Curriculum and Instruction Council

March 12, 2024 Minutes

3:30 – 5:00 PM

Room 4-2440

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

X 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*

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

X Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

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

Lisa Morales, Academic Senate

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*

Dianne Rowley*, Faculty*

X 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**

Shiloh Blacksher, Senate Co-VP (guest)

Rachel Brown, guest

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:** |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. November 14, 2023    2. November 28, 2023    3. December 12, 2023 3. **Educational Design Committee Minutes**    1. January 25, 2024    2. February 27, 2024 4. **Outcomes Committee Minutes**    1. December 05, 2023 5. **Mapping and Catalog Committee Minutes** 6. None | Accepted  Accepted  Accepted  Accepted  Accepted  \*Add to minutes that faculty need to have curriculum proposals at stage 4 by May 31st for 25-26  \*Potential future agenda item – outcomes to share new interface for Nuventive  Accepted |
| 1. **New Courses**    1. SIGN 261 – Complex Topics in Interpreting | Approved. |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. Workgroup Report out:       1. DL Amendment Form in WebCMS & Process Updates – M. Rickard       2. AP 4103 Work Experience – R. Brown       3. Title 5 Changes General Education Pattern Review of AA/AS Local Degrees – J. Fowler    2. AB 928 Implementation for 25-26 – M. Chen & M. Rickard       1. Informing the campus of changes       2. [ADT compliance](https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/ess23-44adt-calgetccurriculumsubmission-a11y.pdf?la=en&hash=0D996741E6228178A1FFE60B66A35232CFAE9228)       3. [Local GE pattern](file:///C:\Users\lcalvillo9\Downloads\ESLEI%2024-07%20Implementation%20of%20Revisions%20to%20Associate%20Degree%20Regulations,.pdf)       4. C&I study session | 1  i.) The purpose of the workgroup was to create a process for DLs that are discontinued and to discuss incorporating the form in WebCMS. Departments need to clearly indicate DL in their department minutes, looked at WebCMS – updates will include where they will check if they want to continue DL and a pop up to warn them about removing the DL, integrating it as supplemental form, deactivations are added to the consent agenda and that is how DL will be removed. Deactivating DL does not go through DLC. Malcolm presented to the department chairs and reminded them to include DL decisions in minutes. Will keep Dl form webpage for now so people can keep checking DL status of courses. Instructions to follow once updates have been made in WebCMS.  ii.) Rachel gave background on current work experience practices at Mt. SAC, changes to title 5, and biggest changes to AP 4103 proposed by the workgroup. The biggest changes are work experience redefined, addition of noncredit, and integration of work experience as a component in the course. Hours for work experience have also changed. All work experience courses will need to be updated to reflect the changes. Each area will also be able to define repeatability for their area. The first step is to get the AP through the approval process, then guidance will be given to the faculty. C&I will review at a future meeting.  iii.) Workgroup proposed updated to local AA/AS that include the units for Ethnic Studies and Math as a requirement. Proposed 30 units from the current 24 units to account for ethnic studies and math moving from competency to a requirement. Math was placed in area B to mirror CSU (previous practice). Also discussed catalog language that would need to be updated to reflect changes. Goal is to get senate approval to apply changes to 24-25 catalog. Motion to approve taskforce recommendation as presented. Approved.  2. How do we get everyone on the same page to get to all the component parts? Tania had idea for Jamaika and Malcolm to present during the March 29th senate academy. This would be an opportunity for senate members to have an hour to learn about the changes. Jamaika is recommending two sessions: One for Cal-GETC and the other one for 928 changes. Jamaika proposed using C&I time as study sessions. We will invite the other areas that need to be involved to figure out how we will inform everyone on campus, timeline, support, and resources. |
| 1. **On Hold/Tabled Items**    1. [BP](https://www.mtsac.edu/governance/trustees/apbp/BP4020.pdf) 4020 Program, Curriculum, and Course Development & [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard    2. EMCC Update – P. Swartz & K. DeWylde |  |

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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 |  |