

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

**Minutes
September 13, 2016
3:30 – 5:00 pm**

Conference Room: Bldg 4, Room 2440

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

Student Representative:

Recorder: Irene Inouye

Agenda		Outcome
I.	Approval of Council Minutes May 24, 2016	Approved
II.	Information	
III.	Distance Learning Committee Minutes:	
	Educational Design Committee Recommendations of: May 24, 2016 September 6, 2016	Approved Michelle shared that there were many noncredit courses approved at the September 6 th meeting. Liza Becker and Donna Necke expressed interest in meeting to discuss the Style Sheet followed for credit courses to determine whether noncredit should follow it or adopt a similar format that works for Continuing Education. Madelyn and Michelle will discuss it. Approved
	Equivalency Committee Minutes: May 23, 2016	Accepted
	Outcomes Committee Minutes: May 3, 2016 May 17, 2016	Accepted Accepted
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes, New Courses, and Course Disciplines Photography Video Production Approved 12/8/2015	Jeff asked whether EDC engaged in an overlap discussion with TV professors regarding the digital video aspect of this program. Michelle explained that EDC has never had such discussion about program overlap. Further, Michelle noted that this is an unusual circumstance as the department approved the certificate and there are no other departments posing an overlap challenge. There is no process in place if a member of a department has concerns about the certificate, but the department approves it. Jeff recommended mediation between the department representatives that follows the process for course overlap. Joumana and Michelle will look into the process and most likely facilitate the meeting. Postponed until after overlap discussion takes place.
V.	New Stand-alone Courses	
VI.	Course Unit Change Report	
VII.	Items for Discussion or Action	
	Media Production/Broadcasting Technology Equivalency – J. Archibald	Recommended for AS approval
	Outcomes Committee Annual Review Goals – E. Woolery	Recommended for AS approval
	DLC Purpose and Function – S. Weatherilt	This is not the review due 10/1/16. It is a report Mary submitted to AS. Accepted as Information Item.
	DLC Goals and Progress Report - Weatherilt	Accepted as Informational Item
	AP 4232 Pass/No Pass Grading – J. Fowler	There were a few points for discussion: Under item 3 of this AP there seems to be a discrepancy in the time allowed for students to change their class grading methods from letter grade to Pass/No pass. This council is questioning why less time is allowed if the change is requested on line vs. in

		<p>person. Michelle will research this issue and contact Eric Kaljumaji to determine whether he recalls why this discrepancy exists.</p> <p>Under item 4, this AP limits the number of units (16) taken for Pass/No pass allowed towards Mt.SAC's local graduation requirements. Title 5 does not set a limit nor do other colleges. Furthermore, Mt.SAC offers several degrees exceeding 16 units offered as Pass/No Pass which contradicts our own policy. Since Title 5 allows for no limit on Pass/No Pass courses, this council discussed whether faculty should decide what courses should be offered Pass/No Pass especially because some of these courses are taken to pass certain tests required for students to enter their field.</p> <p>Currently credit by exam is part of the Pass/No Pass limitation. It appears in transcript as X (credit by exam) and is not factored in the GPA.</p> <p>This council will research Title 5 as to what item 4 is stating and will consider modifying it.</p> <p>This item will be placed this on hold until a discussion with G. Bradshaw takes place.</p> <p>The 6th edition of the PCAH will be consulted regarding this issue.</p> <p>Tabled for next agenda</p>
	C&I Purpose and Function – M. Sampat	<p>Changes were recommended and recorded. Terms and titles will be updated. Will be brought back.</p> <p>Postponed. Michelle will bring back a clean copy for approval.</p>
	C&I Goals – M. Sampat	<p>Discussion took place.</p>
<p>2016-17 Meetings 3:30-5:00 2nd & 4th Tuesdays</p>	<p>Fall 2016 November 8 & 22 September 13 & 27 October 11 & 25</p>	<p>December 13, 2014 Spring 2017 March 14 & 28 April 11 & 25 May 9 & 23</p>