



Cañada College
CURRICULUM COMMITTEE
Minutes
Friday, December 11, 2020
9:30 a.m. – 11:30 a.m., Zoom

Members Present: Lisa Palmer, Sumathi Shankar, Chris Burns, Danielle Pelletier, Maureen Wiley, Maria Lara-Blanco, Ana Miladinova, Nick Carr, Soraya Sohrabi, David Monarres, Tammy Robinson, José F. Peña, Bernadette Newland, Gloria Darafshi, Leonor Cabrera, James Aganon

Members Absent: Katie Chen

Guests: Alex Claxton, Nick DeMello, James Carranza, Lezlee Ware, David Eck

1) Adoption of Consent Agenda

Motion – To adopt consent agenda: M/S: Chris Burns, Bernadette Newland

Discussion – none

Abstentions – none

Approval – approved

Consent Agenda

1) Approval of Meeting Minutes – November 13, 2020

2) Approval of Curriculum items – none

Motion – To approve consent agenda: M/S: Gloria Darafshi, Bernadette Newland

Discussion—none

Abstentions – none

Approval – approved unanimously

Substantive Agenda

1) Adoption of Substantive Agenda

Motion – To adopt substantive agenda: M/S: José F. Peña, Maureen Wiley

Discussion—none

Abstentions – none

Approval – approved unanimously

2) Curriculum items:

Humanities & Social Sciences

- **Ethnic Studies (ETHN)** - Addition of Discipline and course prefix

Lezlee Ware and David Eck presented on behalf of this item. Lezlee stated that updated SLOs in accordance with a new mandate have been included. The first step is to ensure the prefix is approved, followed by the courses, and the hiring of faculty in coming semesters.

Motion – To approve addition of discipline and course prefix for Ethnic Studies (ETHN):
M/S: Gloria Darafshi, Bernadette Newland

Discussion— Maria Lara-Blanco shared that the campus ethnic studies graduation requirement was changed to include that courses needed to be completed with a grade of C or better. Maria asked if this conversation had happened with CSUs and our district. Soraya shared that at a transfer directors meeting, it was discussed that ethnic studies is part of the general education for the CSU GE and is like any other area of GE, which means the grade does not have to be C- or better. Maria discussed the significance for the requirement. Gloria shared that in terms of the CSU GE, the campus does not establish the requirement, and the question would be if the campus wants the local degree requirement to be different from the CSU GE requirement, which may lead to confusion for students, but may be up for discussion. Lezlee mentioned that she would bring this up at the next task force meeting. Nick DeMello shared that we have voted to mirror the CSU requirements in the past, and to change would be challenging. Maria shared that in the current GE pattern for local degrees in area A1, A2, A3, the campus does not state that a C- or better is needed, as CSU does. Maria stressed the importance of ensuring consistent delivery of information to students. Maria and Soraya discussed specific examples of particular course offerings. Lisa asked Maria to write out her concern. Maria shared that we cannot change CSU GE requirements or the grading method, but currently, CSU GE does require 4 areas to have a C- or better, and a lesser grade on the others is allowed in addition to a GPA of 2.0 overall. When it was discussed that we should mirror the CSU GE, we need to review our local degree, because it is not stated that a C- or better is needed in the same four areas as CSU. Maria shared that she would write this out for the committee. Soraya also mentioned that as of right now, a particular grade of C or better is not mandatory according to the education code for graduation requirements of community colleges. Gloria thanked Lezlee and David for the work they have done as she has experienced that other colleges have not moved as quickly and will not be ready come the fall. Gloria shared that this will be a great benefit to the students and acknowledged the work that was done on the students' behalf. Soraya echoed this statement. Lezlee also thanked the committee members and Academic Senate for the work they have done to assist in the forward movement of this process. Lisa asked Lezlee to share background information on Frank Young that she shared at a recent Academic Senate meeting. Lezlee shared that Frank obtained certificates in Ethnic Studies from SFSU, which was the first college to have an Ethnic Studies department, and brought the discipline experience he gained to the college, and this is why we have the local requirement to this day. José commented that CSM approved their courses yesterday and he can begin cloning the courses. José asked for a list of courses so he can begin working on this project. José will work with James Carranza to confirm the courses that should be cloned.

Abstentions – none

Approval – approved unanimously

3) Information/Discussion/Reports/Approval Items

a. Chair's Report

Lisa shared that much was accomplished this past semester. All courses have distance education addenda in place. José clarified that this is only the courses that were offered in fall and summer. Now would be the time to look at courses that are under consideration to be offered in the future. In 2021/2022, the Funeral Services Education (FSE) program will be available in the fall and the Photonics and Laser Technology (PALT) will likely be available in the spring. An Honors Research Seminar course that Susan Mahoney has been working on will likely be part of the January meeting for approval to be offered in the fall. Lisa commended the campus and committee for the effort and accomplishments that have been made throughout the semester.

b. Articulation Officer's Report


- 2021-2022 Updated GE Patterns and Catalog Information - (Information)

Gloria and Soraya presented on this item.

The following are the proposal/recommendations to modify AA/AS degree requirements instruction sheet and GE worksheets to:

- Change the language under the "scholarship" and "Major" to read as listed in the catalog, and for clarity.
- Remove the Ethnic Studies courses from the "Degree Requirement" sheet since it will be added back GE requirements, area "F".
- Changed the number of GE unit requirements for Associate Degree to 22 units
- Remove notes about the Ethnic Studies from CSU GE Breadth and Associate Degree GE sheets.
- Add section "F" to both CSU and Associate Degree General Education Worksheets
- On CSU GE Breadth worksheet, changed the number of units for Area D to 6 units and changed the language to match the CSU policy.

Soraya walked the committee through the proposed modifications in the CSU General Education Requirement worksheet below. Changes were also made to the local degree requirement worksheet to be in alignment.


CSU General Education Requirements 2020-2021

The following is a general education pattern for California State University (CSU) which can be fully or partially certified upon successful completion of courses. Full certification indicates that the lower division general education courses are complete. Students must request the certification with their final transcript or once courses are complete, online via WebSMART.

Legend		C = Completed	IP = In-Progress	P = Planned			
Area A: English Language Communication and Critical Thinking				9 units Required	C	IP	P
One course required from each section in area A							
A1 Oral Communication:	COMM 110, 127, 130, 140	• Other: _____					
A2 Written Communication:	ENGL 100, 105	• Other: _____					
A3 Critical Thinking:	ENGL 110, 165 PHIL 103, 200 PLSC 103	• Other: _____					
Area B: Scientific Inquiry and Quantitative Reasoning				9 units Required	C	IP	P
One course from Physical Science, one from Life Science, and one from Math Concepts. Also must include one lab course from B3 or any course indicated by an *							
B1 Physical Science:	ASTR 100 CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410* ENVS 115 GEOG 100 GEOL 100, 121* METE 100 OCEN 100 PHYS 114*, 210*, 220*, 250*, 260*, 270*, 405	• Other: _____					
B2 Life Science:	ANTH 125 BIOL 100, 110*, 130, 225*, 230*, 240*, 250*, 260* ENVS 115 GEOL 121* OCEN 100	• Other: _____					
B3 LAB: These courses meet the lab requirement, but they must be taken concurrently or after completing the corresponding lecture course. Courses with () meet area B3 Lab requirements.							
	ANTH 126 ASTR 101 BIOL 132 ENVS 101 GEOG 101 GEOL 101 OCEN 101	• Other: _____					
B4 Math Concept:	Math 125, 130, 150, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275	• Other: _____					
Area C: Arts and Humanities				9 units Required	C	IP	P
Choose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.							
C1 Arts:	ART 101, 102, 103, 104, 105, 114, 116, 118, 119, 250, 306 DANC 100 DRAM 101, 140, 160, 200, 233, 300.4 INTD 150, 151 LIT. 441, 442 MUS. 100, 202, 210, 215, 240, 250, 260, 271, 275	• Other: _____					
C2 Humanities:	DRAM 151 ENGL 110, 161, 164 ECE. 191 HIST 100, 101, 104, 106, 201, 202, 245, 246, 247 LIT. 151, 200+, 205, 231, 232, 252, 266, 371, 372, 373, 375, 441, 442 PHIL 100, 175, 160, 190, 240, 300, 312 SPAN 110, 120, 121, 122, 131, 132, 140, 145, 150, 152, 162	• Other: _____					
Area D: Social Sciences				6 units Required	C	IP	P
Choose two courses from courses from this section.							
Social institutions: ANTH 110, 200, 351 BUS. 100, 101 COMM 150, 180 ECE. 201, 212 ECON 100, 102, 230 ENGL 200 GEOG 110, 150 HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422 LING 200 PLSC 130, 150, 170, 210, 310, 320 PSYC 100, 106, 200, 205, 300, 340, 410 SOCI 100, 105, 141, 205							
The following courses will fulfill the CSU requirements for United States History, and Constitution and American Ideals (The California State University, before awarding a degree, requires students to complete courses or examinations that address: the historical development of American institutions and ideals Area US-1; and the Constitution of the United States and the operation of representative democratic government under that Constitution Area US-2; and the process of California state and local government Area US-3. Courses approved in two US areas may be used to satisfy both areas.)							
US-1: ECON 230 HIST 201, 202 US-2: HIST 201, 202 PLSC 210 US-3: PLSC 210, 310 • Other: _____							
Area E: Lifelong Learning & Self Development				3 units Required (max. 2 units from E2)	C	IP	P
E1: BIOL 310 CRER 137 HSCI 100, 116 KINE 101, 105, 109 PSYC 200, 340							
E2: DANC 115.1, 115.2, 115.3, 115.4, 121.1, 121.2, 121.3, 121.4, 125.1, 125.2, 125.3, 125.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 150.1, 150.2, 150.3, 150.4, 151.1, 151.2, 151.3, 151.4, 220, 400.1, 400.2, 400.3, 400.4 FITN 112, 117, 118, 119, 122, 128, 152, 153, 154, 210, 227.1, 227.2, 227.3, 227.4; 235, 304.1, 304.2, 304.3, 304.4; 332.1, 332.2; 334.1, 334.2, 334.3, 334.4; 335.1, 335.2, 335.3, 335.4 INDV 160.1, 160.2, 160.3, 160.4; 251.1, 251.2, 251.3, 251.4; TEAM 105, 111.1, 111.2, 111.3, 111.4; 132.1, 132.2, 132.3; 141.1, 141.2, 141.3, 141.4; 148.1, 148.2, 148.3, 148.4, 171.1, 171.2, 171.3, 171.4; 183, 184, 185, 186, 187 WARS 104, 114, 140, 154, 170, 340 • Other: _____							
Area F: Ethnic Studies				3 units Required	C	IP	P

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Cañada College AA/AS Degree Requirements 2021-2022

The requirements may be followed throughout the course of study as long as students attend college at least one semester each academic calendar. If there is a break in attendance, student must meet the graduation requirements listed in the catalog of the academic year that s/he resume her/his studies.

Legend			
	C = Completed	IP = In-Progress	P = Planned
Graduating with an Associate Degree in Arts (AA) or Associate Degree in Science (AS) requires 60 degree applicable units that must include the following:	C	IP	P
1. Residence: A minimum of 12 units must be completed at Cañada College	C	IP	P
2. Scholarship: <ul style="list-style-type: none"> - A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District, and all incoming degree applicable coursework taken outside the District. - All courses in major must pass with grade of "C" or better (2.0) 	C	IP	P
3. Basic Competency Requirement: Competency requirements exist for the areas of English (Reading and Writing), and Mathematics. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the A.A. or A.S. degree. English (Reading and Writing): Satisfy one or more of the following requirements <ul style="list-style-type: none"> • Satisfactory Completion of ENGL 100 (Reading and Composition) or ENGL 105 (Intensive Composition and Reading) with a grade of "C" or better; or • Score of 3, 4, or 5 on one of the following College Board Advanced Placement Tests (AP): English Language and Composition, English Literature and Composition Mathematics/Quantitative Reasoning: Satisfy one or more of the following requirements <ul style="list-style-type: none"> • Satisfactory Completion of MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) or BUS. 113 (Personal Finance) with a grade of "C" or better, or equivalent; or • Satisfactory completion of any course having MATH 120 (Intermediate Algebra) or MATH 190 (Path to Statistics) as a prerequisite with a grade of "C" or better; or • Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or • Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL; or • Placement into transfer-level MATH course using SMCCCD math placement test if taken prior to fall 2019 	C	IP	P
5. Physical Education: Two activity courses in Physical Education are required. However this requirement may be waived or modified for students in one of the following categories: <ol style="list-style-type: none"> 1. Graduates of community colleges or other accredited colleges and universities, or 2. Veterans with one or more years of service, or 3. Persons excused for medical reasons 	C	IP	P
6. Major: <ul style="list-style-type: none"> • A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division. • A grade point average of 2.0 in the major is required. All classes applied to the major (core and selectives) must receive a grade of "C" or better. If the course is evaluated by Pass or No Pass ONLY then a "Pass" evaluation for the course is acceptable. If the course is offered as "grade option" a letter grade of "C" or better is required. For additional information on the use of Pass/No Pass classes to satisfy degree requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog. • Either 12 units or fifty percent of the units required for the major, whichever is fewer, must be completed at Cañada College. 	C	IP	P
7. General Electives: Additional courses to meet the minimum 60 units degree requirement (non-degree applicable courses do not meet this requirement).	C	IP	P
8. General Education: 22 units required - General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education. <p style="text-align: center;">See General Education (GE) Areas A through F listed on the next page.</p>	C	IP	P

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Cañada College AA/AS Degree Requirements 2021-2022
(Continued) General Education Requirements for an AA/AS Degree

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Legend	C = Completed	IP = In-Progress	P = Planned
GE Area A: English Language Communication and Critical Thinking			6 units Required
			3 units from A2 and 3 units from A1 or A3
A1: Oral Communication Requirement:	COMM 110, 127, 130, 140	• Other: _____	
A2: Written Communication Requirement:	ENGL100, 105	• Other: _____	
A3: Critical Thinking Requirement:	ENGL 110,165 PHIL 103, 200 PLSC 103 MATH 125, 130, 150, 200, 222, 225, 241, 243, 251, 252, 253, 270, 275	• Other: _____	
GE Area B: Scientific Inquiry and Quantitative Reasoning			4 units Required
One course required from any of the following areas: B1 or B2. Must include one lab course (indicated by *)			
B1: Physical Science:	ASTR 100 CHEM 114*, 192*, 210*, 220*, 231*, 232*, 410* ENVS 115 GEOG 100 GEOL 100, 121* METE 100 OCEN 100 PHYS 114*, 210*, 220*, 250*, 260*, 270*, 405	• Other: _____	
B2: Life Science:	ANTH 125 BIOL 100, 110*, 130, 225*, 230*, 240*, 250*, 260* ENVS 115 GEOL 121* OCEN 100	• Other: _____	
B3: Lab courses: The following courses are stand-alone lab courses that must be taken concurrently or after successfully completed the corresponding lecture course.			
	ANTH 126 ASTR 101 BIOL 132 ENVS 101 GEOG 101 GEOL 101 OCEN 101	• Other: _____	
GE Area C: Arts and Humanities			3 units Required
C1 Arts:	ART 101, 102, 103, 104, 105, 114, 116, 118, 119, 250, 306 DANC 100 DRAM 101, 140, 160+, 200, 233, 300.4 INTD 150, 151 LIT. 441, 442 MUS. 100, 202, 210, 215, 240, 250, 260, 271, 275	• Other: _____	
C2 Humanities:	DRAM 151 ENGL 110, 161, 164 ECE. 191 HIST 100, 101, 104, 106, 201, 202, 245, 246, 247 LIT. 151, 200, 205, 231, 232, 252, 266, 371, 372, 373, 375, 441, 442 PHIL 100, 160, 175, 190, 240, 300, 312 SPAN 110, 120, 121, 122, 131, 132, 140, 145, 150 152, 162- Other: _____		
GE Area D: Social Sciences			3 units Required
Social institutions: ANTH 110, 200, 351 BUS. 100, 101 COMM 150, 180 ECE. 201, 212 ECON 100, 102, 230 ENGL 200 GEOG 110, 150 HIST 100, 101, 104, 106, 201, 202, 242, 245, 246, 247, 422 LING 200 PLSC 130, 150, 170, 210, 310, 320 PSYC 100, 106, 200, 205, 300, 340, 410 SOCI 100, 105, 141, 205			
The following courses will fulfill the CSU requirements for United States History, and Constitution and American Ideals (The California State University, before awarding a degree, requires students to complete courses or examinations that address: the historical development of American institutions and ideals Area US-1; and the Constitution of the United States and the operation of representative democratic government under that Constitution Area US-2; and the process of California state and local government Area US-3. Courses approved in two US areas may be used to satisfy both areas.)			
US-1:	ECON 230 HIST 201, 202	US-2: HIST 201, 202 PLSC 210	US-3: PLSC 210, 310 • Other: _____
GE Area E: Lifelong Learning and Self Development			3 units Required (max. 2 units from E2)
Up to 3 units of course work in Area E may be applied towards completion of General Education requirements, or students may select additional 3 units of General Education from Areas A-D above.			
E1:	BIOL 310 CRER 137 HSCI 100, 116 KINE 101, 105, 109 PSYC 200, 340		
E2: (Physical Education activity courses – maximum of 2 units may apply to General Education requirements):			
DANC	115.1, 115.2, 115.3, 115.4, 121.1, 121.2, 121.3, 121.4, 125.1, 125.2, 125.3, 125.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 150.1, 150.2, 150.3, 150.4, 151.1, 151.2, 151.3, 151.4, 220, 400.1, 400.2, 400.3, 400.4	FITN	112, 117, 118, 119, 122, 128, 152, 153, 154, 210, 227.1, 227.2, 227.3, 227.4, 235, 304.1, 304.2, 304.3, 304.4; 332.1, 332.2; 334.1, 334.2, 334.3, 334.4; 335.1, 335.2, 335.3, 335.4
INDV	160.1, 160.2, 160.3, 160.4; 251.1, 251.2, 251.3, 251.4	TEAM	105, 111.1, 111.2, 111.3, 111.4; 132.1, 132.2, 132.3; 141.1, 141.2, 141.3, 141.4; 148.1, 148.2, 148.3, 148.4, 171.1, 171.2, 171.3, 171.4; 183, 184, 185, 186, 187
VARS	104, 114, 140, 154, 170, 340	• Other: _____	
GE Area F: Ethnic Studies			3 units Required

Note:

Although a course may be listed in more than one area, a student may use a course to satisfy only one subject area.

- Other indicates if area requirement is met by other means such as completing a course at another accredited institution, or by AP/IB/CLEP



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2021-2022

Articulation Report – December 11, 2020

Final Submissions of Courses for CSU and/or UC General Education approval:

GE Submissions December, 2020							
Course #	Course Title	# of units	CSUGE	CSUGE Area	IGETC	IGETC Area	Notes
AQUA 127.1	Swim Stroke Development I	1	X	E2			
AQUA 127.2	Swim Stroke Development II	1	X	E2			
INDV 121.1	Badminton I	1	X	E2			
INDV 121.2	Badminton II	1	X	E2			
VARS 300	Varsity Basketball: Women	1.5	X	E2			
VARS 350	Women's Varsity Badminton	3	X	E2			
VARS 400	Women's Varsity Water Polo	3	X	E2			
FITN 128.1	Core Strength and Functional Training I	1	X	E2			
FITN 128.2	Core Strength and Functional Training II	1	X	E2			
FITN 301.1	Spinning I	1	X	E2			
FITN 301.2	Spinning II	1	X	E2			
FITN 301.3	Spinning III	1	X	E2			
DANC 117.1	Tap Dance I	1	X	E2			
DANC 117.2	Tap Dance II	1	X	E2			
DANC 117.3	Tap Dance III	1	X	E2			
DANC 117.4	Tap Dance IV	1	X	E2			
DANC 161.1	Tango Argentino I	1	X	E2			
DANC 161.2	Tango Argentino II	1	X	E2			

Course #	Course Title	# of units	CSUGE	CSUGE Area	IGETC	IGETC Area	Notes
DANC 161.3	Tango Argentino III	1	X	E2			
DANC 161.4	Tango Argentino IV	1	X	E2			
MUS. 260	Music in Film, Television & Multimedia	3	approved	C1	X	3A	
ART 131	Art History Goes to the Movies	3	X	C1	X	3A	if approved, backdate to F'20
BUS. 113	Personal Finance	3	X	B4			
HIST 245	Race, Ethnicity & Immigration in the U.S.	3	X	US-1/2			
BUS. 101	Human Relations in the Workplace	3	X	E1			if approved, backdate to F'20
KINE 119	First Aid/Adult & Pediatric CPR/AED	3	X	E1			if approved, backdate to F'20
MUS. 215	Music, Culture, & History	3	approved	C1	X	3A	if approved, backdate to F'20
ECE. 191	Children's Literature	3	approved	C2	X	3B	if approved, backdate to F'20
ESL 400	Composition for Multilingual Students	5	X	C2	X	3B	
DRAM 150	Script Analysis	3	X	C1	X	3A	if approved, backdate to F'20
DRAM 201	Acting II	3	X	C1	X	3A	if approved, backdate to F'20
BUS. 125	International Business	3	X	D			if approved, backdate to F'20
BUS. 230	International Marketing	3	X	D			if approved, backdate to F'20
FITN 308.1	Hiking & Trekking for Fitness I	1	X	E2			

c. Office of Instruction Report

▪ **Vice President of Instruction (VPI)**

Tammy commended the college for responding quickly to Ethnic Studies and taking it seriously as there is a need for this area of focus both for our students and the nation. Tammy thanked the team of faculty and administrators for coming together to make this process work. Tammy also thanked members of the committee for completing their individual roles to ensure the committee as a whole functions appropriately, and commended them for doing great work in the midst of the pandemic.

▪ **Curriculum & Instructional Systems Specialist**

- 2020-2021 2-year and 5-year cycle updates (Information)



2020-2021 CURRICULUM REVIEW MATRIX ... BY SUBJECT

Updated: 12/7/2020; 2:18 pm

CTE	Discipline	To Be Reviewed	Completed	In The Queue	Unsubmitted
CTE	ACTG	6		6	0
	ARCH	1			1
	BIOL	1			1
	BUS.	11		3	8
	CBOT	11			11
	CIS	13	1	0	12
	INTD	18	18	0	0
	MEDA	16	15	0	1
	MGMT	1			1
	RADT	20	14	0	6
CTE Total		98	48	9	41
NON-CTE	ANTH	5			5
	ART	27	10	0	17
	CRER	6	1	0	5
	HUM.	1	0	0	1
	INDV	10	10	0	0
	MATH	22	11	0	11
	SOSC	1			1
NON-CTE Total		72	32	0	40
Grand Total		170	80	9	81

José reminded committee members that courses that are not approved will be banked, and stressed the importance of this. José also shared that the scheduling of summer 2021 will take place in the next few weeks, and he urges faculty to check courses to ensure they have DE addendums, because if they are not approved, they cannot be scheduled.

d. Distance Education (DE) Coordinator

Nick had no formal report, and wished the committee happy holidays.

e. Guided Pathways Update: Alex Claxton

- Program Mapper (Information)

Alex provided an update on the Program Mapper tool. Alex projected the college website and walked the committee through recent changes and updates. Alex reviewed sections and navigated the site in a similar way that a student may interact with it. Alex pointed out that a new section is available for students to make an appointment with a counselor. Nick shared a link to the Program Mapper tool. <https://canada.programmapper.ws/academics> Alex shared that there is a program map for each of the awards offered at the campus. He reviewed the specifics of each section of what would appear for a student. Another new addition is a feature

including CSU data if articulation agreements are present. The map can also be printed if need be. The idea is to provide scaffolding for students who are seeking to understand pathways to specific areas of study. Alex also provided the committee with a feedback form to provide feedback on the tool here:

<https://app.smartsheet.com/b/form/a6db76bb7fc54c908ce3e5c48dced0e8>

Lisa asked who would be responsible for updates. Alex will be responsible for major updates as they take place per curriculum cycle. Lisa also brought up the issue of catalog year. Alex shared that a way to select a particular catalog year is being developed. Gloria shared that while this is useful, the one on one meetings with counselors will be necessary to ensure students are receiving accurate information about their individual paths. Alex agreed that this is not intended to replace a counselor, but should be used as an additional support.

David Eck provided feedback that the “make an appointment” button should be made more clear that clicking this means make an appointment with, specifically, a counselor. José asked for confirmation that the data input would match the appropriate year’s information. Nick provided feedback that a disclaimer may be appropriate to ensure students know this is one potential pathway, but that an appointment with a counselor is still necessary. Nick also suggested that Curriculum Committee could supply Alex with a summary of approved changes so that these can be accurately reflected on the map. Lastly, Nick shared that the inclusion of the CSU section makes this more marketable and applicable to students as this component makes the tool part of a larger pathway. Maria agreed with Nick’s suggestion of the inclusion of the disclaimer, as well as a component that informs students to refer to the tool often to be aware of updates and changes that may take place in order to convey accurate information to students. Danielle asked if there was a tutorial video that she could send to students. Tammy shared that this is something that they can look into pursuing.

4) Division Reports

-Soraya shared that CSU and UC campuses have extended their deadlines. CSU application deadline is coming up on December 15. Transfer center drop in hours will be available to help students complete their applications. UC Santa Cruz, Merced, and Riverside extended their application deadline to December 15.

-Maria shared that Admissions and Records will be closed starting at noon on December 23 through January 1 and will reopen January 4. Final grades are due at 4pm, January 5, and grades will be available on January 6 to students. Ruth Miller will be retiring at the end of the month and starting Monday, Maria will be the detail Registrar. Maria asked for the committee to please be patient as new employees are trained in their new roles.

-Maureen shared that it would be useful to inform faculty in anticipation of the first division meetings of the semester that they should double check to ensure distance education addenda are present for courses they are hoping to offer.

5) Adjournment

Motion – To adjourn the meeting: M/S: Gloria Darafshi, Soraya Sohrabi

Discussion—none

Abstentions – none

Approval – approved unanimously

- a. Meeting adjourned at 10:41am