



MAPPING & CATALOG COMMITTEE

March 09, 2021 Minutes

9:00 – 10:30 AM

Via Zoom Meeting

Voting Members

- X Shiloh Blacksher, *GPS Instruction Coordinator*
- X Jody Fernando, *Noncredit Manager*
- Jamaika Fowler, *Articulation Officer*
- X Patricia Maestro, *Mapping Coordinator, Co-Chair*
- X Sara Mestas, *GPS Counseling Coordinator*
- X Michael Ngo, *School of Continuing Education Mapping Coordinator*
- X Michelle Sampat, *Associate Dean of Instructional Services, Co-Chair*
- X Dejah Swingle, *Director, Strong Workforce Initiatives*
- X Becky Wang, *Evaluator, Admission & Records*

- X Marcell Gilmore, *Research & Institutional Effectiveness*
- Sunil Thankamushy, *Arts Faculty*
- X Anthony Henry, *Business Faculty*
- Barbara Mezaki, *Humanities & Social Sciences Faculty*
- X Robert Purcell, *Kinesiology, Athletics, & Dance Faculty*
- Vacant, *Library & Learning Resources Faculty*
- Vacant, *Natural Sciences Faculty*
- Lorena Velasquez, *School of Continuing Ed Faculty*
- Vacant, *Technology & Health Faculty*
- Vacant, *Student Representative*

Non-Voting Members

- X Matt Bidart, *Information Technology Representative*
- Lesley Cheng, *Noncredit Curriculum Specialist I*
- Reyna Casas, *Curriculum Specialist I*
- John Lewallen, *Marketing Designee*
- Guests**
- Kristina Allende, *Curriculum Liaison*
- Dianne Rowley, *Assistant Curriculum Liaison*
- X Pedro Suarez, *Instruction Business Analyst*
- X Eric Turner, *Assistant Director, Web and Portal Services*

<u>Meeting Agenda</u>	<u>Outcomes</u>
I. Welcome and Land Acknowledgement	I would like to take a moment to acknowledge that Mt. SAC is geographically situated on the traditional lands of the native, indigenous peoples whose land was taken from them. I ask you to join me in acknowledging their community, their elders both past and present, as well as future generations. May we strive to honor the land and the people who have stewarded it throughout the generations.
II. Approve Minutes a. November 24, 2020	Approved
III. Announcements	Sara and Patricia have submitted CSU IGETC Certificates of Achievements to EDC and they have been official passed. Today, they will be provided to C & I today for approval. Students will be able to earn Certificates and Achievements for their CSU IGETC Gen Ed and now, students will be able to receive acknowledgement directly, once they've completed the first half of their Bachelor's degree at the Mt SAC.
IV. Mapping & Catalog Website – Matt Bidart (10 min) https://www.mtsac.edu/governance/committees/mapping/	Matt shared his screen to allow the committee to view the new updates for the MCC website.
V. Noncredit Website – Michael Ngo (10 min) https://www.mtsac.edu/guided-pathways/index3.html	Matt shared his screen to allow the committee to view the vocational website and its links. Michael adds information in a SmartSheet and Matt takes that information and uploads it on the Noncredit website. Matt will assist Michael in revising the transitional pages. Here are the two webpages Matt and Michael have and will continue to work on: https://www.mtsac.edu/guided-pathways/design-programs2.html https://www.mtsac.edu/guided-pathways/index3.html

<p>VI. Student Communication Guides – Patricia Maestro (10 min)</p>	<ul style="list-style-type: none"> • Patricia developed guides based off of the catalog information to help students better understand and process their graduation and certificates application. It highlights career clusters versus degrees and provides the guided pathways maps and additional resources. The second page of guide is “How to Get Started”. She shared her screen to allow the committee to review the guides. • Patricia created the following guides: Certificates, AST, Transfers and Associate’s for Arts and Science. It provides an opportunity for the student to review career paths and the steps needed to take towards their educational goals. • Patricia would like the support of this committee to Spotlight a program. She is recruiting faculty and would like to capture program information and provide to students. • Michelle suggested using the marquee to market the spotlight programs. • Shiloh recommends streamlining this process and Michelle suggested creating a form. • Tony suggested to begin with individuals in this committee first, to provide a program, certificate and degree to highlight and the committee liked his suggestion. • Dejah requested to have these guides provided on the Career Ed website. • These guides not only will provide information to students, but would also assist faculty, so they are aware of the programs and the new processes regarding transfer, graduation and certificate applications. • Matt and Patricia will work together on converting these guides from pdf files to the MCC website and will provide an update at our next meeting. • The first member of the committee to request spotlighting their program is Shiloh Blacksher.
<p>VII. New and Modified Maps – Patricia Maestro & Pedro Suarez (30 min)</p>	<ul style="list-style-type: none"> • Pedro shares his screen to provide a diagram of the Mapping and Catalog Design Process. This diagram will provide the steps of the design process to ensure the curriculum information is provided to students in a timely manner. • Pedro explained the curriculum design process and how it flows through the catalog and schedule. • Patricia would like the group to provide timeframes to help ensure this information is promptly available to students. • May 31st deadline is what makes it to catalog for Fall 2022. Example: if submitted for 2021, will potentially be approved Fall 2022. • The Instruction Office is responsible for catalog and curriculum. Our goal is to have the catalog completed (published) by mid-June of this year with online pdf to be available for Fall 2021. • A&R scribing is typically completed by September of each year and the GPS maps are posted online by October of each year. • A&R is currently trying to scribe the courses, but IT is having upgrading and A&R doesn’t have access right now. IT is

	<p>trying to figure out why there is no access, so these courses have not scribed. But typically they are scribed right away.</p> <ul style="list-style-type: none"> • Office of Instruction has a goal to have the Winter Addendum built and completed into the catalog by January, the first week when we return to campus from holiday break. • Michelle suggests having a draft built and ready to go contingent upon publication and the committee should discuss when it's okay to publish these maps. Once we have the approval from everyone, then we can publish these maps. • A&R scribing and mapping can be posted as long as it's in pre-program banner. 				
<p>VIII. Goals & Scale of Adoptions – Patricia Maestro, Shiloh Blacksher, Sara Mestas & Michael Ngo</p> <p>https://mtsac0-my.sharepoint.com/:w:/g/personal/sblacksher_mtsac_edu/EduWjrcqQHVIiS0dfPmLlIEBn-sU_qgf4tAcXWbKTifKvQ</p>	<ul style="list-style-type: none"> • All responses submitted to SOA survey (about 100 responses) were compiled into a draft for future goals. Shiloh and Sara provided the draft by sharing screen, so the committee can add edits and suggestions to the draft. • The committee added spotlighting and creating guides to the goals. Pillar 1 section on the SOAA draft is closely related to our committee (MCC). Patricia suggested a MCC goal, which is to evaluate how students' progress through program maps and utilize the catalog, and make recommendations related to the research. • Sara suggests to survey students and faculty to get their honest feedback regarding the GPS maps. 				
<p>IX. Other</p>	<p>None</p>				
<p>2020-21 Meetings 9:00-10:30AM 2nd & 4th Tuesdays</p>	<p>Fall 2020 September 8 & 22 October 13, 27</p>	<p><u>November 10 & 24</u></p>	<p>Spring 2021 March 9 & 23</p>	<p><u>April 13 & 27</u> <u>May 11 & 25</u></p>	<p><u>June 8</u></p>