



Curriculum and Instruction Council Report

Academic Senate

DATE: March 5, 2015

A. Committees

1. Continuing Education - Minutes: None
2. Distance Learning - Minutes: None
3. Educational Design - Minutes: None
4. Educational Design Sub-Committee for General Education and Transfer Issues - Minutes: None
5. Equivalency: Minutes: November 17, 2014 (Minutes revision) and November 24, 2014
6. Outcomes - Minutes: None

B. Curriculum & Instruction Council

1. Information:

- a. The Equivalency Committee and Human Resources (HR) reviewed the HR form that candidates use to request Equivalencies. The Committee made a request to ensure that the form reflects our current processes.
- b. 4-year Student Learning Outcomes (SLOs) Assessment Memo: 223 courses that were submitted as 4-year review or modified courses were evaluated to determine if they met the criteria by completing a cycle of assessment for at least one SLO since January 2010. 174 courses met the criteria. 51 courses did not meet the criteria. Departments that did not meet SLO criteria will be notified and will have until May 2016 to complete an assessment cycle for those courses. 5 courses were not listed in the catalog, had no SLOs, were not in TracDat, and have not been offered. A handout is attached for more information.
- c. Fee-Based Course Offerings Winter 2015: The following fee-based offerings and workforce training offerings will be offered through the Continuing Education Division beginning in the Spring 2015 semester/intersession. They were presented to the Board of Trustees for approval during winter intersession. A handout is attached.
 - i. Fee-Based Course Offering: Filipino Martial Arts (Kids-Teens)
 - ii. Workforce Training Offering: What Does Equal Pay Mean? (Defining EPA and Title VII)
 - iii. Workforce Training Offering: Five Steps to Successfully Transition When Leaving a Job
 - iv. Workforce Training Offering: How to Set Up a Progress Improvement Procedure for your Organization
 - v. Workforce Training Offering: How Long Do I Keep My Employee Records? Employer Retention Standards

2. Consent

- a. Stand Alone Course Process: The current Stand Alone Course Review Process is outlined in the attached handout. The change being recommended is to expand the process used for new courses to 4-year review and modified courses. Some courses are expected to be stand alone. The intent of this change is to ensure that rationale has been provided for a course to have stand alone status.
- b. Biology Equivalency: A handout is attached for the Biology Equivalency.

3. Action

- a. AP 4235 Credit By Exam
- b. Institutional Learning Outcomes

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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