

**MISSION COLLEGE
CURRICULUM REVIEW COMMITTEE
February 29, 2012
2:15 – 4:00**

Name	P	A	Name	P	A
Cathy Cox (chair)	x				
Scott Brunson (Applied Sciences)	x		<u>Ex-Officio Members:</u>		
Liz Dietz (Applied Sciences)		x	Articulation Officer – Yolanda Coleman	x	
VACANT (Language Arts)			VP of Instruction – Norma Ambriz-Galaviz		x
Zoya Kravets (Math & Science)	x		Curriculum Assistant – Aileen de Guzman	x	
Diane Lamkin (Math & Science)	x				
Steve Lipman (Language Arts)	x		GUESTS: Mina Jahan, Amelia Akers-Martin, Stephanie		
Thanh Nguyen (Liberal Studies)	x		Kashima		
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 2/8/12 were approved unanimously (M/S/U Brunson/Vinson)
The minutes of 2/15/12 were approved unanimously (M/S/U Vinson/Brunson)
3. **New Courses – First Read:**
IS 980 Academic Strategies for ESL I
IS 981 Academic Strategies for ESL II
These two courses were proposed by the Academic Success Center to target the needs of ESL students. Mina Jahan expressed some concern about the CB coding of the courses as “Basic Skills”, as well as about the approval of a “Stand-alone course”; Cathy explained that the course is not designated as a “Basic Skills” course but as “Credit Non-Degree Applicable”, and that CRC has been trained and authorized to approve stand-alone courses. Rebeca Sanchez noted that these courses had never been discussed with the Counseling department, and there was discussion about the course content and whether there was overlap with existing credit counseling courses. This is only the first read; Amelia was encouraged to meet with the counselors or the counseling chair to discuss the course. It appears that this course would target a lower level of student with particular ESL needs, and there may be no problem.

This discussion also pointed out the need to have communication between divisions at an earlier stage of the approval process than is happening now; pre-CurricUNET division chairs would pass CORs around at DC meetings, but that doesn’t happen anymore. This issue will need to be addressed as a part of the revision of curriculum processes this spring.

It was also noted that ESL 910 is listed as a prerequisite for IS 980, but ESL 910 is being inactivated soon and will go away as a source of new students.
4. **Course and Program Approvals: CONSENT AGENDA**
Prior to consideration of the consent agenda, VN 055C3 was removed as it had been agendized in error. History 017A, 017B, and 031 were edited at the meeting to amend the statement on Regular Effective Student Contact in the Distance Education addenda, and were then signed off by Cathy Cox on behalf of Cindy Vinson, DE Coordinator.

It was noted by Cathy Cox that ART 034A had had assignments significantly revised by the originator, and that he felt that the discipline assignment should remain as “Art” only since a multimedia instructor might not have a studio art background. Cathy also reported that ESL 903 is being inactivated by the English department, and as a result the requisites for ENGL 905 have been modified in the past few days.

The following **course revisions** were approved by consent (M/S/U Vinson/Brunson):

ART 034 Introduction to Digital Art
ENGL 905 English Fundamentals
HIST 017A History of the United States to 1877
HIST 017B History of the United States since 1877
HIST 031 History of East Asia

The following **Distance Education addenda** were approved by consent (M/S/U Brunson)

HIST 017A History of the United States to 1877
HIST 017B History of the United States since 1877
HIST 031 History of East Asia

REGULAR AGENDA

5. CurricUNET cleanup of “Not Complete” courses

Cathy informed the committee that she has been working with the department chairs to clean up courses with a status of “Active – Not Complete” in CurricUNET (the ones showing in green!). If a department chair indicates that a “not complete” course is not one that the department actually offers, Cathy will research it on the state Curriculum Inventory. Courses which do not show up on the inventory may be deleted from CurricUNET. If a course is on the state Inventory, then departments will need to revise, archive, or inactivate those courses.

6. Potential Process Changes: Noncredit Courses

The approval and revision of noncredit courses and noncredit programs are part of CRC’s responsibility under Title 5. However, noncredit courses which are not housed in the instructional departments of the college don’t currently have processes in CurricUNET by which they can be reviewed. Stephanie Kashima came to CRC to discuss what noncredit instruction could mean to Mission, and how it could fit into the overall curricular offerings of the college.

Noncredit courses generate apportionment; students do not pay fees to enroll; and the courses can be repeated as often as necessary by the students. There are very specific categories in which noncredit courses may be offered. Some noncredit courses are already offered in instructional departments at Mission – tutoring, the library, and reading already have noncredit courses. Other noncredit is offered “outside” the instructional departments, such as Older Adult.

A number of concerns and issues were raised in the discussion. Some committee members felt that there could be a loss of revenue to the college if noncredit courses supplant credit courses, as noncredit apportionment is lower. There are also concerns from faculty about the loading of noncredit courses. Cathy pointed out that CRC does not deal with the loading of courses, only with their pedagogical and academic integrity; load is handled by the Load Committee after courses are approved. The Load Committee has both ACE and administrative representation. However, she also noted that ACE has been made aware multiple times over a number of years that there needs to be a mechanism for loading noncredit courses, and that until noncredit courses are approved and sent for load there is no urgency about the development of such a mechanism.

Other concerns expressed by committee members included issues relating to the approval of noncredit courses that are taught outside instructional departments. Currently, Older Adult courses are offered as noncredit and taught directly under Stephanie, through the Workforce office. The course outlines were approved long ago and are in need of revision. There is the possibility that other noncredit courses could be offered that would not fall within an existing department. Stephanie pointed out that some grants might provide opportunities for us to develop short-term vocational programs that could be offered this way without committing us to a long-term instructional program and permanent faculty hiring. It could be a program “incubator”.

It was noted that we need to ensure that someone with content area knowledge reviews these proposals; how would that be accomplished? Cathy pointed out that we don’t currently have a process for that but we could define how that would be accomplished. CRC could determine how the lower levels of approval were set up to ensure that the subject is adequately covered to maintain integrity.

This subject will be brought back for further discussion in CRC; it may take several more sessions before CRC is ready to make any recommendations in this area. Stephanie mentioned that she has called a meeting for next week with the Academic Senate president, the chairs of several key departments, and others to discuss the issue of noncredit instruction, and Cathy will be attending as well.

The meeting was adjourned at 4:00 p.m.

Notes by Aileen de Guzman and Scott Brunson; edited by Cathy Cox.