Curriculum and Instruction Council

May 28, 2024 Minutes

3:30 – 5:00 PM

Room 4-2440

X 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*

(Excused) Jamaika Fowler, *Articulation Officer*

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

X Hong Guo, *Library*

(Excused) Carol Impara, *DL Coordinator*

Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

X Lisa Morales, Academic Senate

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

Sylvia Ruano, *Dean of Instruction*

X 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**

X Shiloh Blacksher, *AS, Co-Vice President*

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   May 14, 2024 | Approved. |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. AP 4051 - Course Equivalencies and Program Substitutions – J. Fowler    2. AB 1111 Workgroup – M. Rickard    3. EMCC Update – P. Swartz & K. DeWylde | 1. The form is now ready to be shared with the campus. A message will go out to the campus to inform them of new form and updates to AP 4051. The form will be posted on the guided pathways page, where the current form is posted. A process still needs to be created to ensure that the form can be processed.  2. The proposal was brought to senate exec. There are 6 faculty that have been appointed: 2 from English, 1 Speech, 1 Math, 1 Political Science, and 1 for Psychology. There will be additional members added to the group. The goal is for the 6 appointed faculty to be part of the local workgroup.  3. Pauline and Dianne gave a history on the EMCC, the professional development program, and cohort. There have been 4 cohorts with over 50 faculty participants, and over 130 participants for the triple r conferences. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. April 23, 2024 3. **Educational Design Committee Minutes**    1. None 4. **Outcomes Committee Minutes**    1. None 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted. |
| 1. **New Courses** |  |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. AP 4103 – Work Experience - Compliance with Title 5 Changes – M. Rickard    2. AP 4024 -Unit-to-Contact-Hour Relationship - Updating Courses with Activity Hours – M. Rickard    3. AB 928 Implementation: Next Steps – M. Rickard & M. Chen       1. Reference materials:          1. [AB 928](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB928)          2. [ADT compliance](https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/ess23-44adt-calgetccurriculumsubmission-a11y.pdf?la=en&hash=0D996741E6228178A1FFE60B66A35232CFAE9228)          3. Implementation of Revisions to Associate Degree Regulations    4. Title 5 General Education Workgroup – M. Rickard    5. Equity-Minded Curriculum – Inclusive Language    6. Programmatic Admissions Process | 1. Malcolm shared the updated draft with the Council. The updated proposal has the Office of Instruction moving the proposal to stage 4 once it has been approved by the department, instead of the faculty having to move it through the stages, the purpose of this is to be able to batch approve the work experience courses. Motion to recommend proposal to Faculty Senate. Approved.  2. 175 courses still have activity hours. These courses do not show hours in the catalog. Malcolm shared a daft proposal to do a batch update of the hours of these courses from activity to laboratory. Motion to recommend proposal to Faculty Senate. Approved.  3. There is an implementation plan that was shared with Faculty Senate Leadership by Instructional Leadership Team. Implementation plan has been sent out to different areas for feedback. Part of the implementation plan is to hire an AB 928 faculty coordinator. Tania will begin recruiting faculty so the person can start working in the summer and getting up to speed with what has been released and participate in the Curriculum Institute this summer. The plan will be used to develop an implementation plan for AB 1111.  4. There is an intersection with what is required by AB 928. A workgroup needs to convene to address the 4 other components of the title 5 changes to Local GE. Invite members that participated in the workgroup during the winter (Dianne, Lisa, Pauline, Jamaika, and Mica). Malcolm will lead the group. Volunteers: Dianne and Pauline. Potentially an administrator and a Curriculum Specialist. Group may meet during the summer.  5. Hold for next meeting.  6. Hold for next meeting. |
| 1. **On Hold/Tabled Items** |  |

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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 14 & 28 |  |