

Mapping & Catalog Committee

(Academic Senate Committee – Reports to Curriculum & Instruction Council)

Purpose:

The Mapping & Catalog Committee **is responsible for** ensuring that the online and printed PDF version of the catalog clearly articulates course sequences for students, identifies critical progress milestones for student success, and makes this information easily accessible **on the college's website**. The committee will work together to address gaps related to navigation of Mt. SAC programs from entry to completion. The committee **will review and interpret legislative and Chancellor's Office initiatives** relating to program navigation, **use of and rights under the College catalog** and **functionality** addressed and communicated for faculty, staff, and students.

Function:

1. To make **recommendations** for the development and timely maintenance of program maps and program data, to ensure program maps are aligned with curriculum changes.
2. Systematically **review and recommend** policies and procedures to support accurate, consistent, and timely mapping and related catalog content.
3. **Ensure** online and printed access to maps and College catalog, and that content is relevant and appropriate for Mt. SAC student users.
4. Evaluate and make **recommendation** regarding functionality, accessibility, of online catalog for use by students and faculty.
5. **Ensure** maps reflect relevant and accurate information on employment and further education opportunities targeted by each program.
6. **Support the coordination** of communication with the campus community related the purpose of this committee.
7. **Considers** how students progress through program maps and utilize the catalog.

Concerns: While the Senate's proposed Mapping & Catalog committee potentially enhances the Senate's broad authority over curriculum, it goes too far beyond curriculum and into areas that are clearly administrative, including responsibility to gather relevant materials and distribute the catalog, scheduling, resource management, and right of assignment. Cabinet would like to continue to work with the Senate to refine the proposed committee purpose, and functions. It would certainly be valuable to have additional faculty and Senate attention to catalog and course mapping, but the proposed committee oversteps Senate authority.

Purpose:

- While having faculty take an interest in the accuracy and clarity of the catalog is a laudable goal, authority over the online and printed/.pdf catalog goes beyond the Senate's 10+1 academic and professional authority. "Faculty" in this context has two senses. One is the authority of individual and groups of faculty in developing curriculum, which is ultimately approved by C&I & the BOT. A second area of faculty input is building of course schedules, *primarily* developed by faculty department chairs, but subject to approval by deans and the administration, consistent with resources required to offer a proposed schedule. The second area is outside the authority of the Senate.
- While faculty are a crucial resource for developing program webpages, oversight of the college website encompasses other components and is outside the authority of the Senate.
- It is surely appropriate for the Senate to "review and interpret legislative and Chancellor's Office initiatives," but the Senate does not have rely-primarily authority in this area, even in areas subject to its 10+1 authority.
- The Senate certainly has authority to *recommend*—and in many cases have its recommendation accepted—catalog functions and catalog rights, but the Senate's role in these areas is policy-focused and advisory. The Senate is not in a position to oversee the application of catalog rights or to adjudicate disagreements resulting from the structure or content of the catalog.

Functions

- Proposed functions for the committee better capture the Senate's role as *advisory* in matters of implementation. Five of the seven proposed functions are **advisory**, suggesting that the committee will *advise* the administration as it organizes the catalog and related communication technology to serve students. The indication that these responsibilities *are* advisory undermines the idea that this should be a "rely primarily" committee under the authority of C&I.
- Even in the function statements, however, two areas suggest a higher level of authority (the assertion that the committee will **ensure**) that is beyond the authority or capacity of the committee, C&I, or the Senate to fulfill.

Membership

	<u>Position Represented</u>	<u>Name</u>	<u>Term</u>
1.	Faculty Mapping Coordinator (Co-Chair)	Patricia Maestro	ongoing
2.	Associate Dean of Instructional Services (Co-Chair)	Michelle Sampat	ongoing
3.	GPS Instruction Coordinator	Sara Mestas	ongoing
4.	GPS Counseling Coordinator	Shiloh Blacksher	ongoing
5.	Articulation Officer	Jamaika Fowler	ongoing
6.	Noncredit Manager (appointed by the Vice President, Instruction)	TBD	3 year term
7.	Research & Institutional Effectiveness (non-voting)	Marcell Gilmore	ongoing
8.	Pathways to Transfer Coordinator (non-voting)	Christina Estrada	ongoing
9.	Admissions & Records Evaluator (appointed by Dean of Enrollment)	TBD	3 year term
10.	Credit Curriculum Specialist (or designee) (non-voting)	Irene Pinedo	ongoing
11.	Noncredit Assistant Curriculum Specialist (non-voting)	Lesley Cheng	ongoing
12.	Information Technology representative (non-voting)	Matt Bidart	ongoing
13.	Director, Strong Workforce Initiatives	Dejah Swingle	ongoing
14.	Marketing Manager or designee (non-voting)	TBD	ongoing
<i>8 Faculty representing each division (appointed by the Academic Senate)</i>		<i>2 w 20-21, 3 w 20-22, 3 w 20-23</i>	

15.	Arts		
16.	Business		
17.	Humanities & Social Sciences		
18.	Kinesiology, Athletics, & Dance		
19.	Library & Learning Resources		
20.	Natural Sciences		
21.	School of Continuing Ed		
22.	Tech & Health		
23.	<i>Student Representative (appointed by Associated Students)</i>		19-20

Membership Meeting Times:

COMMITTEE TYPE	Co-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Academic Senate	Patricia Maestro & Michelle Sampat	TBD	TBD	TBD

Person Responsible to Maintain Committee Website: Kim Garcia, kgaria@mtsac.edu

College Website Link and Last Time Website Was Updated: www.mtsac.edu/governance/committees/

First Year Goals:

1. Review current process for creating Guided Pathways maps and make **recommendation** to Academic Senate that will build mapping into curriculum timeline for new and modified curriculum
2. Identify and articulate critical progress milestones to ensure student success and develop a means for disseminating this information to students.
3. Encourage and support institutionalization of ongoing communication and collaborative work between counselors and non-counseling instructional faculty.
4. *Other goals per the direction of the committee*