Curriculum and Instruction Council

September 24, 2024 Minutes

3:30 – 5:00 PM

Room 4-2440

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

X 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 Monika Chavez, *Library*

X Catherine McKee, *DL Coordinator*

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

X Roger Willis, Academic Senate Co-VP

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*

X Dianne Rowley*, Faculty*

X Tania Anders, *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:**   September 10, 2024 | Approved. |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. AB 1111 Common Course Numbering (CCN) – M. Rickard       1. [6 Course Templates](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/course-outline-of-records-submission)       2. Recommended Action for Affected Courses and Programs    2. AB 928 Implementation: Next Steps – M. Rickard & M. Chen       1. Reference materials:          1. [AB 928](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB928)          2. [ADT compliance](https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/ess23-44adt-calgetccurriculumsubmission-a11y.pdf?la=en&hash=0D996741E6228178A1FFE60B66A35232CFAE9228)          3. Implementation of Revisions to Associate Degree Regulations    3. Title 5 General Education Workgroup – M. Rickard    4. Curriculum Fall Fest – M. Rickard    5. Malcolm Rickard will visit divisions regarding curriculum | 1. The 5 departments with the 13 courses have started their proposals. The batch approval from C&I last meeting did not make it to senate last week but senate executive is meeting to approve the proposal. Malcolm will present to C&I. Roger shared about the meeting Kelly had with all of the affected departments last week. Tania suggested having recommendations for the next phases from phase 1 group.  2. EDC reviewed and approved all of the ADTs that were on agenda today. Deadline to submit is June 1st. Jamaika thinks we are in an excellent position. There are a few departments that are wrapping up the work to their ADTs. There are a few courses that are connected to the ADTs that need to be reviewed in ADT. 5 ADTs are left that still need to be reviewed. Meghan acknowledged the work of all the chairs, faculty, and Jamaika in getting the ADTs ready for EDC review. Tania asked if we could invite the assistant articulation officer to C&I.  3. The group met and started developing survey questions. Discussed how title 5 changes may impact the GE philosophy statement in the catalog. There are three dates that are on hold to host town halls: Friday, October 25 (9-1 pm), Thursday, November 7 (2-4:30 pm), and Friday, November 15th. The group agreed that it would be good to give a brief presentation to give the participants context of why we are having the conversations and to include guided questions so dialogue can happen between groups. The workgroup is meeting every week. The goal is to create a flyer and send it out so people have at least two weeks’ notice to attend the town halls.  4. Fall fest dates are in the POD calendar for the second half of October.  5. Malcolm will be visiting divisions to answer curriculum questions and inform on changes to processes (example: DL process). Tania suggested planning something for the February flex day. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. August 27, 2024 3. **Educational Design Committee Minutes**    1. September 3, 2024    2. September 10, 2024    3. September 17, 2024    4. September 24, 2024 4. **Outcomes Committee Minutes**    1. September 3, 2024 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted  a. Accepted  b. Accepted  c. Accepted.  d. Accepted.  a. Accepted. |
| 1. **New Courses**    1. VOC NCLXP – NCLEX-PN Preparation | 1. Approved. |
| 1. **New and Substantive Program Changes**    1. Communication Studies 2.0 AA-T | 1. Approved. |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. Additional C&I Meetings – M. Rickard & M. Chen    2. DL Process Alignment – M. Rickard    3. Equity-Minded Curriculum – Inclusive Language – M. Rickard | 1. There is a lot that must be done this term. One proposal is to use the 5th Tuesday in October to meet. Another option is to add another meeting in November. Another option is to extend an existing meeting to a larger time block. The Council agreed to hold the time for the 5th Tuesday of October. Meghan will check if the room is available. The Council may only meet for an hour.  2. Malcolm shared the current process faculty go through to apply for DL. The new form was updated last spring, submitted to a Smartsheet, reviewed by the DL committee, and the course was approved. More classes are now approved for DL due to the pandemic. The DL form was also recently simplified and put into WebCMS as a supplemental form. Having the DL processes work outside of the other components of the course doesn’t really work because it’s hard to synchronize at the end. One of the downsides of having the DL form embedded into WebCMS is that it will be processed as the same time as the course. Faculty will only be able to submit the DL form by the May 31st curriculum deadline. The old processes (the Smartsheet) will need to be turned off and the faculty will need to be informed that they will need to plan for DL submissions. The DL committee supports synchronizing the DL process to the curriculum process. Reminder that senate already approved incorporating the DL form into WebCMS and the second part now is inactivating the old system. Emphasize that this will simplify the process for faculty and department chairs. Malcolm and Meghan are working on documentation. motion to accept the DLC proposal to shift to WebCMS as the only way to submit DLs. Approved. The plan is to turn off the Smartsheet by the end of the Fall 2024 semester. Faculty that already submitted the DL forms via the Smartsheet will have their original submission honored. Include clarification on what information Is needed in department minutes about DL modality for courses.  We still need to develop guiding language. It was easy to make changes for one department with their approval, but we could not make changes throughout the catalog without the awareness of faculty. What are the methods to support that awareness? How do we help departments become aware of inclusive language? How do we bring this forward? We need a more systematic approach. Tania suggested that this information could be shared through the DEISA+ Council as a recommendation from C&I. Discussions on what committees could be consolidated or what committees could create a taskforce or workgroup to complete a specific task and provide recommendations. We also need to consider thinking of inclusive language in terms of curriculum vs other text (APs/BPs). We need to determine if there a subgroup of C&I would lead the group and invite discipline experts from other areas. Tania suggested including blurbs in WebCMS to suggest to faculty that they use inclusive language. |
| 1. **On Hold/Tabled Items**    1. Programmatic Admissions Process – M. Chen |  |

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| 2024-25 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2024**  September 10 & 24  October 8 & 22 | November 12 & 26  December 9 *(tentative)* | **Spring 2025**  March 11 & 25 | April 8 & 22  May 13 & 27 |  |