

San Diego Community College District Curriculum and Instructional Council

Meeting of October 24, 2002
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>)
Paula Liska	Articulation Officer – City College (<i>Proxy for Ron Manzoni</i>)
Jan Lombardi	Curriculum Chair – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Diane Glow	Articulation Officer – Miramar College
Ron Manzoni	Vice President, Instruction – City College
Sandy Schaffer	Faculty – 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

Ken Fawson called the meeting to order at 1:04 PM.

I. MINUTES AND AGENDA

A. Approval of: October 10, 2002 Minutes

The minutes were approved M/S/P

B. Approval of: October 24, 2002 Agenda

The agenda was approved as amended M/S/P

II. CURRICULUM REVIEW/APPROVAL

*Items removed from consent agenda for discussion: A.) 4.1, 6.2, and 6.3.
All other items were approved by consent M/S/P (Webb, Deegan).*

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A. Approval of Curriculum

1. Administration Of Justice (ADJU)

- 1.1 210 Evidence**, Course Integration (Activation included).
Proposed Changes: Integrated course outline.
Proposed For College(s): Miramar. Effective: Fall 2002

2. Art-Fine Art (ARTF)

- 2.1 174A Book Arts I**, Course Integration (Activation included).
Proposed Changes: Integrated course outline.
Proposed For College(s): Mesa. Effective: Fall 2002
- 2.2 177B Contemporary Wood Furniture II**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003
- 2.3 177C Contemporary Wood Furniture III**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003
- 2.4 195A Ceramics I**, Course Integration (Activation included).
Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002
- 2.5 198A Introduction to Printmaking I**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar. Effective: Fall 2002

3. Aviation Maintenance Technology (AVIM)

- 3.1 103B Aircraft Welding and Sheetmetal Structures**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.2 103C Aircraft Hydraulic Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.3 104A Applied Aircraft Wood, Fabric, Finishing and Composite Structures**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003

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- 3.4 **104B Applied Aircraft Welding and Sheetmetal Structures**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.5 **104C Applied Aircraft Hydraulic Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.6 **105A Aircraft Cabin Atmosphere Control**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.7 **106A Aircraft Cabin Atmosphere Control**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.8 **109A Airframe Electrical Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.9 **109B Powerplant Ignition Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.10 **109C Powerplant Electrical Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003
- 3.11 **110C Powerplant Electrical Systems Laboratory**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003

5. Legal Assistant (LEGL)

- 5.1 **160 Bankruptcy Law**, Course Integration (Activation included). Proposed For College(s): Miramar, City. Effective: Fall 2002

6. Mathematics (MATH)

- 6.1 * **041 Math Study Skills**, New Course. Proposed Changes: Number. Proposed For College(s): Mesa. Effective: Spring 2003

B. Approval of Program Changes

See Proposal Impact Reports for awards affected by the following course changes. Once courses changes are implemented, the programs will automatically be updated in CurricUNET:

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- ARTF 177B
- ARTF 177C
- ENGL 220

** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION*

C. Distance Education (For Information Only)

None

D. Special Topics Courses (For Information Only)

None

E. Curriculum Items Removed From Consent Agenda For Discussion

1. English (ENGL)

- 4.1 220 Masterpieces of World Literature I: 1500 BCE - 1600 CE,** Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003

Myra Harada asked for clarification of last sentence, which states course satisfies general education requirements. It was determined at a prior CIC meeting that this language would not be used in course descriptions.

Action: Course approved with modification – deleted last sentence of course description, “This course satisfies requirements for the major in English as well as general education and humanities requirements.” *M/SP*

6. Mathematics (MATH)

- 6.2 090 Fundamentals of Mathematics,** Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Fall 2002
- 6.3 091 Algebra for Math Placement,** Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Fall 2002

Ken Fawson asked that references to SDSU students be deleted from the course descriptions to assure open classes for all students. Students from other CSU campuses might also want to take these classes. These intended modifications were discussed with Ron Manzoni at City College, who was absent but in agreement.

Action: Courses approved with modification to course descriptions – deleted part of first sentence, “offered at San Diego State University for SDSU students” and deleted last sentence, “cannot be used to satisfy general education requirements and credit earned is not counted toward required units for the bachelor’s degree.” *M/S/P*

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III. OLD BUSINESS

A. Single Campus Approvals

1. The following revised text from the minutes of the 9/26/02 CIC meeting (Old Business, Item III C) was approved: *Single campus approval is required for Certificates of Completion, Distance Education courses, Experimental/Special Topics courses, and deactivation or activation of a course that is offered at another college. A course that is activated must have been updated within the last six years and must have no other action proposed. A chart delineating single and multiple campus approvals will be brought to the next CIC meeting.*

Action: The revised item was approved.

2. An additional two-column handout was discussed, which showed what proposals require single college approvals versus multiple college approvals.
 - a. Questions arose as to whether non-aligned course revisions (integrations) should require concurrence at all colleges. If non-aligned course revisions need only single college approval, the other colleges will continue to receive an FYI notification. Concerns of the other colleges can be brought to CIC meetings. As a result these types of proposals would be expedited through the approval system.
 - b. Mesa College asked for clarification of an item in the multiple college approval column. It currently reads, "Deactivation of a course not activate at any college", but will be changed to read, "Deactivation of a course not currently active at any **other** college".

Action: The document was approved with revisions and program changes will be made in CurricUNET to include revisions. *M/S/P (Smith, Deegan)*

Note: The revised, two-column document is attached to these minutes.

B. Policy 5300

1. CET recommended additions to the third paragraph: Add "as appropriate" before "articulation" and "two-year colleges," before "four-year colleges".
2. Mesa College suggested we add the Board of Trustees to the end of item 2. Ken Fawson stated that not all curriculum proposals must go to the Board and some may also have to go to the State Chancellor's Office for approval. Therefore, we should include the Board and the State Chancellor's Office, as appropriate, in the text.
3. Liz Armstrong recommended removing "guidelines" from item 15.

Action: The document will be brought back to CIC for final approval/action.

Note: A revised, Policy 5300 document is attached to these minutes.

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C. Military Articulation

Questions arose as to how a student would go through this process, which should be addressed in Policy 3900. Lynn Neault will follow up with Margie Fritch, Manager, Economic Development Career Technical Programs.

Action: Revised Policy 5300.2 Procedures approved. *M/S/P* (Webb, Deegan).

Note: A revised, Policy 5300.2 document is attached to these minutes.

D. Course Numbering

Two handouts were distributed showing the current and proposed numbering system. Numbers 300-349, which were reserved for “in-service” and “apprenticeship” course numbers, present a conflict with a previous arrangement for 300-349 to denote apprenticeship only (8/28/96 Board Docket Item #523.1). Lynn Neault voiced concern about renumbering courses and the future impact it would have on the records of students who took these courses in the past. Ms. Neault stated that this is a schedule production problem and suggested changing a system table in ISIS instead of renumbering these courses.

Action: Item tabled for a future CIC meeting.

IV. STANDING REPORTS

A. Curriculum Integration Project

Paula Liska asked for a list of the 67 aligned courses not yet integrated, which City College is working on this year. Ken Fawson asked to have the update reports include the number of integrations completed after June 30, 2002, as well as the number uncompleted. Myra Harada mentioned that the CRC chairs have met to go over their lists of assigned courses; a number of college collaborations between various courses were identified at this meeting.

B. Information Technology Council

No report was given; the next meeting is scheduled for December.

C. Student Services Council

The dean of academic advising of a new, sixth UCSD college of arts, cultural, and technology informed Student Services Council about its requirements. The college has an upper division practicum requirement, which allows students to work in the field without necessarily enrolling in a course. The college is trying to build its enrollment in the Chicano and Latino Studies Minor and is seeking collaboration.

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Transfer students will be accepted starting in 2004. Their general education requirements, which are different from those of other UCSD colleges, have been established and TAG students will be accepted. Lynn Neault will forward additional material to Ken Fawson for dissemination to CIC members.

D. State Academic Senate

No report was given.

E. CIO (Chief Instructional Officers)

No Report was given.

F. CurricUNET Update

1. A link to the draft Syllabus (fully editable) has been added to the course outline search screen under the reports module, and anyone can access it without a password.
2. Ken Fawson mentioned concern about possible multiple iterations of non-official course information being displayed on different websites and urged all campuses to link their websites only to the official course descriptions and outlines in CurricUNET.
3. Discussion arose about the possibility of cutting down on the printing of catalogs by distributing some on a CD Rom/electronic format. Lynn Neault asked for information about how many two-year versus four-year colleges distributes their catalogs in an electronic-only format.

V. OTHER BUSINESS

A. Information / Discussion

1. Lecture/Lab Combinations

MIS has lexicon for only two types of instruction, lecture or lab, no separate lexicon for lecture and lab combined. In order to comply, we need to separate courses that have combined the two components. A recommendation was made to modify CurricUNET to show two separate descriptions on any new course that comes through the system, therefore forcing any new entries to have separate components.

Action: No action taken, further research on other possible solutions is needed.

2. SDSU Admissions Policy (*Added to Agenda by Lynn Neault*)

Effective in 2004, SDSU will accept transfer students only in the fall semesters. SDCCD usually has 200-400 students who transfer in the spring.

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B. Announcements

1. The next CIC meeting is November 14, 2002 at 1:00 PM in Room 272. The curriculum deadline for the December 12, 2002 CIC meeting is Wednesday, November 20, 2002.
2. Ken Fawson announced that the SDSU Dual Admission meeting takes place October 25, 2002.
3. Paula Liska mentioned how important it is for our programs to include major preparation courses because many CSU colleges will not take transfer students without a specific declared major.
4. Pam Deegan announced a possible project Miramar College may be undertaking next year to create a transfer guide, separate from the catalog. However, they need to obtain funding of about \$13,000. Ken Fawson suggested the yearly CIC retreat in January as a good time to address this.
5. Ken Fawson referred to an email forwarded by Paula Liska regarding our liberal arts degrees not being in compliance to Title 5. Some members felt that the liberal arts degrees should have been eliminated when we created the new transfer studies degrees. Following is a copy of this email:

-----Original Message-----

From: Paula Liska
Sent: Thursday, October 24, 2002 11:53 AM
To: Ken Fawson
Subject: FW: Liberal Arts Degrees

FYI.
Paula

-----Original Message-----

From: Parish, Cindy [mailto:cparish@sbccd.cc.ca.us]
Sent: Tuesday, October 15, 2002 2:16 PM
To: CIAC List Serve (E-mail)
Subject: Liberal Arts Degrees

The CCCCCO is reviewing community colleges for compliance with Title 5. My district was one of the first 20 CCCs to be reviewed. We were cited on our "Liberal Arts" degree that is in violation of Section 55806. All majors must be defined of at least 18 semester units in a single discipline or related disciplines.

According to the CCCCCO, the "Liberal Arts" major does not exist. If we choose to define a "University Studies" major that encompasses IGETC or CSU GE-Breadth, it meets Title 5 requirements. A community college "Liberal Studies" major must be modeled after a CSU or UC "Liberal Studies" major. Many CCCs allow students to complete their campus AA/AS GE pattern and if the rest of the units are degree applicable and total 60 units, then a "Liberal Arts" degree is awarded. In other words, the "Liberal Arts" major has been a catch-all degree for students who want a two-year degree with no specified major. As each CCC is reviewed for Title 5 minimum conditions, this practice will no longer be allowed.

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I have been wanting to post this issue to our CIAC list serve. If any CCCs have model university transfer degrees and/or liberal studies degrees, please contact me. I have been given the task of creating a proposal for our curriculum committee.
Thank you!

"The ideal condition would be I admit, that men (and women) should be right by instinct. But since we are all likely to go astray, the reasonable thing is to learn from those who can teach." (Sophocles)

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C. Handouts

1. Math 090 revision
2. Single Versus Multiple Campus Approvals
3. Policies 5300
4. Military Articulation
5. Course Numbering Schema
6. Curriculum Integration Update

VI. ADJOURNMENT

The meeting was adjourned at 2:30 P.M.