Curriculum and Instruction Council

September 26, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

X Malcolm Rickard, ***Co-Chair***

Madelyn Arballo*, VP, School of Continuing Ed*

X George Bradshaw, *Admission & Records*

X Meghan Chen, *AVP Instruction* ***Co-Chair*** *Designee*

X Jamaika Fowler, *Articulation Officer*

Kelly Fowler, *VP Instruction* ***Co-Chair***

Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

X Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

X Tania Anders, *VP Academic Senate*

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*   
Om Tripathi, *Faculty*

X Dianne Rowley*, Faculty*

Roger Willis, *Academic Senate President  
Student Representative, Vacant*

**Non-Voting Members**

X Irene Pinedo, *Curriculum Specialist II*

*X Lannibeth Calvillo, Curriculum Specialist II*

X Lesley Cheng*, Curriculum Specialist I*

**Guests**

X Mica Stewart, Faculty

X Jimmy Tamayo, Associate Dean, Natural Sciences

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   September 12, 2023 | Approved. |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. List of Courses Due for 5-year Review    2. List of Courses not Offered in Two Years | Implementation of AP 4020. The Office of Instruction is supposed to send out a list of courses that have not been offered in two years. Faculty have an opportunity to provide rationale as to why courses have not been offered. Report is shared with department chairs via their division deans. In the future, the reports will be sent out September 1st to give departments more time to plan within the semester. Reminders will also be sent out monthly until the deadline.  A list of courses due for 5-year review will be sent out as well. Both lists will be shared with C&I. Recommendation to share instructions on what to do if a course deactivation impacts programs. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. May 23, 2023 3. **Educational Design Committee Minutes**    1. September 12, 2023    2. September 19, 2023 4. **Outcomes Committee Minutes**    1. September 5, 2023 5. **Mapping and Catalog Committee Minute**   None | 1. Accepted.  1. Accepted.  2. Accepted.  1. Accepted. |
| 1. **New Courses**    1. BSHS ETHN – High School Ethnic Studies    2. MUS 161A – Applied Music for Major I    3. MUS 161B – Applied Music for Major II    4. MUS 171J – Piano II – Jazz and Pop    5. MUS 172J – Piano III – Jazz and Pop | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved. |
| 1. **New and Substantive Program Changes**    1. Child Development – Classroom Curriculum Certificate    2. Music Studies Level 2 – Jazz Certificate    3. Music Studies Level 2 – Music Education Certificate | 1. Approved.  2. Approved.  3. Approved. |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. C&I Committee Goals and Objectives 2023-2024 – M. Rickard    2. C&I Committee Purpose & Function 2023-2024    3. DL Amendment Form Proposal – C. Impara    4. What do we do when a course author indicates they are not renewing DL in WebCMS? Do we need an official process to remove DL? (Example: ARTC 167)    5. [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard    6. General Education Pattern Review of AA/AS Local Degrees – J. Fowler       1. Ethnic Studies Requirement amended [section 55063](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgovt.westlaw.com%2Fcalregs%2FDocument%2FI43B642004E0E11EDA19AD993669B28BD%3FviewType%3DFullText%26originationContext%3Ddocumenttoc%26transitionType%3DCategoryPageItem%26contextData%3D(sc.Default)&data=05%7C01%7Clcalvillo9%40mtsac.edu%7C3f1ee67c0d364797edd108dbaa4b93c8%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638291013796515668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JAsqG5p%2BZStEWjNC2MxEAkBnD1TZ%2FmRtxAcj6gL8Mfg%3D&reserved=0), subdivision (e), to add ethnic studies as a [sic] additional minimum requirement for the community college associate degree.          1. Effective date: October 20, 2022.       2. Math General Education Requirement (no longer competency) | 1. Hold for future meeting.  2. Hold for future meeting.  3. Carol shared draft of DL amendment form update that was approved by DLC. The proposed form changes address what is required by regulation and streamlines the process for faculty applying and maintaining DL status of courses. Suggestion to include sentence informing faculty that offering labs via DL may impact transfer. C&I recommends revision to the DL amendment form presented by Carol. Approved.  4. Authors asked if they are renewing DL amendment during the curriculum process. It is still unclear if the faculty are renewing DL. The language in WebCMS will be updated for clarity, before the DL is inactivated the DL will be placed on the EDC agenda for consent deletion, Carol will be notified of the changes and the updates will be done in Banner.  5. Hold for future meeting.  6. Changes to the local patterns need to happen effective 2024. Will find out what the steps are for senate approval and implementation of changes into the 24-25 catalog.  i.) Mica [shared a report](https://docs.google.com/document/d/1A-R7y1R3OejBOCYLH26MosYf8JO0OeCMS6Tb61_i7r8/edit) she created summarizing information she shared at the last C&I meeting. She also provided more context about the history of her department, what has been accomplished, challenges, the department/student needs and where the department is headed. Shared feedback: competition with hiring qualified candidates and concerns with plans of proposing 4-unit courses. Office of Instruction team is working on how to organize the ethnic studies courses in the catalog, will try to implement changes in the spring addendum. Explore work experience/internship, new regulation changes allow non-CTE areas to propose work experience courses.  ii.) Jimmy shared proposed changes to title 5 with his division. The faculty understand the revisions are undoing what was implemented due to AB 1705 and are aware that they will need to support students with understanding the changes. Proposal to have math updated from competency to a requirement on the general education pattern for local AA/AS. |
| 1. **On Hold/Tabled Items**    1. [AB 928 – Workgroup Report](file:///\\itfs02\Curriculum\2.%20C&I\C&I%202022-23\2023.04.25\AB%20928%20Workgroup%20Report.pdf) – awaiting statewide recommendation by May 31st |  |

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| 2023-24 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2023**  September 12 & 26  October 10 & 24 | November 14 & 28 | **Spring 2024**  March 12 & 26 | April 9 & 23  May 7 & 21 |  |