# MISSION COLLEGE CURRICULUM REVIEW COMMITTEE April 25, 2012

2:15 - 4:00

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

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

# 2. Course and Program Approvals: CONSENT AGENDA

The following proposals were approved by consent (M/S/U Brunson/Lipman):

#### **Course revisions**

ACCTG 052 Payroll and Business Tax Accounting

#### Course archives

ACCTG 021A Basic Accounting I
ACCTG 021B Basic Accounting II

# 3. REGULAR AGENDA

## **Curriculum Process Changes**

This item was the final CRC discussion on changes to various curriculum approval processes to recommend to the Academic Senate. If approved by the Senate, these changes would go into effect for Fall 2012. All of these processes have been reviewed by CRC previously.

## a. New Course Approval, Course Revision, New Program Approval, and Program Revision

- i. Insert optional review by Division Chair Council
- ii. Insert optional review by Deans

These two items were discussed together. There was consensus that inserting an <u>optional</u> review by all the division chairs prior to signoff by the specific DC for a new course or new program was desirable; it was suggested that we try this for a year before making a decision on the necessity of this change for course or program revisions. The <u>optional</u> review by Deans prior to VPI signoff was also approved, with the understanding that no changes could be made by the deans and that it would not slow down the approval process as the VPI could bypass this step if necessary. CRC approved these changes (M/S/U Lamkin/Brunson)

## b. Course Inactivation and Course Archive

- i. Change name of Course Inactivation to Course Deletion (for clarity)
- **ii.** Remove Technical Review from both processes; replace with Articulation These changes were approved by consensus.

#### c. Change name of Course Activation to Course Reactivation

This change was also approved by consensus.

#### d. Create new process: Program Deletion

This would be a new process added to CurricUNET. Currently there is no process in the system to permanently remove a program from our offerings. This process would supplement the MCAS-approved "Program Discontinuance" process, and could be utilized either when an entire instructional area was discontinued formally (such as has happened in the past with Model Building, Manufacturing, and Drafting) or when an <a href="individual">individual</a> certificate or degree was being removed from an otherwise sound program.

The process would require early approval by the MCAS president to certify that the Program Discontinuance process had been carried out (if applicable) or that it was not required in this instance. Signoffs would also be required by the VPI and the VPSS to show that a plan had been developed to ensure the catalog rights of students. Once this process was completed, the Office of Instruction would submit the program to the State Inventory for removal.

Approved (M/S/U Brunson/Lipman)

## e. Create new process: SLO modification

If approved, this process would be set up in such a way that it would <u>track</u> and <u>date</u> modifications to SLOs, but it would not require involvement of the Curriculum Committee. Approved (M/S/U Sanchez/Brunson

#### 4. Information and Announcements

There will be an ASCCC-sponsored Regional Curriculum Meeting on Saturday, May 5 in Woodland. Topics will include Title 5 changes to repeatability, prerequisite implementation, and SB-1440 compliant Transfer Degrees. Cathy will be attending and she asked the committee if anyone was interested in going – Steve Lipman volunteered.

There will be no CRC meeting on May 16 so that the Prerequisite Implementation Task Force can meet at the time CRC usually meets. Cathy plans to cancel at least one other CRC meeting between now and then as our business for the year is winding down. The specific date will be sent out later.

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