

**Mt. San Antonio College  
Curriculum & Instruction Council**

**Minutes**

**October 11, 2016**

3:30 – 5:00 pm

**Conference Room: Bldg 4, Room 2440**

<b>X</b>	Jeffrey Archibald	<b>E</b>	Irene Malmgren, Co-Chair	<b>X</b>	Martin Ramey	<b>X</b>	Emily Woolery
<b>X</b>	Madelyn Arballo	<b>X</b>	Joumana McGowan	<b>X</b>	Michelle Sampat, Co-Chair		
	George Bradshaw	<b>X</b>	Jean Metter	<b>X</b>	John Vitullo		
<b>E</b>	Jamaika Fowler	<b>X</b>	Dana Miho	<b>X</b>	Sandra Weatherilt		

**Student Representative:** Ismael Garcia **X**

**Recorder:** Irene Inouye

<b>Agenda</b>		<b>Outcome</b>
<b>I.</b>	<b>Approval of Council Minutes</b> September 27, 2016	Approved as amended
<b>II.</b>	<b>Information</b>	
<b>III.</b>	<b>Distance Learning Committee Minutes:</b> September 13, 2015	Accepted
	<b>Educational Design Committee Recommendations of:</b> September 27, 2016 October 4, 2016	Accepted Accepted
	<b>Equivalency Committee Minutes</b>	
	<b>Outcomes Committee Minutes:</b> May 31, 2016 June 7, 2016 September 6, 2016 September 20, 2016	Accepted Accepted Accepted Accepted
	<b>Transfer &amp; General Education Subcommittee Report:</b> RESD 100	Members of C&I noted that RESD 100 looks like a noncredit course and should be offered as noncredit course. RESD 100 could be dual listed in both credit and noncredit. This course is meant to expose students to the respiratory care profession. It is not currently a part of any program. If the course is offered as noncredit students don't have to pay for a unit that does not contribute toward a degree or certificate. Currently, the certified nursing program is successfully offered through noncredit. Faculty members are increasingly creating noncredit courses and programs. Understanding what should be developed and offered as noncredit is becoming increasingly important. Faculty are unclear or not aware of the benefits of noncredit. Credit faculty members can still teach the courses as overload at the noncredit rate. The course will be placed on hold. Faculty in respiratory therapy will be asked to contact Madelyn Arballo to determine whether this course fits better as a noncredit option. Additional justification will be needed in order to approve RESD 100 as a credit, stand-alone course <b>Hold.</b> Michelle will ask for clarification about its stand-alone or program applicable status and ask the author to contact Madelyn Arballo to determine whether the course is a better fit for noncredit.
<b>IV.</b>	<b>New or Substantive Program Changes, New Courses, and Course Disciplines</b>	
<b>V.</b>	<b>New Stand-alone Courses</b>	
<b>VI.</b>	<b>Course Unit Change Report</b>	
<b>VII.</b>	<b>Items for Discussion or Action</b>	
	DLC Purpose and Function – S. Weatherilt	Corrections will be made by Sandra Weatherilt. Amendments to the DLC Purpose and Function were approved to move forward for AS.
	Local Degree Inflation: How many courses are enough? – M. Sampat	Some degrees and certificates at Mt. SAC require students to take a set number of units from a selection of many courses. In some cases, students are asked to take one or two classes from

		<p>a selection of 20 to 50 classes. Is advisable to develop a recommendation regarding a percentage or a set number of elective courses above that which is required? Some programs have many options listed, but it is unclear whether departments offer these courses often, whether these courses are the best fit for that program, and whether the abundant choices help students complete the program or overwhelm them with too many choices. We will pull the program with the highest total elective options in order to examine this topic further. Michelle and Joumana will bring a report of courses not offered within the last five years. This list should be shared with Academic Senate to commence the inactivation process. Faculty members have the opportunity to provide additional information as to why the courses are not being offered, submit an inactivation, or schedule and offer the class. It's possible that the courses have been scheduled and cancelled due to low enrollment. At that point, faculty should determine next steps.</p> <p>For students it is confusing to have courses in catalog that are not offered. Many students don't have a back-up plan when courses aren't offered. Departments should have a course rotation plan available for students. John Vitullo will share the Speech Department's plan. <b>Discussion will continue</b></p>
	Catalog Rights and Student Information	
	New Course Development Guide (Draft) – M. Sampat	<p>This document is meant to be a guide for faculty. Michelle is asking this council for feedback. The group brainstormed and provided Michelle with feedback. <b>Discussion will continue</b></p>
<p><b>2016-17 Meetings</b> 3:30-5:00 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</p>	<p><b>Fall 2016</b> September 13 &amp; 27 October 11 &amp; 25</p>	<p>November 8 &amp; 22 December 13, 2014 <b>Spring 2017</b> March 14 &amp; 28 April 11 &amp; 25 May 9 &amp; 23</p>