAM 21 and AFRAM 35)
	
	Election of Chair and Vice Chair
	• Motion to elect Thai as MCCC Chair for 2020-2022 term passed unanimously.
	• Motion to elect Balukjian as Vice Chair for 2020-2022 term passed unanimously.
		Fitch – Place proposals on CIPD agenda
		
		Thai – Place chair election on Academic Senate agenda for ratification
		
		Richardson/Thai – Determine reassigned time

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.

	Revision of Curriculum Committee Bylaws
	• Motion to approve revisions to the following sections of the bylaws passed unanimously.
	   o Statement of purpose
	   o Membership and quorum
	      ▪ Membership to include one faculty librarian, one classified professional staff from Student Services, and the Distance Education Coordinator or designee from DE Committee (ex-officio)
	      ▪ Quorum changed to six voting members
	   o Reporting procedures
	   o Amendments to the bylaws
		Thai – Place bylaw revisions on Academic Senate agenda for ratification
		
		Renbarger – Appoint faculty representative (preferably from Division III) to fill vacancy
		
		Chavez – Appoint Student Services staff representative

	Revision of CIPD Bylaws • All noncatalog change proposals (including DE addenda) will be approved at the college level. • All new and catalog change proposals will be reported to CIPD for information only, before being submitted to the Board for approval. • CIPD will only act on proposals with unresolved intra-district consultation.	President Johnson – Appoint administrative representative
	Emergency Temporary DE Addenda for Fall 2020 • Motion to approve the [Emergency Temporary DE Addendum Form](#) passed unanimously. • Temporary DE Addenda for Fall 2020 are to be submitted to the Curriculum Committee for approval by August 31. Approval of DE Addendum is contingent upon the maintenance of synchronous meeting times as specified in the Emergency Temporary DE Addendum Approval Criteria and Rubric. Once approved, these courses shall be authorized to be taught 100% online on a temporary, emergency basis only, effective retroactively to August 24, the first day of the fall semester.	Thai – Report to Academic Senate

	DE Class Caps for Summer and Fall 2020
	• Motion passed to support the reduction of class caps from 40 to 25 students for online and hybrid courses, beginning summer 2020, as recommended by the District DE Committee:
	   o Yes – 5 (Allen, Balukjian, Brown, Fitch, Thai)
	   o Abstain – 3 (Altman, Pantell, Santana Gonzalez)
	• While some committee members expressed concern about fiscal ramifications and availability of classes, the majority favored the empirical evidence that smaller class sizes improve student learning.
		Thai – Report to Academic Senate

	Computer Literacy Local Associate Degree General Education Requirement
	• Motion to support the elimination of the computer literacy requirement for local associate degrees, effective fall 2021, as recommended by the GE Subcommittee was rejected unimously.
	• The Committee reaffirmed the value of this competency in light of Merritt's institutional learning outcome on Information and Computer Literacy and the ongoing proliferation of distance education. The computer literacy requirement should be reevaluated and enhanced to incorporate the online learning skills that students increasingly need to succeed in college.
	
	Revision of Regular DE Addendum in CurriQunet
	• In collaboration with the DE 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:
	    o How course outcomes will be achieved
	    o Regular and effective contact between instructor and student, and among students, either synchronously or asynchronously
	    o Compliance with the requirements of the Americans with Disabilities Act and Rehabilitation Act of 1973
	• The goal is to have these changes implemented in CurriQunet over the summer in preparation for the 2020-2021 academic year.
	
	Areas of Interest
	• Guided Pathways faculty lead, Stefani de Vito, and VPI Richardson unveiled two models of areas of interest (or metamajors) at the Spring Planning Summit on May 1.
	• The areas of interest will be vetted and approved next academic year
		Thai – Report to Academic Senate

V. Announcements	• **Curriculum Institute:** July 8-11, 2020, Riverside, CA • **Next MCCC Meeting**: August 27, 2020, 12:00-1:30 p.m., via Zoom • **Next CIPD Meeting:** September 14, 2020, 1:00-3:00 p.m., via Zoom	
VI. Adjournment	Meeting adjourned at 2:00 p.m.	