

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

**Minutes
February 24, 2015
3:30 – 5:00 pm**

Conference Room: Bldg 4, Room 2440

x	Jeffrey Archibald	x	Donna Burns	x	Mary Johnson	E	Michelle Sampat
x	Emily Woolery		Tom Edson	x	Joumana McGowan	x	Dan Smith
	Jemma Blake-Judd	x	Jamaika Fowler	x	Irene Malmgren, Co-Chair		
	George Bradshaw	x	Michelle Grimes-Hillman, Co-Chair		John Pellitteri		

Student Representative: _____ **Recorder:** Irene Inouye

Agenda		Outcome
I.	Approval of Council Minutes December 9, 2014	Approved as amended
II.	Information New Fee Based Course Offerings – Winter 2015 – D. Burns	Informed
III.	Distance Learning Committee Minutes:	
	Educational Design Committee Minutes:	
	Equivalency Committee Minutes: November 17, 2014 (Minutes revision) November 24, 2014	Members discussed changes to the HR form for applicants to request equivalency. These changes reflect James Czaja and the Equivalency Committee discussion and affirm that we follow established administrative procedures. Is it HR position that an applicant has the right to fill out an equivalent form? The answer is yes. That is how applicants enter the pool. Are we maintaining the Equivalency database? Yes. Recommended to move forward to AS as an Information Item Accepted
	Outcomes Committee Minutes:	
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes, New Courses, and Course Disciplines	
V.	4-Year Review Course List for AS Consent Agenda	
VI.	Stand-alone Courses	
VII.	Course Unit Change Report	
VIII.	Items for Discussion or Action	
	Biology Equivalency Request – D. Smith	Biology is adding the latest degrees applicable to the equivalency requirements. Members discussed that Mt.SAC may not hire highly qualified candidates because applicant's degree has not been issued at the time of interview. Dan will have a secondary conversation with HR about the redundancy of the qualifications stated in the AP and Equivalency Request form. Forwarding to AS for approval.
	Institutional Level Outcomes – E. Woolery	Outcomes are reduced from 7 to 4. Two were removed, two were combined. This is considered an amendment to the outcomes plan. Michelle asked the document reflect that the plan is being amended and more clarification as to the amendments. Emily will modify the document and send to Michelle Sampat for inclusion in the senate report. Forwarding to AS for approval.
	Course Proposal Justification Form – M. Grimes-Hillman	This item was brought up for discussion to EDC and C&I during Winter meeting and touched on the pros and cons of our current course approval process. The outcome was to send the form to

		<p>EDC and have members analyze the form and provide feedback. EDC has taken on the responsibility to merge this form to the current cover sheet. Although it will be a longer form, it will cover the coversheet and supplemental forms. The form has considerably more questions and will force faculty to do more research about the need, feasibility, etc. of a course than they have before. This form will provide consistency at many levels and is designed to have certain sections filled out depending on the action intended for the course (new, mod, 4-yr review.) Donna suggested including the form once approved for noncredit. This item will be returned to C&I once EDC has completed its review.</p>			
	<p>Program Level Outcomes for AOE Degrees – M. Grimes-Hillman</p>	<p>Michelle Described that program level outcomes for Area of Emphasis degrees are a challenge. The problem is that these kinds of degrees are not owned by any department nor division. These programs are supposed to be reviewed periodically, but no department is responsible to do so. For accreditation process purposes, we need to have a plan. The Outcomes Committee will discuss program outcomes process for these degrees and bring it back to C&I for discussion. Outcomes Committee should ask faculty to look at their outcomes before being published in catalog. OC will have a discussion about AOE degrees and about program outcomes. Emily will report back to C&I</p>			
<p>2014-15 Meetings 3:30-5:00 2nd & 4th Tuesdays</p>	<p>September 9 & 23, 2014 October 14 & 28, 2014</p>	<p>November 18 (tentative) & 26, 2014</p>	<p>December 9, 2014</p>	<p>February 24, 2015 March 10 & 24, 2015 April 14 & 28, 2015</p>	<p>May 12 & 26, 2015 June 9, 2015</p>