

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

Name	P	A	Name	P	A
Cathy Cox (chair)	x				
Scott Brunson (Applied Sciences)	x		Ex-Officio Members:		
Liz Dietz (Applied Sciences)	x		Articulation Officer – Yolanda Coleman	x	
Zoya Kravets (Math & Science)	x		VP of Instruction – Norma Ambriz-Galaviz	x	
Diane Lamkin (Math & Science)	x		Curriculum Assistant – Aileen de Guzman		x
Steve Lipman (Language Arts)	x				
Thanh Nguyen (Liberal Studies)	x		GUESTS:		
Rebeca Sanchez (Student Services)	x				
Cindy Vinson (Business & Tech)	x				

1. The meeting was called to order at 2:15 p.m. Minutes of 3/21 were not ready for approval.

2. Course and Program Approvals: CONSENT AGENDA

The following course proposals were approved by consent (M/S/U Dietz/Lamkin):

a. Course Revisions:

MUSIC 036A Beginning Guitar
 VN 060A Beginning Pharmacology – Part I
 VN 060B Beginning Pharmacology – Part II

b. Course Inactivations:

CIS 050B Computer Programming II (Java)
 CIS 091 Directed Studies
 CIS 092 Directed Studies
 CIS 093 Directed Studies
 CIS 171A Computer Lab for Introduction
 CIS 176 Computer Lab: Assembler
 CIS 179 Open Computer Lab: Assembly (Intel's 80
 CIT 041 Microsoft OS Essentials
 CIT 043 Microsoft Server
 CIT 062 NetWare Administration
 CIT 141 Microsoft OS Essentials Lab
 CIT 143 Microsoft Server Lab
 CNET 041 TCP/IP for PC
 CNET 052 DC Circuit Theory and Analysis
 CNET 053 Electronics Calculations
 CNET 055 The IBM-PC: A technical introduction
 CNET 060 Science: How It Has Changed Our World
 CNET 062 AC Circuit Theory and Analysis
 CNET 064 Microcomputer Software Design
 CNET 066A Introduction to Engineering High-Tech
 CNET 066B Intermediate Engineering High-Tech
 CNET 067 Computer Diagnostics, Repair and Upgrade
 CNET 071 Solid State Devices and Circuits
 CNET 073 Microprocessors/Microcontrollers
 CNET 077 Inside the IBM PC
 CNET 078 Telecommunications/Networking

CNET 079	C# Programming and .NET Framework
CNET 082	Analog / Circuit Simulation / Calculus
CNET 084	Circuit Simulation Using PSpice
CNET 091	Directed Studies
CNET 092	Directed Studies
CNET 093	Directed Studies
CNET 177	Laboratory Skills
COUNS 900	Orientation

c. Course Archives:

COUNS 040B	Leadership Training
COUNS 040C	Leadership Training

3. New Courses: First Read

A motion was made to suspend the rules and approve both AH 001A and AH002A on the first read (M/S/U Brunson/Lamkin). The courses were approved with the following changes (M/S/U Dietz/Brunson):

AH 001A Health Occupations Bootcamp

Additional disciplines were added to this course: Certified Nursing Assistant, Clinical Nurse, Licensed Vocational Nurse, and Psychiatric Technician. A change in the wording of the outside assignments was requested and made on the spot with the concurrence of Liz Dietz, representing the department.

AH 002A Allied Health Skills Lab

Additional disciplines were added to this course: Certified Nursing Assistant, Clinical Nurse, Licensed Vocational Nurse, and Psychiatric Technician.

VP Norma Ambriz-Galaviz will check to see if the Load Committee can meet in time for these courses to be approved for offering in Summer 2012.

ESL 930LC High Beginning Listening and Culture

There were questions about this course and about the fact that ESL 910 and 920 level courses are being inactivated by the department. A question was raised about students who do not have skills adequate for 930-level ESL courses – there should be a statement in the requisites referring those students to Adult Education courses. This course will return to CRC for a second read.

4. Discuss interaction between Program Review and Curriculum Review

This was a follow-up discussion to the presentation done by PRC chair Pat Hernas a few weeks back. CRC would find it useful to have a report from PR listing any goals/plans for development or revision of courses or educational programs. Cathy showed the committee a report that is currently available to CurricUNET administrators listing all “Active Courses” which shows the date the course was last revised – she runs this report annually so that the information can be sent out with the Program Review packets.

It was also recommended that fields which exist in both the curriculum and program review modules should use language and field identifiers that are identical as much as possible, and that information that is used in both modules should update automatically (SLOs in particular).

During this discussion, it was also suggested that there should somehow be information about SLO updates; Cathy reminded the committee that that will require a new approval process but CRC will be considering that at a future meeting this semester. Cindy Vinson requested that the DL report also should show the date of last revision. (This may take some more work to

implement; Cathy will work on the mechanism and report back).

5. Consider possible changes to approval processes in CurricUNET

(All process changes discussed under this item will come back for final CRC approval and be submitted to the Academic Senate for approval later this semester.)

a. Course Inactivation and Course Archive

The Course Inactivation process is used when a course is being removed from our inventory completely and will never be brought back. The name of the process is confusing to many faculty. It should more properly be called "Course Deletion". CRC approved this name change to the existing process.

Both of these processes currently require signoff for Technical Review, but not by Articulation. There was general agreement that technical review is not needed for these two proposal types and should be removed from the processes; however, Articulation should be a consideration as course removal may impact programs. Cathy noted that the Course Impact report is not currently working and she is trying to get this fixed with Governet. Yolanda is willing to have Articulation inserted into the approval process if she can do "batch approvals" such as the CRC chair can do for curriculum approvals. Cathy will request this from Governet. It was also suggested that the current "Course Activation" process be renamed "Course Re-Activation" to clarify its purpose; this name change was approved as well.

b. Program Deletion

Currently in CurricUNET there is no process labeled "Program Deletion". "Program Inactivation" exists, but those programs can later be reactivated (and occasionally they have been). Deletion of a program may need a different approval process than normal, since in some cases a department may simply be discontinuing a single degree or certificate without major impact on a discipline while in other cases deletion may result from the outcomes of the MCAS Program Discontinuance Process.

Deletion of a program should require approval by the Academic Senate president at a very early stage to indicate that either the Program Discontinuance process was followed OR that it was not applicable to this proposal. Then approval should be given by the VPI and VPSS to indicate that a plan exists to cover the catalog rights of students. Only then should it come forward. Cathy will distribute a mockup for consideration by CRC at a future meeting.

6. Information and announcements

Cindy Vinson announced that she had taken CRC's feedback on the Distance Education addendum changes to the Distance Learning committee, and she has added appropriate homework to the DE addendum. Cathy will work with Cindy to prepare a change request to Governet to implement this during the CurricUNET shutdown period.

VP Norma Ambriz-Galaviz reminded CRC that we are supposed to have a student representative on the committee. Cathy has requested representation from ASG, but since the ASG meetings are at the same time as CRC there has been no one to come. A suggestion was made that we send revisions to ASG for approval before things go to the Board; the all-users email may cover this currently as it includes the student body president and other officers. Another option might be to create a user account for a student representative in CurricUNET so that they could log in and review – but not change – proposals.

The meeting adjourned at 4:00 p.m.
Notes taken by Scott Brunson; edited by Cathy Cox.