Curriculum and Instruction Council

October 24, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

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

X Madelyn Arballo*, VP, School of Continuing E*

X George Bradshaw, *Admission & Records*

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

X Jamaika Fowler, *Articulation Officer*

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

Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

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

X Tania Anders, *VP Academic Senate*

Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

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

X Dianne Rowley*, Faculty*

Roger Willis, *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**

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   October 10, 2023 | Approved. |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. Registered Veterinarian Technology Program – Rabies Vaccine Requirement | American Veterinary Medical Association (AVMA) has a vaccination requirement for students handling animals. The requirement was added to the course outline of the affected courses. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. September 26, 2023 3. **Educational Design Committee Minutes**    1. October 10, 2023    2. October 17, 2023 4. **Outcomes Committee Minutes**    1. None 5. **Mapping and Catalog Committee Minute**   None | a. Accepted.  a. Accepted.  b. Accepted. |
| 1. **New Courses**    1. ARTC 286 – Portfolio Preparation    2. ESL GVRP1 – ESL – Grammar and Vocabulary Review A for Beginners (Pre-1)    3. ESL GVRA – ESL – Grammar and Vocabulary Review A    4. ESL GVRB – ESL – Grammar and Vocabulary Review B    5. ESL GVRC – ESL – Grammar and Vocabulary Review C    6. LING 1 – Introduction to Linguistic Analysis    7. LING 5 – Language, Context, and Data    8. LING 6 – Latin and Greek in Modern Language and Science    9. PSYC 1BH – Biological Psychology - Honors    10. VOC CIO1 – Change in Ownership 1    11. VOC CIO2 – Change in Ownership 2    12. VOC DCIS – Digital Citizenship – Internet Safety Course    13. VOC DMB – Digital Media Basics for the Workplace    14. VOC RBT – Registered Behavioral Technician    15. VOC QLT – Artisan Quilting for Retail Sales | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved.  6. Approved.  7. Approved.  8. Approved.  9. Approved.  10. Approved.  11. Approved.  12. Approved.  13. Approved.  14. Approved.  15. Approved. |
| 1. **New and Substantive Program Changes**    1. Criminal Justice    2. Digital Media Specialist    3. ESL – Literacy Level    4. Law Enforcement    5. Manufacturing Foundation    6. Ownership Clerk    7. Registered Behavior Technician | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved.  6. Approved.  7. Approved.  8. Approved. |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines**    1. CUL 108 – Nutrition    2. AHIS 4 - Anthropology/Archaeology    3. AHIS 4H - Anthropology/Archaeology    4. AHIS 10 - Anthropology/Archaeology    5. AHIS 11 - Anthropology/Archaeology    6. AHIS 11H - Anthropology/Archaeology    7. AHIS 12 - Anthropology/Archaeology    8. AHIS 12H - Anthropology/Archaeology    9. AHIS 13 - Anthropology/Archaeology    10. AHIS 14 - Anthropology/Archaeology    11. AHIS 15 - Anthropology/Archaeology    12. ARTC 165 – Graphic Arts | Approved. |
| 1. **Items for Discussion or Action**    1. EDC Goals & Objectives & EDC Purpose and function 2023-2024 – M. Rickard    2. C&I Committee Goals and Objectives 2023-2024 – M. Rickard    3. C&I Committee Purpose & Function 2023-2024 – M. Rickard    4. What do we do when a course author indicates they are not renewing DL in WebCMS? Do we need an official process to remove DL? (Example: ARTC 167)       1. Proposed text for WebCMS: If your course is currently approved for Distance Education and you select no for renewal of distance education approval the course may be put on EDC Agenda for Distance Education inactivation    5. [AP 4021](https://www.mtsac.edu/governance/trustees/apbp/AP4021.pdf) At-Risk Programs and Program Discontinuance – M. Chen, M. Rickard    6. General Education Pattern Review of AA/AS Local Degrees – J. Fowler       1. Ethnic Studies Requirement amended [section 55063](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgovt.westlaw.com%2Fcalregs%2FDocument%2FI43B642004E0E11EDA19AD993669B28BD%3FviewType%3DFullText%26originationContext%3Ddocumenttoc%26transitionType%3DCategoryPageItem%26contextData%3D(sc.Default)&data=05%7C01%7Clcalvillo9%40mtsac.edu%7C3f1ee67c0d364797edd108dbaa4b93c8%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638291013796515668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JAsqG5p%2BZStEWjNC2MxEAkBnD1TZ%2FmRtxAcj6gL8Mfg%3D&reserved=0), subdivision (e), to add ethnic studies as a [sic] additional minimum requirement for the community college associate degree.       2. Math General Education Requirement (no longer competency)    7. Nuventive – C. Jackson | 1. Approved & Approved.  2. Further discussion and clarification of goals three and four. Motion to approve committee goals and objectives 23-24. Approved.  3. Motion to approve C&I committee purpose & function pending edit to committee members. Approved.  4. Action item to modify WebCMS with three bullet points: applying for DL, renewing DL, and discontinuing DL. One example: I do not intend to offer this course via DL. Suggestion to add a sentence about it to AP 4020 and include information about DL in EDC Handbook. Cite AP 4105 as supporting document for course outline and DL amendment form currency. Process: Document in EDC minutes, Carol will be notified, and curriculum specialists will remove in Banner. The office of Instruction Curriculum team will bring suggested language to a future meeting.  5. Malcolm shared examples from Pasadena College, Chaffey College, and Citrus College. The college policies do not have language about additional support for students to complete the discontinued programs. This AP does not include programs that were transitioned from credit to noncredit. Concern that the catalog does not include the options for students. Substitutions are addressed in another AP. AP 4051 on substitutions and equivalencies, if you are consistently substituting a course on a program faculty should consider that the course is added to the program. Discussion for future meeting.  6. hold for future meeting.  7. hold for future meeting. |
| 1. **On Hold/Tabled Items**    1. [BP](https://www.mtsac.edu/governance/trustees/apbp/BP4020.pdf) & [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard    2. [AB 928 – Workgroup Report](file:///\\itfs02\Curriculum\2.%20C&I\C&I%202022-23\2023.04.25\AB%20928%20Workgroup%20Report.pdf) – awaiting statewide recommendation by May 31st |  |

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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 | **Spring 2024**  March 12 & 26 | April 9 & 23  May 7 & 21 |  |