

## Minutes

Thursday, September 15, 2005

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**Present:** P. Gustin, Y. Bergland(proxy for E. Armstrong and O. Lee), J. Parker, P. Christopher, C. DuPraw, D. Gergens, A. Hoffman, L. Kaiser, R. Olson, A. Saballet, W. Tappen, K. Wong, J. Crocitti, S. Ramirez

**Absent:** E. Armstrong, S. Flor, K. Foster, L. Horsman, O. Lee, S. Newell, J. Stamm

**Guests:** B. ZoBell, B. Peters, L. Crandall, M. Fritch, J. Halcott, M. Frickess, W. Clary

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**Minutes/Agenda**

- \* MSC Y. Bergland/R. Olson to approve the revised agenda of September 15, 2005.
- \* MSC Y. Bergland/C. DuPraw to approve the minutes of May 19, 2005 with the correction of the HOTL 140 proposal not being listed as going to CIC as this proposal has been returned to the originator.

**Announcements**

- \* P. Gustin welcomed everyone and self-introductions were made. New members include Juliette Parker, Articulation Officer; John Crocitti and Susan Ramirez.
- \* B. Peters gave an overview of the Hospitality umbrella and informed CRC members that a meeting with key personnel is planned to review and finalize the programs with the anticipation that the programs will be ready for CRC review at either the September 29 or October 6 meeting.

**First Read Curriculum**

- \* MSC Y. Bergland/W. Tappen to submit **PHYS 195A** an aligned revision proposal to Tech Review with K. Wong as liaison with the following notations:
  - Revisions of PHYS 195A, 195B and 195C to combine with PHYS 196A, 196B and 196C respectively be discussed with the Discipline Dean
  - Request that these proposals go through CurricUNET as a group
- \* Mesa faculty have serious concerns about the approval of the PHYS 195C activation by Miramar at CIC on August 17, 2005. It appears in CurricUNET this was a course revision as opposed to an activation of the active Mesa/City course. Mesa's CRC has not yet reviewed nor approved a PHYS 195C revision.
- \* MSC A. Hoffman/W. Tappen to submit **PHYR 142A** to CIC.
- \* MSC Y. Bergland/D. Gergens to submit **AMSL 104** an aligned integration to Tech Review with A. Hoffman as liaison.
- \* Mesa CRC has concerns about the District's request of re-numbering DENA 116/116L to DENA 117, 117L and a subcommittee of Y. Bergland, P. Gustin, E. Armstrong, P. Christopher, L. Kaiser, Dean Fritch and M. Frickess was formed to meet with District personnel regarding this issue.
- \* MSC W. Tappen/A. Saballet to submit **DENA 117, 117L, 132 and 132L** to Tech Review with Y. Bergland as liaison.
- \* Mesa CRC requests that CurricUNET streamline vocational course approvals to allow these courses to be approved prior to accreditation/licensure expiration dates.
- \* P. Gustin will review the **PHYE 241** distance learning proposal as distance learning for Mesa was approved previously. PHYE 241 will remain as a first read item on the September 29 agenda.

**Technical Review Committee**

The following proposals are in Tech Review. The specified liaison and date submitted to Tech Review are included.

- \* **ACCT 125 & 135** – Integrations – Mesa only – A. Saballet (5/5/05)

- \* As of 12/4/2003 proposals that are still in Tech Review after 12 months from date entered will be reviewed and then returned to the originators/deans. L. Armstrong informed the committee that she will follow up with the Deans prior to proposals being returned to originators.

## Second Read Curriculum

- \* None.

## City

- \* MSC Y. Bergland/W. Tappen to table **DRAM 165** an aligned revision to allow Mesa faculty to review.
- \* **DRAM 128** deactivation was reviewed without comment.

## Miramar

- \* MSC Y. Bergland/R. Olson to support **SPEE 135** an aligned integration.

## Information/Discussion

- \* P. Gustin informed members that the additional August 17 CIC meeting was beneficial and allowed numerous scheduling and articulation issues to be moved forward in a timely manner. An excerpt from the August 17 meeting which lists additional courses that were added to May 26, 2005 transferability was distributed.
- \* The CRC Flex Faculty CurricUNET Workshop on August 22 gave attendees general information on using CurricUNET and entering proposals into it with an emphasis on preparing and/or discussing proposal outlines/revisions prior to inputting with chairs, deans, articulation officer, colleagues, and/or curriculum committee members.
- \* The anticipated summer adjustments to CurricUNET have not yet been accomplished so the CRC Member CurricUNET Workshop on September 1 gave committee members the opportunity to learn how the SLO's will be incorporated into the Academic Program Review process and then into the courses. The draft checklist for tech review and originators was scrutinized with adjustments being made to assist in having it ready to finalize at the September 15 meeting.
- \* Y. Bergland gave an overview of the program review process and informed the committee that the title is now "3/6 Year Review." A program review cycle chart is available.
- \* The CurricUNET Steering Committee has prepared criteria for the 3/6 Year Reviews and how a course will be noted as being part of the 3/6 Year Review process. This information will be available on CurricUNET in the next month.
- \* CurricUNET will also soon be sending curriculum chairs emails as originators enter the prelaunch level. This information will allow curriculum chairs to assign liaisons at the beginning of the CurricUNET process to assist originators.
- \* P. Gustin discussed the role of the Discipline Faculty in the CurricUNET approval process and will request that the list be updated.
- \* Y. Bergland will send out information on the October 7 CRC Flex Faculty CurricUNET Workshop in the LRC room 229 from 12-2pm. P. Gustin requested committee members to volunteer in assisting with the presentation as this workshop will be directed to inputting proposals into CurricUNET.
- \* The CIC actions synopsis report for 5/26/05; 8/17/05 and 9/8/05 were distributed.
- \* MSC W. Tappen/Y. Bergland to adjourn the meeting at 3:20 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING September 29, 2005 Room LRC 229, 2:00 pm.