



MAPPING & CATALOG COMMITTEE

May 25, 2021 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*

X Marcell Gilmore, *Research & Institutional Effectiveness*
 Sunil Thankamushy, *Arts Faculty*
 Anthony Henry, *Business Faculty*
 X 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*
 X Lesley Cheng, *Noncredit Curriculum Specialist I*
 X Reyna Casas, *Curriculum Specialist I*
 John Lewallen, *Marketing Designee*
Guests
 Kristina Allende, *Curriculum Liaison*
 X Caron Gomes, *Systems Analyst/Programmer*
 Dianne Rowley, *Assistant Curriculum Liaison*
 Cristina Springfield, *Librarian*
 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 – Patricia Maestro	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. May 11, 2021	Approved
III.	Announcements a.) ADT Podcast Update b.) New Members	a.) Second Podcast Batch will go out early fall semester. Content expert writing career, transfer and salary information for AST and AAT. May not have any reporting in June but there will be podcasts in July, August and September. If not one signs up by June 1st, then it will be cancelled until July. b.) Caron Gomes introduced herself and Eugene Mahmoud was mentioned as new member and will be introduced at first meeting in fall.
IV.	Recap of What We Learned from Exercise – Patricia Maestro	<u>Recommendations:</u> <ul style="list-style-type: none"> No GPS Maps and “How to Guides” on our website; they need to be added. ESL/Noncredit website has overload of info; may need to be condensed. Continuing Ed needs to be more visible and easier to locate on the Mt. SAC website.

	<ul style="list-style-type: none"> • P. Maestro will present to Student Services and at the Counseling Division meeting in fall, asking these departments what can be done to improve website. • How can we incorporate equity on our webpage? And how do we present this mapping information to be more visible for all students? This will be explored for next year, beginning in fall.
V. Demo: Maps in the Catalog – Pedro Suarez	Will be discussed at next meeting in Fall.
VI. Next Steps – Shiloh Blacksher	<p>Our current websites aren't user friendly and don't provide needed information, but committee hopes that faculty can revamp websites.</p> <p><u>Feedback/Recommendations:</u></p> <ul style="list-style-type: none"> • Committee can create a menu of templates (mock ups) for faculty to use for their websites to ensure needed information is provided for program. • Apply for mini grant to provide faculty with an opportunity to work on their website for additional pay. • Create focus groups with students to see which website they prefer. • Have the expert do complete template "with" faculty! Then a faculty member in the department can maintain the website. They can maintain the web page as their "service to the college". • Timing is important. Provide information in early August, so it's completed before fall semester. • Have a standing Flex day session. • Use a mini-grant to hire a 1-year at 50% expert, pay an existing person, or a student. • Have Jacinta at overtime, who can help with training. • Help streamline process and create a timeline. • Matt, Jacinta, Dejah, Eric, Michelle and Patricia will meet in June to write up mini grant application. Ask Marcell for his feedback following meeting. <p><u>Issues:</u></p> <ul style="list-style-type: none"> • What time commitment is needed for maintaining web page? It's important to have consistency and will faculty have enough time to continually maintain web page? • Should this be the responsibility of a faculty member or should we hire a 50% person to maintain web pages? <p><u>Outcome of Discussion:</u></p> <p>Apply for a mini grant, which will provide funding to incorporate students through SEED to help build on their skill sets within their departments. The students will help build templates that are career driven like CE, for our Non-CE programs for at least a year. Also, to hire a 50% person that Jacinta and Matt can mentor.</p>
VII. Other	Committee will continue to meet via zoom for fall 2021, and if anything changes and we hear from Senate that this committee needs to meet in person, arrangements will be made.
VIII. Parking Lot <ul style="list-style-type: none"> • New and Modified Maps 	

- Maps in Catalog
- WebCMS Mapping Supplemental Form

2020-21 Meetings
 9:00-10:30
 2nd & 4th Tuesdays

Fall 2020
September 8 & 22
October 13, 27

November 10 & 24
December 8,

Spring 2021
March 9 & 23

April 13 & 27
May 11 & 25

June 8