

## Meeting Minutes

October 22, 2020

12:00-1:30 p.m.

[Zoom Recording](#)

### MEMBERS:

VOTING			
X	Al-Asad, Muwafaqu (Division III Faculty)		Mast, Cory "Buddy" (Student Representative)
X	Allen, Rose (Counselor)		Pantell, Steve (Articulation Officer)
X	Altman, Hillary (Division I Faculty)		Pharr, Phasasha (Student Services Staff)
X	Brown, Courtney (Division II Faculty)	X	Rogé, Paul (Division II Faculty)
X	Fitch, LaShaune (Curriculum Specialist)	X	Thai, Nghiem (Librarian/Chair)
	Gonzalez Santana, Isela (Division I Faculty)	X	Williams, Adoria (DE Representative)
NON-VOTING			
X	Amboy, Marie (Division III Dean)	X	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:** Theresa Halula, Candy Mintz, Ron Moss, Denise Woodard

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:02 p.m.	
II. Adoption of Agenda	Agenda was adopted without objection.	Thai – Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	October 8, 2020, meeting minutes were approved without objection.	Thai – Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
IV. Consent Calendar	Consent calendar was approved without objection: <ul style="list-style-type: none"> <li>• Course proposals <ul style="list-style-type: none"> <li>○ Fall 2020 emergency DE addendum – 82</li> </ul> </li> </ul>	
V. New Business	<p><b>Curriculum Approval</b></p> <ul style="list-style-type: none"> <li>• Proposals approved without objection: <ul style="list-style-type: none"> <li>○ New course – 1</li> <li>○ Course modification – 6</li> <li>○ Course deactivation – 2</li> <li>○ New DE addendum – 1</li> <li>○ Fall 2020 emergency DE addendum <ul style="list-style-type: none"> <li>○ COPED 469 – 100% online</li> <li>○ COPED 450, 470F, 476A, 484B – hybrid</li> </ul> </li> </ul> </li> </ul> <p><b>Long-Term Course Scheduling Plans</b></p> <ul style="list-style-type: none"> <li>○ Dean Foster presented Merritt College 2-Year/3-Year Certificate/Degree Planning form. Purpose of form is to create a schedule of program applicable courses so that student can complete program within 2-year timeframe. All Divisions are required to complete plans. End of</li> </ul>	

*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.*

	<p>November is target date for completion of plan. Irving Chin to meet with department chairs to discuss program mapping so that they can complete chart, which will be located on One Drive. Collaboration required for program requirements that are outside of the program's discipline. Two-year course scheduling plan of all courses within discipline is still operational. VPI Richardson stressed importance of having in place 2-year plans and 3-year plans, since most Merritt students do not complete programs in 2 years.</p> <p><b>Preparation for Committee Work</b></p> <ul style="list-style-type: none"> <li>○ APU Validation – APUs due October 26<sup>th</sup>. MCCC to validate approximately 60 – 70 APUs during November. Suggestion is for MCCC department liaison to review APUs of their assigned areas.</li> <li>○ DE Addenda and Technical Review – All Summer and Fall 2020 courses have been approved for Emergency DE; approvals have been notated on active course proposals in CurriQunet and accommodates all future emergency circumstances. Future DE will be approved through course modification proposals in CurriQunet. Chair and Curriculum Specialist will conduct an APU validation and technical review training for faculty MCCC members on November 19, 12:00-1:30 p.m.</li> <li>○ Program-Level Curriculum Review – Thai presented Program Curriculum Review Status spreadsheet that was included in APU template and sent to department chairs and program directors. Many programs are out of compliance as they have not been updated recently.</li> </ul>	
VI. Announcements	<ul style="list-style-type: none"> <li>● Membership update <ul style="list-style-type: none"> <li>○ Jon Murphy has resigned from the Committee. Kinga Sidzinska has been appointed to serve as a Division III faculty representative.</li> </ul> </li> <li>● 2020-2021 Annual Curriculum Approval Certification has been submitted to State Chancellor's Office</li> <li>● Districtwide AB 705 Report-Out Meeting: October 29, 2020, 1:30-3:00 p.m., Zoom</li> <li>● Next Curriculum Committee Meeting: November 12, 2020, 12:00-1:30 p.m.</li> <li>● Curriculum Committee Technical Review Training: November 19, 12:00-1:30 p.m.</li> <li>● Next CIPD Meeting: November 2, 2020, 1:00-3:00 p.m.</li> </ul>	
VII. Adjournment	Meeting adjourned at 1:10 p.m.	