Curriculum and Instruction Council

November 14, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

X Malcolm Rickard, ***Co-Chair***

X Madelyn Arballo*, VP, School of Continuing Ed*

X George Bradshaw, *Admission & Records*

X Meghan Chen, *AVP Instruction* ***Co-Chair*** *Designee*

X Jamaika Fowler, *Articulation Officer*

Kelly Fowler, *VP Instruction* ***Co-Chair***

X Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

X Vacant, *VP Academic Senate*

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

X Sylvia Ruano, *Dean of Instruction*

X Dianne Rowley*, Faculty*

X Tania Anders, *Academic Senate President  
Student Representative, Vacant*

**Non-Voting Members**

X Irene Pinedo, *Curriculum Specialist II*

*X Lannibeth Calvillo, Curriculum Specialist II*

X Lesley Cheng*, Curriculum Specialist I*

**Guests**

X Lisa Morales, Math Faculty

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:** |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. October 10, 2023 3. **Educational Design Committee Minutes**    1. October 24, 2023    2. October 31, 2023    3. November 7, 2023 4. **Outcomes Committee Minutes**    1. October 3, 2023    2. October 17, 2023 5. **Mapping and Catalog Committee Minute**   None | 1. Accepted 2. Accepted 3. Accepted 4. Accepted 5. Accepted 6. Accepted |
| 1. **New Courses**    1. AHIS 16 – History of Latin American Art and Visual Culture    2. AHIS 16H – History of Latin American Art and Visual Culture - Honors    3. MUS 53 – String Ensemble    4. MUS 54 – Percussion Ensemble    5. MUS 55 – Guitar Ensemble    6. MUS 56 – Woodwind Ensemble    7. MUS 57 – Brass Ensemble    8. MUS 60 – Marching Band Winds    9. MUS 61 – Marching Band Percussion    10. PHIL 4 – Introduction to Symbolic Logic    11. PHIL 16 – Introduction to the Philosophy of Religion    12. PHIL 16H – Introduction to the Philosophy of Religion - Honors    13. PHOT 46 – Advanced Video Shooting & Editing for Content Creation & Advertising    14. PHOT 68 – Social Media Content Creation with Photography & Video    15. SIGN 206 – Social Justice and Intersectionality within the Deaf Community    16. SIGN 208 – Creative Uses of American Sign Language    17. SIGN 212 – American Sign Language Features and Linguistics    18. SIGN 214 - Lengua de Señas Mexicana (LSM) and Mexican Deaf Culture    19. VOC FS – Fundamentals of Sustainability    20. VOC LFC – Local Food Communities    21. VOC PHLB1 – Phlebotomy Technician 1    22. VOC PHLB2 – Phlebotomy Technician 2    23. VOC RG – Regenerative Gardening | 1. Approved. 2. Approved. 3. Approved. 4. Approved. 5. Approved. 6. Approved. 7. Approved. 8. Approved. 9. Approved. 10. Approved. 11. Approved. 12. Approved. 13. Approved. 14. Approved. 15. Approved. 16. Approved. 17. Approved. 18. Approved. 19. Approved. 20. Approved. 21. Approved. 22. Approved. 23. Approved. |
| 1. **New and Substantive Program Changes**    1. Child Development    2. Deaf Studies AA    3. Deaf Studies    4. Food Services    5. Regenerative Communities    6. Phlebotomy Technician    7. Social Media Content Creator – Level 1    8. Social Media Content Creator – Level 2 | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved.  6. Approved.  7. Approved.  8. Approved. |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. November 28 C&I Meeting Schedule Conflict? – M. Chen    2. Managing the implementation of new Title 5 Changes:   2a. General Education Pattern Review of AA/AS  Local Degrees – J. Fowler   * + 1. Ethnic Studies Requirement amended [section 55063](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgovt.westlaw.com%2Fcalregs%2FDocument%2FI43B642004E0E11EDA19AD993669B28BD%3FviewType%3DFullText%26originationContext%3Ddocumenttoc%26transitionType%3DCategoryPageItem%26contextData%3D(sc.Default)&data=05%7C01%7Clcalvillo9%40mtsac.edu%7C3f1ee67c0d364797edd108dbaa4b93c8%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638291013796515668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JAsqG5p%2BZStEWjNC2MxEAkBnD1TZ%2FmRtxAcj6gL8Mfg%3D&reserved=0), subdivision (e), to add ethnic studies as a [sic] additional minimum requirement for the community college associate degree.     2. Math General Education Requirement (no longer competency)   2b. AP 4103 Work Experience  3. What do we do when a course author indicates they  are not renewing DL in WebCMS? Do we need an  official process to remove DL? (Example: ARTC 167)   * + 1. Proposed text for WebCMS: If your course is currently approved for Distance Education and you select no for renewal of distance education approval the course will be put on EDC Agenda for Distance Education inactivation.   4. [AP 4021](https://www.mtsac.edu/governance/trustees/apbp/AP4021.pdf) At-Risk Programs and Program  Discontinuance – M. Chen, M. Rickard  5. Nuventive – C. Jackson  Future meeting topics:  1. AP 4225 Course Repetition and Withdrawals  2. EMCC Update – P. Swartz | 1. There is a President’s Advisory Council meeting scheduled at the same time as the next C&I meeting. Many of the committee members have been invited. We still need quorum to approve curriculum and discuss other items. Undesirable plan B is to vote and approve curriculum via email so curriculum can still be sent to the Board of Trustees in time. 2. C&I subgroups will be created to draft recommendations during the winter that can be approved by C&I at the beginning of the spring semester.    1. Members of the General Ed Pattern review AA/AS subgroup: Dianne, Pauline, Tania, and Jamaika. Jamaika will lead this subgroup. Lisa will check with her department chair about providing a representative. Malcolm will reach out to the ethnic studies department chair as well.    2. The updates to work experience have been chaptered. We need to update the AP and provide faculty with guidance. Carol, Madelyn, Malcolm, Christopher, Briseida, Deja Swingle, Rachel Brown, and Lesley will be part of this subgroup. Malcolm will reach out to Josh Christ to find out if he wants to join the subgroup. Malcolm will also lead the work experience subgroup. 3. The new DL amendment form has been approved by academic senate and will be available to faculty soon. A recommendation for forming a workgroup to talk through the connection between DL and COR approval and to provide guidance and clarification to faculty. Also discuss how to incorporate changes into WebCMS. WebCMS DL amendment form workgroup: Carol, Malcolm, Dianne, Irene, Lannibeth, Lesley, and Meghan. Malcolm will lead the DL workgroup. 4. C&I was asked to review AP 4021 and confirm if it is still accurate as printed or if additional information needs to be provided to students part of a discontinued program. AP from Chaffey College, Pasadena City College, Citrus College were reviewed as examples. These other colleges did not provide additional information for students. No issues have been found with the AP as it is currently printed. Motion to recommend AP 4021 as published. Approved. 5. Outcomes committee is trying to add reflective questions to assessment questions in Nuventive to collect more meaningful data. The committee is also creating a guidebook or worksheet that faculty can take to their department meetings to reflect on the assessment data. The committee also wants to collect data that is showing the actions that are being taken by the department to show improvement. Also, data from the previous cycle will populate on the dashboard when faculty log in to their account. A training is planned for Spring flex day. The committee is also working on canvas populating data into Nuventive, which will streamline the process for faculty.   Preview of future meeting topics: Pauline will update C&I on the current cohort, flex day presentation, and the conference on Jan 19-20th. |
| 1. **On Hold/Tabled Items**    1. [BP](https://www.mtsac.edu/governance/trustees/apbp/BP4020.pdf) & [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard    2. [AB 928 – Workgroup Report](file:///\\itfs02\Curriculum\2.%20C&I\C&I%202022-23\2023.04.25\AB%20928%20Workgroup%20Report.pdf) – awaiting statewide recommendation by May 31st |  |

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| 2023-24 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2023**  September 12 & 26  October 10 & 24 | November 14 & 28 | **Spring 2024**  March 12 & 26 | April 9 & 23  May 7 & 21 |  |