Curriculum and Instruction Council

November 28, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

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

Madelyn Arballo*, VP, School of Continuing Ed*

George Bradshaw, *Admission & Records*

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

Jamaika Fowler, *Articulation Officer*

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

X Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

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

Vacant, *VP Academic Senate*

Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*

X Dianne Rowley*, Faculty*

Tania Anders, *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 Lisa Morales, Guest

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   November 14, 2023 | Approved. |
| 1. **Public Comments** | Triple R Conference - Triple R Curriculum Retreat to take place Jan 19-20th it will be hosted on campus this year at the new event center. Keynote speaker: Dr. Bryan Dewsbury. The purpose is to share strategies to integrate equity into curriculum.  The DL amendment form links have been posted on the DLC website. |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. **Guidance for implementation AB 928** | Guidance implementation AB 928 was released today. The document will be shared with the committee. The group will review and discuss in a future meeting. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. October 24, 2023 3. **Educational Design Committee Minutes**    1. November 14, 2023    2. November 21, 2023    3. November 28, 2023 4. **Outcomes Committee Minutes** 5. **Mapping and Catalog Committee Minute**   None | a. Accepted.  a. Accepted.  b. Accepted.  c. Accepted. |
| 1. **New Courses**    1. MATH 13A – Support Topics for Precalculus Algebra | Approved. |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines**    1. JOUR 108 – Public Relations | Approved. |
| 1. **Items for Discussion or Action** 2. December 12th meeting – M. Chen 3. AP 4225 Course Repetition and Withdraw – M. Chen & M. Rickard 4. [BP](https://www.mtsac.edu/governance/trustees/apbp/BP4020.pdf) & [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard 5. DLC Purpose and Function 23-24 – C. Impara 6. DLC Goals & Objectives 23-24 – C. Impara   Future meeting topics:  1. EMCC Update – P. Swartz | 1. Requesting to add a meeting on December 12 to assure that curriculum is approved in time for the catalog. Briseida and Madelyn should be available. Sylvia will not be available that day. Carol, Dianne, Hong, and Pauline will be available. Malcolm will follow up with the other members that are not present today. 2. Last reviewed in 2017. The committee reviewed the version that is published on the Mt. SAC Board of Trustees website. BP & AP 4225 will be added to the next agenda. Meghan will follow up and find out if there were any regulatory changes that impact this AP. 3. [Review of Edits](https://mtsac0-my.sharepoint.com/:w:/r/personal/mrickard_mtsac_edu/_layouts/15/Doc.aspx?sourcedoc=%7BA52524D8-0887-4B7B-8BC0-9CF9012448D4%7D&file=AP%204020%20draft.docx&action=default&mobileredirect=true) to AP 4020: 1) update title of section a to include curriculum development to reflect new and existing curriculum 2) Added the [overlap consultation and mediation process](https://www.mtsac.edu/governance/academicsenate/current_issues/2021/CourseOverlapProcessSpring2021.pdf) to the AP for transparency, expectations, and clarity about the process. 3) update outcomes review cycle from 4 to 5 years to align with curriculum review cycle. Suggestion to add DL amendment form to the items reviewed by EDC. Draft will be sent out to the council for input on the draft and consideration at the next meeting. 4. Carol provided overview of changes to the DLC purpose and function 23-24. Motion to approve DLC Purpose and Function 23-24. Approved. 5. Carol provided overview of changes to the DLC goals and objectives 23-24. Motion to approve DLC goals and objectives 23-24 without goal #10. Approved. |
| 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    2. Managing the implementation of new Title 5 Changes:   2a. 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.     2. Math General Education Requirement (no longer competency)   2b. AP 4103 Work Experience  3. 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)   * + 1. Proposed text for WebCMS: If your course is currently approved for Distance Education and you select no for renewal of distance education approval the course may be put on EDC Agenda for Distance Education inactivation. |  |

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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  December 12 *(tentative)* | **Spring 2024**  March 12 & 26 | April 9 & 23  May 7 & 21 |  |