

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

**Minutes**  
**March 14, 2017**  
3:30 – 5:00 PM  
Room 4-2440

<b>x</b>	Jeffrey Archibald	<b>x</b>	Christina Hernandez	<b>x</b>	Martin Ramey	<b>x</b>	Emily Woolery
<b>x</b>	Madelyn Arballo	<b>x</b>	Irene Malmgren, Co-Chair	<b>x</b>	Michelle Sampat, Co-Chair		
	George Bradshaw	<b>E</b>	Joumana McGowan	<b>x</b>	John Vitullo		
<b>x</b>	Jamaika Fowler	<b>x</b>	Dana Miho	<b>x</b>	Sandra Weatherilt		
<b>Student Representative:</b>				<b>Recorder:</b> Irene Inouye			
<b>Agenda</b>						<b>Outcome</b>	
<b>I.</b>	<b>Approval of Council Minutes</b> March 7, 2017					Approved	
<b>II</b>	<b>Public Comments</b>						
<b>III.</b>	<b>Information</b>					<ol style="list-style-type: none"> <li>1. <b>State update:</b> The Chancellor's office has been automatically approving and granting control numbers to existing curriculum. Eventually, all credit curriculum (except for new courses in new programs) will be automatically approved. For this reason, Educational Design Committee (EDC) has agreed to meet weekly and review as much curriculum as possible.</li> <li>2. Class size form revision: The requirements on current form aren't very clear to follow therefore it has been revised and streamlined and only relevant information is being required such as syllabus and clear rationale.</li> <li>3. New course development guide: This is a check list that provides step by step guideline for creating new courses.</li> </ol>	
<b>IV.</b>	<b>Distance Learning Committee Minutes:</b>						
	<b>Educational Design Committee Minutes</b> March 7, 2017					<b>Approved</b> Michelle will communicate to Academic Senate (AS) the importance of reviewing traditional courses along with the Distance Learning (DL), Honors, and noncredit versions in order to keep them all aligned. If a traditional course goes through EDC review, then the DL, Honors, and noncredit versions will be required to be submitted through review at the same time.	
	<b>Equivalency Committee Minutes:</b>						
	<b>Outcomes Committee Minutes:</b>						
	<b>Transfer &amp; General Education Subcommittee Report:</b>						
	<b>Content Review Committee</b>						
<b>V.</b>	<b>New or Substantive Program Changes, New Courses, and Course Disciplines</b>						
<b>VI.</b>	<b>New Stand-alone Courses</b>						
<b>VII.</b>	<b>Course Unit Change Report</b>						
<b>VIII.</b>	<b>Items for Discussion or Action</b>						
	Grading Method: Pass/No Pass – J. Fowler					Potential recommendation to revise AP 4232. There were inconsistencies found with our current policy and practice. Jamaika provided a report on other local colleges pass/No pass policy toward graduation. Policies are very different among community colleges and 4 year institutions. She was unable to find a rationale for the different policies. Some campuses do not have any limitations while other campuses demonstrated a range of limitations. UC systemwide policy limits students to 14 units. CSU does not have a systemwide policy. Not all Mt. SAC students intend to transfer to UC so how does Mt. SAC view UC transfer limitation. Grading option may be better decided at the	

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	Grading Method: Pass/No Pass – J. Fowler <i>Cont...</i>	<p>courses level. Discipline faculty should consider if the course is transferable and primary reasons students enroll in course. She presented a report with the number of Pass/No pass courses we have in catalog. Why do students select Pass/No pass?</p> <p>On one hand, faculty want to give students the opportunity to take General Education (GE) courses outside of their major without jeopardizing their GPA with the intention that they may discover other areas of interest. On the other hand, faculty should be more intentional when reviewing courses and selecting grading options to align to our policy. How will Pass/No pass grading impact ADTs? Jamaica is still researching this issue with other colleges. Jamaica suggested faculty should present rationale as to why they are choosing the Pass/No pass grading option. A field for rationale should be placed in the course outline of records. Jamaica presented a revised AP 4232. Instruction Office will send a list of Pass/No pass courses to departments. Faculty should confirm that they intentionally want Pass/No pass grading option. AP 4232 will be brought back next week for further discussion.</p>
	AP 4100 – M. Sampat	BP 4100 needs to be revised and brought back so AP 41pp can be eliminated. Michelle S., John V., Joumana M., and Jeff A. will meet to revise the BP and bring it back at a later date.
<b>2016-17 Meetings</b> 3:30-5:00 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	<b>Fall 2016</b> September 13 & 27 October 11 & 25	November 8 & 22  December 13, 2014  <b>Spring 2017</b> March 14 & 28  April 11 & 25 May 9 & 23