Curriculum and Instruction Council

September 27, 2022 Minutes

3:30 – 5:00 PM

Room 4-2440

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

X 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*

Stacie Nakamatsu, *Mapping and Catalog*

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

Sara Mestas, *VP Academic Senate*

X Jackson, *Outcomes Co-Coordinator*

X Dianne Rowley, *Assistant Curriculum Liaison*

Sylvia Ruano, *Dean of Instruction*   
Om Tripathi, *Faculty*Roger Willis, *Academic Senate President  
Student Representative, Vacant*

**Non-Voting Members**

Irene Pinedo, *Curriculum Specialist II*

Lesley Cheng*, Curriculum Specialist I*

**Guests**

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   September 13, 2022 | Approved |
| 1. **Public Comments** |  |
| 1. **Information** 2. List of Courses Due for 5-year Review 3. List of Not Offered in Two Years (Fall 2020 – Fall 2022) 4. Lab vs Activity Courses | 1 & 2. A memo will be going out per AP 4020 with a message that includes List of Courses Due for 5-yr and Courses not Offered in 2 years in order to inform faculty of courses that must go through the curriculum review process.  3 Sylvia is working in finding the difference between this two methods of instruction. The PCAH is a bit vague. We are putting on hold courses that have laboratory or activity until a clear answer is found to provide clarity and guidance to faculty. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee Minutes** 3. August 23, 2022 4. **Educational Design Committee Minutes** 5. September 13, 2022 6. September 20, 2022 7. **Outcomes Committee Minutes** 8. September 6, 2022 | 1. Accepted 2. . 3. Accepted 4. Accepted 5. . 6. Accepted |
| 1. **New Courses** 2. CMGT 130 – Construction Planning and Management 3. CMGT 140 – Construction Control 4. CMGT 150 – Construction Operations 5. ESL CULTR - ESL – American Culture Through Media for English Language Learners 6. ESL PRONP1 - ESL – Pronunciation A for Beginners (Pre-1) 7. ESL WRTFDN - ESL – Writing Foundations 8. ESL READP1 - ESL – Reading A for Beginners (Pre-1) 9. ESL SPKFDN - ESL – Speaking Foundations 10. VOC VN1 – Vocational Nursing 1 11. VOC VN2 – Vocational Nursing 2 12. VOC VN3 – Vocational Nursing 3 | 1. Approved 2. Approved 3. Approved 4. Approved 5. Approved 6. Approved 7. Approved 8. Approved 9. Approved 10. Approved 11. Approved |
| 1. **New and Substantive Program Changes** 2. Vocational Nursing | 1. Approved |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action** 2. Catalog Production Timeline – M. Rickard, J. Fowler, and M. Chen 3. [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen | 1. Malcolm presented a visual timeline of the curriculum process. Catalog was finished late after the fall semester started. It is the goal of the Office of Instruction to have it ready in time (July 1st) The deadline submission for courses and program maybe moved up in order to get catalog ready in a timely manner as we expect to get more and more new curriculum coming. Malcolm will share the timeline document with this council for feedback. Any adjustments will be communicated to faculty so they can be prepared.   There will be curriculum-training session in October. It will be shared out broadly through campus. Members of the Outcome committee are also invited.  **This discussion will be continued next week.**   1. This topic was not discussed due to time constrains. |
| 1. **On Hold/Tabled Items** 2. ETHS 10 History of Theater Arts (Area F) |  |

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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 |  |