

## **EDUCATIONAL DESIGN COMMITTEE**

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

### **Purpose**

The Educational Design Committee serves as a standing committee of the Curriculum and Instruction Council. The mission of the Educational Design Committee is to facilitate consistency in the quality of curriculum management and to ensure that all courses and programs meet the intent of Title 5 regulations.

### **Function**

1. Report to the Academic Senate and make recommendations to the Senate Board of Trustees via Curriculum and Instruction to include:
  - a. Review of new and amended credit and non-credit course content and associated required technical information under Title 5.
  - b. Review of new and amended credit and non-credit programs and the associated required technical information under Title 5.
  - c. Review of new and amended courses as they relate to majors and certificates, degrees, and transfer.
  - d. Coordination of course proposals and review, as appropriate.
  - e. Appropriate requisites.
2. Review courses and programs, maintaining compliance with external and internal policies.
3. Recommend policy changes pertaining to curricular issues.
4. Implement State regulations and guidelines pertaining to the curriculum development process:
  - a. Train committee members, faculty, division deans, and staff, as appropriate.
  - b. Maintain and provide regulations updates.
  - c. Disseminate information.
5. Review and make recommendations regarding transfer status and general education courses via Educational Design Subcommittee for General Education and Transfer Issues.
  - a. Educate and train faculty on procedures in requesting general education course approval.
  - b. Implement the general education philosophy on campus by systematically reviewing all general education lists.
6. One committee member from each division will attend division meetings to report on courses that are being reviewed.

### **Membership (23)**

This committee will have a faculty Chair or Co-Chair

	<u>Position Represented</u>	<u>Name</u>	<u>Term</u>
1.	Curriculum Liaison (Co-Chair)	Kristina Allende	2018-20
2.	Associate Vice President, Instruction (Co-Chair)	Joumana McGowan	ongoing
3.	Dean, Continuing Education or Designee	Liza Becker	ongoing
4.	Assistant Curriculum Liaison	Dianne Rowley	2019-20
5.	Articulation Officer	Jamaika Fowler	ongoing

6.	Faculty representing Arts (appointed by the Academic Senate)	Melissa Macias	2018-21
7.		Karen Marston/Tiffany Quo	2018-21
8.	Faculty representing Humanities (appointed by the Academic Senate)	Jennifer Olds	2019-22
9.		Serena Ott	2018-21
10.	Faculty representing Natural Sciences (appointed by the Academic Senate)	Malcolm Rickard	2018-21
11.		Dhaval Doshi	2018-21
12.	Faculty representing Kinesiology (appointed by the Academic Senate)	Karol Ritz	2019-22
13.		Ron Kamaka	2018-21
14.	Faculty representing Business (appointed by the Academic Senate)	Cecelia Thay	2018-21
15.		Shelley Doonan	2018-21
16.	Faculty representing LLR (appointed by the Academic Senate)	Jared Burton	2019-22
17.		Dianne Rowley	2018-21
18.	Faculty representing Tech & Health (appointed by the Academic Senate)	Garett Staley	2017-20
19.		Samantha James-Perez	2019-22
20.	Faculty representing Student Services (appointed by the Academic Senate)	Tony Rivas	2018-21
21.		Cynthia Burnett	2018-21
22. 23.	Faculty representing Noncredit (appointed by the Academic Senate)	Donna Necke Vacant	2018-21
24.	Student (appointed by the Associated Students)	Vacant	2019-20

2019-20 Committee Goals		Link to College Goal #
GOAL #1:	Committee website up-to-date	6, 11, 15
GOAL #2:	Revise the EDC and Curriculum websites to make them user-friendly and serve as effective resources for faculty members.	6, 12, 14
GOAL #3:	Continue effective communication regarding curriculum development and the approval process.	6, 12, 14
GOAL #4:	Code Alignment Project: Revise and advise departments on the proper coding of courses and programs.	
GOAL #5:	Evaluate the new curriculum approval process.	8, 10, 11, 14
GOAL #6:	Review, revise, and update WebCMS forms and links and train WebCMS users on the new 10.0 version.	8, 10, 11, 14

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Academic Senate	Kristina Allende/ Joumana McGowan	Fall Semester: Every Tuesday Spring Semester: Every Tuesdays	6-122	1:30-3:00 p.m.

Person Responsible to Maintain Committee Website:

Reyna Casas  
RCasas8@mtsac.edu, 5404

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