Curriculum and Instruction Council

December 10, 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*

Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

Roger Willis, Academic Senate Co-VP

Christopher Jackson, *Outcomes Co-Coordinator*

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:** |  |
| 1. **Public Comments** | Catherine shared that the requirements to meet SPOT certification will be updated effective July 1, 2025. |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. November 12, 2024 3. **Educational Design Committee Minutes**    1. December 3, 2024 4. **Outcomes Committee Minutes**    1. None 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted.  a. Accepted. |
| 1. **New Courses**    1. SOC 10 - Contemporary Issues in Social Work | Approved. |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. Local associate degree GE Report to Senate – 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 Update – T. Anders    5. EDC Purpose and Function 2024-25    6. Programmatic Admissions Process – M. Chen    7. Department Minute Gaps and Implications – M. Rickard       1. [Resources](https://www.mtsac.edu/governance/committees/eddesign/documents.html) | 1. Malcolm presented the results from the survey and town halls to senate last week. The report presented four options 1) no changes 2) expanding the extra area to incorporate lifelong learning, physical well-being, language besides English, and American institutions (with flexibility). 3) Align with Cal-GETC 4) aligning with title 5. The second option was the most popular among senate. Some of the feedback was that there was not enough time to reflect and that there were more available options than the four that were presented. We haven’t been able to collect any input from students yet. The council reviewed the memo that was sent on February 1, 2024, to determine what we are required to meet. Meghan suggested that the workgroup review the memo and make sure that each piece is addressed or come up with a plan to how it will be addressed in the future. There will no longer be a reading competency effective fall 2025. It needs to be shared and sent forward to senate as an information item. The learning assistance department is aware of this change. C&I recommended the formation of two work groups: Group 1) unpack and synthesis the CO guidelines (from this there could be a discussion about the units) Group 2) update the philosophy statement to align with the existing local GE requirements approved last year. Both workgroups will share recommendations at the first meeting of C&I in March. Group 1 members: Dianne, Sylvia, and Malcolm. Group 2 members: Tania, Pauline, Jamaika, and other faculty as needed.  2. C&I reviewed the updated draft of the purpose and function. Council members provided feedback. Motion to approve the C&I Purpose and Function 2024-25. Approved.  3. C&I reviewed the goals and objectives document for 2024-25. Meghan suggested to include a goal about ‘review and recommend actions to comply with legislative/regulatory changes impacting curriculum.’ Motion to approve the C&I goals and objectives 2024-25. Approved.  4. Tania shared that the attorney that provided the guidance for Brown Act will be joining the senate executive meeting on Thursday. Tania sent questions ahead of time, one of them specifically about the technology needs for EDC.  5. hold for next meeting.  6. hold for next meeting.  7. hold for next meeting. |
| 1. **On Hold/Tabled Items**    1. Equity-Minded Curriculum – Inclusive Language – M. Rickard |  |

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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 |  |