Curriculum and Instruction Council

February 28, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

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

Madelyn Arballo*, Provost, School of Continuing Ed*

X George Bradshaw, *Admission & Records*

X Meghan Chen, *AVP Instruction* ***Co-Chair*** *Designee*

X Jamaika Fowler, *Articulation Officer*

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

X Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

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

X Sara Mestas, *VP Academic Senate*

X Christopher Jackson, *Outcomes Co-Coordinator*

X Dianne Rowley, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*   
Om Tripathi, *Faculty*

X Roger Willis, *Academic Senate President  
Student Representative, Vacant*

**Non-Voting Members**

Irene Pinedo, *Curriculum Specialist II*

Lannibeth Calvillo, *Curriculum Specialist II*

Lesley Cheng*, Curriculum Specialist I*

**Guests:** Jimmy Tamayo

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   Approved November 22, 2022 |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved agenda with flexibility. |
| 1. **Information** |  |
| **Acceptance of Minutes**   1. **Distance Learning Committee** 2. November 8, 2022 3. **Educational Design Committee Minutes** 4. November 29, 2022 5. February 9, 2023 6. **Outcomes Committee Minutes**   None   1. **Mapping and Catalog Committee Minute**   None | 1. 1. Accepted 2. 1. & 2. Accepted |
| 1. **A New Courses** 2. ACCS RRW – Introduction to Your Rights and Responsibilities in the Workplace 3. ACCS SSW - Social Skills for the Workforce 4. ACCS ILSD - Independent Living Skills - Self Determination 5. ACCS N34 - Writing Strategies 6. MATH 12 - Support Topics for Finite Mathematics | 1. Approved 2. Approved 3. Approved 4. Approved 5. Approved |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action** 2. AB 1705 and MATH 71 – M. Rickard 3. Courses submitted for Deletion Attached to Programs – M. Rickard 4. AP 4024 Units-to-Contact-Hour Relationship – M. Rickard 5. [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard 6. DLC – M. Rickard 7. Curriculum Submission Deadline – M. Rickard | 1. Chancellor’s Office (CO) webinar regarding AB 1705. There were questions about low unit prerequisites but in our case it is about success rate, GE, Math, and transfer courses. AB 928 (CalGETC) GE set at a maximum of 34 units outside of the major. It sets a specific pathway for students. Students can opt into the prerequisite but can’t be put on that path, even if it’s beneficial for the student to take the course. AB 928 impacts students who take math course for transfer and then later decide they don’t want to transfer. Students may have to take additional units attached to a course as prerequisites.   CO is going to release guidance language on how to make us compliant by July 2023 and July 2024 for STEM majors. Will all our students (specifically undecided) be required to take transfer-level courses their first year?  We are still waiting for CO guidance. AB 1705 is preventing us from offering MATH 71. The interpretation of offering this course is complicated. One positive thing: There are other states that have already passed similar legislation. They are resolving these issues now and they can potentially be a great model to follow.   1. PSYC 17 is an example of a department proposed course inactivation that is also part of three or four programs outside of its division. Other departments are aware of having to modify their programs.   Can the affected departments authorize the Curriculum Specialist II (CS II) to make that one and only change?  The department would have to submit the modification to the program with documents attached. If the department authorizes the CS II to make that change, and minutes and in some cases, Narratives are provided (if not on file), they could be released of that inconvenience.  There will be clear communication about the changes CS II can make.  This is about students. Having a real plan.  There is an obligation by AP 4020.  If this council feels supportive of this, this must be recommended to Executive Academic Senate.  This is to implement AP 4020 and to support faculty in modification of the programs.  A list of courses to be deleted should be sent to the curriculum office. The curriculum office would check if any of these courses are part of a program. Checking on honors courses would be good too. Some Honors courses don’t transfer to the UC.  Motion to recommend to senate that this council make it a process to inactivate courses that are not intended to be offered.  C&I recommends that senate authorizes the CS II to work with departments to initiate a proposal to inactivate a course and remove it from programs in which this course is part of with their approval as long as:   * this is the only change * there is documentation on file (example: narrative, department minutes authorizing CS II to make the change, LMI, etc.) * no unit changes to the program * a designated author has been identified by the department   **Approved.**   1. It is still a work in progress. Activity hours are mentioned in AP 4024. This is something that needs clarification. CSUs list activity hours on their course outlines. There is a need to address this matter as courses waiting for EDC review and approval. This matter impacts information listed in the catalog. Roger will send CO formulas, CSU breakdown of activity courses, PCAH, and ASCCC guidance on how to determine lab vs activity. To be continued. 2. Will keep AP 4020 on the agenda. Roger will provide update on status of revision. Roger and senate leadership are reviewing the progress of AP 4000’s related to academic affairs. 3. There is a proposal to move the deadline for courses and programs to reach the curriculum office from May 31st back to December 31st. How will this proposed change impact DLC since courses and DL come together to EDC? It would be helpful to set a deadline for DL forms submission, so faculty are clear when they can start offering DL courses. To be continued. |
| 1. **On Hold/Tabled Items** |  |

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| 2022-23 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2022**  September 13 & 27  October 11 & 25 | November 8 & 22 | **Spring 2023**  March 14 & 28 | April 11 & 25  May 9 & 23 |  |