MERRITT COLLEGE

PRESENT:

VOTING MEMBERS:	
X McCray, Arja (Chair, Faculty Representative)	X Rivas, Mario (Faculty Representative)
X Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
X Elliott, Ann (Vice Chair, Faculty Representative)	
X Pantell, Steve (Articulation Officer)	
NON VOTING MEMBERS:	
Bugg, Elmer (Vice President)	Mansur, Ahmad (Dean)
Vasconcellos, Tina (Dean)	X Coleman, Clifton (Minute Taker)
Soledad Martinez (Student Representative)	

ABSENT: Elmer Bugg, Tina Vasconcellos, Soledad Martinez, Ahmad Mansur
GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:30PM.	
2. Agenda	Agenda was reviewed. C. Coleman and A. McCray asked to add CIC review of DE addendums to 4c. J. Shanoski asked to add CIC SLO review to 4d.	**MOTION:** *Approve agenda with addition of CIC SLO review and CIC DE addendum review items.* *Approved by consensus.*
3. Minutes of Prior Meetings	Minutes from 2/26/2015 and 3/12/2015 were reviewed. R. Allen asked to clarify 2/26/2015 minutes section 2 to note A. Elliot asked for new mission statement on agendas (instead of "CIC"). R. Allen asked to add the statement to 2/26/2015 4b that part of the justification for more release time for the CIC chair was due to catalog/catalog supplement work.	**MOTION:** *Approved minutes with the two revisions.* *Approved by consensus.*
Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations		See attached spreadsheet
Other - a. CNET META/CNET lockout	A. McCray explained the procedures for our upgrade to CurricUNET META. Faculty will be locked out of the current CurricUNET beginning April 15, 2015. Department chairs will be presented with a list of pending proposals not submitted in CurricUNET. They will have two weeks to provide a justification for keeping some of the proposals when we migrate to CurricUNET META. Currently, Amy Bohorquez and Amany ElMasry are going through a "crosswalk" of fields in the current CurricUNET and in the new CurricUNET META. In June, we will get a "sandbox" that will allow us to test approval processes and make sure fields/information show up in the correct places. In July, the information will be	

	migrated. A team of four people (faculty, at least one curriculum committee member, and curriculum specialist) will be reviewing if the information migrated correctly. There will be stipends for faculty doing this work We do not know how much the stipends will be as the VPI has not received any information from the Vice Chancellor of Educational Services. It is important we have this information to recruit a team.	
b. ECON ADT	In reviewing the minutes, it was decided to follow the discontinuance process for the ECON AA-T. The VPI, Carl Ogden, Guy Forkner, Tae-Soon Park, and Jennifer Shanoski will be considered the discontinuance process team. The first step will be for A. McCray to send an email to the team to inform them the local ECON AA will be discontinued effective August 1, 2015. The discontinuance process attached along with an acknowledgment that due to time constraints (due April 9, 2015) the process could not be followed.	A. McCray to send email to discontinuance team.
c. CIC DE Addendum Review	DE addendums should have separate approvals from the course. For example, if a new course is created that has a DE addendum attached, the committee should be approving the course as one action item and the DE addendum as a second action item. According to Amy Bohorquez, we need to have a discussion about whether the course is appropriate for DE and possibly review an example Moodle shell. It was discussed that we would need training on what a DE class should look like to make decisions on it. How can we compare a DE Moodle shell to face-to-face if we have not been in the face-to-face class and we are not an expert in the field?	
d. CIC review of SLOs	J. Shanoski suggested CIC should consider reviewing SLOs. It is important to spread the SLO knowledge and get more involvement in the SLO process outside of the SLOAC chair. For example, it is more productive and appropriate to have a committee discuss SLOs with a faculty member and suggest changes than it is for one person to do so. Currently only one person on campus does this. It creates a burden on one person when faculty disagree with suggestions and makes it so only one person holds the knowledge.	A subcommittee formed by J. Shanoski and A. Elliott will develop a rubric and review process for CIC to review SLOs
e. Curriculum Review Process	A. McCray discussed that Merritt should have a three year curriculum review/updating process. Currently, program reviews should be the mechanism in which department chairs review and record curriculum updates. However, it is not currently effective. We do not have an easy mechanism to show faculty which courses are current/have been revised in the last three years. It was suggested that A. McCray and C. Coleman consider coming up with reports to hand out to chairs at CDCPD similar to the SLO reports. J. Shanoski also suggested contacting Linda Sanford about the current task force for program reviews or that someone attend task force meeting to suggest adding more curriculum questions to the program review.	

1. **Next Meeting Date**	April 9, 2015	
2. **Adjournment**	The meeting was adjourned at 3:04 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, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

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.