

San Diego Community College District Curriculum and Instructional Council

Meeting of February 27, 2003
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Yvonne Bergland	Dean - Mesa College (<i>Proxy for Liz Armstrong and Will Tappen</i>)
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
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
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Diane Glow	Articulation Officer – Miramar College
Sandy Schaffer	Faculty – CET
Will Tappen	Curriculum Chair – Mesa College

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
Margie Fritch	Manager, Economic Career and Technical Programs – District Office

Ken Fawson called the meeting to order at 1:00 PM.

I. MINUTES AND AGENDA

A. Approval of: February 13, 2003 Minutes

The minutes were approved M/S/P (Webb/Lombardi)

B. Approval of: February 27, 2003 Agenda

The agenda was approved with additions M/S/P (Smith/Webb)

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

*Items removed from consent agenda for discussion: A.) 3.1,4.1, 9.1, 14.7
All other items were approved by consent. M/S/P (Bergland/Lombard)*

1. Art-Fine Art (ARTF)

1.2 109 Nineteenth and Twentieth Century Art, Course Integration (Activation included) Proposed Changes: Integrated course outline, Integrated course outline Proposed For College(s): Mesa, Miramar, City. Effective: Fall 2003.

1.3 196 Clay and Glaze Technology Course Integration, (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Mesa, City. Effective: Fall 2003.

1.4 198B Introduction to Printmaking II, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Mesa. Effective: Fall 2003.

2. Biology (BIOL)

2.1 *285 Tropical Biology Field Experience, New Course Proposed For College(s): Miramar. Effective: Summer 2003.

5. Child Development (CHIL)

5.5 111 Curriculum: Music/Motor Skills, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

6. Construction Systems (CONS)

6.1 *061B Construction Systems - Intermediate HVAC II, New Course Proposed For College(s): City. Effective: Summer 2003.

6.2 *062A Construction Systems - Advanced HVAC I, New Course Proposed For College(s): City. Effective: Summer 2003.

6.3 *062B Construction Systems - Advanced HVAC II, New Course Proposed For College(s): City. Effective: Summer 2003.

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6.4 *063A Construction Systems - HVAC Specialties I, New Course
Proposed For College(s): City. Effective: Summer 2003.

6.5 *063B Construction Systems - HVAC Specialties II, New
Course Proposed For College(s): City. Effective: Summer 2003.

7. Disabled Students Program And Services (DSPS)

7.5 *029 College Success Seminar, Course Deactivation (not at any
College) Proposed For College(s): City. Effective: Summer 2003.

8. Electronic Systems (ELDT)

8.1 224 Microprocessor Design, Course Integration (Activation
included) Proposed Changes: Integrated course outline Proposed
For College(s): City. Effective: Spring 2003.

8.2 224L Microprocessor Design Laboratory, Course Integration
(Activation included) Proposed Changes: Integrated course outline
Proposed For College(s): City. Effective: Spring 2003.

9. English (ENGL)

9.2 207 The Art of the Sentence, Course Integration (Activation
included) Proposed For College(s): Mesa. Effective: Fall 2003.

10. Geography (GEOG)

10.1 104 World Regional Geography, Course Activation (Currently
active at another college) Proposed For College(s): City. Effective:
Spring 2003.

11. History (HIST)

11.1 121 Asian Civilizations in Modern Times, Course Integration
(Activation included) Proposed Changes: Integrated course outline
Proposed For College(s): City, Mesa, Miramar. Effective: Spring
2003.

12. Journalism (JOUR)

12.1 210A Journalism Workshop I, Course Integration (Activation
included) Proposed Changes: Integrated course outline Proposed
For College(s): City, Mesa, Miramar. Effective: Fall 2003.

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13. Latin (LATI)

- 13.1 102 Second Course in Latin**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Mesa. Effective: Fall 2003.

14. Legal Assistant (LEGL)

- 14.1 *100A Introduction to Paralegalism**, New Course Proposed For College(s): City, Miramar. Effective: Summer 2003.
- 14.2 *100B Legal Procedures**, New Course Proposed Changes: Integrated course outline Proposed For College(s): Miramar, City. Effective: Summer 2003.
- 14.3 105 Legal Research**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Miramar. Effective: Fall 2003.
- 14.4 110 Legal Writing & Communications**, Course Integration (Activation included) Proposed Changes: Integrated course outline, Integrated course outline, Title Proposed For College(s): City, Miramar. Effective: Fall 2003.
- 14.5 115 Civil Litigation I**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Miramar. Effective: Fall 2003.
- 14.6 120 Civil Litigation II**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Miramar. Effective: Fall 2003.
- 14.8 145 Federal Court Practices and Procedures**, Course Integration (Activation included) Proposed For College(s): Miramar, City. Effective: Summer 2003.
- 14.9 165 Family Law**, Course Integration (Activation included) Proposed For College(s): City, Miramar. Effective: Fall 2003.
- 14.10 *200 Elder Law**, New Course Proposed For College(s): Miramar, City. Effective: Fall 2003.

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15. Physics (PHYS)

15.1 124B General Physics, Course Integration (Activation included)

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

- JOUR 210A
- LEGL 110

** 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

3. Business (BUSE)

3.1 101 Business Mathematics, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Summer 2003.

The item was removed from the consent agenda because the distance education had already been changed and approved. No action required.

4. Chemistry (CHEM)

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

Jan Lombardi presented the new catalog description with new language for Chemistry 130 and 130L that was agreed upon by all the colleges for Council review. The description was approved as submitted with a minor change of adding the word “this” and deleting course title and number in the first sentence of both 130 and 130L.

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Action: The course description was approved as amended. *M/S/P (Lombardi/Webb)*

9. English (ENGL)

9.3 105 Composition and Literature, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

Lombardi raised a concern regarding the lack of historical, social and political context in the course objectives and course content. She stated that she had submitted language to Tappen for review and addition.

Action: Since Tappen was not present at the meeting to respond, item was deferred until March 13, 2003. *M/S/P (Manzoni/Deegan)*

14. Legal Assistant (LEGL)

14.7 140 Law Office Management, Course Integration (Activation included) Proposed For College(s): City, Miramar. Effective: Fall 2003.

Myra Harada clarified that there was an error in the submission of this course to all areas of general education and IGETC that will be corrected.

Action: To approved the course with the removal of all general education and IGETC indicators. *M/S/P (Webb/Deegan)*

III. OLD BUSINESS

A. AA/AS and General Education Courses

CIC has identified a review of general education as a priority for this year. At the last meeting examples of AA/AS and general education options from other colleges was distributed. Fawson requested recommendations from the Council regarding how they would like to move forward to address this priority.

During the brief discussion it was decided that a sub-committee would be formed with a Vice President, a CRC member, a Senate member, an articulation officer, an evaluator, and a counselor to review the general education patterns and bring back recommendations to CIC. The following elements were identified as a starting point for the sub-committee's review and evaluation for SDCCD's definition of general education:

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1. General education courses that do not transfer as general education to CSU, UC or IGETC.
2. General education courses that may be upper division general education and not accepted as lower division general education.
3. Possible change to our general education pattern for graduation.
4. Possible redefinition of our general education categories.

After CIC has reviewed and refined the recommendations made by the sub-committee, final recommendations will be forwarded to the campus curriculum committees and Academic Senates for review, comment and action.

It was also suggested that courses applicable to the AA/AS be differentiated from those pursued for general education courses and that action on all general education proposals be taken by CIC at one time. This would mean that all general education courses would be brought to a November CIC meeting for approval in order to make the January deadline for submission to CSU. Fawson recommended that this suggestion be taken back to the campus curriculum committees for discussion and be brought back as a discussion and action item at the March 13, 2003 CIC meeting.

Chris Dawes inquired about how upcoming budget cuts might influence the elimination of many sections that will impact the FTES and how that might impact the Council's suggestions for reviewing general education courses. Fawson responded that class sections could possibly relate to the general education review, although this process will take some time to complete.

Nevertheless, Fawson indicated that faculty may want to review their courses and determine whether their courses:

- Transfer to CSU, UC or are on the IGETC list;
- Are firmly established at three or more colleges or universities around the state;
- Are preparation for the major and accepted in course-to-course articulation with CSU or UC as undergraduate preparation for the major;
- Are required as a part of an industry-recognized certificate or credentialing program;
- Are an elective for the AS and/or transfer.

Program Review at the individual colleges will ultimately make the decisions regarding the curriculum balance among general education, transfer, vocational and workforce preparation and what courses and/or programs will be cut or reduced.

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Action: Take item to campus curriculum committees for discussion and bring back as an action item at the March 13, 2003 CIC meeting.

B. Hybrid/Blended Courses

The criteria to differentiate between hybrid/blended courses and distance education courses was discussed. Dawes stated that the State's guideline to differentiate between the two is that if the course contains fifty percent or greater in either area the course is defined by the larger percentage. Lynn Neault also stated that how the course is coded defines the course and that there are approximately 15 codes. It was suggested that it would be helpful to Council members to have a list of codes available for discussion. It was also suggested that clarification in the class schedule would alleviate confusion with these courses.

Action: Item deferred to the next meeting when CurricUNET and class code information can be made available for discussion.

C. Dual Admissions

Harada shared that after several joint discussions with SDSU Math and English staff, SDSU has agreed to include language in their literature to their dual admission students. Those who have a score of 40 or below on the ELM (Math) test and/or an EPT (English) score of 139 and below will consult a community college counselor. They also state that further testing may be necessary. Neault had District Institutional Research conduct a study of the correlation between the scores of the CSU placement tests and the performance of the students in our courses. The study showed negative correlation from the small sample of students who were tested for Math 96. The correlation between the EPT and English 92A (.28) was positive and statistically significant. Testing will continue to acquire a larger sampling.

IV. OTHER BUSINESS

A. Military Articulation

Neault reported that military recruiters from the Navy visited Student Services Council and shared that the military will no longer accept GEDs: students must have a high school diploma. Students attending a community college taking 15 transfer or degree-applicable credits will satisfy the high school diploma deficiency. (The recruiter requested that we develop a special package for this.)

Margie Fritch, Manager Economic Career and Technical Programs, added that she received clarification that the Navy's minimum requirements are 15 units of college-level course work in math, science and English. In addition, the student

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will have to score 35 or above on the AZVAB test given in their senior year of high school. The Navy wants to provide any technical training the student may need. Technical preparation (Tech Prep) articulation agreements allow college units via credit-by-exam, which the Navy recognizes because of the equivalency or comparability with their training.

Ron Manzoni commented that when the military visit campuses for recruitment purposes we should be very specific about our support but also be wary of competing with the military for students. Instead, the Navy should reward students with a scholarship after they have completed the associate degree. The Navy recruiter had indicated at the Student Services Council meeting that they would like to model City College's program as described by Manzoni.

Fritch also reported that she has received the Military Articulation Agreement signature pages back from all the colleges. The end of April is targeted for the completion of the master agreement.

B. Drop Sheets for Summer *(added to the agenda by Lynn Neault)*

Neault reported that because of the overlapping start dates for Summer semester, all drop sheets will be completed on-line. An information campaign will be started for faculty that will be sent through Student Services and college offices in preparation for this change. Neault requested Council members share this information with their Senates and colleges with a reminder that as a budget reduction measure, grade sheets as well as drop sheets will go on-line for Fall.

C. Email Addresses for Adjunct Staff *(added to the agenda by Lynn Neault)*

Neault reported that there is a need to start an information campaign to collect email addresses for adjunct staff so that they can be notified when their drop sheets are due. Emails will replace the paper notices to remind faculty of due dates, so it is very important that Student Services have all faculty email addresses. Neault will be sending a flyer to the vice presidents to distribute to adjunct faculty through their department chairs. The flyer directs faculty to go to the faculty web services and input their email address. If a faculty member does not have an email address the flyer will direct them to their dean for assistance.

D. Realignment of CET Courses *(added to the agenda by Jim Smith)*

Smith reported that as a result of budget reductions, between now and the April meeting, the CET task force has been assigned to produce a limited number of fee-based outlines for approval. Catalog screens will be turned off for those courses that will be deactivated.

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V. STANDING REPORTS

A. Curriculum Integration Project

Charlotta Grant distributed the updated Curriculum Integration Project report, announcing that there was no significant change since the last meeting. Any Council member desiring a detailed listing of this report may contact Darlene Shumaker to forward an electronic copy to them.

B. Information Technology Council

No report was given.

C. Student Services Council

Neault reported that there are major changes to the Transfer Studies Degree coming from SDSU that will be very different from the present criteria. The new set of criteria for transfer will require all preparation for the major and sixty transferable units. The one thing the Transfer Studies Degree will do to assist the student is to lock them into a GPA, which can also be accomplished with catalog rights. Student Services Council is planning to meet with Sandra Cook of SDSU and discuss what options are available regarding the Transfer Studies Degree. Neault also added SDCCD's educational plan system is not prepared to handle the current Transfer Studies Degree and will need to be changed. There was a general consensus in Student Services Council and from counseling staff, that the Transfer Studies Degree for SDSU is ineffectual for our students. Students are not able to transfer to SDSU with their Transfer Studies Degree.

One of the recommendations made at the CIC Retreat was that we should discuss Transfer Studies Degrees as a preparation for the major. This may assist our staff and students to understand that the Transfer Studies Degree was designed to have two purposes: 1) to complete lower division general education and 2) to prepare for a major in a specific subject area. It was suggested that the transfer studies section in the catalogs be reworked for clarity. Miramar is currently in the process of reworking this section in their catalog. If their product is acceptable to the other colleges, their format can be incorporated into City and Mesa's catalogs.

Neault suggested that instructional issues regarding the Transfer Studies Degree be discussed at the joint SSC/CIC meeting and invite Transfer Center Directors to attend.

Neault also reported that Student Services Council discussed advertising the dates of summer session because of the many variety of add and withdrawal dates.

D. State Academic Senate

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No report was given

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

Grant announced that the IT department has loaded all the CurricUNET data onto the new servers. Testing is currently being conducted to ensure that all elements of the system are functioning properly prior to going “live.” Testing is targeted for completion by mid-March.

Manzoni requested clarification when taking multiple actions on the system for approving lists. Grant explained that as soon as an action is taken the item is removed from the course approval list. Grant added that the module that allows multiple selections of proposals by CRC Chairs and Vice Presidents is also being tested at this time.

C. Announcements

1. The next CIC meeting is scheduled for Thursday, March 13, 2003 at 1:00 p.m. at the District Office Room 272. The curriculum deadline for the March 27, 2003 meeting is Friday, March 7, 2003.

D. Handouts

1. Integration Report

VI. ADJOURNMENT

The meeting was adjourned at 2:46 P.M.