Curriculum and Instruction Council

March 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*

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*

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*

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

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

X Jimmy Tamayo, *Faculty*

**Non-Voting Members**

X Irene Pinedo, *Curriculum Specialist II*

*X Lannibeth Calvillo, Curriculum Specialist II*

X Lesley Cheng*, Curriculum Specialist I*

**Guests**

X Ann Walker, Curriculum Co-Liaison

X Pauline Swartz, Curriculum Co-Liaison

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**

March 14, 2023March 28, 2023 | Approved. (2 abstention)Approved. |
| 1. **Public Comments**
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| 1. **Agenda Check**
 | Approved agenda with flexibility. |
| 1. **Information**
	1. [PCAH **8th** Edition](https://www.cccco.edu/-/media/CCCCO-Website/docs/handbook/program-course-approval-handbook-8th-edition.pdf?la=en&hash=ACB8BD54D5D41C84946997A66D5451FA0B5F4109) available
 | The Chancellor’s office has released the 8th edition of the PCAH. A direct link will be available on the EDC and C&I webpage. |
| 1. **Acceptance of Minutes**
2. **Distance Learning Committee**
3. February 28, 2023
4. **Educational Design Committee Minutes**
5. March 14, 2023
6. March 21, 2023
7. March 28, 2023
8. **Outcomes Committee Minutes**
9. March 7, 2023
10. **Mapping and Catalog Committee Minute**
11. February 28, 2023
 | 1. Approved.
2. Approved.
3. Approved.
4. Approved.
5. Approved.
6. Approved.
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| 1. **New Courses**
2. BS TE – Topics in Engineering
3. BUSA 63 – External Auditing
4. BUSA 64 – Specialized Accounting Topics
5. CUL 113 – Commercial Food Production
6. CUL 121 – American Regional Cuisine
7. CUL 125 – Food Service Entrepreneurship
8. MATH 105 – Mathematical Concepts for Elementary School Teachers
9. MATH 135 – Precalculus Algebra
10. MATH 170 – Precalculus and Trigonometry
 | 1. Approved.
2. Approved.
3. Approved.
4. Approved.
5. Approved.
6. Approved.
7. Approved.
8. Approved.
9. Approved.
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| 1. **New and Substantive Program Changes**
2. Baking and Pastry Advanced Certificate
3. Culinary Arts – Level II Certificate
 | 1. Approved.
2. Approved.
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| 1. **New Stand-alone courses**
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| 1. **Course Disciplines**
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| 1. **Items for Discussion or Action**
2. Understanding implementation of AB 1705 – M. Rickard
3. [AP 4050 Articulation](file:///%5C%5Citfs02%5CCurriculum%5C2.%20C%26I%5CC%26I%202022-23%5C2023.03.28%5CAP%204050%20in%20On%20Base%2011-3-2015%20Articulation.docx) – M. Rickard, S. Mestas
4. Process to document removal of DL (ex: MUSA 250) – M. Rickard
5. DL forms older than two years – M. Rickard
6. [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard
 | 1. The chancellor’s office sent out guidelines on the implementation of AB 1705. The committee reviewed the guidelines and our progress in meeting them. The guidelines are well intended but have unintended consequences for certain populations of students. One specific point that is laid out in the guidelines is high school math for math competency for non-transferable associate degrees, which says that students can satisfy math competency by earning a ‘C’ or better in a math course at or above intermediate algebra in high school. Another consideration is not being able to require students to retake math courses they have already completed. This can be problematic for students that passed non-AP level math courses. They will complete the local math competency but may be short in units to transfer or requirements for a STEM certificate or degree. We need to develop a process to collect this information and how to best advise students. This information will need to be put in the catalog effective fall 2023. The guidelines will be referred to the assessment and matriculation committee to figure out next steps.
2. AP 4050 was last updated in 2015. It looks like there was a draft with revisions that made it through Academic Senate but did not make it through the whole process. Sara now has a better understanding of what needs to be done to have the AP updated. C&I re-reviewed the document with proposed changes and agreed that the draft should move forward to PAC and senate, so the website reflects this version. Motion to accept the changes made in 2016 for AB 4050. Approved.
3. Courses are coming through curriculum and faculty are electing to not renew distance learning (DL). Do we have a process to remove the DL addendum? We need to create a process while we wait for DL to be tracked through WebCMS.
	1. WebCMS DL questions will be updated to ask faculty if they are renewing DL addendum. If faculty select no, a pop-up message will appear notifying faculty that the DL form will be removed, and the course can no longer be scheduled online.
	2. We will request a report from Pedro that shows any course that currently has a DL but will not renew the DL. The report will be used to update the list of active DLs on the approved DL amendments forms webpage and Banner.
4. Discussion item for the next meeting.
5. Discussion item for the next meeting.
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| 1. **On Hold/Tabled Items**
2. Curriculum Submission Deadline – M. Rickard
3. AP 4024 Units-to-Contact-Hour Relationship – M. Rickard
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| 2022-23 Meetings3:30-5:00PM2nd & 4th Tuesdays | **Fall 2022**September 13 & 27October 11 & 25 | November 8 & 22  | **Spring 2023**March 14 & 28 | April 11 & 25 May 9 & 23 |  |