Curriculum and Instruction Council

November 12, 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*

Roger Willis, Academic Senate Co-VP

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

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:** |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information**    1. Town Hall Attendance and [Survey](https://mtsac.co1.qualtrics.com/jfe/form/SV_6nzc5culni4P47c) and Participation | Share the survey with other faculty and students. Less than 30 people attended the two town halls. The last town hall is on Friday, and it is remote. Please attend if you are free. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. October 08, 2024 3. **Educational Design Committee Minutes**    1. October 29, 2024    2. November 5, 2024    3. November 12, 2024 4. **Outcomes Committee Minutes**    1. October 15, 2024 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted.  a. Accepted.  b. Accepted.  c. Accepted.  a. Accepted. |
| 1. **New Courses**    1. SOC 10 - Contemporary Issues in Social Work | Pending author addressing C&I feedback on measurable objectives and textbooks. |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. December 10th C&I Meeting – M. Rickard    2. C&I Purpose and Function 2024-25 – M. Rickard    3. C&I Goals and Objectives 2024-25 – M. Rickard    4. Brown Act Committees and Groups – T. Anders    5. EMCC Update and Winter Conference (February 7, 2025) – P. Swartz | 1. Malcolm asked members to confirm if they would be able to attend a C&I meeting on December 10th. There would be quorum if the meeting is necessary. Meghan will send out an Outlook invitation to hold the time on everyone’s calendar.  2. The Council reviewed and made edits to the draft of the purpose and function statement. Malcolm reviewed and confirmed the membership. Further clarification for number five under the function section is needed. Tabled for next meeting.  3. Malcolm will send out the draft of the goals and objectives to the council for feedback. To be discussed at a future meeting.  4. Campus leadership was given a legal opinion on what groups should be following the Brown Act. Their recommendation is that all committees and councils formed by Academic Senate follow the Brown Act. Tania thinks this is a good time to look at the work that is being done and the best way to ensure senate work is done efficiently. Changing the names from committees to workgroups is not enough. There are a few rules: the number of members in the workgroup must be less than quorum and the committee may only be made up of faculty. There needs to be more research and creative thinking. Need to consider accessibility, available meeting spaces, technology, and scheduling times. Dr. Garcia has approved an extension until April 1,2025.  5. Reflect, Review, and Revise Colloquium is taking place on February 7th from 9-5 pm at the Summit Center. There will be a speaker and breakout sessions during the second half of the day. Faculty will get compensated for presenting and attending. Call out for presenters will be sent out soon. |
| 1. **On Hold/Tabled Items**    1. Programmatic Admissions Process – M. Chen    2. Equity-Minded Curriculum – Inclusive Language – M. Rickard    3. EDC Purpose and Function 2024-25 |  |

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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 10 *(tentative)* | **Spring 2025**  March 11 & 25 | April 8 & 22  May 13 & 27 |  |