



# CURRICULUM & INSTRUCTION COUNCIL

October 23, 2018 Minutes

Building 4-2440

3:30 P.M. – 5:00P.M.

X Kristina Allende, **Co-Chair**  
 Gregory Anderson, *Guest*  
 X Madelyn Arballo, *Continuing Education*  
 George Bradshaw, *Admission & Records*  
 X Jamaica Fowler, *Articulation Officer*

X Carol Impara, *D.L. Coordinator*  
 Joumana McGowan, *Assoc. VP Instruction*  
 Dana Miho, *Faculty*  
 X Martin Ramey, *Academic Senate President*  
 X Dianne Rowley, *Assist. Curriculum Liaison*

X Sampat, **Co-Chair**  
 X Om Tripathi, *Faculty*  
 X Chesa Uyeki, *Senate VP*  
 X Emily Woolery, *Outcomes Coordinator*  
 Vacant, *Student Representative*

Meeting Agenda		Outcomes
I.	Approval Minutes October 9, 2018	Approved
II.	Public Comments	
III.	Information	
IV.	Acceptance of Minutes <ul style="list-style-type: none"> <li>A. Distance Learning Committee Minutes               <ul style="list-style-type: none"> <li>1. September 25, 2018</li> </ul> </li> <li>B. Educational Design Committee Minutes               <ul style="list-style-type: none"> <li>1. October 9, 2018</li> <li>2. October 16, 2018</li> </ul> </li> <li>C. Equivalency Committee Minutes               <ul style="list-style-type: none"> <li>1. March 26, 2018</li> <li>2. October 22, 2018</li> </ul> </li> <li>D. Outcomes Committee Minutes               <ul style="list-style-type: none"> <li>1. October 2, 2018</li> </ul> </li> <li>E. Transfer and General Education Subcommittee Minutes</li> <li>F. Content Review Committee Minutes</li> </ul>	<ul style="list-style-type: none"> <li>a. .               <ul style="list-style-type: none"> <li>1. Accepted</li> </ul> </li> <li>b. .               <ul style="list-style-type: none"> <li>1. Accepted</li> <li>2. Accepted</li> <li>3. Accepted</li> </ul> </li> <li>c. .               <ul style="list-style-type: none"> <li>1. Accepted</li> <li>2. Accepted</li> </ul> </li> <li>d. .               <ul style="list-style-type: none"> <li>1. Accepted</li> </ul> </li> </ul>
V.	New or Substantive Program Changes <ul style="list-style-type: none"> <li>1. General Office Skills (noncredit)</li> <li>2. Manufacturing and electrical systems (noncredit)</li> <li>3. Medical Secretary (noncredit)</li> <li>4. Trades Preapprenticeships (noncredit)</li> <li>5. Welding Basics (noncredit)</li> <li>6. Appliance Repair (noncredit)</li> <li>7. BS English Competency (noncredit)</li> <li>8. Baking and Pastry AS</li> <li>9. Baking and Pastry Cert</li> <li>10. Culinary Certificate - Advance</li> </ul>	<ul style="list-style-type: none"> <li>1. Approved</li> <li>2. Approved</li> <li>3. Approved</li> <li>4. Approved</li> <li>5. Approved</li> <li>6. Approved</li> <li>7. Approved</li> <li>8. Hold</li> <li>9. Approved</li> <li>10. Hold</li> </ul>
VI.	New Courses	

Meeting Agenda		Outcomes	
<ol style="list-style-type: none"> <li>1. HRM 74 Intro to Tourism – Included in Culinary Advanced Certificate</li> <li>2. CUL 117 Artisan Bread - Included in Baking and Pastry AS</li> <li>3. CUL 118 Specialty Cakes – Included in Baking and Pastry AS</li> <li>4. KORE 2 Continuing Elementary Korean – Included in World Language AA</li> </ol>		<ol style="list-style-type: none"> <li>1. Approved</li> <li>2. Pending until Baking and Pastry AS is fully approved</li> <li>3. Pending until Baking and Pastry AS is fully approved</li> <li>4. Approved</li> </ol>	
<b>VII. New Stand-alone courses</b> <ol style="list-style-type: none"> <li>1. ARCH 99 Special Projects in Environmental Design</li> <li>2. ARTD 91 Special Studies: Illustration</li> <li>3. VOC MF260 CNC Operation 1</li> </ol>		<ol style="list-style-type: none"> <li>1. Approved</li> <li>2. Approved</li> <li>3. Approved</li> </ol>	
<b>VIII. Course Disciplines</b>			
<b>IX. Course Unit change Report</b>			
<b>X. Items for Discussion or Action</b> <ol style="list-style-type: none"> <li>1. Special Topics, Special Studies, Special Projects, Special Issues – K. Allende</li> <li>2. Entering of mirrored VOC courses into WebCMS – K. Allende</li> <li>3. Outcomes Committee 18-19 Purpose and Function – E. Woolery</li> </ol>		<ol style="list-style-type: none"> <li>1. Jamaika, Kristina, Dianne, Michelle, and Om will form a group to find out about the courses affected and recommend a way to standardize the titles and numbers for these courses.</li> <li>2. This is with the purpose to create specifically noncredit mirrored courses. Kristina is asking this council to allow Leslie Cheng, noncredit Assistant Curriculum Specialist to create the mirrored course outline of records (COR) by copying and pasting the contents of the credit course onto the noncredit mirrored version. The mirrored courses go through the same stages and process of approval by managers as the credit courses do. Lesley is keeping track of these courses and communicates with Kristina to alert the author. Kristina will create a chart reflecting this process and will present it to this council.</li> <li>3. Approved</li> <li>4. Students have been presented with flyers having inaccurate information about programs that have not been fully approved. Instruction will communicate to all Deans that programs not fully approved by every approval body cannot be marketed to students in any way.</li> </ol>	
<b>XI. On Hold Items</b> <ol style="list-style-type: none"> <li>1. Civil Engineering Technology Cert., Mechanical Engineering Technology Cert., and Software Engineering Cert.</li> <li>2. FASH 16 Corset Construction (<i>Stand-alone</i>)</li> <li>3. VOC HTH06 Health Career Employability Skills</li> </ol>		<ol style="list-style-type: none"> <li>1. Kristina will contact M. Mason on repackaging Civil Engineering Technology Cert., Mechanical Engineering Technology Cert., and Software Engineering Cert., as suggested by this council.</li> <li>2. On Hold. Fashion Department is creating a new program.</li> <li>3. On hold pending author's response to suggestion about rewording methods of evaluation.</li> </ol>	

<b>2018-19 Meetings</b> 3:30-5:00 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays		<b>Fall 2018</b> <u>September 11 &amp; 25</u> <u>October 9, 23</u>	<u>November 13 &amp; 27</u> <u>December 11,</u>	<b>Spring 2019</b> <u>March 12 &amp; 26</u>	<u>April 9 &amp; 23</u> <u>May 14 &amp; 28</u>	<u>June 11</u>
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