

**MISSION COLLEGE
CURRICULUM REVIEW COMMITTEE
Sept. 14, 2011
2:15 – 4:00**

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

- The meeting was called to order at 2:15 p.m. and the agenda was approved. Minutes from 9/7/11 and 5/18/11 were not ready; they'll be done for next week.
- Cathy announced that Pat Hernas, Program Review chair, is seeking CRC members to attend the program review workshops. Cathy also mentioned that she will be attending a state Senate sponsored curriculum meeting at Foothill College on Friday, Sept. 16, to learn more on Title 5 changes to repeatability. Jeff Nelson will also attend, as will a group from WVC. Changes to course repetition have also been implemented by the Board of Governors, and will go into effect on October 12. These changes will impact students by limiting the number of times that courses can be repeated to alleviate substandard grades. Only three enrollments will be counted for apportionment. Grades of "W" and "NP" will also count toward the limit of three enrollments. There are a few exceptions allowed for "emergencies". IS will need to work on how to identify these students in Datatel for registration.
- Review of Materials Fees -
One of the courses listed on the agenda for approval today, WHP 007A, happened to have a student fee listed. As a result, Cathy agendized a review of the Title 5 requirements for instructional materials fees. The "Student Fees Manual" is linked in Curricunet, and if a course cover screen indicates that there is a course fee, a separate subscreen opens in the course checklist with a number of questions about the proposed fee. Fees are only allowed for instructional materials if they are for items that can be taken by the student and used outside of class or after the class is completed. There are additional requirements for these fees, including that they must be completely expended on the materials or the balance returned to the students at the end of the course. A question was raised about the issue of fees for access codes for publisher's materials. At Mission, those fees are paid to the publisher through the bookstore, not to the college. A student at Foothill/De Anza has filed a lawsuit against FHDA for requiring an access code for math classes. Mission's Math department uses MyMathLab, but it allows students to print exercises out – so it may meet the Title 5 requirements.
- Course and Program Approvals

- a. Course Revisions:
WHP 007A Tennis – Advanced Beginner
This course was tabled. It will come back to CRC at a future meeting when concerns about the catalog description have been addressed.

- b. Course Archiving:
BIOSC 007 Field Ecology
This course was also tabled and will come back at a future meeting. There is a lack of clarity about the correct meaning of “archiving” and “inactivating” course proposals.

- c. Program Re-Activation
Family Child Care Certificate
This program re-activation was approved (M/S/U Ensminger/Sanchez)

It was generally agreed that CRC needs to work on cleaning up the terms inactivation, reactivation, and archived.

5. Stand-Alone Course Approval Training

This training is mandated by the Chancellor’s office annually for all curriculum committee members and others involved in approval of curriculum. Members of CRC who had previously been trained were excused, and Cathy conducted the training for the remaining CRC members and visitors.

The meeting adjourned at 4:00.

Notes taken by Rebeca Sanchez; minutes typed by Cathy Cox.