

**MISSION COLLEGE  
CURRICULUM REVIEW COMMITTEE  
Sept. 7, 2011  
2:15 – 4:00**

| Name                              | P | A | Name  | P | A |
|-----------------------------------|---|---|---|---|---|
| Cathy Cox (chair)                 | X |   |   |   |   |
|                                   |   |   | <b><u>Non – Voting Members:</u></b>               |   |   |
| Scott Brunson (Applied Sciences)  | x |   | <b>Dean of Instruction – Tim Karas</b>            | x |   |
| Liz Dietz (Applied Sciences)      |   | x | <b>VP of Instruction – Norma Ambriz-Galaviz</b>   |   | x |
| Betty Ensminger (Language Arts)   | x |   | <b>Instructional Specialist –Aileen de Guzman</b> |   | x |
| Zoya Kravets (Math & Science)     | x |   | <b>Articulation Officer – Yolanda Coleman</b>     | x |   |
| Diane Lamkin (Math & Science)     | x |   | <b>GUESTS: Jeff Nelson</b>                        |   |   |
| Steve Lipman (Language Arts)      |   | x |   |   |   |
| Thanh Nguyen (Liberal Studies)    | x |   |   |   |   |
| Rebeca Sanchez (Student Services) | x |   |   |   |   |
| Cindy Vinson (Business & Tech)    | x |   |   |   |   |

1. The meeting was called to order at 2:15 p.m.
2. Review of Curriculum Approval Process -  
As there were no new CRC members at this meeting, this item was handled very briefly. However, one question was asked concerning the completion of forms for approval of programs – new and revised – by the state. Whose responsibility is it to gather the information and complete those forms? Cathy explained that this question had come up in the past year or two, and she did extensive research into past practice including contacting Dianne Dorian, who served as interim VP of Instruction as well as being a former CRC chair. According to everything Cathy could find out, the Office of Instruction has always handled the submission of the forms to the state – but only after they have been filled out by the department chair and/or the faculty proposing the program. The forms require information that the faculty responsible for developing the programs should have been gathering as part of the program development. This is something that is going to need to be reviewed this year as the committee works on revision of the program development and approval processes.
3. Review of CurricUNET Changes Implemented –  
Over the summer, a number of changes were implemented in CurricUNET to update screens and correct minor bugs.
  - a. Programs that are revised will now include on the Program Report the name of the “parent program” from which they were copied to allow better tracking of changes.
  - b. A report is now available for all users showing which courses in CurricUNET have a given discipline listed as eligible to teach that course – i.e., selecting “Psychology” will show all courses which can be taught by someone with minimum qualifications in Psychology, etc.
  - c.
4. Discuss Schedule, Projects, and Deadlines for Fall –  
CRC discussed the timeline for curriculum approvals for Fall 2011. Cathy explained that due to the catalog production schedule, and the need for curriculum to have Board approval and to get control numbers from the State before courses can be offered, curriculum will need to be approved by CRC before the end of Fall term. She has sent out an announcement to the

college community with that date, as well as noting that courses must be signed off by Technical Review by Wednesday, November 23 (the day before Thanksgiving). Launching of course revisions is also now tied to the Program Review cycle. Cathy will send out an email to the college listing the programs that will be up for full review next Fall (2012) – those are the ones that should be doing revisions this year.