CURRICULUM & INSTRUCTION COUNCIL

May 14, 2019 Minutes
Building 4-2440
3:30 P.M. – 5:00P.M

X Kristina Allende, *Co-Chair*
Madelyn Arballo, *Continuing Education*
X George Bradshaw, *Admission & Records*
Virginia Burley *Interim VP Instruction*
X Jamaika Fowler, *Articulation Officer*

Carol Impara, *DL Coordinator*
X McGowan, *Assoc. VP Instruction*
X Dana Miho, *Faculty*
X Serena Ott, *VP Academic Senate*
X Dianne Rowley, *Assist. Curriculum Liaison*

X Michelle Sampat, *Co-Chair*
Om Tripathi, *Faculty*
X Chisa Uyeki, *Academic Senate President*
X Emily Woolery, *Outcomes Coordinator*
Vacant, *Student Representative*

Meeting Agenda	Outcomes
I. Approval Minutes April 23, 2019	Approved
II. Public Comments	
III. Information	

IV. Acceptance of Minutes
  A. Distance Learning Committee Minutes
    April 9, 2019
  B. Educational Design Committee Minutes
    May 7, 2019
  C. Equivalency Committee Minutes
  D. Outcomes Committee Minutes
    April 16, 2019
  E. Transfer and General Education Subcommittee Minutes
  F. Content Review Committee Minutes
	A. Accepted
	B. Accepted
	C. .
	D. Accepted
	E. None
	F. None

V. New or Substantive Program Changes	
VI. New Courses 1. STEM 99 Undergraduate Research	The author of STEM 99 was present during the discussion and agreed to making live-changes to the course which included adding MATH and Computer Science disciplines and defining the textual prerequisite. Also, measurable objectives were adjusted to course description as well as sample assignments. The Curriculum Liaison will add disciplines to the course as requested by Department Chairs and after consulting with the author. Approved as amended.

VII. New Stand-alone courses	
VIII. Course Disciplines	
IX. Course Unit change Report	

X.   Items for Discussion or Action
   1. Independent Studies Task Force Recommendations – K. Allende
   2. AP 4101 Independent Study. Review changes and discuss effective dates.
   3. Local Degree Requirements – K. Allende
   4. AP and BP Effective Dates – J. Fowler
   5. Curriculum Effective Dates – J. Fowler
	1. Recommended to move to Academic Senate for approval if AP 4101 recommendations are approved.
	2. Kristina will add definition. Paragraph two language should be standardized for all courses. This AP will be compared with other colleges' in order to come up with a very specific one. Kristina will work on it and will send it to the members of this council for feedback.
	Tabled.
	3. This item is not with in the purview of this council and it will be taken to Academic Senate for discussion.
	4. When APs and BPs are approved, when do they become effective?
	BPs: the Board of Trustees approval date should be the approval date.
	APs: PAC approval date should be the approval date.
	If any of the changes on either an AP or BP affect students, when would that change be considered effective?
	There should be a note on the actual AP or BP stating the effective date or a hub in the online catalog that holds the approved changes or clarifications.
	How are these changes being communicated to the college and who is responsible doing APs and BPs updating?
	This item will be brought back on agenda.
	5. Will be kept on agenda.

XI. On Hold Items 1. FASH 16 Corset Construction (Stand-alone) 2. HIST 10H 3. HIST 11H 4. ZOOL 3 Fundamentals of Zoology	1. On hold. Fashion Department is creating a new program. 2. Waiting for author's response 3. Waiting for author's response 4. This course is part of the Biology AS which was placed on hold by EDC.

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