



## MAPPING & CATALOG COMMITTEE

November 23, 2021 Minutes

9:00 – 10:30 AM

Via Zoom Meeting

### Voting Members

X Shiloh Blacksher, *GPS Instruction Coordinator*  
 X Jody Fernando, *Noncredit Manager*  
 Jamaika Fowler, *Articulation Officer*  
 X Alana Bachor, *Credit Mapping Coordinator*  
 X Sara Mestas, *GPS Counseling Coordinator, Co-Chair*  
 X Michael Ngo, *School of Continuing Education Mapping Coordinator*  
 X Michelle Sampat, *Associate Dean of Arts, Co-Chair*  
 Dejah Swingle, *Director, Strong Workforce Initiatives*

X Becky Wang, *Evaluator, Admission & Records*  
 Marcell Gilmore, *Research & Institutional Effectiveness*  
 Vacant, *Arts Faculty*  
 Vacant, *Business Faculty*  
 Vacant, *Humanities & Social Sciences Faculty*  
 X Robert Purcell, *Kinesiology, Athletics, & Dance Faculty*  
 X Cristina Springfield, *Library & Learning Resources Faculty*  
 X Eugene Mahmoud, *Natural Sciences Faculty*  
 Lorena Velasquez, *School of Continuing Ed Faculty*

Vacant, *Technology & Health Faculty*  
 Vacant, *Student Representative*

### Non-Voting Members

X Matt Bidart, *Information Technology Representative*  
 X Lesley Cheng, *Noncredit Curriculum Specialist I*  
 Reyna Casas, *Curriculum Specialist I*  
 John Lewallen, *Marketing Designee*

### Guests

Pedro Suarez, *Instruction Business Analyst*  
 Eric Turner, *Assistant Director, Web and Portal Services*  
 X Patricia Maestro, *Counselor, Counseling*

<u>Meeting Agenda</u>		<u>Outcomes</u>
I.	<b>Welcome and Land Acknowledgement – Sara Mestas</b>	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.	<b>Approve Minutes</b> a. November 09, 2021	Approved
III.	<b>Announcements</b> Upcoming meeting: a. First Meeting of Spring 2022 – Tuesday, March 8, 2022	a. Today's meeting is the last meeting of the semester and the next meeting is scheduled for Tuesday, March 8, 2022. There are committee openings, so as committee members, please help recruit, if possible.
IV.	<b>Catalog Program Maps (Courseleaf Update) – Pedro Suarez</b>	Postponed to next meeting
V.	<b>ADT Website – Patricia Maestro</b>	<u>Update:</u>  <ul style="list-style-type: none"> <li>M. Bidart shared his screen to allow committee to review the new template of "Degrees Available" on the ADT website. There are additional links on the Transfer Center page, such as podcasts, programs etc.</li> </ul> <a href="https://www.mtsac.edu/transfer/degree-sociology.html">https://www.mtsac.edu/transfer/degree-sociology.html</a>

	<ul style="list-style-type: none"> <li>• Maps from DegreeWorks no longer needs to be manually uploaded. Once changes are implemented on website, they reflect live on website.</li> <li>• P. Maestro has sent out surveys to faculty, students/alumni and will interview volunteers for podcasts.</li> <li>• Non-transfer degrees will be the next items created for ADT websites.</li> <li>• Moving forward, M. Bidart will maintain the website. Future project will be to link these websites to other department webpages.</li> <li>• Remaining spring podcast episodes have been released. The content for the landing page is coming from faculty. P. Maestro will give faculty one week to complete content/interviews. The following week, podcasts will be launched once reviewed and edited, if needed. Currently there are 4-5 more ADT content pages that will be developed by the end of Fall 2021.</li> <li>• E. Mahmoud has agreed to be the first Non-ADT program that will have a career and major landing page. Hopefully, the first group of these types of programs will be completed by the end of Spring 2022.</li> </ul> <p><u>ADT Current Website:</u>  <a href="https://www.mtsac.edu/transfer/transfer_associate_degrees.html">https://www.mtsac.edu/transfer/transfer_associate_degrees.html</a></p> <p><u>Draft of New ADT Landing Page Website:</u>  <a href="https://www.mtsac.edu/transfer/transfer_associate_degrees.html">https://www.mtsac.edu/transfer/transfer_associate_degrees.html</a></p>
<p>VI. Cabinet Update – Sara Mestas &amp; Shiloh Blacksher</p>	<p><u>Grant Overview for GPS</u></p> <ul style="list-style-type: none"> <li>• Extension to spend funding; no need to file. A report from 2017-2022 needs to be filled, which is currently being worked on and is due by Christmas Eve.</li> <li>• Budget is \$600,000 for next fiscal year.</li> <li>• Staff members are funded through grants such as the researcher, professional development, credit and noncredit mapper, data coach coordinator, and mapping coordinator etc.</li> <li>• The GPS Fall 2021 Update PowerPoint was provided by S. Mestas to committee members for their review. This PowerPoint was also presented at the Student Services (SS) /Instruction Planning Summit.</li> </ul> <p><u>Rise Project Overview</u></p> <ul style="list-style-type: none"> <li>• Rise projects have some projects currently in progress and some have been completed such as the paralegal program guide, philosophy website design and program video.</li> </ul>

#### GPS Mini-Grants

- 4 projects: Biology Careers Mural, TILT, TPI, & PLO Liaison
- L. Nguyen assisted with these mini-grants and provided project outcomes via video, which is a part of the PowerPoint that was presented to the Cabinet and SS/Instruction Planning Summit.
- Transfer Sending Culture Mini-Grants – There are Transfer Agents that consists of faculty, staff to assist students. Website for Transfer Sending Culture Mini-Grants has been updated to allow it to link to podcast and provide additional information regarding programs.
- DEI in ESL Community of Collaboration (COCO) – Equity is made a priority and this collaboration assists students to continue on their pathways. Will continue to collaborate with divisions across campus and this collaboration has helped faculty acknowledge and work towards limiting the equity gaps.
- All mini-grants were asked to provide a program overview as a video for Summit.
- S. Mestas encouraged committee to share mini-grant info, so programs can apply for funding to help with projects.
- Instructional rate or Release time can be offered to faculty for projects regarding mini-grants. One mini-grant per program.
- To apply one must file application for mini-grant by the end of the month. The Mini-Grants Committee will review application and applicant will receive answer by the end of the following month. Applications are accepted year round.

#### GPS Maps- Recommended Course Sequences

- Noncredit and fee-based websites linked and updated.
- Catalog now shows degree, and directly under “Degree” on webpage; the “Suggested Plan of Study” is located. This is pulled from DegreeWorks. New mini grant allowed this update to be created through Courseleaf. Student is now able to view guided pathway directly from catalog and also on website. This is currently in design.
- New Career website created

#### Fall 2021 Academic Student Services Master Planning Summit:

- Research provided data presentation showing GPS dashboard. Team Coco provided demo faculty can use to build community and collaboration.
- There were student panels providing success stories, and there were breakout rooms addressing how the work in GPS is being completed.

VII. Marketing – Sara Mestas, Michelle Sampat, & John Lewallen

Marketing Breakout Groups:

- 3 groups/rooms

Room 2 - Marketing breakout room (S. Blacksher, P. Maestro, B. Wang and E. Mahmoud)

Next steps to market:

- Data driven transfer information dashboard –
  - Proposed by P. Maestro and E. Mahmoud
  - Create a dashboard that is Cal Poly Pomona, where we provide true transfer numbers from majors to Cal Poly. Use this data to help us and students to create profiles

Room 3 – Marketing breakout room (S. Mestas, M. Bidart, C. Springfield, and M. Ngo)

Next steps to market:

- Radio
- Billiard board
- Bus seat ads
- Presents on department websites
  - How students are landing on their sites when student google
  - Hire students to audit our websites
- Getting Mt. SAC people to know what GPS
  - FLEX Day
- Focus group (looking at minority groups), focus on website, and align pathways in an equity framework

Room 1 – Marketing breakout room (A. Bachor, B. Purcell, and L. Cheng)

Next steps to market:

- All majors have a video on that major (just like Philosophy) Have these video run on the TVs on campus
- All departments have a wall outlining careers in that major (just like Biology)
- Major flavored COUN 1 courses for summer students, i.e. COUN 1 for healthcare career fields, etc. (Counseling professor can work with departments to highlight careers/courses/program benefits)
- Make sure all program websites are updated
  - Hire person to check the accessibility and accuracy of information posted on the website, i.e. working phone numbers, working links, etc.
- Flavored tours for perspective and current students to highlight the program facilities and information (ask HSO to do an interest intake of majors and share the info with the programs)
- Have major days just like Psychology Day, have Engineering Day, etc.

	<ul style="list-style-type: none"> <li>• Flavored New Student Orientations to reflect where the student is at so we know what to market to them, i.e. brand new student, re-entry for a career change, vocational, etc.</li> <li>• Work very close with HSO to make sure we can get information about the students to ensure a warm handoff to the department.</li> <li>• Work with departments to have a point person that is accessible for questions for prospective students (can be the Chair or someone else)</li> <li>• All programs have a recorded info session posted on their website about program requirements and information</li> <li>• Have program templates that include an informational video for the major, informational video on the program, link to ADT site and program map, along with contact info for the program</li> <li>• Programs hold alumni nights for students that have transferred on and are in the field so they can help students that are in the last semester at Mt. SAC, to help guide them with the questions they have about the classes at the 4 year university</li> <li>• Have a "major/career tab" in the Mountie student portal where students can access information to our programs and ADT degrees along with the new career website</li> <li>• Do more scheduled events throughout that year that becomes the culture for Mt. SAC, example transfer application help in the departments, undecided major fairs in the winter, and Major Days in the spring. This way students and employees always know when they can refer a student with help for their major/transfer goal</li> </ul>		
VIII. Parking Lot	None		
<b>2021-22 Meetings</b> 9:00-10:30AM 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	<b>Fall 2021</b> September 14 & 28 October 12 & 26	<u>November 9 &amp; 23</u>	<b>Spring 2022</b> March 8 & 22 <u>April 12 &amp; 26</u> <u>May 10 &amp; 24</u>