



Curriculum and Instruction Council Report

Academic Senate

DATE: March 19, 2015

A. Committees

1. Continuing Education - Minutes: None
2. Distance Learning - Minutes: November 25, 2014, December 9, 2014
3. Educational Design - Minutes: February 24, 2015, March 10, 2015
4. Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
5. Equivalency: Minutes: None
6. Outcomes - Minutes: December 2, 2014

B. Curriculum & Instruction Council

1. Information: None
2. Consent: Response to Prescreen Courses: C&I recommend that courses and programs as reviewed in the order that the authors respond to the curriculum office prescreen requests, followed by the original submission date in the following priority: Programs, course modification submitted for C-ID approval, new courses, modified courses requiring Chancellor's Office approval, and 4-yr review that is not placed on Consent. A handout is provided.
3. Action
 - a. EDC Purpose and Function Statement
 - b. AA-T Kinesiology

C. Educational Design Committee

1. Consent Agenda: 4-year Review
 - a. CNET 64 Server + Certification Preparation
 - b. CNET 66 Security + Certification Preparation
 - c. ID 23 Computer Aided Drawing for Interior Design I
 - d. JOUR 108 Writing for Public Relations
 - e. KINA 88 Swimming – Intermediate
 - f. MATH 71 Intermediate Algebra
 - g. MATH 71A Intermediate Algebra – First Half
 - h. MATH 71B Intermediate Algebra – Second Half
2. Consent Agenda: Modifications
 - a. ID 41 Kitchen and Bath Studio II: SAM code change from C to B.
 - b. PHSC 3 Energy Science: Prerequisites modified. Eligibility for MATH 100 and ENGL 68 added. Advisories of Eligibility for MATH 51 and ENGL 68 removed.
3. Consent Agenda: New Courses
 - a. ARCH 101 Design I – Elements of Design: Formerly ARCH 10. Fundamentals of design and design process. Elements include conceptualization, visualization, form making, presentation, expression, and site analysis of physical, contextual, and cultural aspects of design and/or the urban environment. Portfolio will be produced.

- b. ARCH 141 Design Drawing and Communication: Formerly ARCH 11. Architectural drawing techniques including graphic standards, scales, orthographic, paraline, and perspective projections. Field trips required.
 - c. ARCH 201 Design III – Environmental Design: Formerly ARCH 27. Lecture/Lab hours change from 36/71 to 54/54. Theory and principles of environmental design as applied to architecture, landscape architecture, urban design, urban planning and (civil) engineering. Portfolio will be produced. Field trips required.
 - d. ARCH 202 Design IV – Advanced Project: Formerly ARCH 29. Lecture/Lab hours change from 36/71 to 54/54. Units change from 3 to 4. Fourth level architectural design studio focusing on sustainability, energy efficiency and environmental conservation. Emphasis is on critical thinking and problem solving involving material selection, envelope design, advance space planning and the development of designs from complex building programs. Investigations will stress logical organization, craftsmanship, technical skills, vocabulary and physical object making through the design complex building types. Field trips are required.
 - e. MUS 15H History and Appreciation of Rock and Popular Music: Historical survey of rock music from its beginnings in the early 50's to the present. Rhythm & blues, rockabilly, the British Invasion, Motown, soul, folk rock, hard rock, punk, metal, and various alternative rock styles will be discussed. Personalities and musical styles will be related to the sociology of the time period being studied. An honors course designed to provide enriched experience. Students may not receive credit for both MUS 15 and MUS15H
- 4. Consent Agenda: Distance Learning Courses
 - a. AHIS 4 History of Western Art: Prehistoric through Gothic
 - b. AHIS 5 History of Western Art: Renaissance through Modern
 - 5. Consent Agenda: Deleted Courses
 - a. FASH 90T-1 Topics in Fashion Design: Corset Making

SUBMISSION DATES

New courses and modifications to courses are due on 31 May 2014 for the 2015-16 catalog.

New courses and modifications to courses submitted between June 1, 2014 and May 31, 2015 are guaranteed to receive an EDC review by the end of Fall 2015.

Degrees and certificates are due by May 31 for the 2016-17 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for T5 compliance). Degrees and certificates submitted between June 1, 2014 and May 31, 2015 are guaranteed to receive an EDC review by the end of Fall 2015.

Modifications include changes to:

Course ID	Prerequisites, corequisites, and advisories
Course Title	Certificate, degrees, and majors
Catalog Description	General Education Requirements/ GE Status
Units and hours	Articulation
Repeatability	Instructional Type (Lecture, Lab, Lecture and Lab Combination, or Activity)
SAM Code changes	Top Code Changes

WebCMS Stage Information

Website: <http://webcms.mtsac.edu/webcms/>

Stage 1: Course Author

Stage 2: Department Chair review

Stage 3: Division Dean/Associate Dean review

Stage 4: Not active in WebCMS

Stage 5: Prescreen/pre-EDC review - results in course being forwarded to the EDC agenda or returned to Stage 1

Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires a second EDC review)

Stage 7: Course is ready for implementation (new courses and modifications require Senate approval, BOT approval, and Chancellor's Office approval before they may be implemented)

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Background

Currently all courses and programs submitted by May 31 each year are prescreened during summer. Prescreening results in three possible actions:

1. Courses being returned for missing forms or minutes
2. A revision request (via the Curriculum Team email) for rationale or other minor adjustments for course outline integration
3. A notification that the course is placed on an EDC agenda.

Faculty are sent a reminder notice around the 3rd week of the semester if they have not responded to the summer prescreen curriculum email. Although faculty are not expected to respond to the prescreen until they return in the fall semester, most faculty respond in a timely manner. Once a response is received, WebCMS is updated, and the course or program is placed on an EDC agenda based on the original submission date.

EDC members noted that some courses and programs ready to be reviewed by EDC are constantly being pushed down on the agenda due to the fact that the received date at stage 5 is being honored. In some instances, authors do not respond in a timely manner and when they finally do, these courses or programs take priority over the ones impeccably submitted or the ones that have responded promptly. In other words, courses that are submitted without requiring revision are displaced by courses that entered stage 5 earlier but were held up waiting for faculty response.

All course and program review for the catalog is completed by the end of Fall 2015 for courses and programs submitted by the May 31 deadline each year dependent on the faculty response to prescreen requests.

Recommendation

C&I recommend that courses and programs are reviewed in the order that the authors respond to the curriculum office prescreen requests, followed by the original submission date in the following priority:

Programs

Course modification submitted for C-ID approval

New Courses

Modified courses requiring Chancellor's Office approval

4-year review (not placed on consent)