

Mesa Catalog Committee - Fall Meeting  
Friday, October 20, 2017  
A-109

### Meeting Summary

A. Meeting started at 10:05 a.m. Welcomed new and returning members. Present: Paul Sykes, Charlotta Robertson, Tim McGrath, Shelly Hess, Michelle Radley, N. Scott Robinson, Arlis Svedberg, Charlie Lieu

#### B. Membership Update

1. Co-Chairs: Drs. Paul Sykes & Charlotta Robertson

Administrator: Tim McGrath

Faculty: Paula Gustin, Scott Robinson, Scott Suarez, Gabriel Adona

Staff: Arlis Svedberg, Brandon Terrell, Charlie Lieu, Dulce Lopez

District: Shelly Hess, Michelle Radley, Donya Sanchez

Student Position: Pending appointment

Membership to be revised on website to reflect new committee (*IP*).

#### 2. Role of Committee

To coordinate annual review and update of catalog and ensure accuracy of information published, to include sharing relevant information with campus constituency.

Discussion followed with questions/requests for information that would facilitate ensuring accuracy, e.g., reports of status of curricular items. State Chancellor's Office reviewing curriculum-approval processes with emphasis on streamlining/expediting approvals. Curriculum Review Committees (CRCs) also reviewing processes.

#### C. Current Issues with Catalog Implications

1. State, WASC-ACCJC and Department of Education (DOE) approvals are in addition to approvals at local level (CRC & CIC). Curriculum may take up to two years to be fully approved; articulation takes up to one year and DOE up to 90 days. District staff let staff know when curriculum is approved at levels beyond CIC (ex: ACCJC, DOE, etc.). Strong communication process recommended from District to campus.

2. **CurricUNET Proposal Entry/Action** and appropriate approvals required for curricular changes published in the catalog. Marking the draft only does not generate a change in the catalog. Only active courses/programs appear in CurricUNET—not curricular changes in progress. Member requested list of pending approvals to accompany catalog proof (TBD). VPI suggested that each School or Department be assigned designated timeframe for review/revision to catalog draft (*done*).
3. **Changes to Program Learning Outcomes** must be accompanied by copy of TaskStream entry. TaskStream instruction guide to be revised to include instructions for Mac and IBM computer platforms (attached).
4. December 14<sup>th</sup> \* Last CIC Meeting for approval of curriculum published in 2018-2019 catalog

**D. Catalog Production Timeline – Proof Review Dates**

- September 22, 2017: Electronic draft of 2018-2019 catalog sent to campus
- October 23-November 8, 2017: Campus Review/Revision Period – A-103
- November 13, 2017: Deliver catalog draft with revisions to District Office
- January 8, 2018: First Proof delivered to VPI's Office ([Return 1/24/18](#))
- February 26, 2018: Second Proof delivered to VPI's Office ([Return 3/6/18](#))

**E. Catalog Committee Webpage**

1. URL <http://www.sdmesa.edu/about-mesa/governance/committees/catalog-committee.shtml>
2. Reviewed Online Resources for Catalog Subcommittee (handout attached).

**F. Roundtable**

1. Program Learning Outcomes (PLOs) are published in the catalog, not course learning outcomes (CLOs). All Departments may not have a Department Outcome Coordinator (DOC).
2. District (Hess) clarified the following curricular actions:
  - Certificates of Performance (CPs) required Board Approval only, Certificates of Achievement requires local/Region 10, Board of Trustees (BOT), CCCCCO and WASC-ACCJC approvals.
  - New courses can be offered once approved – member noted issue with course approval before related program approval (problematic)
  - Distance Ed/Course Revisions don't have to go to the Board, just need to meet catalog deadlines. Exceptions made at VPI/District level.

Meeting adjourned at 11:12 a.m.

## Mesa College Catalog Sub-Committee Online Resources

### 2018-2019 Catalog Production Timeline

- <https://www.sdccd.edu/docs/ISPT/instsrv/Timelines/CAT2018-2019.pdf>

### Catalog Rights

- <https://www.sdccd.edu/students/evaluations/catalog-rights.aspx>

### Curricunet

- <http://www.curricunet.com/sdccd/>

### District Office of Instruction Webpage

- <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/index.aspx>

### Mesa Catalog Committee Webpage

- <http://www.sdmesa.edu/about-mesa/governance/committees/catalog-committee.shtml>

### Mesa College Catalog (2017-2018)

- <https://www.sdccd.edu/docs/StudentServices/catalogs/2017-2018/Mesa.pdf>

### Mesa Instructional Services Webpage

- <http://www.sdmesa.edu/about-mesa/administration/instructional-services/office-of-instruction/index.shtml>

### TaskStream


- <https://www1.taskstream.com/>

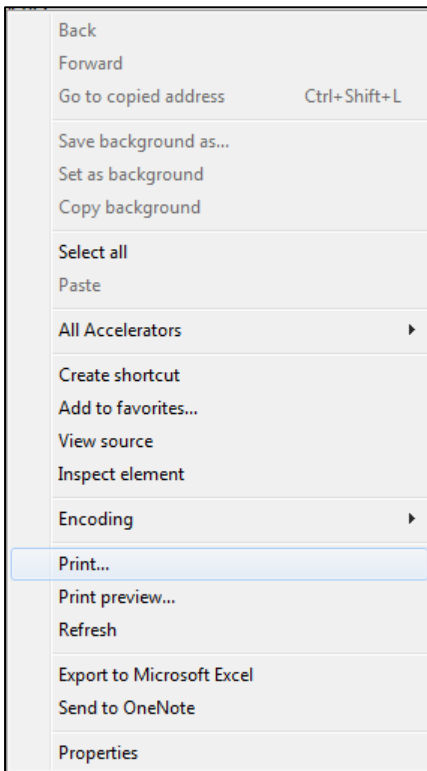
## Where to find Program Learning Outcomes (PLOs) in Taskstream

1. Log into your Taskstream account: <https://www1.taskstream.com/>
2. Locate the “Programs Outcomes Assessment & Action Plan” workspace.
3. On the left-hand side of the module, click on the “Program Outcomes” link.

### How to print a particular frame of a TaskStream window, use these

#### options: Tip 1 (Internet Explorer/Chrome)

1. Click anywhere in the frame that has the information you want to print. This selects that frame.
2. On the TaskStream menu bar, select the “Print” icon . Your information will reflect in a new pop-up screen.
3. You can now either right-click and select print from the pop-up menu

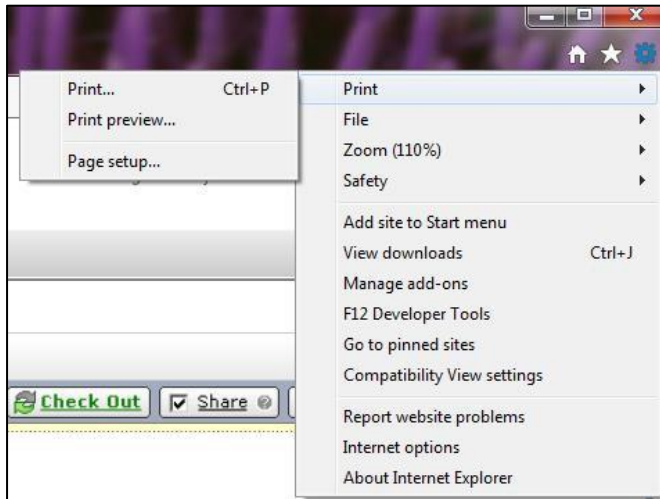


**OR go to the browser’s toolbar and select print.**

4. Proceed with your print job as you normally do.

## Tip 2 (Internet Explorer)

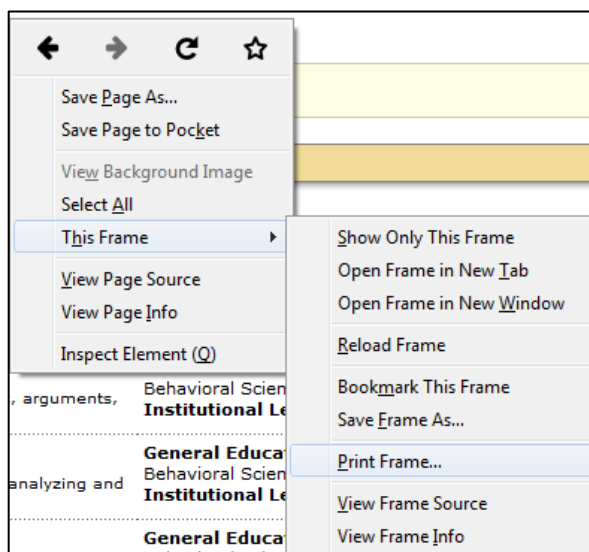
1. Click anywhere in the frame that has the information you want to print. This selects that frame.
2. On your browser's toolbar, select Print.




3. Proceed with your print job as you normally do.

## Tip 3 (Firefox)

1. If you are using Firefox as your browser, right-click anywhere in the frame that has the information you want to print.
2. From the pop-up menu, select "This Frame", then choose "Print Frame...".
3. Proceed with your print job as you normally do.



#### Tip 4 (Mac User)

1. Click anywhere in the frame that has the information you want to print. This selects that frame.
2. On the TaskStream menu bar, select the “Print” icon . Your information will reflect in a new pop-up screen.
3. Use the combination “Command – P” on your keyboard to print the page.