MAPPING & CATALOG COMMITTEE

October 27, 2020 Minutes
9:00 – 10:30 AM
Via Zoom Meeting

Voting Members
X Shiloh Blacksher, *GPS Instruction Coordinator*
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*
Sunil Thankamushy, *Arts Faculty*
X Anthony Henry, *Business Faculty*
Vacant, *Humanities & Social Sciences Faculty*
X Robert Purcell, *Kinesiology, Athletics, & Dance Faculty*
Vacant, *Library & Learning Resources Faculty*
Vacant, *Natural Sciences Faculty*
X Lorena Velasquez, *School of Continuing Ed Faculty*
Vacant, *Technology & Health Faculty*
Vacant, *Student Representative*
Non-Voting Members

X Matt Bidart, *Information Technology Representative*
X Lesley Cheng, *Noncredit Curriculum Specialist I*
X Marcell Gilmore, *Research & Institutional Effectiveness*
X 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*

Meeting Agenda	Outcomes
I. Welcome and Land Acknowledgement – Patricia Maestro	I would like to take a moment to acknowledge that we are on Tongva land and recognize them as the traditional caretakers of Tovaangar (the Los Angeles Basin, So. Channel Islands), what we now call home. We would also like to pay our respects to the Honuukvetam (Ancestors), Ahiihirom (Elders), and Eyoohiinkem (relatives/relations) past, present and emerging.
II. Approve Minutes a. October 13, 2020	Approved
III. Announcements	None
IV. Catalog and Mapping Process – Patricia Maestro & Michelle Sampat a. Overview b. Next steps…	A. Overview • Faculty members on the committee provided steps on how they build new classes/curriculum. • Curriculum staff shared their approval workflow process with checks and balances. Curriculum is approved through EDC and C&I and then provided to Board of Trustees for final approval. • Once received from Chancellor's Office after Board, curriculum staff, Irene and Lesley build programs in Banner. Lesley and Reyna edit programs and enter information into the catalog around April/May. • Lesley and Reyna build a January Addendum for winter term. • Once the catalog is released to the public, Becky from Admissions will review the online catalog and work with IT to scribe programs by September. • GP Mappers receive information for maps by September/October.

	• Patricia reviews the changes on Smartsheet provided by Pedro in IT, identifies them, and builds a map. Patricia works with faculty to enhance the map for publishing and will work with Matt to ensure changes and updates are reflected on the website. • Allen works with DegreeWorks. He runs a script and creates a file that Matt will upload to IT server. This publishes the map for users' viewing. Here is a link for Matt's process: https://www.mtsac.edu/gps/resources/3CBG_CISOA_4CUG_2019_Presentation-Final.pptx • Permanent links are added, but links that continually change are not added to maps. B. Next Steps • How are we best collaborating? Where does mapping fall, and what is the best process? Committee is encouraged to think about these questions and will discuss at a future meeting. • Tony states it requires faculty to carefully review the steps and study them. Attention to detail is needed to ensure students are provided accurate information and will cease problems and errors in the future. • Long term goal – to use mapping process in line with curriculum and to be more proactive. • Patricia will provide an article about transfer and mapping to the committee today.

V.   Committee Website – Patricia Maestro
    a.   Purpose, Function, and Membership
    b.   Agenda
    c.   Minutes
    d.   Announcements
    e.   Links: What to include?
	• The group reviewed other Academic Senate committee websites to gain ideas on how we'd like to construct our Committee Website. The committee likes the current items for website: PFM, Agenda, Minutes, Announcements and Links.
	• Sara suggested having website link to the catalog and maps. As well as, inserting the curriculum process and Matt's process PowerPoint onto the webpage. Shiloh suggested having handouts on best practices for making a map, references, flow chart on the mapping process, infographics and information on how mapping and templates work.
	• Patricia will work with Matt and will provide a draft at the next meeting. Eric will provide Matt with the link of where the webpage will live.

VI. Catalog Mapping Tab – Pedro Suarez	• The Initiative is to integrate DegreeWorks maps as an additional tab to ensure the webpage is a "one pit stop" for users. • With the new process, any updates from Counselors in templates will be automatically changed in Courseleaf and added to maps. Currently, the links have to be fixed manually. The new process will solve this.

	• Pending download for "test environment" and implementing this in our testing environment to ensure it's what is needed and wanted. Once approved, it will be implemented, hopefully by Spring 2021. If not by Spring 2021, then by Fall 2021. • Catalog Map tab needs language that states this is not part of the catalog. Patricia provided the current language from the mapping page: Looking for guidance? A counselor can help. Guided Pathways Logo This Guided Pathways for Success (GPS) is a suggested sequence of coursework needed for program completion. It is not an official educational plan. Schedule an appointment with a counselor or advisor as soon as possible to create an individualized Mountie Academic Plan (MAP) specific to your goals and needs. • Dejah would like to add: "It is not an official educational plan or a guarantee of availability of courses in a specific semester." • Patricia would like this statement to be added to the links. • The group shared their thoughts regarding the GPS statement. Tony recommended working on the language to revise the statement and is willing to draft a statement. • Committee called a vote to recommend to work with Courseleaf to make the catalog updates and the call to vote was approved by committee.
VII. Program Matching Tool – Patricia Maestro	• Patricia would like to discuss notifications and DCE – Incorporating Career Coach and career items into the maps and GPS website will be addressed at a future meeting. Also, the committee will revisit the business process and insert mapping timelines into the curriculum process. The committee discussed how to get faculty to look at their maps yearly and diligently.
VIII. Online Map Update – Patricia Maestro	Postponed to next meeting
IX. Noncredit Map Update – Michael Ngo	Postponed to next meeting
X. Other	None