



MAPPING & CATALOG COMMITTEE

April 12, 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* ☐

Vacant, *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* ☐
- Lisa Jackson - *Recorder* ☐

Meeting Agenda	Outcomes
<p>I. Welcome and Land Acknowledgement</p>	<p>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.</p>
<p>II. Agenda Review</p>	<p>Agenda approved as submitted</p>
<p>III. Approve Minutes</p> <p style="margin-left: 20px;">a. March 22, 2022</p>	<p>Minutes approved as submitted</p>
<ul style="list-style-type: none"> • Announcements • Student Representative 	
<ul style="list-style-type: none"> • Marketing Update – Sylvia Ruano • Banner’s (Internal and External) • How-to-Guide’s – Alana Bachor • Websites & Website Support – Alana Bachor 	<ul style="list-style-type: none"> • S. Ruano, J. Lewallen, and Y. Mai met to discuss creating and placing banners throughout the campus community. They will conduct a walkthrough of the campus. <ul style="list-style-type: none"> ○ S. Blacksher to review the budget to determine fund allocation and what has been spent. ○ A. Bachor added that banners are popular with students and fully supports this effort. ○ Banners highlighting student achievement and commencement should be considered. ○ Once the banners are institutionalized, they can be

	<p>displayed regularly and at different intervals.</p> <ul style="list-style-type: none"> • A. Bachor discussed the how-to-guides. Guest guides were created by P. Maestro in Counseling. A preview of those guides was presented. <ul style="list-style-type: none"> ○ The question of how to market them was presented. ○ Information is sent to students via email (noncredit). Admissions and Records sends students links and information in the welcome email. ○ Students may not be aware of this page within the college catalog. There are many clicks required within the webpage which could prove difficult for students to find the information they need. • S. Mestas stated that she reviewed the FAQs on the websites and inquired if we could add them to the departments FAQs. <ul style="list-style-type: none"> ○ Suggestion by M. Bidart is that the FAQs could be made into a blog. ○ Google analytics can be used to determine if they are being used. • S. Mestas stated that how-to-guides generate questions and answers that force us to investigate our own policies and practices. • S. Mestas recommended faculty review the guides and bring relevant ones to their department to be added to the webpages.
<ul style="list-style-type: none"> • ADT Website –Alana Bachor and Matt Bidart • Podcast Update • Marketing Update 	<ul style="list-style-type: none"> • A. Bachor and M. Bidart met with the group last month. They were able to view a demonstration of the ADT website to determine if it can be linked within the department websites. <ul style="list-style-type: none"> ○ Creating a front image (scrolling image) with an ad for the ADT website was suggested. ○ Website templates fall under the purview of the Instruction Division. Perhaps Instruction can be leveraged to update websites? • Child Development and Plant Science participated in the Podcast slots are now open to non-ADT programs.
<p>IV. Mapping Update – Alana Bachor</p>	<ul style="list-style-type: none"> • Demonstration was given to the Committee on how maps are made.

	<ul style="list-style-type: none"> ○ Navigate is having some issues with saving the updates. Updates are not appearing in other areas (i.e., catalog and ADT website). The program is very slow to save changes to templates. ○ The process of updating Navigate templates will take much longer than expected. ○ A. Bachor will continue to work with P. Suarez on the issues with changes not being updated. ○ A list of current maps in process and their progress was provided. ○ Added Area F – making sure that all templates are in Navigate. It is hopeful this work will be done in April. ○ Meetings with faculty on updates will be based on catalog. ○ S. Nakamatsu will be double checking to ensure that everything is working properly. • Edits to the current templates are in the process of being completed. P. Maestro to meet with Caron to review what has been corrected and identify those that need to be corrected by P. Maestro. • 2021-22 CSU Area F Templates must be added to the 25 ADT degrees. <ul style="list-style-type: none"> ○ Caron copied 2019-22 CSU GE Plan for 2021-22 GE's to added to Area F. • The DegreeWorks integration with the catalog has been completed. <ul style="list-style-type: none"> ○ P. Suarez met with A. Bachor to discuss adding additional columns to the smart sheet - one for the mapper and one for the scribe. This will help the mapper do a new program even if it is not yet scribed. ○ P. Suarez will create a workflow for this and present it at the next meeting.
V. Navigate – Sara Mestas	
VI. Accreditation – Sylvia Ruano	
VII. Parking Lot <ul style="list-style-type: none"> • Noncredit Update • Vacancies • Purpose, Function & Membership • Catalog Landing Page 	

2021-22 Meetings

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

Spring 2022

April 26
May 10 & 24