

*SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CURRICULUM INSTRUCTIONAL COUNCIL*

Meeting of  
December 13, 2001, 1:00p.m.  
District Room 272

**APPROVED**

**MINUTES**

**PRESENT:**

Libby Andersen	Curriculum Chair – City College
Yvonne Bergland	Dean, Instructional Services & Economic Development - Mesa
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
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
Jim Smith	Vice President, Instructional Services - CET
Helen Webb	Curriculum Chair – Miramar College

**ABSENT:**

Ken Fawson	Assistant Chancellor, Instructional Services – District Office
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**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
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**I. MINUTES AND AGENDA**

**1.0 Approval of November 29, 2001 Minutes**

The meeting was called to order by Myra Harada.  
The minutes of November 29, 2001 were approved. M/S/P

**2.0 Approval of December 13, 2001 Agenda**

The agenda of December 13, 2001 was approved. M/S/P

*See corrections to Curriculum Agenda below.*

## **II. CURRICULUM REVIEW/APPROVAL**

### **1.0 APPROVAL OF CURRICULUM**

#### **1.1 ANTHROPOLOGY (ANTH)**

**1.1.1 \*102L Laboratory in Biological Anthropology**, Propose for the following: New course at mesa effective 024; Prerequisite effective 024; Advisory effective 024; Propose for District GE, Area B1, *Life Sciences*, effective 024; Propose for CSU GE, Area B3, *Laboratory Activity*, effective term to be determined; Propose for UC Transfer List, effective term to be determined; Propose for IGETC, Area 5, Biological Science Lab course, effective term to be determined. *Deferred to 1/24/02 meeting.*

#### **1.2 BIOLOGY (BIOL)**

**1.2.1 \*207 Bioproduction Technology**, Propose for the following: New course at City effective 021; Prerequisite effective 021; and Limitation on enrollment effective 021.

#### **1.3 DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)**

**1.3.1 \*\*77 Exploration of Computer Access** (Offered at City and Mesa) Propose for the following: Deactivate at City effective 021.

#### **1.4 EDUCATION (EDUC)**

**1.4.1 202 Introduction to Literacy Instruction** (Offered at City, Mesa and Miramar) Propose for the following: Remove prerequisite effective 021. *Deferred to 1/24/02 meeting.*

#### **1.5 HEALTH INFORMATION TECHNOLOGY (HEIT)**

**1.5.1 \*115 Medical Terminology** (Offered at Mesa) Propose for the following: Deactivate at Mesa effective 024.

**1.5.2 \*125 Basic Pharmacology for Allied Health**, Propose for the following: New course at Mesa effective 024.

**1.5.3 210 Pathophysiology** (Offered at Mesa) Propose for the following: Deactivate at Mesa effective 024.

**1.5.4 261 Directed Clinical Practice A** (Offered at Mesa) Propose for the following: Change prerequisite effective 024; Change course description effective 024; and Integrate course outline effective 024.

**1.5.5 262 Directed Clinical Practice B** (Offered at Mesa) Propose for the following: Change course description effective 024; and Integrate course outline effective 024.

#### **1.6 HUMANITIES (HUMA)**

**1.6.1 102 Introduction to the Humanities II** (Offered at City, Mesa, and Miramar) Propose for the following: Change advisory effective 021; Change course description effective 021 and Integrate course outline effective 021.

#### **1.7 NURSERY AND LANDSCAPE TECHNOLOGY (NLTE)**

**1.7.1 105 Principles of Plant Growth** (Offered at Mesa) Propose for the following: Change course description effective 024; Integrate course outline effective 024; and May be offered via distance education effective 024.

**1.7.2 170 Plant Pests and Control** (Offered at City, Mesa, and Miramar) Propose for the following: Change course title effective 024; Change course description effective 024 and Integrate course outline effective 024.

#### **1.8 PHYSICAL EDUCATION (PHYE)**

**1.8.1 \*\*222 Intercollegiate Track and Field I** (Offered at Mesa) Propose for the following: Activate at City effective 021.

**1.8.2 \*\*223 Intercollegiate Track and Field II** (Offered at Mesa) Propose for the following: Activate at City effective 021.

**1.8.3 240 Physical Education in Elementary Schools** (Offered at City, Mesa, and Miramar) Propose for the following: Propose for UC Transfer List; effective term to be determined. *Note: Contingent upon receipt of approval signatures from Mesa and Miramar review committee chairs.*

### **2.0 PROGRAM CHANGES – See future Board Dockets\***

#### **2.1 Biology, City College, effective 024**

##### **Certificate of Completion**

Add BIOL 207 to restricted electives for *Applied Biotechnology*.

### **Associate in Science**

Add BIOL 207 to restricted electives for *Applied Biology Track*.

### **2.2 \*Music, Mesa College, effective 024**

#### **Certificates of Completion**

Add *Music Composition* (17 units), *Music Technology* (17.5 units), and *Music Theory* (17.5 units).

*\*Requires Board of Trustees approval prior to implementation.*

*\*\* Review online in CurricUNET*

## **III. OLD BUSINESS**

### **1.0 Catalog Production Timeline (HO)**

**Discussion:** The revised catalog production timeline was distributed to the Council. The last date for curriculum to be approved for inclusion the 2002-2003 catalog is the April 11, 2002 CIC meeting. Curriculum proposals must be delivered to Instructional Services by March 22, 2002 for the April meeting.

### **2.0 Integrated Outline Update (HO)**

**Discussion:** Libby Andersen gave an update on the integration of City College courses. Yvonne Bergland distributed copies of the Mesa College integration update.

### **3.0 Validation of Prerequisites (Myra Harada)**

**Discussion:** In response to a question from the previous CIC meeting about prerequisite validation, Myra Harada clarified that W's are included in the calculation of "Not Successful." According to a District Research and Planning validation report on Biology 105/106 "Course success is defined as grades A, B, C, or Credit and no success is defined as D, F, No Credit, Incomplete or Withdraw." In the report, percentages were presented in tables with columns labeled "Successful" and "Not Successful."

## **IV. STANDING REPORTS**

**1.0 Information Technology Council** – No report given.

### **2.0 Student Services Council (Myra Harada)**

- Joint CIC/Student Services Council meeting. The date of the Joint Meeting was confirmed for February 7, 2002 at 10:00 a.m. in Room 272.
- Health care. Children at the college children's centers cannot be treated by campus health services, which provides restricted health care for students. The vice presidents of instruction and Child Development departments will be responsible for creating procedures to handle emergencies that arise at the Children's Centers.
- Drop sheets. A control number is currently placed on the rosters so that faculty can use their passwords to access online drop sheets. However, since faculty are not remembering their passwords, Student Services will assign the faculty new passwords every semester beginning in Spring 2002. The passwords will continue to be printed on the roster.

**2.0 State Academic Senate** – No report given.

**3.0 CIO (Chief Instructional Officers)** – No report given.

#### 4.0 CurricUNET Update – (Charlotta Grant)

- Adjunct faculty access. Charlotta Grant distributed copies of the procedure to give CurricUNET access to Adjunct faculty and Technical Writers.
- Default timelines. CurricUNET now allows the college curriculum committee to view curriculum without default. The curriculum will proceed until curriculum committee approval.
- Southwestern presentation. A demonstration at Southwestern College on December 6, 2001 went well and the product was well received. Instructional Services has received more than 15 inquiries about the product.
- There will be no activity on CurricUNET between December 21, 2001 and January 17, 2002. Faculty will be able to continue work on course proposals but the approval process will not be activated until the start of the Spring Semester, 2002.

### V. INFORMATION/DISCUSSION

#### 1.0 INFORMATION

##### 1.1 CET Course Articulation (\*HO) –

**Discussion:** A copy of courses that have been articulated between the colleges and CET was distributed to the Council. Jim Smith informed the Council that CET course articulation on BUSE, ACCT, AUTO, MACT, MULTI, CBTE, and Electronic Technician would allow credit to be awarded as “Credit for Examination”. The agreement was updated this fall. Lynn Neault asked that the courses be added to the master list of all courses articulated so that the prerequisite evaluators and the college evaluators would be informed.

##### 1.1 CIC Priorities (\*HO)

**Discussion:** The CIC Priorities established last year were distributed to the Council for review. Myra Harada asked the Council to review, evaluate, and revise the priorities in preparation for the CIC retreat on January 24, 2002.

**Action:** Send responses to the CIC Priorities via e-mail to Ken Fawson the week of January 14th, the week before spring semester classes begin.

**1.1 Program Inventory Update** – A copy of a letter regarding Program Inventory Update from the State Chancellor’s Office was distributed to the vice presidents of instruction and curriculum chairs as an information item. The memo requested complete and accurate information be maintained in the “Inventory of Approved and Projected Programs.” The following actions were requested:

- Check and update current inventory entries;
- Delete inactive programs as necessary;
- Delete, revise, or add projected programs;
- Supply a list of low-unit certificates.

**1.2 Instructional Services Holiday Luncheon** – Melody Nauta reported that the Instructional Services and Economic Development Luncheon would be held at the San Diego Marriott Mission Valley, from 11:30a.m. to 2:00p.m.

## **2.0 ANNOUNCEMENTS**

**2.1** The CIC Meeting and Retreat is scheduled for January 24, 2002 at 12:00 p.m., the location to be determined. Curriculum proposals will be discussed at the retreat. Curriculum proposals are due to Instructional Services by January 4, 2002 for the January 24, 2002 meeting.

## **3.0 ADJOURNMENT**

Meeting was adjourned at 2:00p.m.

**\*HO = Handout**