**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:
2. Review of new and amended credit and non-credit course content and associated required technical information under Title 5.
3. Review of new and amended credit and non-credit programs and the associated required technical information under Title 5.
4. Review of new and amended courses as they relate to majors and certificates, degrees, and transfer.
5. Coordination of course proposals and review, as appropriate.
6. Appropriate requisites.
7. Review courses and programs, maintaining compliance with external and internal policies.
8. Recommend policy changes pertaining to curricular issues.
9. Implement State regulations and guidelines pertaining to the curriculum development process:
10. Train committee members, faculty, division deans, and staff, as appropriate.
11. Maintain and provide regulations updates.
12. Disseminate information.
13. Review and make recommendations regarding transfer status and general education courses via Educational Design Subcommittee for General Education and Transfer Issues.
14. Educate and train faculty on procedures in requesting general education course approval.
15. Implement the general education philosophy on campus by systematically reviewing all general education lists.
16. 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

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|  | Position Represented | Name | | | | | | | | Term |
| 1. | Curriculum Liaison (Co-Chair) | Kristina Allende | | | | | | | | 2017-18 |
| 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 | | | | | | | | 2017-18 |
| 5. | Articulation Officer | Jamaika Fowler | | | | | | | | ongoing |
| 6. | Faculty representing Arts (appointed by the Academic Senate) |  | Melissa Macias | | | | | | | 2015-18 |
| 7. |  | Robert Bowen | | | | | | | 2015-18 |
| 8. | Faculty representing Humanities (appointed by the Academic Senate) |  | | | Jennifer Olds | | | | | 2016-19 |
| 9. |  | | | Serena Ott | | | | | 2015-18 |
| 10. | Faculty representing Natural Sciences (appointed by the Academic Senate) |  | | | | Malcolm Rickard | | | | 2015-18 |
| 11. |  | | | | Janet McMullin | | | | 2015-18 |
| 12. | Faculty representing Kinesiology (appointed by the Academic Senate) |  | | | Karol Ritz | | | | | 2016-19 |
| 13. |  | | | Ron Kamaka | | | | | 2015-18 |
| 14. | Faculty representing Business (appointed by the Academic Senate) |  | Cecelia Thay | | | | | | | 2015-18 |
| 15. |  | Jean Metter | | | | | | | 2015-18 |
| 16. | Faculty representing LLR (appointed by the Academic Senate) |  | | | | | | | Jared Burton | 2016-19 |
| 17. |  | | | | | | | Dianne Rowley | 2015-18 |
| 18. | Faculty representing Tech & Health (appointed by the Academic Senate) |  | | | | | Garett Staley | | | 2017-20 |
| 19. |  | | | | | Vacant | | | 2015-18 |
| 20. | Faculty representing Student Services (appointed by the Academic Senate) |  | | | | | | Tim Engle | | 2015-18 |
| 21. |  | | | | Cynthia Burnett | | | | 2015-18 |
| 22. | Faculty representing Non-Credit (appointed by the Academic Senate) |  | | Donna Necke | | | | | | 2015-18 |
| 23. | Student (appointed by the Associated Students) | Sarah Giambona | | | | | | | | 2017-18 |

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| 2017-18 Committee Goals | | Link to College Goal # |
| GOAL #1: | Committee website up-to-date | 6, 11, 15 |
| GOAL #2: | Continue effective communication regarding curriculum development and the approval process. | 6, 12, 14 |
| GOAL #3: | Review, revise, and update WebCMS forms and links and train WebCMS users on the new 10.0 version. | 8, 11, 10, 14 |
| GOAL #4: | Code Alignment Project: Revise and advise departments on the proper coding of courses and programs. | 8, 11, 10, 14 |
| GOAL #5: | Evaluate the new curriculum approval process. | 8, 11, 10, 14 |

Membership Meeting Times:

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

Person Responsible to Maintain Committee Website: Reyna Casas [RCasas8@mtsac.edu](mailto:RCasas@mtsac.edu), 5404

College Website Link and Last Time Website Was Updated:

<http://www.mtsac.edu/governance/committees/eddesign/>