

COMMITTEE ON INSTRUCTION

MINUTES

September 8, 2011

Members Present

Chair	Teresa Morris
Business/Technology	Patricia Brannock, Stacey Grasso
Creative Arts/Social Science Division	Mike Galisatus
Kinesiology Division	Shana Young
Language Arts Division	George Kramm, Brandon Smith
Math/Science Division	Ken Brown, Barbara Uchida
Student Services	Martin Bednarek, Mary Valenti

Members Absent/Excused

ASCSM	TBD
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Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,

Non-Voting Staff Excused

David Locke, Marsha Ramezane

Other Attendees

Laura Demsetz

Chair, Teresa Morris called the meeting to order at 2:15 p.m.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of open agenda item #4 Enrollment Management document.

Motion was MSCU to approve the Minutes of May 12, 2011

Motion was MSCU to approve/accept the following Permanent Courses:

Creative Arts/Social Science

PSYC 100 Introduction to Psychology (3)
(new distance education; supplement only)

KINE/Dance/Athletics

DANC 401 Dance Appreciation (3)
(new course)
Postponed, requires further discussion of enrollment limitation

Motion was MSCU to postpone the review of the following Experimental 680/880 Courses:

KINE/Dance/Athletics

DANC 680MC Dance Appreciation (3)
Postponed, requires further discussion of enrollment limitation

Motion was MSCU to accept the following Information Only Items:

Math/Science

- Memo proposing new AS-T Degree in Geology and revising existing AS Degree in Geological Science

Open Agenda

Hours by Arrangement updates

Vice President of Instruction, Susan Estes gave an overview of hours by arrangement. Going forward we will refer to hours by arrangement as TBA or To Be Arranged hours to match language used in Title V. In order to claim apportionment, we need to be in compliance with Title V regulations. To date we have not received feedback from the auditors yet, however our sister colleges have. Based on the auditors' findings, there are a few items that we have to be aware of to avoid any issues.

- Per the state accounting procedures, for weekly census courses, students must meet one hour *each* week, every week for the entire term. So all of the learning centers and labs will now be open starting the first week of the semester.
- Also, every student must sign in at the appropriate lab or location by census date in order to qualify for apportionment.
One idea to promote attendance in the labs is to hold an orientation session the first week of school and teach students how to log into SARS.
- Courses using the alternate attendance accounting procedure cannot claim apportionment for TBA hours. Since distance education courses are coded as such, we are removing TBA from all distance education courses. However, the ACCJC requires that all courses are treated alike regardless of mode. Therefore, online courses have to have the same content as the on-campus courses, so how do we handle TBAs?

Further discussion needs to occur to determine how to handle the TBA hours pedagogically. After additional discussion, TBA guidelines will be drafted and added to the Faculty Handbook next year. Additionally, an all-college meeting will be scheduled to discuss TBA hours.

CurricUNET update

The goal is to have CurricUNET go live in the spring semester. For the time being we will continue using our existing process. A training session was scheduled for September 14th; however, the committee requested postponing the training session to a later date closer to the implementation date; possibly spring flex days.

Goals for COI for academic year 2011-2012

Below is a draft of the goals. Any additions or modifications can be emailed to the Chair for review at the next meeting.

1. Review and approve new and modified courses and programs (ongoing)
Assessment: Number reviewed and outcome.
2. With Distance Education Committee (newly reconstituted), review Distance Education supplement paperwork and approval process. (accreditation; DE substantive change proposal)
Assessment: Revised form available, approval process developed and approved.
3. Develop recommendations for Global Studies. A decision to offer or not offer Global Studies has to be made by the end of the year for our Accreditation Self Study report. This item may be given to the Creative Arts/Social Science division.
Assessment: recommendations forwarded to ASGC

4. Review requirements to see whether a major with greater flexibility for undecided transfer students than the interdisciplinary studies major can be developed.
5. Revise GE handbook.
Assessment: revised handbook available for use in 2011-2012
6. Switch to CurricUNET; update COI website and handbook accordingly.
7. Guidelines for enrollment limitations
Draft has been developed by Marsha; will be reviewed by technical review committee over the summer and posted to COI website.

Enrollment Management document

Marsha Ramezane created the Guide for Completion of Validation Forms for Enrollment Limitations. The purpose of the form is to help faculty in completing the validation forms correctly. The draft will be emailed to COI members for review and will be posted as a resource in Web Access.

Motion was MSCU to adjourn the meeting at 3:25.