Curriculum and Instruction Council

May 14, 2024 Minutes

3:30 – 5:00 PM

Room 4-2440

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

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***

(Excused) Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

X Briseida Ramirez Catalan, *School of Continuing Ed Faculty*

X Lisa Morales, 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 Shiloh Blacksher, *AS, Co-Vice President*

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:**   April 23, 2024 | Approved. |
| 1. **Public Comments** | Approved with flexibility. |
| 1. **Agenda Check** |  |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. April 9, 2024 3. **Educational Design Committee Minutes**    1. April 30, 2024 4. **Outcomes Committee Minutes**    1. April 16, 2024 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted.  a. Accepted.  a. Accepted. |
| 1. **New Courses** |  |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. AP 4051 - Course Equivalencies and Program Substitutions – J. Fowler    2. AP 4103 – Work Experience - Compliance with Title 5 Changes – M. Rickard    3. AB 1111 Workgroup – M. Rickard    4. AB 928 Workgroup – M. Rickard    5. Title 5 General Education Workgroup – M. Rickard    6. C& I AB 928 Study Session – M. Chen & M. Rickard       1. Reference materials:          1. [AB 928](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB928)          2. [ADT compliance](https://www.cccco.edu/-/media/CCCCO-Website/docs/curriculum/ess23-44adt-calgetccurriculumsubmission-a11y.pdf?la=en&hash=0D996741E6228178A1FFE60B66A35232CFAE9228)          3. Implementation of Revisions to Associate Degree Regulation | 1. AP 4051 was approved by the Board of Trustees last month. The purpose was to update the language used for course equivalencies and program substitutions and to clarify the process to students. The campus needs to be informed of the policy changes. Recommendation to utilize the form that was developed by John Vitullo and others. The Council reviewed the form and provided feedback. Next steps: Jamaika will make updates based off the council’s feedback, Meghan will convert as a fillable PDF, and the form will be distributed and posted on the website.  2. AP 4103 is almost through the approval process. The existing work experience courses need to be updated to reflect the changes in title 5 policies. The hour calculations need to be updated, the language in the catalog description, and the textual prerequisite. WebCMS also needs to be updated to allow these changes. Curriculum Team would like to make the following proposal to Academic Senate for approval: Malcolm will send out an email to any departments with affected work experience courses and request their consent for the curriculum specialist to make the updates needed for us to comply with title 5 changes during the summer. Once the specialists are done making the changes, the course proposal will be sent to the department designee for approval. The department approved proposal will then be transferred to the designees account and the course proposal will be launched for review and approval by EDC. EDC would do a batch approval of the courses. Departments can be instructed to agendize the work experience changes during the FLEX Day meetings so the minutes can be attached to the proposal at the beginning of the fall semester.  3. Malcolm will send Tania the list of the faculty interested in attending the Chancellor’s Office AB 1111 sessions during the summer so they can be appointed by Faculty Senate. C&I members suggested that the time commitment is clarified and the expectation that they will take the lead within their areas.  4. The Faculty Senate AB 928 Workgroup developed a report and recommendations last year. There have been many changes since the report was shared with C&I. One of the recommendations was to appoint an AB 928 faculty coordinator. The description will need to be updated if a coordinator is hired. The role of this person would be to address the pieces of AB 928 that are related to senate. Instruction would focus on identifying what person/people would be responsible for bringing all the involved areas together. Form a workgroup with the key people: Faculty Representatives, Administrators, IT, A&R, Counseling, etc. and develop a mechanism for the workgroup to report back. Tania will work on updating the position description and presenting it to Senate for approval. Meghan will invite IT to the next meeting so they can show us what has been released to them for CCCApply and to find out what information they need to move forward.  5. hold for next meeting.  6. hold for next meeting. |
| 1. **On Hold/Tabled Items**    1. EMCC Update – P. Swartz & K. DeWylde |  |

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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  December 12 *(tentative)* | **Spring 2024**  March 12 & 26 | April 9 & 23  May 14 & 28 |  |