



MAPPING & CATALOG COMMITTEE

April 26, 2022 Agenda
9:00 – 10:30 AM

Voting Members

- Shiloh Blacksher, *GPS Instruction Coordinator* ☒
- Jody Fernando, *Noncredit Manager* ☒
- Jamaika Fowler, *Articulation Officer* ☐
- Alana Bachor, *Credit Mapping Coordinator* ☒
- Sara Mestas, *GPS Counseling Coordinator, Co-Chair* ☒
- Michael Ngo, *School of Continuing Education Mapping Coordinator Co-Chair* ☒
- Michelle Sampat, *Associate Dean of Arts, Co-Chair* ☒
- Dejah Swingle, *Director, Career Education* ☒
- Becky Wang, *Evaluator, Admission & Records* ☒
- Sylvia Ruano, *Dean, Instruction Co-Chair* ☒

- Marcell Gilmore, *Research & Institutional Effectiveness* ☒
- Joshua Christ, *Arts Faculty* ☒
- Vacant, *Business Faculty* ☐
- Vacant, *Humanities & Social Sciences Faculty* ☐
- Robert Purcell, *Kinesiology, Athletics, & Dance Faculty* ☒
- Cristina Springfield, *Library & Learning Resources Faculty* ☐
- Eugene Mahmoud, *Natural Sciences Faculty* ☒
- Lorena Velasquez, *School of Continuing Ed Faculty* ☒
- Vacant, *Technology & Health Faculty* ☐

Emily Rivera, *Student Representative* ☒

Non-Voting Members

- Matt Bidart, *Information Technology Rep* ☒
- Lesley Cheng, *Noncredit Curriculum Specialist* ☒
- John Lewallen, *Marketing Designee* ☐

Guests

- Pedro Suarez, *Instruction Business Analyst* ☒
- Eric Turner, *Assistant Director, Web and Portal Services* ☒
- Monica Cantu-Chan, *Director, IT Implementation* ☒
- Lisa Jackson - *Recorder* ☒

| <u>Meeting Agenda</u> | <u>Outcomes</u> |
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| I. Welcome and Land Acknowledgement | At this time, we would like to take a moment to honor, acknowledge, reflect, express our sincere gratitude for, and appreciation of, the people, ancestors, and sacred land that we gather upon today. We want to honor the ancestral homelands and traditional territories of Indigenous peoples who have been here since time immemorial; and to recognize that we must build solidarity, and kinship, with Native Indigenous communities. As all our liberations are tied together, we also recognize a duty to give honor through our work and continue to stand up for racial and social justice every day. |
| II. Agenda Review | Approved as submitted. |
| III. Approve Minutes a. April 12, 2022 | Minutes from April 12 were approved with the following changes: <ul style="list-style-type: none"> • <i>S. Mestas</i> stated that how-to-guides generate questions and answers that force us to <u>investigate</u> our own policies and practices. Change the word “investigate” to “interrogate.” • <i>Stacie</i> will double check to ensure that everything is working properly. Change to “Stacie” to “<u>S. Nakamatsu</u>.” |
| IV. Announcements • Student Representative (Emily Rivera) | <ul style="list-style-type: none"> • Sara introduced Emily Rivera our new student representative. Emily is a first-year college student majoring in Psychology. • Roundtable introduction of the Committee. |
| V. Noncredit Update – Michael Ngo | <ul style="list-style-type: none"> • Informational handout distributed along with an update on the School of Continuing Education. • Student count is close to where it was pre-pandemic. |

- Prior to the pandemic, SCE did not offer online courses.
- Currently 50% of courses being are offered online and 50% are being offered in person.
- M. Ngo thanked L. Velasquez and L. Cheng for keeping him updated on programs that are active or inactive. This helps with keeping the GPS [website](#) updated.
- An overview of the Vocational Studies GPS website was provided.
- A. Bachor explained the difference between STEP (Summer Transition Enrichment Program) and the Map workshop.
 - STEP is an actual class. It's a Counseling 1 – intro to college class and is taught year-round and is a 2-week class during the summer.
 - This program was designed for first-time college students to help students prepare for success.
 - Teaming up with AIME (Academic Intervention for Math & English) this summer to promote their prep courses for math and English. Curriculum wise anything under English 1A and Math 100 will be discontinued.
 - MAP is a workshop that assists new students in planning their next semester.
- M. Sampat asked how do we make these pages (i.e., GPS, maps) and resources accessible to students?
 - How do we get the information to students?
 - S. Mestas stated that the GPS map is customized as much as possible.
 - Under AB705 students must take English and Math in their first year which is integrated into Promise Plus
- J. Christ asked if there is any way to have a self-service for the students who don't have time to attend the workshop.
 - A canvas module was considered and making it available to students after which, they would need to see a counselor.
 - Unfortunately, if it occurred that way, there is no incentive for students to attend the workshop. There are still certain requirements must be met to register.
- S. Mestas discussed how orientation has been revamped and is now completely online. The

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| | purchase of a new program that has allowed for instant changes. Please go through it when you have a moment. |
| VI. Marketing Update –Alana Bachor <ul style="list-style-type: none"> Podcast Update | <ul style="list-style-type: none"> A. Bachor shared that they still want to highlight faculty programs. Time slots are still available. <ul style="list-style-type: none"> 6 slots are still open. These slots are open through end of April. M. Bidart and A. Bachor to meet with new transfer center director to work on the website to determine the vision going forward. |
| VII. Mapping Update – Alana Bachor | <ul style="list-style-type: none"> A. Bachor reported that there are four different areas being looked at the determine its accuracy. <ul style="list-style-type: none"> A template in Degree Works links to the online catalog and GPS website for course sequencing. This should be an automatic update. From original template, they go into the Navigate system and manually enter classes how they are shown in Degree Works. |
| VIII. Navigate– Sara Mestas | <ul style="list-style-type: none"> S. Mestas provided a quick demo on the webpage to show what students are seeing. <ul style="list-style-type: none"> Ensuring that students are also able to find the catalog and that it links to other websites. There was an overview of the ADT website as well A. Bachor and C. Gomes provided an overview of what students see in Navigate. |
| IX. Accreditation – Sylvia Ruano | <ul style="list-style-type: none"> S. Mestas shared that the Instruction Team provided MCC with a standard and gave committees relevant to that work a job. <ul style="list-style-type: none"> S. Mestas to look at the draft and provide content. M. Gilmore to review to determine that we have supporting evidence. Draft will be sent to the group for feedback once it's done. |
| X. Parking Lot <ul style="list-style-type: none"> Vacancies Purpose, Function & Membership Catalog Landing Page Marketing Update | |

- Smartsheet (Pedro)

2021-22 Meetings

9:00-10:30AM
2nd & 4th Tuesdays

Spring 2022

May 24