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

Madelyn Arballo, *Continuing Education*

George Bradshaw, *Admission & Records*

Richard Mahon, *VP Instruction*

Jamaika Fowler, *Articulation Officer*

X Carol Impara, *DL Coordinator*

Joumana McGowan, *Assoc. VP Instruction*

Dana Miho, Faculty

Serena Ott, VP Academic Senate

Dianne Rowley, Assist. Curriculum Liaison

Pauline Swartz, Library & Learning Resoources

Michelle Sampat, **Co-Chair**

Om Tripathi, *Faculty*

Chisa Uyeki*, Academic Senate President*

Kim Leiloni Nguyen, *Outcomes Coordinator*

Vacant, *Student Representative*

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| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval Minutes**   October 8, 2019 | Approved |
| 1. **Public Comments** |  |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee Minutes**   September 24, 2019   1. **Educational Design Committee Minutes**   October 8, 2019  October 15, 2019   1. **Equivalency Committee Minutes** 2. **Outcomes Committee Minutes**   October 1, 2019   1. **Transfer and General Education**   **Subcommittee Minutes**   1. **Content Review Committee Minutes** | 1. Accepted 2. Accepted 3. None 4. Accepted 5. None 6. None |
| 1. **New or Substantive Program Changes** 2. Administrative Assistant – Level 2 3. College Readiness for Healthcare Programs 4. Microenterprise 5. Tutor Training | 1. Approved 2. Approved 3. Approved 4. Approved |
| 1. **New Courses** 2. KINS 16B Co-Ed Slow Pitch Softball Intermediate | 1. Approved |
| 1. **New Stand-alone courses** 2. FASH 84 Work Experience in Fashion Design | 1. Approved |
| 1. **Course Disciplines** |  |
| 1. **Course Unit change Report** 2. MUS 45 Chamber Singers – Unit change: from 2 to 3. Lab hrs. from 108 to 162 | 1. Approved |
| 1. **Items for Discussion or Action** 2. Course Articulation/Variance Review – K. Allende 3. Courses and Programs Listed in Catalog Not Offered Within Two Years – J. Fowler 4. DL Amendment Form – C. Impara | 1. Conversation about courses approved for equivalency. Admission and Records (A&R) identified them through a campus wide evaluation of course with other community colleges’ courses. Currently if a course is not in the existing list of equivalent courses, students would have to ask for a variance (substitution or equivalence for a course). The form goes out to departments and once is back A&R determines whether or not the course makes the list of equivalent courses. This process places a burden on students.   A&R could provide the list to departments to determine equivalency of courses and when the list gets back to A&R the information would be entered in Banner. If this is going to happen, then a conversation with Academic Senate have to start as soon as possible.  Another solution: the equivalency list provided by Instruction Office could be sent to the departments to determine if the courses have changed or not for equivalency purposes. Unfortunately we currently don’t have a process in place for this kind of task and new courses get added to the list every year. We are trying to find a manageable way to review this courses and perhaps doing it with the curriculum cycle of the course. A proper process would be beneficial for students so they don’t have to retake courses. There needs to be a solid plan to face this task before we presented to faculty. Michelle will touch bases with Erik K. and Joumana. The variance form will be brought back.   1. Keep on agenda. 2. The current DL Amendment form needs to be updated to comply with new Title 5 regulations.  The current DL Amendment Form does meet Title 5 criteria for having a separate addendum, meeting course objectives (using lecture/lab topics in Table 2), and regular effective content (the DLC checks for student-student pedagogy in Table 2). However, the DL Amendment Form did not fulfill the Title 5 mandate for indicating how the course will meet accessibility requirements. After reviewing sample forms from other colleges, the committee wishes to integrate an accessibility check list, which will expedite our process.  Academic Senate suggested to bring this issue to C&I. Accepted. This item will be taken to Academic Executive Senate for voting. |
| 1. **On Hold Items** 2. FASH 16 Corset Construction (Stand-alone) | 1. On hold. Fashion Department is creating a new program. |

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| 2019-20 Meetings  3:30-5:00  2nd & 4th Tuesdays | **Fall 2019**  September 10 & 24  October 8, 22 | November 12 & 26  December 10, | **Spring 2020**  March 10 & 24 | April 14 & 28  May 12 & 26 | June 9 |