CURRICULUM & INSTRUCTION COUNCIL

April 28, 2020 Minutes

4-2460 3:30 – 5:00 PM

Via Zoom Meeting

X Kristina Allende, ***Co-Chair***

X Madelyn Arballo, *Continuing Education*

X George Bradshaw, *Admission & Records*

Richard Mahon, *VP Instruction*

X Jamaika Fowler, *Articulation Officer*

X Carol Impara, *DL Coordinator*

X Joumana McGowan, *Assoc. VP Instruction*

X Dana Miho, Faculty

Serena Ott, VP Academic Senate

X Dianne Rowley, Assist. Curriculum Liaison

X Pauline Swartz, Library & Learning Resources

X Michelle Sampat, **Co-Chair**

Vacant *Faculty*

X Chisa Uyeki*, Academic Senate President*

X Kim Leiloni Nguyen, *Outcomes Coordinator*

Vacant, *Student Representative*

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval Minutes**
2. April 14, 2020
 | 1. Approved
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| 1. **Public Comments**
 | Chisa Uyeki commented that the Chancellor’s Office (CO) is requesting to complete approval process for Distance Leaning (DL) courses by December 20, 2020. The time line given is unfeasible and it may result in lowering the local standards of approval. Mt. SAC wants to continue ensuring DL high quality courses. |
| 1. **Information**

Chancellor’s Office Program Narrative Submittal |  |
| 1. **Acceptance of Minutes**
2. **Distance Learning Committee Minutes**
3. March 10, 2020
4. **Educational Design Committee Minutes**
5. **Equivalency Committee Minutes**
6. **Outcomes Committee Minutes**
7. April 7, 2020
8. **Transfer and General Education**

**Subcommittee Minutes** 1. **Content Review Committee Minutes**
 | 1. Accepted
2. Motion accepted to add approved minutes for April 28, 2020

Minutes accepted1. None
2. .
3. Accepted
4. None
5. None
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| 1. **New or Substantive Program Changes**
 | Motion accepted to add Geotech. **Approved**One abstention. |
| 1. **New Courses**
 | Motion accepted to add the courses below which will be housed in the Geotech program.GEOL 31 **Approved, minor**GEOL 32 **Approved**GEOL 33  **Approved, minor** |
| 1. **New Stand-alone courses**
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| 1. **Course Disciplines**
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| 1. **tems for Discussion or Action**

1. Curriculum Review Cycle – K. Allende2. Catalog Fall Effective Date – J. Fowler3. Courses and Programs Listed in Catalog Not Offered within 2 years – J. Fowler | Motion accepted to add the DLC Purpose and Function to agenda.1. Kristina recommended to the Academic Senate to move curriculum from a 4 year review cycle to a 5 year cycle. She is suggesting to move this item to next agenda.

The concern about this process is a backlog. Also the text books that would become outdated for articulation purposes.Kristina expressed that most colleges have 5 and 6 year cycles. Kristina and Michelle will work on a draft about how this process would look like before moving it to senate.Will bring this item to next meeting to vote.Because of a new request from the CO stated in PCAH 7th edition, there must be the inclusion of program narratives for CO program approvals. Can there be a talk among the members of this council about having a process for program review within C&I. Maybe when courses housing the program go through EDC, the program without changes could go on consent agenda. Discussion will continue.1. Catalog fall effective date.

Reasons 1: we don’t have a catalog in time for counselors to advise students, even if the plan is to produce it early. All community colleges have a fall effective date. Reason 2: catalog rights. Align the catalog with catalog rights. Reason 3: CSU and UC have made the decision not to assign retroactive effective dates, only having effective dates for fall.There are more pros than cons by having a fall catalog. Concerns: summer cohorts. There are only two programs: Psychiatric Technology and Respiratory Therapy, and they are not concerned about changing to a fall catalog.Michelle: Sara and Michelle attended a Leapfrog conference. They found out that all colleges attending have a fall catalog and a yearly addendum. This would ensure that we are not harming summer cohort.Chisa: All makes sense. Check back with Respiratory Therapy. Their program is very unique. Wants to know how this change will impact their program. Jamaika said this department was very supportive and she will reach out to them.Currently we are not providing students with timely information about programs/courses for registration.New curriculum for cohorts can be prioritized in EDC. If approved, AP for catalog rights has to be amended.Can only stablish catalog right on primary term.Jamaika will provide emails with the cohorts that may be affected, will make a recommendation to this council, and include the calendar. 1. Courses and Programs Listed in Catalog not offered within 2 years. In the past, courses not offered in two years had a process for inactivation. It was financially driven. AP 4020 would need to be looked closer because there are programs that house courses not offered and students cannot achieve the program. In order for students to complete the program, they have to substitute the course/s not offered. Course substitution is misleading to students.

This process begins at the Instruction office. Counselors are concerned because students keep asking about these courses. Chisa: What is scale of this? Is it happening all the time? Not all the time. But International business is one course. If is not a urgent issue then we need to work directly with the departments owning the courses.Jamaika thinks we need to have a more direct influence over faculty about this.We have an inactivation process and we follow it but faculty try to a chance. Sometime it depends on low enrolment. We can generate a list for this conversation purpose and bring it back.We need to ask why students aren’t taking these courses.Jamaika will bring a sample of these courses. Part of it is that we don’t do program review which will make faculty aware of what courses work and what courses don’t.Kristina will have a huge issue with any policy that tells faculty how to do their curriculum. We have a policy in place that we need to follow.Jamaika will bring this item back.1. DLC amended membership to add faculty member from noncredit. Will be move to AS
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| 1. **On Hold Items**
2. Course Articulation/Variance Review
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| 2019-20 Meetings3:30-5:002nd & 4th Tuesdays | Fall 2019September 10 & 24October 8, 22 | November 12 & 26December 10,  | Spring 2020March 10 & 24 | April 14 & 28 May 12 & 26 | June 9 |