Location: AA-216   **Date:** Monday, 10/08/12   **Time:** 2:15 p.m. – 3:40p.m.

Those in attendance were: Kenyetta Tribble (Chair), Shondra West (Instruction Office), Vern Cromartie (NSAS), Jason Berner (LA), Robert Webster (SS), John Diestler (LA), Norma Valdez-Jimenez (SS), Agustin Palacios (NSAS), and Terence Elliott (Dean).

Absent: Julie Shieh-Cook (LAVA), Erlinda Vance (ASU), Andrew Kuo (LAVA)

Guests in attendance were: Ellen Seidler

    B= Bundled   **A** = Approved   **CA** = Conditionally Approved   **T** = Tabled

AGENDA ITEMS	ACTION	CONDITIONS/COMMENTS
Agenda	A	
Minutes of 9/24/12	A	

New Course/Course Revision(s):

CIS-125	T	**Course Revision** Computer Logic Concepts Tabled because a department representative was not in attendance to present proposal.
Media 100E	CA	**New Course** Digital Portfolio Production Class maximum needs a signature. Course Description: "principals" should be "principles". SLO: both Assessment Criteria sections should read "… students will successfully complete a finished product…"

Announcements/Open Discussion:

Inactivation of courses – communication of this information The Academic Senate agreed that it should be the department chair or DIC who determines if a course deletion affects other departments' majors within their division. CIC also suggests sending the list of inactivated courses to the Council of Chairs. Shondra will follow through with this suggestion.
UC TCA 2nd review period Kenyetta announced that this was the last week to submit courses.
CurricUNET Update Kenyetta, Shondra, and Jason checked to see if the workflow for CurricUNET worked, but there was a problem. Jason said that James said that its about 85% ready and should be usable by Spring 2013. Only fulltime faculty are programmed in. The part-time faculty need to send their names to their Department Chair who will then send their WebAdvisor user names to James.
New CCCCO Curriculum Management System Kenyetta says that the new system is up but that it doesn't work completely yet. The password needs to be refreshed or updated. No new courses have been entered from August 1 through September 30. It should have been up by September 30. A course control number is needed before a Variable Topic course can be taught and with the system down, there is no telling if the Variable Topics course will be able to be taught in Spring 13. Title changes are non substantial changes and only are required to go to state, not Governing Board approval. The reason there are thousands of courses still active in the state's system is that every time a major revision is made to a course, the old course should have been deleted and then the course number would be reused with a new course control number. Kenyetta says she uses the Program and Course Handbook to answer questions, and according to the handbook, substantial changes include Top code, and units, with CIC deciding on content.
Updates from Academic Senate re: Course Boundaries Policy and Liberal Arts Degrees The Academic Senate will review the 20% course content policy. The NSAS and LA division reps need to speak with their divisions to decide how the divisions will oversee the Liberal Art majors specific to their divisions. The Liberal Arts section needs to be added to the new course proposal.

Other/Open Discussion

Online Course - Supplement to the Course Outline of Record Additional changes include: submitting the completed form to the Distance Education Committee Coordinator for evaluation before submitting to the Office of Instruction for CIC approval; and, a text box to be added in section 2 regarding "Other" course management system that will be used. The use of "Author" on the first line of the form will need to be clarified. **Course Change Form Revised** – Units and Hours have been removed from the form. **Photo Journalism** there was a question as to whether the new courses are part of an existing major or certificate. If they are replacing courses, those courses need to be inactivated and a change to major form needs to be completed. There were pre-requisites listed on syllabi but not on the outlines/proposals. The scheduler should consult with the faculty originator when corrections have been made to a proposal form after CIC approval. **LAVA CIC Rep is needed** Julie Shieh-Cook and Andrew Kuo are alternates for each other, but there needs to be another permanent rep from LAVA at CIC to represent the division.

Presentations from Public:

There were no presentations from the public.