Curriculum and Instruction Council

October 10, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

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

Madelyn Arballo*, VP, 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 Tania Anders, *VP Academic Senate*

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

Sylvia Ruano, *Dean of Instruction*

X Dianne Rowley*, Faculty*

X 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**

X Lisa Morales, Math Faculty

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**
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| 1. **Public Comments**
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| 1. **Agenda Check**
 | Approved with flexibility. |
| 1. **Information**
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| 1. **Acceptance of Minutes**
2. **Distance Learning Committee**
	1. September 12, 2023
3. **Educational Design Committee Minutes**
	1. September 26, 2023
	2. October 03, 2023
4. **Outcomes Committee Minutes**
	1. September 19, 2023
5. **Mapping and Catalog Committee Minute**

None | 1. Accepted
2. Accepted
3. Accepted
4. Accepted
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| 1. **New Courses**
	1. ARTC 298 – Work Experience in Studio13
	2. FCS 61 – Housing in Global Perspectives
	3. FCS 70 – Financial Counseling
	4. JAPN 50 – The Art of Kanji
 | 1. Approved2. Approved3. Approved4. Approved |
| 1. **New and Substantive Program Changes**
	1. Child and Adolescent Development AA-T
	2. Consumer Affairs AS
	3. Consumer Affairs – Accredited Financial Counselor Certificate
 | 1. Approved2. Approved3. Approved |
| 1. **New Stand-alone courses**
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| 1. **Course Disciplines**
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| 1. **Items for Discussion or Action**
	1. C&I Committee Goals and Objectives 2023-2024 – M. Rickard
	2. C&I Committee Purpose & Function 2023-2024 – M. Rickard
	3. EDC Goals & Objectives & EDC Purpose and 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) – M. Rickard
		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. Nuventive – C. Jackson
	6. [BP 4100](https://www.mtsac.edu/governance/trustees/apbp/BP4100.pdf) Graduation Requirements for Degree and Certificates – M. Chen, M. Rickard
	7. [AP 4021](https://www.mtsac.edu/governance/trustees/apbp/AP4021.pdf) At-Risk Programs and Program Discontinuance – M. Chen, M. Rickard
	8. 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.
			1. Effective date: October 20, 2022.
		2. Math General Education Requirement (no longer competency)
 |  1. Discussion of C&I goals and objectives. The committee wants to highlight the work of the Equity Minded Curriculum Convening that is being done involving [equity minded curriculum](https://www.mtsac.edu/pod/equity_minded_curriculum_convening.html). Include a goal that supports review of our current curriculum management system/curriculum process. Invite other interested groups such as the Academic Senate and the Information Technology Advisory Committee. Suggestion to add a goal about updating DL form and creating a process. Discussion will be continued at a future meeting.
2. Discussion of committee purpose and functions started. The conversation will continue at a future meeting.
3. Recommendation to add the word sustainability to goal 4. “address equity and sustainability.” Feedback will be sent back to EDC.
4. Hold for next meeting.
5. Faculty currently only enter quantitative data for SLO assessments. The committee is creating qualitative questions to collect information that faculty can reflect on when assessing the course. The committee is also working on an update in Nuventive that will make it easier for faculty to access the previous years’ action steps. The mockup should be available soon. They are still working on canvas communicating with Nuventive. Outcomes committee will provide training in early 2024. This can be a standing item on the agenda for updates.
6. The bold underlined text in the document shared with the committee was provided by the President’s Office in Spring 2023. The Board Policy needs to be updated to align with the updates that were made to the administrative policy. Last year, the committee was not sure that they wanted to recommend strict language about unit residency requirements and competency. The curriculum team found that the suggested updates are in line with the language that is in title 5. Motion to approve BP 4100 with the edits that include title 5 language. Approved.
7. AP 4021 is referenced in our ISER for standard 2 A15. A question was brought to the curriculum team about the language included in AP 4021 regarding the support that is provided to students and faculty in programs that are at-risk for discontinuance. The curriculum team will bring examples of language used at other colleges for this AP and the committee will discuss and decide if they want to add any additional language to the AP.
8. Hold for future meeting.
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| 1. **On Hold/Tabled Items**
	1. [AB 928 – Workgroup Report](file:///%5C%5Citfs02%5CCurriculum%5C2.%20C%26I%5CC%26I%202022-23%5C2023.04.25%5CAB%20928%20Workgroup%20Report.pdf) – awaiting statewide recommendation by May 31st
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| 2023-24 Meetings3:30-5:00PM2nd & 4th Tuesdays | **Fall 2023**September 12 & 26October 10 & 24 | November 14 & 28  | **Spring 2024**March 12 & 26 | April 9 & 23 May 7 & 21 |  |