

**MISSION COLLEGE  
CURRICULUM REVIEW COMMITTEE  
December 7, 2011  
2:10 – 4:00**

Name	P	A	Name	P	A
Cathy Cox (chair)	X				
Scott Brunson (Applied Sciences)	x		<u>Ex-Officio Members:</u>		
Betty Ensminger (Language Arts)		x	<b>Articulation Officer</b> – Yolanda Coleman	x	
Jeff Nelson (Applied Sciences)	x		<b>VP of Instruction</b> – Norma Ambriz-Galaviz		x
Zoya Kravets (Math & Science)	x				
Diane Lamkin (Math & Science)	x				
Thanh Nguyen (Liberal Studies)	x		<b>GUESTS:</b> Qiana Houston, Judie del Frate; Stephanie		
Rebeca Sanchez (Student Services)	x		Kashima		
Cindy Vinson (Business & Tech)	x				

1. The meeting was called to order at 2:15 p.m.

2. **Course and Program Approvals: CONSENT AGENDA**

The following course revisions and Distance Learning addenda were approved by consent (M/S/U Vinson/Brunson)

a. **Course Revisions:**

CHD 015 Observation and Assessment of Children  
CHD 022 Adult Supervision in Early Childhood  
MKT 084B E-Mail Marketing  
VN 058 Introduction to Child Health Care

b. **Distance Learning:**

CHD 022 Adult Supervision in Early Childhood  
MKT 084B E-Mail Marketing

The following proposals were pulled for further discussion:

CA 052 Computers Simplified for Beginning Learners (Course Revision)

Question about disciplines; disciplines have been assigned appropriately. Passed (M/S/U Nelson/Brunson)

WRKEX 301G, 302G, and 303G – Work Experience General (Course Revisions)

These three courses were pulled as further work needs to be completed on them as noted last week.

GDES 070 User Experience, Interface, and Multimedia Design

This course is being revised and having Distance Learning added. The revision looks good, but CRC has concerns about the distance learning addendum. It's incomplete; the section on regular effective student contact is not filled in. Hours are better than previous version but it's still not entirely clear if they are done in a way that shows the lab work. A motion was made to offer a choice to the originator: CRC willing to approve the revision without DE now, or hold for changes and bring the whole thing back in February. Cathy will communicate with Rick Rivas about this, and if the decision is to move the revision forward without DE she will make the appropriate changes to do so and sign off. (M/S/P Vinson/Nguyen; Lamkin abstained.)

3. **New Course – Second Read:**

MKT 205 Digital Marketing Practicum

CRC discussed the objectives listed for this new course. Concerns were expressed about the course objectives, particularly #3 which stated that upon completion of the course, students would “complete internship evaluation.” Since there is no indication of what the student would be evaluated on in this process, that was felt not to be specific enough. The committee suggested that perhaps some of the items listed under “Student Preparation and Evaluation” might be appropriate objectives, including “write a social media marketing plan.”

Additional concerns included the hours listed for the course – something which is problematic not due to anything done by the department, but because courses involving instruction in a worksite under the direct supervision of an employer rather than the instructor fall under Title 5 regulations for “work experience”, something that CurricUNET has not been well set-up to reflect yet and about which CRC is only now learning some details. Dean of Instruction Stephanie Kashima has been given the role of “Work Experience Coordinator” by the Office of Instruction, and has been working with Work Experience faculty to review Title 5 regulations and bring all courses offering this type of instruction into compliance with those regulations. Cathy is submitting a change request to have CurricUNET display information slightly differently on the Course Outline to clarify work experience units and hours. Additional regulations apply to these courses, however, and CRC recommended that Melanie Meyer talk to Stephanie prior to moving this course forward. A motion was passed to “Hold for Changes” until that consultation has occurred (M/S/U Brunson/Nelson).

#### **4. MATH 947 – Mathematics Supervised Tutoring**

This course was brought back to CRC for review following its disapproval by the VP of Instruction earlier this year. This course was developed last year by the Math Department. In response to the separation in tutoring services between different areas of the college. For many years, Math offered a section of IS 947, Supervised Tutoring, specifically to meet the needs of students for math tutoring. That caused difficulties for students needing to receive tutoring in other areas as well such as English, as they could not enroll in two sections of IS 947 simultaneously and the tutoring center did not directly tutor math.

However, with the recent realignment of all tutoring to the Academic Success Center, all tutoring (including math) will be carried out under the IS 947 course. This also addresses the reason that the course was disapproved by the VPI, which concerned Title 5 regulations on supervised tutoring and the fact that the Chancellor’s office does not allow discipline-specific tutoring courses.

#### **5. Prerequisites Cleanup**

Yolanda Coleman explained that there is a significant issue with Datatel and the implementation of prerequisites as they have been listed on Course Outlines. The issue is that Datatel does not recognize the concept of a prerequisite such as “English 908 or higher”. If a course is listed as a prerequisite, then students attempting to register for the target course must have that course on their transcript or they are blocked from registering and must petition for admission – even if they have completed or are eligible for a higher-level course. The only workaround is for the Datatel listing to show “Course X **or** Course Y **or** Course Z” as prerequisites.

Yolanda has been working with faculty and departments to clear up language on a number of courses, but CRC is going to have to be the “gatekeeper” on this matter. For courses within the Math department, Zoya was asked to develop a matrix that Aileen de Guzman can use to manually enter into Datatel all the acceptable combinations of Math courses for the courses in that department. Other department chairs with courses requiring Math prerequisites will have to be contacted to ensure that all acceptable prerequisites are listed for their courses as well –

both Biology and Allied Health fall into this category.

Cathy also pointed out that this ties into the recent changes in Title 5 addressing prerequisite implementation, and mentioned that next semester we are going to have to have two task forces working on different matters: one to make recommendations on a policy and process for implementing prerequisites according to the ASCCC guidelines and the new regulations, and the other to work with the Academic Senate on suggested revisions to the Curriculum Approval Processes used at Mission. Perhaps CRC can divide into two groups to work on these separately in spring, coming together in alternate weeks as a complete committee for “normal” curriculum work.

The meeting adjourned at 3:55 p.m. Notes taken by Scott Brunson and Cathy Cox; edited by Cathy Cox.