

# San Diego Community College District Curriculum and Instructional Council

Meeting of December 12, 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> )
Diane Glow	Articulation Officer – 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 ( <i>Ex Officio</i> )
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

### **ABSENT:**

Sandy Schaffer	Faculty – CET
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### **STAFF:**

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

### **GUESTS:**

Carolyn Buck	Articulation Officer – Mesa College
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*Ken Fawson called the meeting to order at 1:05 PM.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: November 14, 2002 Minutes**

*The minutes were approved M/S/P (Webb/Glow)*

### **B. Approval of: December 12, 2002 Agenda**

*The agenda was approved M/S/P (Dawes/Webb)*

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## II. CURRICULUM REVIEW/APPROVAL

*Items removed from consent agenda for discussion: A.) 1.2, 4.1, 6.1, 7.1, 7.2, 7.3, 7.4*

All other items were approved by consent. New or revised advisories indicated on courses on the *curriculum summary* are not effective until Fall 2003. **M/S/P**  
(*Glow/Dawson*)

### A. Approval of Curriculum (*See Curriculum Summary for Details*)

#### 1. Art-Fine Art (ARTF)

- 1.1 **150B Beginning Graphic Design**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

#### 2. Astronomy (ASTR)

- 2.1 **101 Descriptive Astronomy**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

#### 3. Biology (BIOL)

- 3.1 **132 Applied Biotechnology I**, Course Integration (Activation included). Proposed For College(s): Miramar. Effective: Fall 2003.
- 3.2 **133 Applied Biotechnology II**, Course Integration (Activation included). Proposed For College(s): Miramar. Effective: Fall 2003.

#### 5. Child Development (CHIL)

- 5.1 **101 Human Growth and Development**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2003.
- 5.2 **121 Curriculum: Art**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

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**5.3 141 The Child, Family and Community**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

## 7. English (ENGL)

**7.5 101 Reading and Composition**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

**7.6 209 Literary Approaches to Film**, Proposed Changes: Change course title. Change course description. Integrate course outline. Proposed for College(s): City, Mesa, Miramar. Effective: Spring 2003.

**7.7 \* 230 Asian American Literature**, New Course. Proposed For College(s): Mesa. Effective: Fall 2003.

**7.8 \* 236 Introduction to Asian Literature II**, Course Deactivation (not at any College). Proposed For College(s): Mesa. Effective: Fall 2002.

**7.9 238 Evaluating Children's Literature**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa. Effective: Spring 2003.

## 8. Geology (GEOL)

**8.1 100 General Geology**, Course Integration (Activation included). Proposed For College(s): City Mesa, Miramar. Effective: Spring 2003.

**8.2 101 General Geology Laboratory**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

## 9. Music (MUSI)

**9.1 110 Music for Elementary School Teachers**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2003.

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## 10. Psychology (PSYC)

### 10.1 211 Learning Course Integration, (Activation included).

Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

### 10.2 260 Introduction to Physiological Psychology, Course

Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

## 11. Speech Communications (SPEE)

### 11.1 135 Interpersonal Communication, Course Integration

(Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar, City. Effective: Fall 2003.

## B. Approval of Centers for Education and Technology Curriculum

None

## 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:

- ENGL 209, 236

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

## D. Distance Education (For Information Only)

None

## E. Special Topics Courses (For Information Only)

None

## F. Curriculum Items Removed From Consent Agenda

### 1. Art-Fine Art (ARTF)

#### 1.2 210A Life Drawing I, Course Integration (Activation included).

Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

Mesa recommended that the course description on CurricUNET align with the CAN description.

**Action:** Item deferred and will be brought back after the necessary changes are made to align the course description on CurricUNET with the CAN description. *M/S/P (Dawes/Glow)*

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## 4. Chemistry (CHEM)

- 4.1 130 Introduction to Organic and Biological Chemistry**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

**Action:** Item deferred for changes and will be brought back for approval at a future meeting. *M/S/P (Lombardi/Tappen)*

Myra Harada announced that the CAN data on the Curriculum Summary for Child Development 101 should reflect FCS 14 for City, Mesa and Miramar.

## 6. Chinese (CHIN)

- 6.1 102 Second Course in Mandarin Chinese**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003.

The question was raised regarding second level courses being IGETC approved. It was decided that additional research and review of IGETC guidelines was needed and that Diane Glow would report back to the committee.

**Action:** Approved activation/integration; IGETC not approved. *M/S/P (Glow/Webb)* [IGETC submission was approved later after a review of guidelines.]

## 7. English (ENGL)

- 7.1 050 English Review**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred at the 11/14/2002 CIC meeting and has since been revised.*
- 7.2 051 Basic Composition**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred at the 11/14/2002 CIC meeting and has since been revised.*
- 7.3 055 College Reading and Study Skills I**, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred at the 11/14/2002 CIC meeting and has since been revised.*

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**7.4 056 College Reading and Study Skills II**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred at the 11/14/2002 CIC meeting and has since been revised.*

1. City voiced some concern regarding the status of English 50 and 51 course outlines and objectives after reading the recommendations from SDSU. After a brief discussion, it was decided that for English 50 and 51 to be equivalent to English 92 the course outlines and objectives would need to be revised. Mesa reported that these issues would be discussed at the joint meeting with SDSU in January 2003. Mesa recommended that English 50 and 51 be approved as they are and at the meeting in January another course be developed that would meet the requirements for English 92. Dr. Fawson reported that it was his understanding that with a few minor adjustments to the course objectives SDSU would be willing to articulate 51 and accept it as equivalent to their English 92. It was also announced that SDSU is proposing to eliminate the transfer-writing test and to require all students, native and transfer, to take an upper-division writing test.
2. During the discussion it was proposed that English courses 50 and 55 also be renumbered to a number lower than 50, and that the advisory of English 50 be removed and replaced to read the same as the 55 advisory with additional language added.

**Action 1:** To approve the recommendations discussed: renumber English 50 and 55 with a number lower than 50; remove the R4 advisory of 50 and replace with reference limitation on enrollment "This course is not open to students with previous credit for English 50." *M/S/P (Armstrong/Webb)*

**Action 2:** To approve English 51 and 56 as submitted and have the campus English Departments review the suggestions to 51 course objectives made by the SDSU English Chair. *M/S/P (Manzoni/Tappen)*

## III. OLD BUSINESS

### A. Course Numbering Update

The addition of another field in the class schedules will correct the problem of the erroneous labeling of apprenticeship courses in the 300-399 number series in past schedules.

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### B. 5300.2 Recommended Changes per Policy 5300

After a brief discussion it was suggested that this item be tabled to the next meeting.

**Action:** 5300.2 recommended changes per Policy 5300 are tabled until the January 23 meeting. *M/S/P (Glow/Webb)*

### C. 5300.2 Single Campus Approval – Non-aligned Course

It was suggested that CurricUNET approval flow be linked to the course subject indicator instead of being driven by proposed action. This change will avoid unnecessary delays by omitting the approval of campuses that do not offer the subject area.

**Action:** Recommendation to follow up with CurricUNET to route curriculum through the system approval process by subject indicator. *M/S/P (Glow/Webb)*

### D. Selected Studies

The State is reviewing associate degrees for compliance. Dr. Harada said Mr. Klein of the State Chancellor's Office suggested that the Sierra College catalog be reviewed for AA degrees that are generalized but still comply with Title 5. Examples of awarded Selected Studies education plans were distributed. Lynn Neault informed the Council that Selected Studies degrees were in the top five awarded.

**Action:** A sub-committee will be formed with articulation officers, evaluators, and counselors to address instructional standards for the Selected Studies degrees and to bring back recommendations for action.

### E. Course Repetition

Mesa provided language to cover all eventualities and recommended adding to the catalog description the statement "*this course may be taken four times for credit. Students must demonstrate the increased proficiency of skill attainment with each repetition.*" The word "repeat" was replaced with "taken" since that word is often misinterpreted. Also it was suggested that in the course content section that one more sentence be added: "*Additionally all students must demonstrate increased proficiency and skill attainment with each repetition of course.*"

**Action:** Dr. Fawson asked Liz Armstrong to revisit the language with her committee and bring back recommendations to CIC.

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## **F. Waitlist**

An update on the final version of the waitlist was requested. The proposal for the new procedure is that students on the waitlist will be notified by email when there is a seat available and that the seat will be held for five days. After the five days, if the student does not respond, another student will be notified that the seat is available and so on. The responsibility for responding will rest with the student and the waitlist will be continually changing as students drop and pick-up classes. It is intended to be a fluid system and will end when classes begin. This procedure is targeted to start Fall 2003, but if faculty and Vice Presidents have no objections, the procedure will commence this summer. Ms. Neault reported support from the Miramar Senate and will be presenting the proposal to City later in the week.

## **G. Date for CIC Retreat**

The CIC Retreat is scheduled for Wednesday, January 23, 2003 from 9:00 – 1:00 at the Red Lion Hanalei Hotel, Paradise Room, located at 2270 Hotel Circle North, San Diego CA 92108.

## **IV. STANDING REPORTS**

### **A. Curriculum Integration Project**

After a review of the Curriculum Integration Project Report Dr. Fawson requested assistance from the Vice Presidents to take leadership on their campuses to accelerate the updating project.

### **B. Information Technology Council**

Dr. Fawson reported that the issues about virus protection and blocking SPAM are still under discussion. Dr. Fawson also distributed a draft guideline for email and Internet usage by staff with a request for feedback from CIC.

### **C. Student Services Council**

No report was given.

### **D. State Academic Senate**

City raised the issue of the Equity/Diversity Report. It was reported that Wayne Murphy's office is going to be gathering information and coordinating with the colleges regarding this report.



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## **E. CIO (Chief Instructional Officers)**

A meeting is scheduled for tomorrow of the CIO's with Vocational Deans to discuss the Perkins Act reauthorization.

## **F. CurricUNET Update**

A handout was distributed regarding CurricUNET updates. Charlotta Grant reported that the outlines have been changed to reflect the change in the repeatability wording. All related documents now contain the phrase "may be taken" and not "may be repeated."

## **V. OTHER BUSINESS**

### **A. Information/Discussion**

#### **1. Proposal to Change the Course Outline**

It was suggested by City that the course outline form be changed to replace the word "objectives" with the phrase "learning outcomes" to be consistent with new accreditation standards. After a brief discussion it was decided that this proposed change would be taken back to the campuses for discussion.

#### **2. Certificates of Completion**

City suggested that there be a central repository of all the certificates of completion and that a CurricUNET field or screen be added to collect this information. The Instructional Services staff will develop a proposal for CIC review.

#### **3. CurricUNET Pre-launch Procedures**

Dr. Fawson addressed a concern regarding course proposals sitting in pre-launch for an indefinite period of time without making it to the launching pad. The following options were discussed:

- A. Time proposals out of pre-launch if they have been there more than 30 calendar days or 20 working days;
- B. Eliminate pre-launch;
- C. Auto launch after 20 days;
- D. Send a message to originator after 10, 20 and 30 days indicating that the proposal will be timed-out at the end of 30 days.

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It was decided that the Steering Committee would report back to CIC with recommendations.

Note: The Miramar Senate has also submitted a resolution (recommendation) regarding this issue supporting option A.

## 4. Tech Prep/CET Articulation Grid

The latest grid that reflects the current CET college course articulation was reviewed. It was reported that there were two errors in the grid; the heading of Business/Accounting Course Articulation should be Business Course Articulation and the heading Education Technology Course Articulation should be Microsoft Course Articulation. These errors have been reported and will be corrected.

## 5. CIC/Student Services Council Joint Meeting Date

A joint CIC/Student Services meeting will be scheduled for March or April 2003 to discuss Selected Studies Degree, transfer studies degree and dual admissions procedures. Ms. Neault's secretary will take the lead and contact Dr. Harada's secretary to plan the date.

## 6. Fall 2002 Enrollment Analysis

Research Abstracts, Fall 2002 Enrollment Analysis (As of Census) was distributed.

## 7. Transfer Studies Degree Clarification (*Added to the agenda by Diane Glow*)

Miramar requested clarification of Transfer Studies Degrees. Beginning in Fall 2004 for SDSU all the prep for the major must be completed; therefore preparation for the major must be emphasized. The Transfer Studies degree did not get approved as a degree in the nine major areas, so these majors are being removed from the educational plans. Furthermore, the statement about the electives in the 20 units needs clarification. After a brief discussion it was decided that this issue would be discussed at the joint CIC/Student Services meeting scheduled for March or April 2003. We should also investigate realigning our general education package for the Associate Degree to correspond to CSU's to better serve our students.

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## B. Announcements

1. The next CIC meeting is scheduled for Wednesday, January 23, 2003 at 9:00 a.m. at the Red Lion Hanalei Hotel, Paradise Room, located at 2270 Hotel Circle North, San Diego CA 92108. The curriculum deadline for the January 23, 2003 meeting is Friday, January 3, 2003.
2. A West Coast conference on transition is scheduled for January 26–28, 2003 in Costa Mesa. Dr. Fawson will email information to anyone interested in attending.
3. Dr. Fawson shared a *US News and World Report* graph on education earnings.
4. The First Annual Institute for the Study of Transfer Students is scheduled for January 29-31, 2003 in Denton Texas.

## C. Handouts

1. Advanced Placement Test
2. Minimum Conditions Review
3. Distance Education: Changes to Title 5
4. Enhanced Registration Wait List
5. *US News and World Report* Graph

## VI. ADJOURNMENT

*The meeting was adjourned at 3:05 P.M.*