

**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**MEETING MINUTES**  
**August 21, 2014, 1:30-3:00 p.m.**  
**R29 Teaching and Learning Center**

**PRESENT:**

<b>VOTING MEMBERS:</b>	
X Elliott, Ann (Chair, Faculty Representative)	Rivas, Mario (Faculty Representative)
X Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
X McCray, Arja (Faculty Representative)	Vacant (Student Representative)
X Pantell, Steve (Articulation Officer)	
<b>NON VOTING MEMBERS:</b>	
Bugg, Elmer (Vice President)	Mansur, Ahmad (Dean)
Sanford, Rania (Dean)	X Coleman, Clifton (Minute Taker)

**ABSENT:** Elmer Bugg, Ahmad Mansur, Mario Rivas, Rania Sanford, Jennifer Shanoski

**GUESTS:** Rebecca Shubin, Carl Ogden, Margaret Dixon, Anita Black, Tae-Soon Park

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order</b>	The meeting was called to order at 1:38 p.m.	
<b>2. Agenda</b>	Amend next meeting date. 2 <sup>nd</sup> and 4 <sup>th</sup> Thursdays.	<b>MOTION:</b> The CIC approved the agenda with the following amendments: 1) Change next meeting date to September 11. 2) Discuss Homeland Security Certificate, ADTs/C-IDs, chair/vice chair election first. YAYS: A. McCray, S. Pantell, A. Elliott, R. Allen NAYS: Motion carries.
<b>3. Minutes of Prior Meetings</b>		Tabled until next meeting due to time constraint.
<b>4. Homeland Security Certificate</b> a. Letter regarding Certificate of Achievement b. Information and Discussion	Issue: The CIC approved it as a certificate of proficiency. Doesn't go on student's transcript. CIPD and BOT approved as certificate of achievement. Has not been sent to the state though it was approved at BACCC.  M. Dixon: The certificate was designed in consideration of units but did not understand that it would not go on transcript.  S. Pantell: Because Merritt publicized and in good faith students went after a certificate, we need to be able to confer a certificate. Because we approved a CP but when it got to	<b>MOTION:</b> Send the certificate back to CIPD and the board to make the Homeland Security Certificate a certificate of proficiency. Give the students their certificates.  <b>MOTION:</b> YAY: S. Pantell, A. McCray, R. Allen NAY: Motion carries.

	<p>CIPD they approved it as a CA, proposed that we send it back through CIPD as a CP; now it exists because it doesn't have to be sent to the state. Then bring it back through the process as a CA. We can get it approved as a CA and ask that the state approve it as a CA even if it's under units. We will need to provide a rationale. Or we add one more course. We will also need the market data.</p> <p>C. Ogden: Low unit certificates of achievements can be approved at 12 units or above. The state has prioritized that if the courses aren't in transfer degrees they aren't going to get done.</p> <p>It was then discussed that students can re-petition as a CA – and we can award it automatically. If we add units, then they will need to take the new course.</p> <p>A.Black: We need to look at the most current state program approval to see what the guidelines are for CP/CA. Let's look at what the state policy and district policy. We can speak with Joseph Belansky.</p> <p>It was discussed need to have a takers and completers database so that students know when they earned a certificate or don't know that they. Speak with VPSS or VPI.</p> <p>b. DE Addendums were discussed. It was concluded that addendums are non-catalog changes. ADJUS 22. Put it on next agenda</p>	<p>M. Dixon will consider adding a new course or sending to state as a low unit CA with an explanation.</p> <p>Action item: Put ADJUST 22 on the next meeting.</p> <p>Change status to pending. Then go ahead and change it to non-catalog.</p>
<p><b>5. Early Childhood Education AS-T</b></p>	<p>Title Change.</p>	<p>Tabled due to time constraint</p>
<p><b>6. Program Changes/Adds; Course Changes- Catalog Changes; Course Changes- Non-Catalog Changes; Deactivations</b></p>	<p>Please see attached.</p>	<p>Tabled due to time constraint</p>
<p><b>7. Other</b></p> <p>a. Review of C-IDs</p> <p>b. Curriculum Checklist for CDCPD</p> <p>c. Chair and Vice Chair Election</p> <p>d. Review of ADT Status</p>	<p>c. Chair and Vice Chair Election. Arja is willing to serve as chair. Ann will serve as vice-chair for continuity. Steve would like to extend thanks to Ann and Arja.</p> <p>a. &amp; d. S. Pantell passed out Timelines and Deadlines 6/1/14. ADT ADJUS was approved, but cascading legislation may affect it. The courses that one uses to make ADTs have to now come in compliance or the ADT will be pulled. Steve passed out Program of Study. Many courses have to be revised for C-IDs.</p> <p>S. Pantell: We must have the Curriculum Committee Approval Date and Current Effective Date on the COR. We can go into CNET and enter the date into the codes and dates to give it an effective date.</p>	<p><b><u>MOTION:</u></b> Elect Arja McCray Chair Elect Ann Elliot Vice Chair for year 2014/2015</p> <p>YAY: A. Elliott, A. McCray, S. Pantell NAY: Motion Carries</p> <p>Action Items: S. Pantell, R. Shubin and M. Dixon meet and see what is done.</p> <p>For non-catalog changes, the committee will consider</p>

	<p>Business 2, CIS 1 and Math 13 are in jeopardy. Econ is being reviewed and math 16A is being reviewed.</p> <p>The primary responsibility to updating the courses should be the chair and primary faculty.</p> <p>Steve Pantell passed out ADT Degree updates.</p> <p>Nursing has not met regarding curriculum. They would need to meet regarding ADT and their own accreditation process. TMC Model comes out September 1<sup>st</sup> or October 1<sup>st</sup>. If so, we have 10 months.</p> <p>We need to work on Anthropology, Econ and Nutrition ADTS.</p>	<p>the CIC Approval Date as the Current Effective Date.</p> <p>Ann, Rebecca, Steve will work with division dean to discuss nursing to begin reviewing curriculum. Soon there will be a TMC for nursing and environmental science as early as February.</p>
<b>8. Next Meeting Date</b>	September 11, 2014	
<b>9. Adjournment</b>	The meeting was adjourned at 3:00 p.m.	

**MISSION STATEMENT**

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, develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission, the College provides open access to excellent instructional programs and comprehensive support services in a culturally-rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.