

Curriculum and Instructional Council (CIC)

MEETING MINUTES

April 14, 2016 1:30-3:00 p.m.

S 434 – Science Building Conference Room

PRESENT:

VOTING MEMBERS:	
X McCray, Arja (Chair, Faculty Representative)	X Talbot, Megan S. (Faculty Representative)
X Allen, Rose (Counselor)	Shanoski, Jennifer (Faculty Representative)
X Metcalf-Tobin, Sheila (Faculty Representative)	X Brown, Courtney (Faculty Alternate Representative)
Pantell, Steve (Articulation Officer)	X Wallace, Elaine (Faculty Alternate Representative)
Coleman, Clifton (Curriculum Specialist)	Ochoa, Tatiana (Student Representative)
NON VOTING MEMBERS:	
Vacant (Vice President of Instruction)	Delia, Rosemary (Dean)
Vasconcellos, Tina (Dean)	
Soledad Martinez (Student Representative)	

ABSENT: Steve Pantell, Clifton Coleman, Jennifer Shanoski, Tatiana Ochoa, Soledad Martinez, Rosemary Delia

GUESTS: Fereshteh Mofidi, Siri Brown, Hank Fabian, Guy Forkner, Christine Olsen

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
1. Call to Order	Meeting called to order at 1:30PM.	
2. Agenda	Agenda approved by consensus.	MOTION: <i>Approved by consensus.</i>
3. Minutes of Prior Meetings	No meeting minutes available to review.	MOTION:
Program Changes/Add; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations	<p>BUS 10, 50, 70 and 2 non-catalog changes (approved) BUS 10, 50, 70 and 2 DE addendum (approved)</p> <p>BIOSC 31 and 60 – Catalog changes – recommended changes to justification (completed in CNET with Hank’s approval – remove “more” in reference to theory). Certificates in BIOSC: DNA sequencing w nano-chip technology Data analysis and scientific presentation The committee recommended that the CP in Data analysis be revised to include more information in the “careers in...” section, to make it more clear that being able to publish papers in peer-reviewed journals will open up many employment and research opportunities to these students.</p> <p>AFRAM 031 Addendum: AFRAM non-catalog changes : changes to SLO. Recommended change (per SLOAC Div I advice) “Access” to “assess.” – completed in CNET with Siri’s approval.</p> <p>KIN 070A and MATH 206 were tabled as faculty representatives were not present.</p>	<p>Approved by consensus</p> <p>BIOSCI courses approved by consensus.</p> <p>BIOSCI programs Approved ONLY PENDING additional information to be entered in the “career opportunities” section of the certificates per the committee’s recommendations. Provisional approval by consensus.</p> <p>AFRAM 031 curriculum approved by consensus (with change made to SLO) AFRAM 031 DE addendum approved by consensus.</p>

	<p>CHDEV 56B DE Addendum – was missing frequency of contact information. Christine identified a course, 248OK that has in its outline the same data in the forms that were missing in 56B that she would like to duplicate into the 56B addendum. We approved the course PENDING modification of the Education Contact information section.</p> <p>DEACTIVATIONS: The proposals list incorrectly listed BIOSC 31 and BIOSC 60 as deactivations. These needed to be taken off the proposals list for deactivations (they were approved as Course Change In Catalog – see above). The BIOLOGY courses and ENVSC courses are being deactivated as part of curriculum updating, and are not part of a program. The committee approved deactivation of these courses by consensus. CHDEV 091B was also deactivated by consensus.</p>	<p>CHDEV 56B DE Addendum approved PENDING completion of the fields as described to the committee by Christine (from the other outline).</p> <p>Deactivations approved by consensus, with the exception of two courses (BIOSC 31 and 60) that were incorrectly listed in the deactivations section of the CIC proposals agenda.</p>
<p>Other Topics –</p> <p>Review three-year curriculum review cycle.</p> <p>Revision of programs to show “progression.”</p> <p>Curriculum Institute Check-In</p>	<p>Arja presented a document drafted by Clifton Coleman, displaying a schedule of disciplines for curriculum review. As we are expecting a new VPI and this curriculum review process should have involvement of the VPI, Arja was not certain how soon this process would be implemented. However, some disciplines (BIOL, CHDEV, for example) are already working on updating their courses and certificates.</p> <p>According to the State, our programs must show progression (entry at beginning level, advance to intermediate and complete with mastery) or else they are not real programs. Merritt College has some programs that are just a collection of courses that can be taken in any order. Such programs will need to be revised in order to comply with the definition of a program per the state guidelines. New courses will probably need to be added , to demonstrate progression (beginning, intermediate, advanced).</p> <p>Academic Senate can send two members of the CIC to the Curriculum Institute. Arja has completed her paperwork to request funding from Academic Senate for this conference. Courtney Brown has registered for the conference, but still needs to complete his paperwork and submit to Mario Rivas. Details of the conference were shared with the group: Deadline to register is June 6, 2016 and is located at the DoubleTree Hilton in Anaheim, CA July 7-9 (pre-conference session is optional on July 6). Since the sessions begin early in the morning on July 7 we recommend that you plan your travel so you arrive the evening of the 6th. The Optional pre-session does not have extra cost but you still need to register online to reserve a space. If you plan to attend the optional pre-session then you probably want to plan your travel so that you can attend the workshops (Data Unlocked is 10am-12pm and the afternoon workshops for curriculum chairs, administrators and curriculum specialists run 2-5pm).</p>	<p>Contact Mario Rivas for DAS funding for travel expenses. Contact Jason Holloway for Staff Development funding for travel expenses.</p>

1. Next Meeting Date	April 28, 2016	
2. Adjournment	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, 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.