

San Diego Community College District Curriculum and Instructional Council

Meeting of February 13, 2003
12:00 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
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:

Ron Manzoni	Vice President, Instruction – City 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
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 12:02 PM.

I. MINUTES AND AGENDA

A. Approval of: January 23, 2003 Minutes

The minutes were approved M/S/P (Tappen/Armstrong)

B. Approval of: February 13, 2003 Agenda

The agenda was approved M/S/P (Glow/Webb)

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion: A.) 1.1, 1.2, 1.3, 1.4, 2.1

B. Approval of Program Changes

1. Computer Business Technology

1.1 *Computer Business Technology, Program Revision. Proposed For College(s): City. Effective: Fall 2003.

1.2 *Information Management Technology, New Program Option. Proposed For College(s): City. Effective: Fall 2003.

Action: All items were approved by consent. *M/S/P (Webb/Glow)*

*** 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

1. Art-Fine Art (ARTF)

1.1 *166A Composition in Watercolor I, Course Deactivation (not at any College). Proposed For College(s): Mesa. Effective: Fall 2003.

1.2 *166B Composition in Watercolor II, Course Deactivation (not at any College). Proposed For College(s): Effective: Fall 2003.

1.3 *166C Composition in Watercolor III, Course Deactivation (not at any College). Proposed For College(s): Mesa. Effective: Fall 2003.

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- 1.4 210A Life Drawing I**, Course Integration (Activation included).
Proposed Changes: Integrated course outline, Add advisory.
Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred from the meetings of 12/12/2002 and 1/23/2003.*

Action 1: Courses ART 166A, 166B and 166C approved for deactivation.
M/S/P (Webb/Glow)

Action 2: 210A Life Drawing I referred back to originating campus curriculum committee for rewriting of course description. Item will be brought back to CIC when changes have been completed. *M/S/P (Webb/Glow)*

2. Chemistry (CHEM)

- 2.1 130 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. *Note: This item was deferred from the meetings of 12/12/2002 and 1/23/2003.*

Action: Item was referred back to originating campus curriculum committee for review and changes to the course description and will be brought back to CIC when the changes have been completed. *M/S/P (Webb/Glow)*

III. STANDING REPORTS

A. Curriculum Integration Project

Charlotta Grant distributed the updated Curriculum Integration Project report reflecting the number of courses that have been completed, are in process, and still require integration during the 2002-2003 academic year. There are approximately 500 courses in the CurricUNET queue at the campus committee level that should be moving forward soon.

The catalog deadline for courses or programs that require CIC approval must be received by Instructional Services via CurricUNET notification no later than February 21, 2003, for approval at the March 13, 2003 CIC meeting. It was recommended that the Curriculum Chairs review and prioritize items in their queues to ensure that catalog issues are addressed and progress through their committees in time to meet the deadline.

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Liz Armstrong announced that a curriculum-writing workshop is scheduled at Mesa College on March 7, 2003 from 9:00 – 11:00 am in Room A102. The workshop is targeted for individuals who are involved or will be involved in the proposal process.

Vice Presidents and Curriculum Chairs are scheduled to meet Friday, February 21, 2003, at the District Office to discuss the realignment of responsibility for some of the areas of integration to ensure completion of the project by the end of the semester.

B. Information Technology Council

Ms. Armstrong reported that the Council met the day before and that several pending issues are nearing resolution. One issue under discussion is the continuation of Blackboard. Dr. Fawson shared that a written confirmation from Blackboard was en route to him indicating that the license fee for next year will be \$7,500. This price will buy the current version of Blackboard and if the District so desires, Blackboard will also guarantee a two-year license. A status report will be shared with the Blackboard Users Group at an upcoming meeting. Feedback will be requested from the Group regarding platforms and software applications. Ms. Armstrong also reported that virus protection will be available on disk in a few weeks time. It was also reported that SPAM, a statewide software, is coming but there is no specific date targeted.

C. Student Services Council

Dr. Harada reported on the comparison of telephone and on-line registration transactions (Reg-E). Forty-two percent of the general transactions were completed on Reg-E. Lynn Neault also reported that on the first day for the first time the system was at 128% capacity, which means that there were 28 transactions in the queue at all times with an approximate three-second delay for those waiting. There were approximately 6500 transactions an hour, including significant activity of students printing their schedules before classes and attendance tracking in 38 labs. Ms. Neault reported that the Senators and Student Services Council have proposed to the Academic Senates faculty submission of grades and drops in fall to be done only on-line. In light of the current redundancy in processes and pending budget cuts, this would be a good time for implementation. Miramar, City and Mesa Senates are favorable to the proposal but would like additional training. A campaign to solicit student email addresses was suggested to aid in the communication process.

D. State Academic Senate

Chris Dawes reported that the Senates met with the State Chancellor regarding the Equity Diversity Report that came from the Board of Governors to ensure that we are in compliance.

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E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

Ms. Grant reported that the CurricUNET Steering Committee discussed the issue raised at CIC regarding course proposals sitting in CurricUNET for an indefinite period of time without being launched. The Committee is recommending that a message be sent to the originator at 10, 20 and 30-day intervals indicating that the proposal will be returned to the originator after a designated period of time, 30 or 60 days. If the originator or faculty member responds to the messages indicating the reason for the inaction and a desire to keep the proposal, the proposal will remain in the system; if no response is made, the proposal will be deleted. A request was made that the Curriculum Chairs be copied on the messages sent out so they can be aware of the status of inactive course proposals.

It was also recommended that an internal report be run that would indicate a problem at the chair or dean level in the review process. This information would then be passed on to the Instructional Vice Presidents to address.

Dr. Harada reported on feedback received from faculty regarding the proposal process and clarified that Instructional Services is not holding any proposals. She explained that Curriculum Chairs read the proposal comments and alert the faculty and deans or contact the originating campus. It is the Chairs' action that forwards the proposals to CIC.

It was announced that some problems with the Oracle software was creating problems for the system. The TNS Listener on the Oracle database has been disconnecting the system, causing CurricUNET to shut down. IT has been in touch with Oracle and the problems should end as soon as the data is transferred from the old servers to the new.

IV. OLD BUSINESS

A. Procedure 5300.2

Based upon the discussion at the last CIC meeting and input from Vice Presidents, a draft of Procedures 5300.2 was brought back and distributed to the Council showing new draft language in Section 7.8.5. This section correlates with the approved changes in Policy 5300 regarding the Presidents' role.

Action: Approved new language in Section 7.8.5 to read as follows *and be forwarded to the Chancellor for signature: "The originating college/CET Vice President and President shall develop a process for their review of curriculum. Approved proposals shall be forwarded to Instructional Services for CIC review and action."* **M/S/P**
(Deegan/Glow)

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B. Draft CIC Priorities

A second draft 2003-04 Priorities with Council recommendations was distributed and discussed. The document groups all the information that relates to on-going CIC roles, responsibilities and accountability. The goals were reordered to ensure that the objectives under each goal were closely linked and redundant information eliminated.

Action: Revised document approved with changes. *M/S/P (Webb/Glow)*

C. Selected Studies Update

Dr. Harada reported that a sub-committee with CRC chairs, articulation officers, evaluators, and counselors met to address instructional standards for the Selected Studies degree. The committee unanimously decided to keep the Selected Studies degree with a change in college approval procedure. The specifics of the degree will be determined in an education plan early in the students' educational career and will be reviewed by an academic committee. The committee will ensure that the provisions of Title 5 are met and that the proposed program of study is cohesive and rigorous. Dr. Harada and Patsy Maes-Erickson will be drafting a procedure and the counselors are meeting to develop counseling guidelines to bring back to the sub-committee. It is anticipated that the new procedures will be in place for next year's catalog.

V. OTHER BUSINESS

A. Information/Discussion

1. CurricUNET Approval Procedures

Action: Carry over item to next meeting.

2. Hybrid/Blended Courses

Action: Carry over item to next meeting.

4. AA/AS Degrees and General Education Requirements

A list of associate degrees and general education patterns of Diablo Valley, Evergreen Valley/San Jose City and Foothill colleges was distributed. Dr. Fawson pointed out that San Jose/Evergreen Valley College differentiates in the general education patterns by the Associate in Science or Associate in Arts degree. The Associate in Science degree leans toward vocational areas, high prerequisite majors, and workforce preparation areas. Courses are also selected from the Associate in Arts general categories for consistency. All

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the general education patterns in the 24-unit general education sequence apply to the general education pattern if the student transfers to the 39-unit transfer pattern. The 39-unit programs parallel San Jose State's general education undergraduate requirements. Council members were encouraged to review for discussion at the next meeting.

B. Announcements

1. The next CIC meeting is scheduled for Thursday, February 27, 2003 at 1:00 p.m. at the District Office Room 272. The curriculum deadline for the February 27, 2003 meeting is Friday, February 7, 2003.
2. Catalog deadline for curriculum changes that require CIC approval must be received by Instructional Services via CurricUNET notification no later than February 21, 2003 for approval at the March 13, 2003 CIC Agenda.

C. Handouts

1. Procedures 5300.2 (2)
2. CIC Priorities
3. AA/AS Degree Requirements: Other Colleges
4. CPEC Transfer Pathways
5. Admission of Minors to Community College Summer School Credit Courses: Legal Opinion M 02/20
6. First Annual North-South Regional Service Learning Connection Conference
7. Integration Report

VI. ADJOURNMENT

The meeting was adjourned at 1:06 P.M.