**CURRICULUM & INSTRUCTION COUNCIL**

May 12, 2020 Minutes

4-2460 3:30 – 5:00 PM

Via Zoom Meeting

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

X Madelyn Arballo, *Continuing Education*

X George Bradshaw, *Admission & Records*

Richard Mahon, *VP Instruction*

X Jamaika Fowler, *Articulation Officer*

X Carol Impara, *DL Coordinator*

X Joumana McGowan, *Assoc. VP Instruction*

X Dana Miho, Faculty

Serena Ott, VP Academic Senate

X Dianne Rowley, Assist. Curriculum Liaison

X Pauline Swartz, Library & Learning Resources

X Michelle Sampat, **Co-Chair**

 X Om Tripathi, *Faculty*

xChisa Uyeki*, Academic Senate President*

x Kim Leiloni Nguyen, *Outcomes Coordinator*

Vacant, *Student Representative*

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval Minutes**
2. April 28, 2020 (approved)
 | 1. Approved
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| 1. **Public Comments**
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| 1. **Information**
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| 1. **Acceptance of Minutes**
2. **Distance Learning Committee Minutes**
3. April 14, 2020
4. **Educational Design Committee Minutes**
5. **Equivalency Committee Minutes**
6. **Outcomes Committee Minutes**

April 21, 20201. **Transfer and General Education**

**Subcommittee Minutes** 1. **Content Review Committee Minutes**
 | 1. Accepted
2. Motion to add EDC approved meeting for May 12, 2020. Accepted.
3. None
4. .
5. Accepted
6. None
7. None
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| 1. **New or Substantive Program Changes**
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| 1. **New Courses**
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| 1. **New Stand-alone courses**
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| 1. **Course Disciplines**
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| 1. **Items for Discussion or Action**

1. Curriculum Review Cycle – K. Allende2. Catalog Fall Effective Date – J. Fowler3. Courses and Programs Listed in Catalog Not Offered within 2 years - J. Fowler4. AP 4051 Course Equivalencies and Variances – J. Fowler. | 1. Motion to recommend the attached to Academic Senate for approval.

The total inventory of programs will be staggered. A list of programs from oldest review date to newest review date will be created. The plan would be to distribute among divisions bout 80 programs per year in the course of 5 years. Faculty will be given the option to submit programs before the due date if they choose to do so (this is already a practice in curriculum when faculty need to modify courses and/or programs). Courses and Programs will be added to the title to better identify the purpose of this document.If approved by Academic Senate, the requirements for programs will take effect in 2022 so faculty would have a due date of May 31, 2022 to submit programs and courses due for 5-yr review. Faculty will be given the choice to submit curriculum May 31, 2021 if they need or choose to submit curriculum that they have worked on.Kristina will make some changes based on this discussion regarding programs and will submit this document for Senate approval 1. Kept on agenda.
2. Kept on agenda.
3. Background: Business degree housed ANTH 22 which was inactivated by Biology department. What happens when courses are inactivated outside of a department?

What is the process to follow with interdisciplinary degrees? Specifically, this is the case for the Business Human Resources AS. If a student wants to do a course substitution (ANTH 5) do one send the student to get a variance from the Biology or the Accounting Management Department?Our current AP 4051 does not mention what to do in these cases, therefore the AP must be modified to include course substitutions. From certain departments’ perspective some courses could be used as substitution because they consider them equivalent and they may even what to make them equivalent in Banner which rises a concern at because they are not equivalent.The variance form itself can be very confusing when trying to fill it out.This form has been used for different purposes:1. For external courses equivalencies
2. For internal courses equivalencies
3. For substituting internal courses not offered in many years.

This is a concern for transfer degrees because they do not allow for course substitutions.A work group should be created to address this issue. It will be conform by Kristina, Jamiaka, George, Michelle, Joumana and Om. |
| 1. **On Hold Items**
2. Course Articulation/Variance Review
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| 2019-20 Meetings3:30-5:002nd & 4th Tuesdays | **Fall 2019**September 10 & 24October 8, 22 | November 12 & 26December 10,  | **Spring 2020**March 10 & 24 | April 14 & 28 May 12 & 26 | June 9 |