MISSION COLLEGE
CURRICULUM REVIEW COMITTEE
Summary of Meeting – September 13, 2004

1. **Call to Order –** Call to order at 2:05 p.m. Those in attendance were:

Member	P	A	Member	P	A
Chairperson – D. McKay	X		**Social Science** – C. Moyers	X	
Commercial Services – L. Witchi	X		**Student Dev.** – R. Sanchez	X	
Applied Sciences – L. Zummo	X		**Technologies** – M. Meyers	X	
Communications – B. Ensminger	X		**Instruction –** H. Robles	X	
CATA1 – H. Thickpenny	X		**Non-Voting Members/Guests**		
CATA2 – B. Wundram	X		Y. Coleman, Articulation Officer		
ESL – K. Dworak	X		S. Dinger, Tech & CS Division	X	
Math – K. Ting	X				
Natural Science – D. McKay	X				

2. **Approval of Agenda**
It was MSC (Dworak/Meyer) to approve agenda with the addition of course inactivation under New Business. There was 1 abstention from a new representative.

3. **Approval of Summary Minutes – May 17, 2004**
It was MSC (Ensminger/Dworak) to approve the summary minutes of May 17, 2004. There were 4 abstentions from new representatives.

4. **Course Approvals**
   a. **New Courses – First Reading**
      None
   b. **New Courses – Second Reading**
      None
   c. **Revision of Courses**
      None
   d. **Administrative Changes**
      None
   e. **Inactivations**
      None

5. **Certificates/Degrees**
   a. **New Certificates/Degrees**
      None

   b. **Revision to Certificates/Degrees**
      None

6. **New Business**
   a. Welcome Old and New Members - Introduction of new members to CRC: Helayna Thickpenny and Brenna Wundram will be the two representatives from CATA; Laura Witchi will be the representative from Commercial Services. CRC members were informed general CRC procedures.

b. Elect CRC Co-Chair – It was MSC (Ensminger/Meyer) to approve Kara Dworak as CRC Co-Chair.
c. Systematic Overview of Curriculum - All courses must be revised every (6) six years. In the past, this was done through program review. Issues that have arisen include hours by arrangement (HBA), student learning outcomes (SLOs), balance of curriculum and program review. At the Curriculum Institute, the panel indicated that we are out of compliance with State regulations regarding HBA. A committee has been established to come up with the guidelines determining the minimum qualifications of offering HBA and create a proposal to include a form for new courses. Balance of curriculum and SLOs will need to involve CRC. CRC has established a sub-committee to address these issues. The HBA sub-committee will include H. Thickpenny, M. Meyer and K. Ting. The SLO sub-committee will include K. Dworak, L. Zummo, B. Wundram, L. Witchi and the Academic Senate.
d. Meeting Procedures and Schedule - Dianne notified the committee of important deadline dates of the last day to send electronic (October 11th), and completed paperwork (October 22nd) so the course(s) can go on the agenda for October 25th and November 1st. The CRC deadline schedule was passed out to present members.
e. Training for New CRC Members – There will be a separate meeting to train new CRC members of the procedural process. Dianne will notify members when this meeting will take place.
f. Disciplines update (due 10/29) to the State – The list needs to be updated to include additional disciplines. The list needs to be reviewed and updated every 3 years.
g. Inactivation of courses – CRC needs to address the issue of what to do with courses that have not been offered for a number of years. Some suggestions are to either inactivate or just remove from the catalog.

7. Old Business

a. Review Status of Online Curriculum Project - . A sub-committee will be form to address this issue and to investigate any possible commercial online product available. The sub-committee will include Y. Coleman and D. McKay.
b. Discuss Policy on Course Overlap – A course overlap policy sub-committee will be formed to address this issue. It will include R. Sanchez, M. Meyer and K. Ting.
c. Consider recommendation on Honor's Program – C. Moyers had nothing to report at this time.

8. Adjournment

Meeting was adjourned at 2:45 p.m.