Curriculum and Instruction Council

April 11, 2023 Minutes

3:30 – 5:00 PM

Room 4-2440

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

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

George Bradshaw, *Admission & Records*

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

X Jamaika Fowler, *Articulation Officer*

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

Hong Guo, *Library*

X Carol Impara, *DL Coordinator*

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

X Sara Mestas, *VP Academic Senate*

X Christopher Jackson, *Outcomes Co-Coordinator*

X Dianne Rowley, *Assistant Curriculum Liaison*

Sylvia Ruano, *Dean of Instruction*   
Om Tripathi, *Faculty*

X Roger Willis, *Academic Senate President  
Student Representative, Vacant*

X Jimmy Tamayo, *Faculty*

**Non-Voting Members**

X Irene Pinedo, *Curriculum Specialist II*

*X Lannibeth Calvillo, Curriculum Specialist II*

X Lesley Cheng*, Curriculum Specialist I*

**Guests**

X Pauline Swartz, Curriculum Co-liaison

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:** |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Agenda approved with flexibility. |
| 1. **Information** 2. Courses with MATH 71 as requisites | [There is a list of courses](../2023.04.25/Courses%20with%20MATH%2071%20listed%20as%20a%20requisite.docx) that have MATH 71 as a hard prerequisite that need to either have the prerequisite removed or changed for another course(s) in time for the next catalog. Malcolm is reaching out to the departments. |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee** 3. March 14, 2023 4. **Educational Design Committee Minutes**   None   1. **Outcomes Committee Minutes** 2. March 21, 2023 3. **Mapping and Catalog Committee Minute**   None | 1. Accepted. 2. Accepted. |
| 1. **New Courses** |  |
| 1. **New and Substantive Program Changes** |  |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action** 2. DL forms older than two years – M. Rickard 3. [AP 4020](https://www.mtsac.edu/governance/trustees/apbp/AP4020.pdf) Program and Curriculum Development – M. Chen, M. Rickard 4. Courses not offered in two years 5. Outcomes and Curriculum 6. [UC TCA Guidelines](https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html) – M. Rickard 7. Questions for ASCCC about Lab vs. Activity – M. Chen 8. DLC recommendation on merging canvas shells – R. Willis & C. Impara | 1. The current practice for maintaining DL forms has changed in the last year. The current practice is that the DL addendum forms must be in alignment with the traditional course. This is holding up the curriculum processes as the forms do not always match the course, specifically DL forms that are older than 2 years old. Plan to address DL forms that are older than 2 years 1) prioritize DL forms that are very old and out of compliance for accessibility 2) Malcolm will make an announcement at Academic Senate -courses submitted for the 24-25 catalog will have to have updated DL forms. He will also inform senate about DLC reaching out to areas with DL forms that are out of compliance. 3) a workgroup will be formed to create a recommendation to senate of best practices for DL maintenance. Workgroup members: Malcolm, Carol, Pauline, Irene and/or Lannibeth, and Lesley. 2. a.) to be continued b.) discussed creation of workgroup to map out assessment cycle and process. Right now, we have no way of knowing if courses have been assessed when they are up for review in curriculum. AP 4020 already has the language about EDC/C&I proposing inactivation of courses that have not been assessed within the past four years. C&I can assist the Outcomes Committee by helping test Nuventive report when it is available. Sara also asked for the names of the workgroup members for AP 4020. 3. Topic addressed during information item discussion. 4. Committee members were asked to brainstorm questions for ASCCC members visit on April 27th. We want to provide them with examples and context to prepare for the conversation. 5. Carol went over DLCs draft recommendation on merging canvas shells. Discussion was opened to comments and questions. The questions were answered, and comments were integrated into the draft. The committee is close to finalizing a draft to send to Academic Senate. |
| 1. **We need On Hold/Tabled Items** 2. Curriculum Submission Deadline – M. Rickard 3. AP 4024 Units-to-Contact-Hour Relationship – M. Rickard |  |

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| 2022-23 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2022**  September 13 & 27  October 11 & 25 | November 8 & 22 | **Spring 2023**  March 14 & 28 | April 11 & 25  May 9 & 23 |  |