



MAPPING & CATALOG COMMITTEE

November 09, 2021 Minutes

9:00 – 10:30 AM

Via Zoom Meeting

Voting Members

Shiloh Blacksher, *GPS Instruction Coordinator*
 X Jody Fernando, *Noncredit Manager*
 Jamaika Fowler, *Articulation Officer*
 X Alana Bachor, *Credit Mapping Coordinator*
 Sara Mestas, *GPS Counseling Coordinator, Co-Chair*
 X Michael Ngo, *School of Continuing Education Mapping Coordinator*
 X Michelle Sampat, *Associate Dean of Arts, Co-Chair*
 X Dejah Swingle, *Director, Strong Workforce Initiatives*
 Becky Wang, *Evaluator, Admission & Records*
 X Marcell Gilmore, *Research & Institutional Effectiveness*

Vacant, *Arts Faculty*
 Vacant, *Business Faculty*
 Vacant, *Humanities & Social Sciences Faculty*
 X Robert Purcell, *Kinesiology, Athletics, & Dance Faculty*
 X Cristina Springfield, *Library & Learning Resources Faculty*
 X Eugene Mahmoud, *Natural Sciences Faculty*
 Lorena Velasquez, *School of Continuing Ed Faculty*
 Vacant, *Technology & Health Faculty*
 Vacant, *Student Representative*

Non-Voting Members

X Matt Bidart, *Information Technology Representative*

X Lesley Cheng, *Noncredit Curriculum Specialist I*
 Reyna Casas, *Curriculum Specialist I*
 John Lewallen, *Marketing Designee*

Guests

Pedro Suarez, *Instruction Business Analyst*
 X Eric Turner, *Assistant Director, Web and Portal Services*
 X Monica Cantu-Chan, *Director, IT Project*
 X Caron Gomes, *Systems Analyst/Programmer, Counseling*
 X Patricia Maestro, *Counselor, Counseling*
 X Kristina Allende, *Curriculum Liaison*
 X Dianne Rowley, *Assistant Curriculum Liaison*

Meeting Agenda	Outcomes
I. Welcome and Land Acknowledgement – Michelle Sampat	At this time, we would like to take a moment to honor, acknowledge, reflect, express our sincere gratitude for, and appreciation of, the people, ancestors, and sacred land that we gather upon today. We want to honor the ancestral homelands and traditional territories of Indigenous peoples who have been here since time immemorial; and to recognize that we must build solidarity, and kinship, with Native Indigenous communities. As all our liberations are tied together, we also recognize a duty to give honor through our work, and continue to stand up for racial and social justice every day.
II. Approve Minutes a. October 26, 2021	Approved, 3 abstained.
III. Announcements Upcoming meetings: a. November 23, 2021 – Thanksgiving week b. No Meeting – Tuesday, December 7, 2021 (Finals Week) c. First Meeting of Spring 2022 – Tuesday, March 8, 2022 d. Catalog Updates	a.) Committee should meet quorum, so the next meeting will be on November 23 rd , as scheduled. b.) No meeting during Finals week (December 7, 2021) c.) First Spring Meeting: March 08, 2022. d.) L. Cheng announced I. Pinedo made updates to the 2021-22 Catalog to provide an update to committee, counselors and B. Wang in A&R. There are 4 programs with updates in the catalog: <ul style="list-style-type: none"> • Administration of Justice (AS) – Insertion of ADJU 9 and ADJU 50 left out in error. • Fire Technology – Total units range 23.5-37. Previously 23.5-40.5 not corrected in error. • Anthropology AA-T – Removed from the narrative that stated “A “P” (Pass) grade in not an acceptable grade for courses in the major.

	<ul style="list-style-type: none"> • Social Justice AA-T – Removed from the narrative that stated “A “P” (Pass) grade in not an acceptable grade for courses in the major.
<p>IV. EAB Navigate Planner – Monica Cantu-Chan, Caren Gomes & Patricia Maestro</p>	<p><u>Demo</u> C. Gomes shared screen for the committee to view the EAB Navigate Planner System, which will be launched in 2022.</p> <ul style="list-style-type: none"> • There will be two sides on the screen for student’s to select: Registration and Program Major. • Catalog information is loaded into EAB Navigate and student interface will continue to be used. • Registration system in EAB Navigate is still being worked on. • All plans and GPS Outlines should be modified by next Thursday per P. Maestro. • Integrate maps into catalog, so there will be a capture of the maps. This will allow students to see the pdf version of the catalog and maps from previous years. • C. Gomes recommends recreating the maps that have been deleted, so GPS website and EAB are synced. This is the goal. She plans on coping the template from DegreeWorks, make the changes and remove the courses that have changed. • M. Sampat suggests creating a subgroup to discuss integrating previous maps and catalogs in GPS website and EAB Navigate with web team: M. Bidart, E. Turner and P. Suarez. Then bring discussion back to committee. <p><u>Next Steps:</u> Discussion with P. Suarez regarding integrating maps into catalog to allow students/ users to view pdf version of catalog and maps from previous years. Create subgroup to discuss integrating previous maps and catalogs in GPS and EAB Navigate.</p>
<p>V. Online Catalog Audit Update – Michelle Sampat & Natalie Brammer</p> <ul style="list-style-type: none"> • Emily Versace & Jamaika Fowler Document 	<p>Updates in progress.</p>
<p>VI. Map Notification Process – Michelle Sampat</p>	<p>Initial process was to build maps into the program submission process. An attached page in WebCMS was created.</p> <p><u>Suggested Map Notification Process:</u></p> <ol style="list-style-type: none"> 1. Separate maps from program, but have it live separately as a new standalone submission in WebCMS. 2. Have submission of maps routed to: Author > Department Chairs > Deans > Mapper Mappers will review maps and work with faculty authors, who will make updates and the maps will then move forward. <p>Official maps need a designated place to ensure these approved maps are in the catalog.</p>

	<p>The map changes need to be captured in a process, so there's a record.</p> <p>P. Suarez is contacting the vendor to see if we can have the map live and go through stages when the programs are approved through curriculum. The map will be approved through our committee; to ensure it's ready for the approval through C&I and our local process.</p> <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> • M. Ngo - Suggested he and A. Bachor can touch base with faculty to assist them before they go into the catalog. • D. Swingle - Concerned about scheduling changes and wants to ensure faculty and dept. chair revises maps when needed, so students receive accurate information. • A. Bachor – Suggested using Flex day to remind faculty to check in with mapper to review updates and approve. Provide these sessions every Flex day. • M. Sampat – Likes A. Bachor's suggestion about Flex day sessions for mappers and faculty to review maps and provide updates. • D. Rowley – Asked about Mappers having office hours. The Mappers don't have office hours currently, but A. Bachor will provide set office hours for designated time for faculty and M. Ngo is available via email for assistance. <p>If this process can't be done with WebCMS; another option is to follow something similar to what the Distance Learning Committee is doing. It's a separate process that will mimic this. Process may be easier for faculty in terms of time.</p>				
<p>VII. Catalog Program Maps (Courseleaf) – Pedro Suarez</p>	<p>Workload issue; will use GPS funding if needed to provide additional support.</p>				
<p>VIII. ADT Website – Patricia Maestro</p>	<p>Postponed to next meeting.</p>				
<p>IX. Parking Lot</p>					
<p>2021-22 Meetings 9:00-10:30AM 2nd & 4th Tuesdays</p>	<table border="0"> <tr> <td data-bbox="305 1497 597 1575"> <p>Fall 2021 September 14 & 28 October 12 & 26</p> </td> <td data-bbox="597 1497 857 1575"> <p><u>November 9 & 23</u></p> </td> <td data-bbox="857 1497 1084 1575"> <p>Spring 2022 March 8 & 22</p> </td> <td data-bbox="1084 1497 1539 1575"> <p><u>April 12 & 26</u> <u>May 10 & 24</u></p> </td> </tr> </table>	<p>Fall 2021 September 14 & 28 October 12 & 26</p>	<p><u>November 9 & 23</u></p>	<p>Spring 2022 March 8 & 22</p>	<p><u>April 12 & 26</u> <u>May 10 & 24</u></p>
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