

San Diego Community College District Curriculum Instructional Council (CIC)

Meeting of September 26, 2002
1:00 PM – District Room 272

APPROVED *(except item III C)*

MINUTES

PRESENT:

Elizabeth Armstrong Vice President, Instruction – Mesa College
Chris Dawes Academic Senate President – Mesa College
Pam Deegan Vice President, Instruction – Miramar College
Paula Liska Articulation Officer – City College
Jan Lombardi Curriculum Chair – City College
Ron Manzoni Vice President, Instruction – City College
Lynn Neault Assistant Chancellor, Student Services – District Office (*Ex Officio*)
Will Tappen Curriculum Chair – Mesa College
Helen Webb Curriculum Chair – Miramar College

ABSENT:

Ken Fawson Assistant Chancellor, Instructional Services – District Office (*Chair*)
Diane Glow Articulation Officer – Miramar College
Sandy Schaffer Faculty – CET
Jim Smith Vice President, Instructional Services – CET

STAFF:

Myra Harada Manager, Curriculum & Instructional Services – District Office
Charlotta Grant Curriculum Analyst, Instructional Services – District Office
Darlene Shumaker Administrative Technician, Instructional Services – District Office

GUESTS:

Carolyn Buck Articulation Officer – Mesa College
Dwight Furrow Professor of Philosophy – Mesa College

Myra Harada called the meeting to order at 1:10 PM.

I. MINUTES AND AGENDA

- A. Approval of: September 12, 2002 Minutes
- B. Approval of: September 12, 2002 Agenda

The minutes were approved **M/S/P** (*Anderson, Webb*)
The agenda was approved as amended **M/S/P** (*Deegan, Webb*)

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

1. Philosophy (PHIL)

- 1.1 * **130 Philosophy of Art and Music**, New Course.
Proposed For College(s): Mesa. Effective: Spring 2003

Item was removed from the consent agenda.

Discussion: Miramar College questioned whether research had been done to check if any existing music or art curriculum covers the same areas as this course. A CIC guest today and the originator of this proposal, Dwight Furrow, stated that no existing curriculum covers the philosophical questions addressed in this course. City College requested that the music and art departments be made aware of this new course.

Action: Course approved *M/S/P* (Webb, Tappen)

B. Approval of Program Changes

None

** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION*

C. Distance Education (For Information Only)

1. Marketing (MARK)

- 1.1 **100 Principles of Marketing**, Distance Learning - No Other Action. Proposed For College(s): Miramar. Effective: Spring 2003

D. Special Topics Courses (For Information Only)

1. Engineering (ENGE)

- 1.1 **265B Introduction to Engineering**, Special Topic/Experimental Course. Proposed For College(s): City. Effective: Fall 2002

III. OLD BUSINESS

A. Policy 5300 Revision

The proposed policy with revisions made by Chris Dawes was distributed. City College asked to have time for campus Academic Senates to review the revisions before CIC takes action.

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- Clarification of new text (item number 4) was discussed. Inquiry was made as to what type of “active participation” would be undertaken by the college presidents. Perhaps they only want to be notified of pending curriculum.
- CurricUNET may have to be modified to include the presidents in the approval process.
- It was confirmed that the SDCCD Chancellor would first approve CIC’s recommendations and then send the revised policy to our Board of Trustees for final approval.
- City College asked for clarification of “Military Education Programs.” Miramar College suggested moving this text to the end of paragraph, after the “maintain articulation” text.
- Mesa College asked for clarification as to what part of the review process faculty would actively participate in item number 13. It was confirmed that the intent was to have faculty participation in curriculum equivalencies and articulation.

Action: Take revisions to campus Academic Senate for review. *M/S/P*

B. Policy 5300.2 Military Articulation

Mesa College expressed a preference that the role assigned to the “District Economic Development Office” be changed to the “Office of the Assistant Chancellor of Instructional Services and Economic Development.”

Action: Myra Harada will meet with CIC Chair, Ken Fawson, regarding this revision. The revised policy will go to campus Academic Senate for review. *M/S/P*

C. Courses Needing Single Campus Approvals (Added to Agenda by Helen Webb)

This was not approved and will be revised and brought back to the 10/24/02 CIC meeting along with an additional clarifying document.

Miramar College mentioned confusion by some members of the campus committees regarding approval of Integrated/Revised proposals by single or multiple campuses. All colleges, regardless of how many colleges offer the course, must approve integrated and new course proposals. In addition, course revisions must be approved by all colleges if that course is part of a program shared by all colleges; conversely, revised course proposals do not need approval at all three colleges if the program is not offered at all colleges. The two actions, Integrations and Revisions, are now separate in CurricUNET.

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IV. STANDING REPORTS

A. Curriculum Integration Project (*Charlotta Grant*)

Ms. Grant mentioned that Darlene Shumaker updates the numbers listed on CIC handouts based on changes that have occurred since the last CIC meeting. Miramar College made a correction to their total. The CRC Chairs agreed to meet in October to discuss courses in the process of integration.

B. Information Technology Council (*Myra Harada*)

1. The Information Technology Council assured everyone that solutions to the SPAM email problems are being investigated.
2. Web CT and Blackboard contracts have both been renewed.
3. Instructional Services recently became aware that California Virtual Campus (CVC) is showing our online courses in their online catalog. Since we are now aware of this, we will ensure the accuracy of the course description information they display. The CVC has also given SDCCD a grant to train faculty, which is mainly being utilized by Miramar College faculty.

C. Student Services Council (*Lynn Neault*)

1. The new Wait List system was very successful. It was reported that 4500 of 10,000 Wait Listed students actually enrolled (46%). A few students have complained that some of our faculty members are not honoring the Wait List. Since the number of available spots on the Wait List can vary, City College recommended that faculty who do not want to use it request the number be set at zero. Students were not dropped for non-payment during the last two weeks of registration in order to preserve the integrity of our Wait List.
2. It was confirmed that students who are failing a course could not transfer their paid fees to another course in another term. The only exceptions that may be granted for transferring fees are work schedule changes, medical reasons, or conflicts with instructors.
3. Student Services is now tracking the students in the Dual Admit Program with SDSU. SDCCD currently has 108 students who have an average load of 12 units.
4. Locker Policy: Not discussed.

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D. State Academic Senate (*Chris Dawes*)

Chris Dawes reported that the State Academic Senate has prepared a paper on the development of information competency as a curricular requirement. The Department of Finance did not approve this potential state mandate. Chris Dawes will email all CIC members a copy of "Information Competency: Challenges and Strategies for Development."

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update (*Charlotta Grant*)

1. Ms. Grant reported that she attended CRC meetings at all three colleges to go over system modifications. She received valuable feedback that was shared with the steering committee.
2. A modification to the approval workflow addressed the issue of approved courses remaining on the approval queue. When the committee chair (i.e. CRC, CIC) takes action, the course proposals will move forward from their queues and the committee members simultaneously. This will facilitate the review of courses that require action and remove the approved courses from the queue.
3. In addition to Instructional Services, each campus has a steering committee member who can address concerns: City, Libby Anderson; Mesa, Hank Beaver; and Miramar, Helen Webb.
4. In order to fix the problem of slow speed, we will be looking into buying new servers in the near future.
5. New modifications are being planned for: a) distance education to accommodate DSPS; and b) allowing approvers to approve multiple courses at one time. CIC will be kept current on the status of these modifications.

V. OTHER BUSINESS

A. Information / Discussion

1. CIC Representative to Information Technology Council

Myra Harada stated that she has been attending this council as a guest to present CurricUNET updates; however, we are allowed to have a CIC representative

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member on this council. Elizabeth Armstrong expressed an interest in being the CIC representative and volunteered.

Action: Elizabeth Armstrong will represent CIC at the Information Technology Council.
M/S/P (Deegan, Tappen)

2. Open Courses

Sections of Title 5 on open courses were distributed. Ken Fawson, Lynn Neault, and Ron Manzoni will be meeting to discuss courses offered by City on the SDSU campus.

B. Announcements

1. The next CIC meeting is October 10, 2002 at 1:00 PM in Room 272. The curriculum deadline for the October 24, 2002 CIC meeting is Friday, October 4, 2002.

C. Handouts

1. Open Courses
2. Policy 5300 Revision
3. Policy 5300.2 Military Articulation

VI. ADJOURNMENT

The meeting was adjourned at 2:15 PM. M/S/P