

San Diego Community College District Curriculum and Instructional Council

Meeting of November 14, 2002
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Yvonne Bergland	Dean - Mesa College (<i>Proxy for Liz Armstrong</i>)
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Diane Glow	Articulation Officer – Miramar College
Bill Grimes	Dean – Centers for Education Technology (<i>Proxy for Jim Smith</i>)
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 (<i>Ex Officio</i>)
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office
Sandy Schaffer	Faculty – CET
Jim Smith	Vice President, Instructional Services – CET

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office (<i>Chair</i>)
Charlotta Grant	Curriculum Analyst, Instructional Services – District Office
Kim Laramie	Senior Secretary, Instructional Services – District Office

Myra Harada called the meeting to order at 1:05 PM.

I. MINUTES AND AGENDA

A. Approval of: October 24, 2002 Minutes

The minutes were approved M/S/P

B. Approval of: November 14, 2002 Agenda

The agenda was approved as amended M/S/P

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II. CURRICULUM REVIEW/APPROVAL

Items removed from consent agenda for discussion: A.) 3.1, 5.1, 5.2, 5.3, 5.4, 5.5, 10.1

All other items were approved by consent M/S/P

A. Approval of Curriculum

1. Administration Of Justice (ADJU)

1.1 385 Law Enforcement Specialist/Master at Arms, Course Revision. Proposed Changes: Units, Hours. Proposed For College(s): Miramar. Effective: Spring 2003

2. Aviation Maintenance Technology (AVIM)

2.1 110A Airframe Electrical Systems Laboratory, Course Integration. (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003

2.2 110B Applied Powerplant Ignition Systems, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Fall 2003

4. Cosmetology (COSM)

4.1 060L Intermediate Cosmetology Lab I, Course Integration (Activation included). Proposed For College(s): City. Effective: Fall 2003

5. English (ENGL)

5.5 * 235 Introduction to Asian Literature I, Course Deactivation (not at any College). Proposed For College(s): Mesa. Effective: Fall 2002

6. Humanities (HUMA)

6.1 103 Introduction to the New Testament, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Spring 2003

6.2 104 Introduction to the Old Testament, Course Integration (Activation included). Proposed Changes: Integrated course

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outline. Proposed For College(s): Mesa. Effective: Spring 2003

7. Interior Design (INTE)

- 7.1 **105 Residential Design**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Spring 2003
- 7.2 **110 Materials and Resources**, Course Revision. Proposed For College(s): Mesa. Effective: Fall 2003
- 7.3 **112A Drafting for Interiors**, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2003
- 7.4 **130 Interior Design Professional Practice**, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Fall 2003
- 7.5 **145 Contemporary Housing**, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2003

8. Music (MUSI)

- 8.1 **105 Music of Our Time**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003
- 8.2 **115A Class Piano I**, Course Integration (Activation included). Proposed For College(s): City, Mesa. Effective: Spring 2003
- 8.3 **115B Class Piano II**, Course Integration (Activation included). Proposed Changes: Integrated course outline, Title. Proposed For College(s): City, Mesa. Effective: Spring 2003
- 8.4 **215A Class Piano III**, Course Integration (Activation included). Proposed For College(s): Mesa, City. Effective: Fall 2003
- 8.5 **215B Class Piano IV**, Course Integration (Activation included). Proposed Changes: Integrated course outline, Title. Proposed For College(s): City, Mesa. Effective: Fall 2003

9. Nutrition (NUTR)

- 9.1 **170 Nutrition and Fitness**, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2003

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11. Physics (PHYS)

11.1 120A General Physics I, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City. Effective: Spring 2003

11.2 120B General Physics II, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City. Effective: Spring 2003

12. Vietnamese (VIET)

12.1 102 Second Course in Vietnamese, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2003

B. Approval of Centers for Education and Technology Curriculum

See paper copies sent through campus mail on 11/8/02.

C. 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:

- COSM 060L
- INTE 112A, 130, 145
- MUSI 115A, 115B, 215A, 215B

**** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION***

D. Distance Education (For Information Only)

1. Mathematics (MATH)

1.1 095 Elementary Algebra and Geometry, Distance Learning - No Other Action. Proposed For College(s): Miramar. Effective: Spring 2003

E. Special Topics Courses (For Information Only)

1. Spanish (SPAN)

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- 1.1 265G Spanish for Law Enforcement Officers**, Special Topic/Experimental Course. Proposed For College(s): City. Effective: Fall 2002

F. Curriculum Items Removed From Consent Agenda

Myra Harada reminded the committee that Instructional Services is adhering to the decision that any program changes would take place in the Fall not Spring.

5. English (ENGL)

- 5.5 050 English Review**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003
- 5.5 051 Basic Composition**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003
- 5.5 055 College Reading and Study Skills I**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003
- 5.5 056 College Reading and Study Skills II**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003

Miramar brought numerous recommendations to the table for changes to English 50 and 51. It was requested that each department contact the originators directly to discuss the proposed changes and that Miramar be responsible for obtaining consensus with the departments and bring back the proposals to CIC on December 12.

Dr. Harada voiced a concern regarding the language in the course descriptions of English 051 and English 056, which states, “*3 units of English credit at this level may be applied to the associate degree.*” In the past, the wording has been problematic because of a misunderstanding of what “at this level” meant. Applying both 051 and 056 to the associate degree will not allow a student to graduate. Dr. Harada suggested that the phrase be rewritten for clarification, for example, “*Either English 051 or 056 can be applied to the associate degree.*”

A course number discrepancy was brought to the attention of the committee. Currently English 050 and 055 both state, “*Credit for this course does not apply*”

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to the associate degree.” Courses that do not apply to the associate degree should be below 050.

Action: Items 5.1, 5.2, 5.3, 5.4, and 5.6 were deferred and will be brought back to CIC for final approval/action. *M/S/P (Glow/Deegan)*

3. Biology (BIOL)

3.1 210A Introduction to the Biological Sciences I, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003

Action: Course approved with modification – change course description to read, “This course covers biological chemistry, cell structure and function, cellular metabolism, classical and molecular genetics, and evolutionary biology. This is the first semester of a two-semester sequence designed for biological science and pre-professional majors planning to transfer.” *M/S/P*

Discussion ensued regarding program changes being effected in Fall only. City asked what courses had effective dates different from the requested date. The following courses have different effective dates: Interior Design 112A, Interior Design 105, Music 115A, Music 115B. City asked that Cosmetology 060L effective date remain the date submitted by the curriculum committee. The requested date was Fall 2002. It was also requested that if there is a question regarding the date that they check with City before making any changes. Mid-year changes in pre or co-requisites confuse catalog rights and makes education plans difficult to evaluate. A group of cosmetology courses being offered at City this semester, some of which were in progress, had prerequisites manually removed to allow students to enroll without them. The courses had not yet been reviewed at CIC. City wanted the prerequisites removed from other cosmetology courses before registration began in December to avoid having to manually remove the prerequisites again. However, those cosmetology courses have not reached CIC.

10. Physical Therapist Assistant (PHYR)

10.1 110 Physical Therapy Introduction, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2003

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Dr. Harada stated that the language in course descriptions was now standardized and suggested that the last sentence be deleted and the transfer applicability reflect the standard language.

Action: Committee agreed to the removal of sentence that referenced transferability. *M/S/P*

III. OLD BUSINESS

A. Policy 5300

1. There were no amendments by City or other campuses with the revised policy.

Action: The revised item was approved *M/S/P (Glow/Dawes)*

2. A handout was distributed showing suggested draft changes in procedures 7.0 and 10.0 that correlate with the approved changes in Policy 5300 in areas that could relate to the Presidents' role. Specifically changes/additions to 7.5.5, 7.6, 10.1.3 and 10.1.4 were discussed.

Action: Committee members will consult with their campuses and the document will be brought back to CIC for approval/action. Also, Policy 5300 will not be forwarded until such time that Dr. Fawson can speak to the committee about the history of the policy. *M/S/P (Tappen/Deegan)*

B. Revised Advanced Placement Equivalencies

The only change recommended to the grid is for Chemistry under CSUGE Certification to give credit for Area B1 and B3.

Action: The revised item was approved *M/S/P (Glow/Webb)*

C. Selected Studies

After a brief discussion, it was suggested that the Selected Studies degree be terminated. For the information of the Council, Lynn Neault will assemble a list of the number of Selected Studies degrees awarded with examples of the education plans.

Action: Take back recommendations to college curriculum committees for discussion and report back to CIC. *M/S/P (Glow/Webb)*

D. Repeatability (*Added to the Agenda by Chris Dawes*)

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Chris Dawson referred to a document presenting suggested fields for denoting repeatability covered in CurricUNET. Dr. Harada replied that CIC decided that there was a need for repeatability to be clearly defined for use in CurricUNET. The CurricUNET Steering Committee had developed suggestions for the representatives of the campuses to take back to their CRC or Senate for review.

One issue that may be of interest for the Senates is the request of the Assistant Chancellor, Instructional Services to incorporate what added proficiency will be achieved with each repetition into the course descriptions.

Action: No action taken, item will be brought back to CIC next meeting and a task force will be formed.

E. Lecture/ Lab Courses (*Added to the Agenda by Pam Deegan*)

Pam Deegan reported on the research Miramar staff conducted in regard to the offering of combination lecture/lab courses. She distributed statistics from various colleges in California showing the availability of combination lecture and lab courses.

Action: Since many colleges offer many lecture/lab courses, the Council agreed by consensus that lecture/lab would not be retroactively separated into lecture and lab. Ms. Deegan will follow-up with MIS and find out why they do not have a designation for combination lecture/lab courses.

F. Transfer Admissions

Ms. Neault reported that she met with San Diego State representatives. Beginning Spring 2004, SDSU will no longer accept Spring transfers, unless their education plan is signed by December 31, 2002. SDSU will allow Fall transfers only. (A mailing will be sent to students notifying them of this change.) Ms. Neault also indicated that the CSU Review Information was incorrect.

Ms. Neault also reported that at a conference last week, John Karras from CSU Chancellor's office stated that transfer admissions guarantees in the majors are unacceptable at the CSU Chancellor's office.

IV. STANDING REPORTS

A. Curriculum Integration Project

Charlotta Grant reported that the updated Curriculum Integration Project had been reformatted to include the number of integrations in progress. The handout reflected the particular division of courses based on the agreement the vice

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presidents made as to which campuses would be responsible for integrating which courses. The aligned column lists the campuses and their agreed upon responsibilities. Comprehensive lists are available upon request. Please note that the comprehensive list does not show courses as completed until they have gone all the way through the system. "In progress" means the course is currently in CurricUNET and it is in the process of being integrated.

B. Information Technology Council

No report was given.

C. Student Services Council

No report was given.

D. State Academic Senate

No report was given.

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

Ms. Grant reported that she brought a copy of all the courses that have been on hold for a long time on CurricUNET. This issue was discussed at the Steering Committee the day before and it was decided that all of the courses that have been on hold for a long period of time will be sent back to the college curriculum committees for final determination.

V. OTHER BUSINESS

A. Information/Discussion

1. Distance Education Revisions: Title 5
2. CIC Retreat January 23, 2003

Dr. Harada announced that the CIC Retreat is scheduled for January 23, 2003 from 9:00 am to 1:00 pm. The location for the retreat has not been determined at this time.

B. Announcements

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1. The next CIC meeting is December 12, 2002 at 1:00 PM in Room 272. The curriculum deadline for the December 12, 2002 CIC meeting is Wednesday, November 20, 2002.

C. Handouts

1. Advanced Placement Test
2. Minimum Conditions Review
3. Distance Education: Changes to Title 5
4. Enhanced Registration Wait List

VI. ADJOURNMENT

The meeting was adjourned at 3:02 P.M.