



# CURRICULUM & INSTRUCTION COUNCIL

September 12, 2017 Minutes

Building 4-2440

3:30 P.M. – 5:00P.M.

X Madelyn Arballo, *Continuing Education*  
 George Bradshaw, *Admission & Records*  
 X Jamaika Fowler, *Articulation Officer*  
 X Cristina Hernandez, *Faculty*  
 X Julie Laverty, *Guest & Asst. Curriculum Liaison*

Irene Malmgren, **Co-Chair**  
 X Joumana McGowan, *Associate. VP Instruction*  
 X Dana Miho, *Faculty*  
 X Martin Ramey, *Academic Senate President*

Lina Soto, *Academic Senate V.P.*  
 X John Vitullo, **Co-Chair**  
 X Sandra Wheatherilt, *D.L. Coordinator*  
 X Emily Woolery, *Outcomes Coordinator*  
 Vacant, *Student Representative*

Meeting Agenda	Outcomes
I. <b>Approval of Minutes</b> May 23, 2017	Approved
II. <b>Public Comments</b>	John explained that Public Comment is the time where anyone may come to C & I and speak about any topic. However, only invited guests may speak or take part in the Discussion or Actions items later in the agenda on the issues for which they were invited.
III. <b>Information</b> A. WebCMS 10.0 B. Code Alignment Project C. PCAH	<ul style="list-style-type: none"> <li>a. John informed this council about the update of WebCMS 1.0 to CMS 10.0 possibly by Spring 2018.</li> <li>b. John &amp; Julie will visit departments to ensure that correct codes are assigned to programs and courses.</li> <li>c. The 6<sup>th</sup> edition of the PCAH will be available on the Curriculum &amp; Instruction and Educational Design Committee sites.</li> </ul>
IV. <b>Acceptance of Minutes</b> A. Distance Learning Committee May 9, 2017 May 23, 2017 B. Educational Design Committee C. Equivalency Committee D. Outcomes Committee E. Transfer and General Education Subcommittee F. Content Review Committee	Accepted Accepted
V. <b>New or Substantive Program Changes, New Courses, and Course Disciplines</b>	
VI. <b>New Stand-alone Courses</b>	
VII. <b>Course Unit Change Report</b>	
VIII. <b>Items for Discussion or Action</b> A. C&I Purpose and Function B. C&I Goals	<ul style="list-style-type: none"> <li>a. &amp; b. This council provided feedback to John. He will bring back the final draft of the revised Purpose and Functions as well as Goals next meeting for final approval.</li> <li>c. John expressed an interest on streamlining the process for DL course submission because traditional courses having DL versions have to be review at the same time. Sandra informed that there is a new DL form available. Faculty should be informed of it. John will call a meeting with Joumana, Sandra, and Meghan Chen to plan the process.</li> <li>d. A new section will be added to this agenda: <b>IX. On Hold Items.</b></li> </ul>

<b>2017-18 Meetings</b> 3:30-5:00 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	<b>Fall 2017</b> September 12 & 26 October 10, 24	November 14 & 28 December 12,	<b>Spring 2018</b> March 13 & 27	April 10 & 24 May 8 & 22	June 12
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