



## CURRICULUM & INSTRUCTION COUNCIL

September 24, 2019 Minutes

Building 4-2440

3:30 P.M. – 5:00P.M

- |   |   |   |
|---|---|---|
| X Kristina Allende, <i><b>Co-Chair</b></i>        | X Joumana McGowan, <i>Assoc. VP Instruction</i>         | X Michelle Sampat, <b>Co-Chair</b>                |
| X Madelyn Arballo, <i>Continuing Education</i>    | X Dana Miho, <i>Faculty</i>                             | E Om Tripathi, <i>Faculty</i>                     |
| X George Bradshaw, <i>Admission &amp; Records</i> | X Serena Ott, <i>VP Academic Senate</i>                 | X Chisa Uyeki, <i>Academic Senate President</i>   |
| X Richard Mahon, <i>VP Instruction (Guess)</i>    | X Dianne Rowley, <i>Assist. Curriculum Liaison</i>      | X Kim Leiloni Nguyen, <i>Outcomes Coordinator</i> |
| X Jamaika Fowler, <i>Articulation Officer</i>     | Pauline Swartz, <i>Library &amp; Learning Resources</i> | Vacant, <i>Student Representative</i>             |
| X Carol Impara, <i>DL Coordinator</i>             |   |   |

Meeting Agenda	Outcomes
I. <b>Approval Minutes</b> September 10, 2019	Attached
II. <b>Public Comments</b>	
III. <b>Information</b>	
IV. <b>Acceptance of Minutes</b> A. <b>Distance Learning Committee Minutes</b> B. <b>Educational Design Committee Minutes</b> September 10, 2019 September 17, 2019 C. <b>Equivalency Committee Minutes</b> D. <b>Outcomes Committee Minutes</b> June 04, 2019 September 3, 2019 E. <b>Transfer and General Education Subcommittee Minutes</b> F. <b>Content Review Committee Minutes</b>	A. None B. Approved Approved C. None D. Approved Approved E. None F. None
V. <b>New or Substantive Program Changes</b>	
VI. <b>New Courses</b> 1. ACCS IBSID Introduction to Banking for Students with Intellectual Disabilities 2. ACCS ILHFS Independent Living Skills - Health and Fitness Skills 3. ACCS ILMS Independent Living Skills - Money Skills 4. ACCS ILSBB Independent Living Skills - Basic Budgeting and Money Management	1. Approved 2. Approved 3. Approved 4. Approved 5. Hold 6. Approved 7. Hold 8. Approved 9. Approved

Meeting Agenda	Outcomes
<ul style="list-style-type: none"> <li>5. ACCS ILSHS Independent Living Skills - Human Sexuality</li> <li>6. ACCS MBS Independent Living Skills - Memory Building Skills</li> <li>7. BS EPCS English Preparation for College Success</li> <li>8. BS MPS Math Preparation for Statistics Success</li> <li>9. BS MPSTM Math Preparation for BSTEM Success</li> <li>10. ESL READ ESL – Reading</li> <li>11. ESL 70 Basic to Intermediate Writing and Reading</li> <li>12. PAED CCP Common Core for Parents</li> <li>13. VOC CI11 Database Management – Microsoft Access</li> <li>14. VOC CI11L Database Management – Microsoft Access Laboratory</li> <li>15. VOC MF180 Introduction to MasterCAM</li> </ul>	<ul style="list-style-type: none"> <li>10. Approved</li> <li>11. Approved</li> <li>12. Approved</li> <li>13. Approved</li> <li>14. Approved</li> <li>15. Approved</li> </ul>
<p>VII. New Stand-alone courses</p>	
<p>VIII. Course Disciplines</p>	
<p>IX. Course Unit change Report</p>	
<p>X. Items for Discussion or Action</p> <ul style="list-style-type: none"> <li>1. C&amp;I Purpose and Function Statement – K. Allende</li> <li>2. C&amp;I Goals and Progress Report – K. Allende</li> <li>3. AP 4101 Independent Study. Review changes and discuss effective dates.</li> <li>4. Curriculum Effective Dates – J. Fowler</li> <li>5. Courses and Programs Listed in Catalog Not Offered Within Two Years – J. Fowler</li> <li>6. Outcomes Committee Purpose and Function Statement – L. Nguyen</li> </ul>	<ul style="list-style-type: none"> <li>1. Updates as far as titles and names will be changed before submitting to the President’s Office. Recommended to submit to the President Office.</li> <li>2. Approved. Recommended for submitting to the President Office</li> <li>3. This item was approved and recommended for Academic Senate on May 28, 2019.</li> <li>4. Pros and cons about having summer vs. fall effective date for catalog and curriculum. Catalog is not ready by summer. According to counseling, having a fall catalog will benefit students. CTE programs usually start their cohorts during summer. This council suggested the creation of an exploratory work group. Kristina will send an email inviting members of this group to join the exploratory group to see if there are any recommendation for fall curriculum/catalog effective dates.</li> <li>5. AP 4020. What is the process for courses not been offered for more than two years. Are</li> </ul>

Meeting Agenda	Outcomes
	<p>those courses being tracked? What happens when a course has not been offered and students need it to complete a degree or certificate?</p> <p>There are courses that are offered but do not make it due to low or non-enrollment. This situation is different from courses not being offered.</p> <p>Instruction does not want to be in a position to force faculty to remove a course.</p> <p>Counselors look for courses in schedule for two years and noticed that certain courses have not been offered.</p> <p>Many times is difficulty for the department to find an expert instructor to teach specialized courses.</p> <p>Faculty has the right to keep or delete courses. We will keep this item on agenda and continue this discussion.</p> <p>6. Will be kept on agenda</p>
<p><b>XI. On Hold Items</b></p> <ol style="list-style-type: none"> <li>1. FASH 16 Corset Construction (Stand-alone)</li> <li>2. ZOOL 3 Fundamentals of Zoology</li> </ol>	<ol style="list-style-type: none"> <li>1. On hold. Fashion Department is creating a new program.</li> <li>2. This course is part of the Biology AS which was placed on hold by EDC.</li> </ol>

<b>2019-20 Meetings</b> 3:30-5:00 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	<b>Fall 2019</b> <u>September 10 &amp; 24</u> <u>October 8, 22</u>	<u>November 12 &amp; 26</u> <u>December 10,</u>	<b>Spring 2020</b> <u>March 10 &amp; 24</u>	<u>April 14 &amp; 28</u> <u>May 12 &amp; 26</u>	<u>June 9</u>
--	--	--	--	--	---------------