SAN DIEGO COMMUNITY COLLEGE DISTRICT
CURRICULUM INSTRUCTIONAL COUNCIL

Meeting of
November 8, 2001
1:00 p.m. – District Room 272

APPROVED

MINUTES

PRESENT:

Libby Andersen	Curriculum Chair – City College
Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office
Diane Glow	Articulation Officer – Miramar College
Paula Liska	Articulation Officer – City College
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office
Will Tappen	Curriculum Co-Chair – Mesa College
Gerri Perri	Vice President, Instruction – Mesa College
Jim Smith	Vice President, Instructional Services - CET
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Chris Dawes	Academic Senate President – Mesa College

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Charlotta Grant	Curriculum Analyst, Instructional Services – District Office
Melody Nauta	Senior Secretary, Instructional Services – District Office

GUESTS:

Carolyn Buck	Articulation Officer – Mesa College

I.   MINUTES AND AGENDA

1.0   Approval of October 25, 2001 Minutes

The minutes of October 25, 2001 were approved. M/S/P

2.0   Approval of November 8, 2001 Agenda

The agenda of November 8, 2001 was approved. M/S/P

See corrections to Curriculum Agenda below.

1.0   APPROVAL OF CURRICULUM

1.1   ADMINISTRATION OF JUSTICE (ADJU)

1.1.1   314 Officer Safety and Field Tactics (Offered at Miramar) Propose for the following: Change course description effective 021 and Integrate course outline.

1.1.2   320 Semi-Automatic Pistol Training (Offered at Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

1.1.3   324 S.T.C. Certified Supplement Core Course (Offered at Miramar) Propose for the following: Integrate course outline effective 021.

1.1.4   326 S.T.C. Certified Detentions Special Incident Response Training (Offered at Miramar) Propose for following: Integrate course outline effective 021.

1.1.5   330 P.O.S.T. Certified Field Training Officer Course (Offered at Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

1.1.6   331 Advanced Officer Training/Field Operations (Offered at Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

1.1.7   332 P.O.S.T. Certified Driving Under the Influence Course (Offered at Miramar) Propose for the following: Change course description effective 021 and Integrate course outline.

1.1.8   333 P.O.S.T. Certified Firearms Instructors Course (Offered at Miramar) Propose for the following: Add limitation on enrollment effective 024; Change course description effective 024; and Integrate course outline effective 024.

1.1.9   335 P.O.S.T. Certified Tactical communications Course (Offered at Miramar) Propose for the following: Integrate course outline effective 021.

1.1.10 350 Weapons and Safety Training for Probation Officers (Offered at Miramar) Propose for the following: Change hours and units effective 021 and Integrate course outline effective 021.

1.1.11 352 S.T.C. Certified Jail OPS ~~"C" Course~~ (Offered at Miramar) Propose for the following: Change course title effective 024; Add prerequisite effective 024; and Integrate course outline effective 024.

1.1.12 356D Vehicle Operations for Correctional Deputies (Offered at Miramar) Propose for the following: Add prerequisite effective 024; Change course description effective 024 and Integrate course outline effective 024.

1.1.13   383 P.O.S.T. Certified Regional Academy Module 3 (Offered at Miramar) Propose for the following: Change prerequisite effective 024; Change course description effective 024; and Integrate course outline effective 024.

1.1.14   384 P.O.S.T Certified Regional Academy Module 4 (Offered at Miramar) Propose for the following: Change hours and units effective 024; Change prerequisite effective 024; Change course description effective 024 and Integrate course outline effective 024.

1.2   ~~COMPUTER AND INFORMATION SCIENCES (CISC)~~ GENERIC

1.2.1   *045 Applied Applications and Software Skills, Propose for the following: New course at City and Miramar effective 021; and Limitation on enrollment effective 021.

1.3   ENGLISH (ENGL)

1.3.1   247 Writing Seminar – Poetry (Offered at Mesa) Propose for the following: Change course description effective 021; Activate at City effective 021; and Integrate course outline effective 021.

1.4   HISTORY

1.4.1   109 History of the United States I (Offered at City, Mesa, and Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

1.4.2   110 History of the United States II (Offered at City, Mesa, and Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

1.5   MATHEMATICS (MATH)

1.5.1   116 College and Matrix Algebra (Offered at City, Mesa, and Miramar) Propose for the following: Add advisory effective 021; Change course description effective 021; Integrate course outline effective 021; and May be offered via distance education at City and Miramar effective 021.

1.6 PHILOSOPHY (PHIL)

 1.6.1 *106 Oriental Philosophy (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Miramar effective 021.

1.7 PHYSICAL EDUCATION (PHYE)

 1.7.1 *169 Video Choreography (Offered at City) Propose for the following: Deactivate at City effective 021.

1.8 RUSSIAN (RUSS)

 1.8.1 *210 The Grammar of Spoken Russian I (Offered at Mesa) Propose for the following: Deactivate at Mesa effective 021.

 1.8.2 *211 The Grammar of Spoken Russian II (Offered at Mesa) Propose for the following: Deactivate at Mesa effective 021.

1.9 SPANISH (SPAN)

 1.9.1 296 Individual Instruction in Spanish (Offered at City, Mesa, and Miramar) Propose for the following: Change course description effective 021 and Integrate course outline effective 021.

*Requires Board of Trustees approval prior to implementation

2.0 ITEMS REMOVED FROM CONSENT AGENDA

 2.1 ~~COMPUTER AND INFORMATION SCIENCES (CISC)~~ GENERIC
 *045 Applied Applications and Software Skills

 Discussion: The Council discussed items concerning this course such as, changing the subject indicator, considering the course for credit or no credit, changing the requisite, and changing the course description.

 Action: Change Subject Indicator from Computer and Information Sciences to Generic
  Leave title as is.
  Units = 0
  Credit/ No Credit Only (Grading option)
  Change Requisite from "Enrolled in college coursework" to "Enrolled in a companion college course.
  Change Catalog Course Description from:
  "This open entry/open exit course is designed to prepare the student to succeed in the corequisite and subsequent subject matter courses and their computer lab assignments. This course may be taken four times with a different corequisite subject matter or as needed. Credit for the course does not apply to the associate degree."
  Change to: This is an open entry/open exit supplemental course designed to assist students to succeed in completing their computer assignments in a companion course. This course may be taken four times with different companion subject matter courses as needed. This course does not apply to the associate degree.

 2.2 PHILOSOPHY (PHIL)
 *106 Oriental Philosophy

 Discussion: There was confusion on which campuses were proposing to deactivate this course. For clarification Council members stated that City and Mesa were not deactivating the course but, Miramar was deactivating the course.

 Action: Deactivate at Miramar effective 021.

III. OLD BUSINESS

1.0 AP, DANTES, CLEP Update – Myra Harada

 Discussion: It was reported at the District Articulation Council meeting on November 7, 2001, that all the colleges had not reached agreement on AP exam equivalencies. Diane Glow did not believe that the exam equivalencies should appear in the catalog because community colleges do

not generally include them, although they are found in four-year college catalogs. She also did not think it was critical to change the catalog at this point. Ken Fawson was concerned that students would not know about the equivalency for each subject. Ken Fawson suggested that we not amend the catalog and that the issue be revisited by the Articulation Officers at the next DAC meeting.

Diane Glow recommended that the faculty should work toward a uniform standard among the colleges. Policy 3900 was approved in 1995 and defines the exam score equivalencies the district will accept. Ken Fawson stated that more discussion is needed and then consensus before policy is changed.

Action: District Articulation Council will discuss the exam equivalencies and their inclusion in the catalog.

2.0 Catalog Timeline – Student Services Recommendations

Discussion: Myra Harada distributed copies of the Student Services Council recommendation to the catalog production timelines. The recommendation proposed changing the period of the second review from three weeks to two weeks on option A. Mesa College Curriculum Committee supports Option A without revision. Council members want to have the catalogs by the orientation date for new students and as well as to have as much new curriculum in the catalog as possible. The Council also wants a digital copy of the catalog on the web by the registration date for continuing students. The Council wants to know the new students orientation dates to determine catalog timelines. This item will be discussed at the joint meeting.

3.0 Integrated Outlines Update

Instructional Services distributed a report on the status of aligned and non-aligned course outlines that the colleges are responsible for integrating this 2001-02. Two non-aligned Japanese courses have been completed and other aligned and non-aligned courses are in progress in CurricUNET.

4.0 Validation of Prerequisites – Will Tappen

Discussion: Will Tappen inquired if withdrawals (W's) are counted as unsuccessful attempts by students or if they are eliminated from the study. He voiced faculty concern that prerequisites may never be validated without counting W's and that most students who withdraw are unsuccessful. Other Council members stated that students withdraw for reasons other than failing the course.

Action: Myra Harada will report what procedures are used in prerequisite validation at the next CIC meeting.

5.0 CIC Priorities – (Information Only)

Ken Fawson distributed a copy of the Budget Development Goal recommendations which he submitted to Cabinet based upon CIC Priorities. The Budget Development Goal recommendations were well received by the college presidents in light of the new accreditation standards, which address student learning outcomes, competencies and curriculum. He assured the Council that Cabinet was in support of the additions that he submitted based on the priorities.

IV.   NEW BUSINESS

1.0 Distance Education Teaching Methods – Libby Andersen (*Deferred from October 25, 2001)*

Discussion: The Council members were satisfied with the Distance Ed screens on CurricUNET. The screens were developed according to Title V stipulation. Libby Andersen had asked Ken Fawson to distribute the distance education screens to the various campus committees for review.

Ken Fawson asked for feedback on the Distance Education screens, City's Curriculum Committee was satisfied with what was presented. Mesa had no response.

Action: ***The Council decided to use the screens unless there were problems in the future.***

2.0   Removing Generic Courses from Individual Department/Discipline Listings

Discussion: Myra Harada proposed taking the generic discipline course descriptions (044/045/265/270/277/290/296) out of each discipline area in the catalog and listing only one generic course description in the front pages of the "Programs of Instruction" area of the catalog. Council members recommended that a one-line notation replace the generic course description to inform the student that these courses are available.

Action: ***All generic course descriptions in the discipline areas of the catalog will be replaced by a cross-reference to the front pages of the "Program of Instructions" area. Those disciplines with unique course descriptions for the "generics" will remain.***

3.0   CIC Retreat

Discussion: Ken Fawson asked the Council members if they were interested in having a CIC Retreat in January. The Council decided that the best time to have the Retreat would be on the afternoon of the regular CIC meeting on January 24, 2001.

Action: ***The Council agreed to have the CIC retreat during the regular CIC meeting on January 24, 2001.***

V.   INFORMATION/DISCUSSION

1.0   Information Technology Council – No report given. *Deferred to 12/13/01 CIC meeting.*

2.0   Student Services Council – No report given. *Deferred to 12/13/01 CIC meeting.*

3.0   State Academic Senate – No report given. *Deferred to 12/13/01 CIC meeting.*

4.0   CIO (Chief Instructional Officers) – No report given. *Deferred to 12/13/01 CIC meeting.*

5.0   CurricUNET Update – No report given.   *Deferred to 12/13/01 CIC meeting.*

1.0   ANNOUNCEMENTS

2.1 The Joint CIC and SSC Meeting is scheduled for November 29, 2001 at 1:30 p.m. at the District Office, Room 272. CIC curriculum issues will be addressed from 1:00p.m. – 1:30p.m. Curriculum proposals are due to Instructional Services by November 21, 2001 for the December 13, 2001 CIC meeting.

2.0   ADJOURNMENT

Meeting was adjourned 2:35pm.