

**MISSION COLLEGE
CURRICULUM REVIEW COMMITTEE
November 23, 2011
2:10 – 4:00**

Name	P	A	Name	P	A
Cathy Cox (chair)	X				
			<u>Ex-Officio Members:</u>		
Scott Brunson (Applied Sciences)		x	Articulation Officer – Yolanda Coleman		x
Betty Ensminger (Language Arts)		x	VP of Instruction – Norma Ambriz-Galaviz		x
Jeff Nelson (Applied Sciences)	x				
Zoya Kravets (Math & Science)	x				
Diane Lamkin (Math & Science)	x		GUESTS:		
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. The minutes of November 16, 2011 were approved (M/S/U Kravets/Lamkin)
3. **Course and Program Approvals: CONSENT AGENDA**

The following course revisions were approved by consent (M/S/U Vinson/Nguyen)

CHD 001 Child Growth and Development
 CHD 002 Child, Family and Community
 CHD 017 Child Health, Safety and Nutrition
 ESL 930CC-A ESL for Childcare Part I
 LVN RN 021 Role Transition, LVN to RN
 LVN RN 021A Role Transition, Clinical
 LVN RN 031 Community Mental Health Nursing
 LVN RN 032 Intermediate Medical-Surgical Nursing
 LVN RN 041 Advanced Maternal-Child Nursing
 LVN RN 042 Advanced Medical-Surgical/Leadership Nursing
 MUSIC 005A Fundamentals of Music
 MUSIC 010 Music Appreciation

The following Distance Learning addenda were also approved on consent:

MKTG 036 The Marketing Plan
 MKTG 070A Keys to a Successful Product Launch
 MUSIC 010 Music Appreciation

The following Program Revision was also approved on consent:

Social Science A.A.

The following courses were pulled for separate discussion and voting:

MKTNG 036 The Marketing Plan
 MKTNG 070A Keys to a Successful Product Launch

A discussion was held about whether these courses should have the additional discipline of "Business" added. It was decided to leave the courses with the single discipline of "Marketing"; adding Business could allow someone with a primarily financial background to

teach the courses without any particular expertise in Marketing. The courses were approved (M/S/U Vinson/Nelson)

MUSIC 006A Music Theory 1
MUSIC 006B Music Theory 2
MUSIC 007A Music Theory 3
MUSIC 007B Music Theory 4

A request was made to check and see that the assignments and requisites had been properly completed; after review, the courses were approved (M/S/U Sanchez/Lamkin)

CHD 017 Child Health, Safety, and Nutrition

The Distance Learning Addendum for this course was pulled from the consent agenda and reviewed. There were concerns expressed about the “Regular Effective Student Contact” portion of the addendum; clarification is needed that the faculty will maintain regular contact at a minimum of weekly with students. After discussion, CRC voted to approve the course pending the specified changes and authorized the chair to sign off once the changes are made (M/S/U Vinson/Lamkin)

As part of this discussion, Cindy Vinson pointed out that changes will be proposed by the DE committee to the MCAS soon relating to “regular effective student contact”. These changes are being driven by requirements from the federal level that colleges document the activity of students in their online courses to prevent financial aid fraud – students enrolling in courses to get financial aid, not doing work in the courses, and refusing to drop because that would jeopardize their financial aid.

4. REGULAR AGENDA

New Program – First Read:

The Early Childhood Education AA-T was pulled from the agenda as it has not been completely reviewed in time for this meeting. It will be read next week.

5. New Program – Review for Reapproval:

Digital Marketing Certificate of Achievement

CRC has asked that this program not come back for review until all the courses included in it are approved. The proposal has been revised from last Spring to add MKTNG 205, Digital Marketing Practicum, but that course is still going through the approval process. Several other courses are being revised to have higher unit values. They should all be considered as a package.

Furthermore, concern was expressed that MKTNG 205 is one of only two courses listed as Core Courses, but it requires several courses as prerequisites that are listed as electives for the program – which means that those courses are also effectively core required courses for the program. These concerns will be communicated to the department by the CRC Chair.

6. Possible new proposal types in CurricUNET:

Cathy discussed the possibility of creating proposal types that could allow for revision of single elements in the course outline – Governet would have to set them up, but some colleges have a proposal for “Textbook Update” that only unlocks the textbook screen, or “Course Fee Change” or “SLO Change”. Proposals such as these could have separate approval processes developed that would allow review by appropriate individuals without having to go through a full curriculum approval process, but still allowing for tracking and monitoring as appropriate. All changes of this type would need to be developed and approved by both CRC and the Mission College Academic Senate, but it’s worth thinking about in preparation for working on process changes next spring.