



MAPPING & CATALOG COMMITTEE

September 27, 2022 | Minutes

9:00 – 10:30 AM

Voting Members

- Stacie Nakamatsu *GPS Mapping Coordinator* ☑
- Jody Fernando, *Noncredit Manager* ☑
- Jamaika Fowler, *Articulation Officer* ☐
- Michelle Nava, *Credit Mapping Coordinator* ☐
- Michael Ngo, *School of Continuing Education Mapping Coordinator Co-Chair* ☑
- Vacant, *Associate Dean of Arts*, ☐
- Dejah Swingle, *Director, Career Education* ☑
- Becky Wang, *Evaluator, Admission & Records* ☐
- Sylvia Ruano, *Dean, Instruction Co-Chair* ☑

- Marcell Gilmore, *Research & Institutional Effectiveness* ☐
- Joshua Christ, *Arts Faculty* ☐
- Vacant, *Business Faculty* ☐
- Vacant, *Humanities & Social Sciences Faculty* ☐
- Robert Purcell, *Kinesiology, Athletics, & Dance Faculty* ☑
- Cristina Springfield, *Library & Learning Resources Faculty* ☐
- Eugene Mahmoud, *Natural Sciences Faculty* ☐
- Lorena Velasquez, *School of Continuing Ed Faculty* ☑
- Vacant, *Technology & Health Faculty* ☐

- Phyu “Peal” Pale, *Student Representative* ☑
- Emily Rivera, *Student Representative* ☑

Non-Voting Members

- Matt Bidart, *Information Technology Rep* ☑
- Lesley Cheng, *Noncredit Curriculum Specialist* ☐
- John Lewallen, *Marketing Designee* ☐

Guests

- Eric Turner, *Assistant Director, Web and Portal Services* ☐
- Monica Cantu-Chan, *Director, IT Project Imp/Fiscal Int* ☑
- Lisa Jackson - *Recorder* ☑

Meeting Agenda	Outcomes
<p>I. Welcome, Introductions, and Land Acknowledgement</p>	<p>At this time, we would like to take a moment to honor, acknowledge, reflect, express our sincere gratitude for, and appreciation of, the people, ancestors, and sacred land that we gather upon today. We want to honor the ancestral homelands and traditional territories of Indigenous peoples who have been here since time immemorial; and to recognize that we must build solidarity, and kinship, with Native Indigenous communities. As all our liberations are tied together, we also recognize a duty to give honor through our work and continue to stand up for racial and social justice every day.</p> <p>S. Ruano introduced Stacie Nakamatsu followed by roundtable introductions.</p>
<p>II. Agenda Review</p>	
<p>III. Approve Minutes a. May 24, 2022</p>	<p>Minutes approved as submitted</p>
<p>IV. Announcements</p>	<ul style="list-style-type: none"> • There has been a lot of transition within the Instruction Office over the past several months. • Course Leaf is used for the catalog and the goal as the work continues with Mapping & Catalog is to ensure that we identify things that are happening internally and externally and move forward with the catalog in a timely manner. <ul style="list-style-type: none"> ○ It’s crucial that the catalog is available for counseling faculty Have to make sure that the catalog is available for counseling faculty. • Workgroup formed to create and identify a timeline related to the catalog. There are issues with not having a timely catalog and we need to ensure that it’s produced in a timely manner. • Please feel free to share your thoughts and ideas as it relates to the committee.
<p>V. Marketing Update – Yuen “Yen” Mai</p>	<ul style="list-style-type: none"> • No update

<p>VI. Mapping Update— Stacie Nakamatsu</p>	<ul style="list-style-type: none"> • S. Nakamatsu provided a brief overview of her role as the GPS Mapping Coordinator (2022-24) and shared a PowerPoint of her current projects. <ul style="list-style-type: none"> ○ Committee reviewed the www.mtsac.edu/guidedpathways webpage. ○ Goal is for students to be able to access and review the webpage, find what interests them, and find all related information in the career cluster. ○ Once the programs have been updated and modified, EAB Navigate modifications have been made ○ S. Nakamatsu to attend an EAB Migration workshop on 9/28. ○ Continues to work closely with M. Bidart who helps place the GPS maps in the career clusters. ○ Met with the counseling task force group for assistance with placing programs into the career clusters. ○ S. Nakamatsu reported the creation of maps for (4) new associate degree programs, (7) certificates, and a few others. Goal is to become faster at creating the maps. • M. Cantu-Chan shared that her team could help with EAB Navigate – this was a tool purchased to supplement the others that are already in use. <ul style="list-style-type: none"> ○ Certain modules have been implemented and the end goal is to allow students to register and hold their classes in something like a check-out cart. • S. Ruano thanked M. Cantu-Chan for providing that support to S. Nakamatsu.
<p>VII. Noncredit Update – Michael Ngo</p>	<ul style="list-style-type: none"> • M. Ngo did not have an update said that L. Cheng works with her and she provides updates of NC courses, changes, new certificates and provides a list of changes before we went on break and don't work on summer needs to catch up on updates and update the database for GPS – it's slow for noncredit at the moment.
<p>VIII. Future meetings a. Goal Setting and Objectives</p>	<ul style="list-style-type: none"> • Committee voted to meet monthly on the 4th Tuesday of the month from 9a-10a. Updated calendar invite to follow. • As we move forward, we need the participation of everyone on the committee. Send notice to the committee regarding the meeting.
<p>IX. Parking Lot</p> <ul style="list-style-type: none"> • Vacancies (term limits and past approaches for recruitment) • Purpose, Function & Membership • C&I Communication 	
<p>2021-22 Meetings 9:00-10:30AM 2nd & 4th Tuesdays</p>	<p>Fall 2022 October 25, November 22 December 27</p>