

Mapping & Catalog Committee

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

Purpose:

The Mapping & Catalog Committee is responsible for ensuring that the online catalog clearly articulates course sequences for students, identifies critical progress milestones to ensure student success, and makes this information easily accessible on the college's website. The committee will work together to address gaps relating to online navigation of Mt. SAC programs from entry to completion. The committee will review and interpret legislative and Chancellor's Office initiatives relating to program guidance, 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 in the catalog and on department websites
2. Systematically review current, develop, and recommend policies and procedures to support accurate, consistent, and timely mapping and catalog publication
3. Ensure that online access to maps and College catalog, including that the content is developed to be relevant and appropriate for Mt. SAC student users
4. Evaluate functionality of online catalog for use by students and faculty
5. Support policies and procedures to ensure accuracy and relevancy of information provided on the college's website on the employment and further education opportunities targeted by each program.
6. Support the coordination of communication with students regarding onboarding, registration, and notifications.
7. Ensuring alignment of necessary timelines for publication and release, as well as clarity on effective dates for changes to policies

Membership

School of Continuing Education

Marketing Manager

IT

The below is just a shell to be filled in when Membership is agreed upon

	<u>Position Represented</u>	<u>Name</u>	<u>Term</u>
1.	Faculty (Co-Chair)		
2.	Associate Dean Instruction (Co-Chair)		ongoing
3.	Noncredit Manager (appointed by the Vice President, Instruction)		3 year term
	Research & Institutional Effectiveness		ongoing
6.	Pathways to Transfer Coordinator (non-voting)		ongoing
8.	Admissions & Records Manager		3 year term
9.	Curriculum Specialist (non-voting)		ongoing
10.	Assistant Curriculum Specialist (non-voting)		ongoing
11.	Information Technology representative (non-voting)		
12.	Marketing Manager (non-voting)		
13.	5 additional Faculty (appointed by the Academic Senate) including:		
14.			
15.	GPS Instruction Coordinator		

16.	Counseling Mapping Coordinator CE		2019-2022
17.	Articulation Officer At-Large		2019-2022
18.	<i>Student Representative (appointed by the Associated Students)</i>		2019-20

Membership Meeting Times:

COMMITTEE TYPE	CHAIR	MEETING SCHEDULE	LOCATION	TIME
Academic Senate	TBD	TBD	TBD	TBD

Person Responsible to Maintain Committee Website: TBD

College Website Link and Last Time Website Was Updated:

www.mtsac.edu/governance/committees/

First Year Goals:

1. Policy and procedure for maps- 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.

Approved by Senate 12/5/2019