Curriculum and Instruction Council

November 26, 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***

X Monika Chavez, *Library*

Catherine McKee, *DL Coordinator*

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

Roger Willis, Academic Senate Co-VP

X Christopher Jackson, *Outcomes Co-Coordinator*

X Pauline Swartz, *Assistant Curriculum Liaison*

Sylvia Ruano, *Dean of Instruction*

Dianne Rowley*, Faculty*

X Tania Anders, *Academic Senate President  
Student Representative, Vacant*

**Non-Voting Members**

Irene Pinedo, *Curriculum Specialist II*

*X Lannibeth Calvillo, Curriculum Specialist II*

X Lesley Cheng*, Curriculum Specialist I*

**Guests**

| **Meeting Agenda** | **Outcomes** |
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| 1. **Approval of Minutes:** |  |
| 1. **Public Comments** |  |
| 1. **Agenda Check** | Approved with flexibility. |
| 1. **Information** |  |
| 1. **Acceptance of Minutes** 2. **Distance Learning Committee**    1. October 22, 2024 3. **Educational Design Committee Minutes**    1. November 19, 2024    2. November 26, 2024 4. **Outcomes Committee Minutes**    1. November 5, 2024 5. **Mapping and Catalog Committee Minutes** 6. None | a. Accepted.  a. Accepted.  b. Accepted.  a. Accepted. |
| 1. **New Courses**    1. OAD FLIT – Financial Literacy in Retirement    2. ACCS BMS – Basic Math Skills    3. ACCS BRWS – Basic Reading and Writing Skills    4. ACCS FMS - Fundamental Math Skills    5. ACCS FRWS – Fundamental Reading and Writing Skills | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved. |
| 1. **New and Substantive Program Changes**    1. Paralegal/Legal Assistant Certificate    2. Supermarket Refrigeration AS    3. Audio Arts – Level I    4. Audio Arts – Level 2    5. Illustration Level 1    6. Illustration Level 2: Narrative Illustration Emphasis    7. Illustration Level 2: Entertainment Arts Emphasis    8. Basic Addiction Counseling Skills Certificate | 1. Approved.  2. Approved.  3. Approved.  4. Approved.  5. Approved.  6. Approved.  7. Approved.  8. Motion to approve the skills certificate with the addition of “this certificate meets the requirements of AB 2473’ to the catalog description. Approved. |
| 1. **New Stand-alone courses** |  |
| 1. **Course Disciplines** |  |
| 1. **Items for Discussion or Action**    1. GE Survey and Philosophy Town Hall Report to C&I – M. Rickard    2. C&I Purpose and Function 2024-25 – M. Rickard    3. C&I Goals and Objectives 2024-25 – M. Rickard    4. Brown Act Update – T. Anders    5. Programmatic Admissions Process – M. Chen    6. Department Minute Gaps and Implications – M. Rickard       1. [Resources](https://www.mtsac.edu/governance/committees/eddesign/documents.html)    7. December C&I Meeting – M. Rickard | 1. The Council reviewed the report. Feedback: the raw data should be put into 1–2-page summary. Malcolm proposed submitting a spring flex day proposal to inform more faculty of the local associate GE changes. Tania said that faculty should be informed but also understand the importance. Malcolm will give a summary of the report at the next Academic Senate meeting and gather feedback on the options outlined in the report as a starting point. The Council suggested including information under each option. Chris suggested the summary is also shared in senate and that each representative is asked to take it back to their departments to gather additional feedback. Council members discussed when it would be appropriate to edit the philosophy statement. Tania asked if this information should be shared with the Education and Facilities Comprehensive Plan (EFCP) Taskforce. We need to find out a way to gather student feedback. The timeline to update the local GE requirements is very short.  2. hold for next meeting.  3. hold for next meeting.  4. hold for next meeting.  5. hold for next meeting.  6. hold for next meeting.  7. hold for next meeting. |
| 1. **On Hold/Tabled Items**    1. Equity-Minded Curriculum – Inclusive Language – M. Rickard    2. EDC Purpose and Function 2024-25 |  |

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| 2024-25 Meetings  3:30-5:00PM  2nd & 4th Tuesdays | **Fall 2024**  September 10 & 24  October 8 & 22 | November 12 & 26  December 9 *(tentative)* | **Spring 2025**  March 11 & 25 | April 8 & 22  May 13 & 27 |  |