

Catalog Committee Meeting Summary  
 Friday, September 28, 2018  
 LRC 208

<b>MEMBERS</b>	Charlotta Robertson	Paul Sykes	Leslie Shimazaki (absent)	Shelly Hess
	Gabriel Adona (absent)	N. Scott Robinson (absent)	Dulce Lopez	Michelle Radley
	Paula Gustin (absent)	Scott Suarez	Anda McComb	Danya Sanchez
	Brandon Terrell	Classified (Vacant)	Student Rep (Vacant)	
<b>Guest(s)</b>	Tina Recalde			

1. Call to Order

Welcome/Introductions	Meeting called to order at 10:04 a.m.
Membership Update	13 current members, two vacancies; need one classified professional and one student representative

2. Role of Committee

Discussion	<ul style="list-style-type: none"> <li>The Catalog Committee coordinates the annual update and review of the college catalog and ensures the contents are accurate, clear and useful. Members also serve as liaison to the campus in the coordination, but do not make changes to the catalog proofs on behalf of any School or Department.</li> <li>Hearty discussion about digitizing catalog and production process, linking course outlines and flipping contents to make more user-friendly for students.</li> <li>District in favor of digitization concept; may be budget and accreditation implications. Will discuss further at the District-wide Catalog Committee.</li> </ul>
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3. Current Issues with Catalog Implications

Discussion	<ul style="list-style-type: none"> <li>Approvals: CIC, BOT, CCCCCO, WASC/ACCJC. All new courses, programs, and program revisions must be approved by CIC, Board of Trustees, the California Community Colleges Chancellor's Office (CCCCO), and may be subject to Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC) approval <i>before</i> publication in the college catalog.</li> <li>CurricUnet Proposal entry, appropriate action and approvals required to meet deadlines.</li> <li>Program Learning Outcomes on six-year cycle. Mesa still has <i>TaskStream</i>, aka, <i>Watermark</i>, as learning outcomes repository; future support may be an issue.</li> <li>Dec. 13<sup>th</sup>-last CIC meeting for curriculum approved for 2019-20 catalog. New courses, programs, program revisions subject to additional approvals.</li> <li>Guest Tina Recalde provided Guided/Mesa Pathways information. Chairing "Leading Clear Programs Group," most likely to impact catalog in future. In early stages, want to make clear course sequences easier for students to understand. Unlikely to be implemented for 2019-2020 catalog cycle.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Discussion followed regarding “course sequences” or “take any number” of select courses, when courses are offered, and concern about class cancellations. Catalog is a legal document and student has catalog rights.</li> </ul>
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#### 4. Catalog Production Timeline

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• District Catalog Committee to review future catalog production timeline that is more sensitive to faculty calendars/review period.</li> </ul> <p><u>Current Timeline:</u></p> <ul style="list-style-type: none"> <li>• Electronic draft of 2019-2020 catalog: <i>(Pending)</i></li> <li>• <u>Oct. 22-Nov. 7, 2018:</u> Non-Curricular Review (tentative)</li> <li>• <u>Nov. 9, 2018:</u> Deliver catalog draft with revisions to District Office</li> <li>• <u>Jan. 7, 2019:</u> First Draft delivered to VPI’s Office <i>(Return to District 1/23/19)</i></li> <li>• <u>Feb. 25, 2019:</u> Second Proof delivered to VPI’s Office <i>(Return to District 3/5/19)</i></li> <li>• <u>May 28, 2019:</u> 2019-2020 catalogs delivered to campus</li> </ul>
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#### 5. Catalog Committee Webpage

URL Other Resources	<ul style="list-style-type: none"> <li>• <a href="http://www.sdmesa.edu/academics/catalog/catalog-committee/">http://www.sdmesa.edu/academics/catalog/catalog-committee/</a></li> <li>• Online resources reference sheet provided to membership</li> </ul>
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#### 6. Roundtable

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Program Title in Curricunet must match title in Chancellor’s Office Curriculum Inventory (COCI)</li> <li>• District enters approved courses, campus enters approved programs</li> <li>• Any new certificates/degrees, substantial changes have to be approved by ACCJC</li> <li>• Emphasis on making catalog student-centered; may prefer online catalog</li> <li>• Screencast tool recommended for info-sharing on catalog website</li> <li>• Brief demo of Institutional Effectiveness/Research data dashboard, good idea to review data definitions. Shows degrees, completion, retention, etc.</li> <li>• Recommendation to attend Zoom session on October 10<sup>th</sup>.</li> </ul>
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#### 7. Adjournment

- Meeting adjourned at 11:20 a.m.