**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 noncredit course content and associated required technical information under Title 5.
3. Review of new and amended credit and noncredit 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. Review appropriate requisites.
7. Review Distance Learning amendment forms.
8. Review courses and programs, maintaining compliance with external and internal policies.
9. Recommend policy changes pertaining to curricular issues.
10. Implement State regulations and guidelines pertaining to the curriculum development process:
11. Train committee members, faculty, division deans, and staff, as appropriate.
12. Maintain and provide regulations updates.
13. Disseminate information.
14. Review and make recommendations regarding transfer status and general education courses via Educational Design Subcommittee for General Education and Transfer Issues.
15. Educate and train faculty on procedures in requesting general education course approval.
16. Implement the general education philosophy on campus by systematically reviewing all general education lists.
17. One committee member from each division will communicate with the Division and Department Chairs as needed on curriculum and related matters that are being reviewed.

Membership (24)

This committee will have a faculty Chair or Co-Chair

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|  | Position Represented | Name | | | | | | | | Term |
| 1. | Curriculum Liaison (Co-Chair) | Malcolm Rickard | | | | | | | | 2022-25 |
| 2. | Associate Vice President, Instruction (Co-Chair) or Designee | Meghan Chen | | | | | | | | ongoing |
| 3. | Provost, Continuing Education or Designee | Madelyn Arballo | | | | | | | | ongoing |
| 4. | Assistant Curriculum Liaison | Diane Rowley | | | | | | | | 2022-25 |
| 5. | Articulation Officer | Jamaika Fowler | | | | | | | | ongoing |
| 6. | Faculty representing Arts (appointed by the Academic Senate) |  | Melissa Macias | | | | | | | 2021-24 |
| 7. |  | Robert Bowen  /Bruce Rogers | | | | | | | 2021-24 |
| 8. | Faculty representing Humanities (appointed by the Academic Senate) |  | | | | | Stephen Trull | | | 2022-25 |
| 9. |  | | | | | Barbara Mezaki | | | 2021-24 |
| 10. | Faculty representing Natural Sciences (appointed by the Academic Senate) |  | | | | | | Carmen Rexach | | 2022-24 |
| 11. |  | | | | | | Sarah Nichols | | 2021-24 |
| 12. | Faculty representing Kinesiology (appointed by the Academic Senate) |  | | | | | Karol Ritz | | | 2022-25 |
| 13. |  | | | | | Lani Ruh | | | 2021-24 |
| 14. | Faculty representing Business (appointed by the Academic Senate) |  | Cecelia Thay | | | | | | | 2021-24 |
| 15. |  | Shelley Doonan | | | | | | | 2021-24 |
| 16. | Faculty representing LLR (appointed by the Academic Senate) |  | | | | | | | Jared Burton | 2022-25 |
| 17. |  | | | | | | | Kolap Samel | 2021-24 |
| 18. | Faculty representing Tech & Health (appointed by the Academic Senate) |  | | Garett Staley | | | | | | 2020-23 |
| 19. |  | | Vacant | | | | | | 2022-23 |
| 20. | Faculty representing Student Services (appointed by the Academic Senate) |  | | | Carolyn Lake-Bain | | | | | 2021-24 |
| 21. |  | | | | | | Traci Ebue | | 2021-24 |
| 22. | Faculty representing Noncredit (appointed by the Academic Senate) |  | | | | Donna Necke/  L.E. Foisia | | | | 2021-24 |
| 23. |  | | | | Dana Miho/ Vanessa Garcia | | | | 2020-23 |
| 24. | Student (appointed by the Associated Students) | Vacant | | | | | | | | 2022-23 |

Membership Meeting Times:

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| COMMITTEE TYPE | CO-CHAIRS | MEETING SCHEDULE | LOCATION | TIME |
| Academic Senate | Malcolm Rickard/  Sylvia Ruano | Fall Semester: Every Tuesday  Spring Semester: Every Tuesday~~s~~ | Via Zoom | 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/>