

San Diego Community College District Curriculum and Instructional Council

Meeting of May 22, 2003
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 (<i>Proxy for P. Deegan & H. Webb</i>)
Paula Liska	Articulation Officer – City College
Jan Lombardi	Curriculum Chair – City College
Jim Smith	Vice President, Instructional Services – CET
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 (<i>Chair</i>)
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Sandy Schaffer	Faculty – CET

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Kim Laramie	Senior Secretary, Instructional Services – District Office
Jeff Mills	System Support Analyst, Instructional Services – District Office
Darlene Shumaker	Administrative Technician Instructional Services – District Office

GUESTS:

Carolyn Buck	Articulation Officer – Mesa College
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Myra Harada called the meeting to order at 1:02 PM.

I. MINUTES AND AGENDA

A. Approval of: May 8, 2003 Minutes

The minutes were Approved M/S/P (Glow/Webb)

B. Approval of: May 22, 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.) 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 5.2, 6.1, 7.1, B) 1.1, 3.1, E.) 1.1, 1.2, 2.1, 3.1

All other items were approved by consent. M/S/P (Glow/Smith)

1. Automotive Technology (AUTO)

1.1 053 Automotive Introductory and Safety Course Integration (Activation included) Proposed Changes: Number Proposed For College(s): Miramar. Effective: Fall 2003.

2. Aviation (AVIA)

2.1 260 Flight Instructor, Ground Instruction Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Fall 2003.

3. Cosmetology (COSM)

3.2 091A Cosmetology Teacher Training Program I Course Revision Proposed Changes: Integrated course outline, Skills/Knowledge to enter course, Prerequisite Corequisite Advisory, Reading or Writing level Proposed For College(s): City. Effective: Fall 2003.

4. Diesel Technology (DIES)

4.1 100 Introduction to Diesel Technology Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

4.2 105 Measuring Tools and Applied Mathematics Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

4.3 121 Diesel Engines A Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Fall 2003.

4.4 135 Applied Failure Analysis Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

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4.5 144 Electronics for Diesel Technology Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

4.6 155 Air Brake Systems Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

4.7 170 Truck Drive Axles and Specifications Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Summer 2003.

5. Disabled Students Program And Services (DSPS)

5.1 047 Spelling and Auditory Processing Course Revision Proposed Changes: Units Proposed For College(s): City, Mesa. Effective: Fall 2003.

5.3 049 Writing Structured Paragraphs Course Revision Proposed Changes: Units Proposed For College(s): City, Mesa. Effective: Fall 2003.

7. Fire Protection Technology (FIPT)

7.2 *167A Scuba for Emergency Services I New Course Proposed For College(s): Miramar. Effective: Fall 2003.

7.3 *167B Scuba for Emergency Services II New Course Proposed For College(s): Miramar. Effective: Fall 2003.

8. Microsoft (MSFT)

8.1 054 Implementing and Administering a MSFT Windows 2000 Directory Infrastructure Course Revision Proposed Changes: Prerequisite Corequisite Advisory, Prerequisite Corequisite Advisory Proposed For College(s): City, Mesa. Effective: Fall 2003.

8.2 055 Designing a Microsoft Windows 2000 Directory Services Infrastructure Course Revision Proposed Changes: Prerequisite Corequisite Advisory Proposed For College(s): City, Mesa. Effective: Fall 2003.

8.3 058 Managing a Microsoft Network Environment Course Activation (Currently active at another college) Proposed For College(s): Mesa. Effective: Fall 2003.

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9. Roofing (ROOF)

- 9.1 ***311 Principles Of Roofing I** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.2 ***312 Principles of Roofing II** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.3 ***313 Principles of Roofing III** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.4 ***314 Principles of Roofing IV** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.5 ***315 Principles of Roofing V** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.6 ***316 Principles of Roofing VI** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.
- 9.7 ***349 Roofing Work Experience** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Summer 2003.

B. Approval of Program Changes

Note: See Proposal Impact Reports for certificates and degrees that may be affected by above course changes. Once courses changes are implemented, programs will automatically be updated in CurricUNET:

2. *Music (Mesa)

- 2.1 Music Program Revision Proposed For College(s): Mesa. Effective: Fall 2002

4. *Physical Sciences (Mesa)

- 4.1 Physical Sciences Program Revision Proposed For College(s): Mesa. Effective: Fall 2003

C. Centers For Education and Technology

None

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

D. Distance Education (For Information Only)

None

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E. Special Topics Courses (For Information Only)

None

F. Curriculum Items Removed From Consent Agenda

3. Cosmetology (COSM)

- 3.1 **050L Fundamentals of Cosmetology** Course Integration (Activation included) Proposed For College(s): City. Effective: Fall 2003.
- 3.3 **50LA Fundamentals of Cosmetology I** Course Integration (Activation included) Proposed For College(s): City. Effective: Fall 2003.
- 3.4 **60LA Intermediate Cosmetology Lab IA** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.
- 3.5 **60LB Intermediate Cosmetology Lab IB** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.
- 3.6 **70LB Intermediate Cosmetology Lab IIB** Course Integration (Activation included) Proposed For College(s): City. Effective: Fall 2003.
- 3.7 **80LA Advanced Cosmetology Lab IA** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.
- 3.8 **80LB Advanced Lab IB** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.
- 3.9 **90LA Advanced Lab IIA** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.
- 3.10 **90LB Advanced Lab IIB** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.

Myra Harada raised the issue of repeatability for Cosmetology courses 50L, 50LA, 60LA, 60LB, 70LB, 80LA, 80LB, 90LA, and 90BL, requesting confirmation that these courses can only be taken once. Jan Lombardi confirmed that these courses were not intended to be repeatable.

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Jim Smith pointed out to the Council that the course description of Cosmetology 80LA and 80LB needed clarification in regard to preparing the student for 90LA and 90LB. It was suggested that to describe the intent of the course more accurately, the fourth sentence of the course description be changed to read: “*This course **and 80LB are** intended to prepare the student for 90L or 90LA and 90LB...*” It was also noted that Cosmetology 60LA and 60LB should also be changed to read that they prepare the student for Cosmetology 70L or 70LA and 70LB.

The issue of “nesting” in regard to the course requisites was discussed. Darlene Shumaker explained that a “nesting” situation occurs when there is an “and” and “or” statement involved. There are two different versions of “and” and two different versions of “or” in the system. Harada explained that specific symbols and words are important:

- “&” “or” – used for non-grouping items

Example 1: ACCT 101 & ACCT 102 = both of these courses are required

Example 2: ACCT 101 or ACCT 102 = one of these courses is required

- “;or” “and” – used for grouping items (nesting)

Example 1: BIOL 105 & BIOL 106 ;or BIOL 107 = both Biology 105, and Biology 106 are required ;or you can take Biology 107 to meet both of these requirements

Example 2: CHIL 101 and CHIL 121 or CHIL 131 = Child Development 101 is required and you must also take either Child Development 121 or 131.

Harada reminded Council members to pay close attention when this situation occurs to avoid error.

Action: To approve the changes to Cosmetology courses 50L, 50LA, 60LA, 60LB, 70LB, 80LA, 80LB, 90LA, and 90BL, with the following changes: Change the fourth sentence in the course description of 60LA to read: “ *This course and **60LB are** intended to prepare students for 70L or 70LA and 70LB...*” Change 60LB is read: “*This course **and 60LA are** intended...*” Change 80LA to read: “*This course **and 80LB are** intended...*” Change 80LB to read: “*This course and 80LA are intended...*” It was also noted that the requisite information would be reformatted in the system as described. *M/S/P (Glow/Webb)*

5. Disabled Students Program And Services (DSPS)

5.2 **048 Effective Sentence Writing and Grammar** Course Revision
Proposed For College(s): Mesa. Effective: Fall 2004.

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Action: To change the effective date and approve DSPTS 048 for Fall 2003.
M/S/P (Tappen/Glow)

6. Emergency Medical Technician (EMGM)

- 6.1 **105 Emergency Medical Technician - National Registry Course**
Revision Proposed Changes: Limitation on Enrollment Proposed
For College(s): Miramar. Effective: Fall 2003.

7. Fire Protection Technology (FIPT)

- 7.1 **130 Emergency Medical Technician-State Fire Marshal Course**
Revision Proposed Changes: Limitation on Enrollment Proposed
For College(s): Miramar. Effective: Fall 2003.

Harada reported that she has been in communication with Helen Webb regarding the limitation of enrollment language for the EMGM 105 and FIPT 130. Harada informed the Council that the language as submitted needs to be rewritten to comply with current policies and standards. No measurable way to determine “fluent” English was established, such as a prerequisite/advisory course at assessment skill level. It was recommended that the course be approved with the phrase “...*must speak fluent English*...” removed.

Action: To approve the courses EMGM 105 and FIPT 130 with the last sentence in the first paragraph of the Advisory to read: “*Students must have Basic Life Saving (BLS) for Healthcare Provider Certificate.*”
M/S/P (Glow/Webb)

Program Changes Removed From Consent Agenda

1. *English (Mesa)

- 1.1 English Program Revision Proposed For College(s): Mesa.
Effective: Fall 2003.

Lombardi requested that the program change include activation of the Certificate of Completion, Creative Writing at City College.

Action: To approve activation of the Certificate of Completion for Creative Writing at City College with the understanding that City will agree to include the same courses as Mesa and enter a proposal in CurricUNET. (*Lombardi/Deegan*)

3. *Music (Miramar)

- 3.1 Digital Music New Program Proposed For College(s): Miramar.
Effective: Fall 2003.

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Harada pointed out that the comment section in CurricUNET noted some of the courses included in the program had been deactivated but that they are in the process of being integrated prior to reactivation. She inquired if this was accurate. Diane Glow responded that it was possible that this was happening. Harada informed the Council that this situation could impede the implementation of the program.

Action: To approve the Certificate of Completion, Digital Music. *M/S/P (Glow/Webb)*

Special Topics Courses (For Information Only) Removed from the Consent Agenda

1. Child Development (CHIL)

- 1.1 **265E Techniques of Teaching Using the Reggio Emilia Approach** New Course Proposed For College(s): City. Effective: Summer 2003.
- 1.2 **265F International Systems and Approaches to Early Childhood Development** New Course Proposed For College(s): City. Effective: Summer 2003.

Action: To change the effective dates for CHIL 265E and CHIL 265F to Fall 2003. *M/S/P (Tappen/Glow)*

2. Sociology (SOCO)

- 1.1 **265 Asian American Women's Experiences** New Course Proposed For College(s): Mesa. Effective: Fall 2003.

Harada informed the Council that the 265 Asian American Women's Experiences course number has been changed to 265A. Smith pointed out that the wording in the title of the course (Asian American) and the course description (Asian Pacific American) are not consistent and requested clarification. After some discussion it was decided:

Action: To approve the course with the number changed to 265A, and with a clarification of the title or the description by Mesa. Tappen will notify Instructional Services Friday, May 23, 2003 with the clarification *M/S/P (Smith/Glow)*

3. Speech Communications (SPEE)

- 3.1 **265A Italian Life and Culture** New Course Proposed For College(s): City. Effective: Fall 2003.

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Tappen requested clarification of the disparity between the 1.5 hours of lecture and the 1 unit of credit. Harada explained that there is an exception and range that can be used. Lombardi announced that the course was not intended to be offered until Fall 2003 because the SIDCCA Study Abroad Program scheduled for this summer was canceled. (Later clarification of one hour and one unit, allowed Fall 2003 offering. Harada sent email to CIC.)

Action: To defer approval to Fall 2003. *M/S/P (Tappen/Lombardi)*

III. OLD BUSINESS

A. Certificates of Completion

At the May 8, 2003, CIC meeting it was decided that Certificates of Completion should allow flexibility for courses taken within the District, i.e., to substitute one course for another or otherwise modify the certificate of completion. A draft Procedure 5300.2 .10.0 with clarifying language was distributed. The following items were modified or added:

- Item 10.1.13 was modified to read: “ *All course work for the Certificate of Completion shall be completed at institutions in the San Diego Community College District. No course work from other institutions can be applied toward the Certificate.*”
- A new item 10.1.14 was added to read: “*Petition for modifications to course requirements or determination of equivalencies using courses from institutions within SDCCD will be filed with the Evaluations Office at the respective college. Final determination will be made by the appropriate college review committee in consultation, as appropriate, with the dean and department chair of the program.*”
- Item 10.1.17 was changed to read: “*Award of Certificate of Completion will be recorded on the official transcript.*”

It was recommended that the wording of item 101.14 be changed to read: “*Petition for modifications to course requirements or determination of equivalencies using courses from institutions within SDCCD will be filed with the Evaluations Office at the respective college. Final determination will be made by the appropriate college review process.*”

Action: Accept the changes made to Procedure 5300.2 Section 10.0 as noted.
M/S/P (Tappen/Webb)

B. Transfer Studies Associate Degree Language Review

1. At previous CIC meetings suggestions were presented regarding draft Transfer Studies Associate Degree catalog language. Harada compiled those

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suggestions and a new revised draft document was distributed to Council members.

Glow reported that Miramar still does not support the language as presented. She offered the following as a recommendation for item 2: *“Complete the required courses in the transfer major and other transferable courses necessary to fulfill the sixty semester units required for the Associate in Arts degree. (Sixty semester units must be transferable.)”*

2. Glow raised the issue of how transfer degrees are posted on transcripts. It was decided that a statement was needed on the transcript to clarify what courses relate to the transfer degree the student had selected.

Action 1: Accept the changes made to the Transfer Studies Associate degree language as note for inclusion in the catalog. *M/S/P (Glow/Webb)*

Action2: On the transcript the Transfer Studies Degree will state “Transfer Studies Degree with preparation for the major.” *M/S/P (Glow/Deegan)*

C. Business Programs

At the previous CIC meeting there was a concern voiced about the inability of students to transfer among the colleges because of the uniqueness of the business curriculum at each college. It was recommended that a task group be formed to develop a common understanding of the preparation provided by each program award in CBTE and CISC at each college. It was also recommended that the charge of appointing members to the task group be given to the Vice Presidents from each college, with the suggestion that Business faculty and evaluators are included.

Action: No action, information only. Item will be brought back to CIC in the fall.

D. American Institutions – Clarification Email from Jo Service

Tappen reported that the outlines that CSU reviewed were dated 1998 or earlier. He also reported that History 109 and 110 were rewritten and approved in 2001, History 115 A and B were revised in May of this year, and History 141, 142, 150, 151 and 175 were approved in January of this year. Tappen stated that all the course outlines in history were new and had been updated since the last review. Mesa faculty reported to Tappen that when the history course outlines were rewritten faculty used Executive Order 595 as a guideline. Tappen also stated that it is the opinion of Mesa faculty that, with minor exceptions, when these course outlines are reviewed by CSU they will fulfill the requirements.

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Nathan Katungi and Ternet MacRenato will be reviewing Black Studies 140A and B and Chicano Studies 140 A and B. History 123 is not taught at Mesa and that course, along with Political Science 102, will need to be reviewed more closely. Political Science 102 is going to follow the SDSU model and be rewritten to link with a history course, which should satisfy the American Institutions requirement.

It was strongly recommended that faculty review and use the evaluation grid provided by CSU. The consensus of the Council is that all the courses listed on the grid would be ready to send in at one time in January. Kendra Jeffcoat is taking the lead on this project and will convene a meeting of all key faculty during the summer. Harada will send out an email to all the department chairs announcing Jeffcoat as the new the discipline dean and her assignment as lead on this project. The Council urged it's members to consult the SDSU grid, which has specific recommendations, and not Executive Order 595 only, which is very broad and subject to interpretation.

Action: No action information only.

E. 2003-2004 CIC Calendar

The draft CIC calendar for 2003-2004 was reviewed and the following corrections were made: include City's CRC meeting dates of November 5, 2003; November 19, 2003; March 3, 2004 and March 17, 2003 and change the place and time for City's meetings to 1:00pm room B104.

Action: Approve CIC Calendar with the changes discussed.

IV. NEW BUSINESS

None

STANDING REPORTS

A. Curriculum Integration Project

The latest Curriculum Integration Project Report was distributed. Harada voiced a concern that there are still many integrations in need of completion. Shumaker reported that there are approximately 157 courses that have not been entered into CurricUNET as of May 19, 2003. Harada reported that Fawson will be presenting a report to the Chancellor's Cabinet and that Shumaker will be running another report the next day at 9:30 am. The Council requested one listing that designates no activity in CurricUNET and one list that reflects courses that have been pre-launched in CurricUNET.

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B. Information Technology Council

No report.

C. Student Services Council

No report.

D. State Academic Senate

Chris Dawes announced that this would be his last CIC meeting and thanked the committee for an enjoyable experience.

E. CIO (Chief Instructional Officers)

No report.

F. CurricUNET Update

No report.

G. Announcements

1. The next CIC meeting is September 11, at 1:00 PM in Room 272. The curriculum deadline for the September 11, 2003 CIC meeting is Friday, August 22, 2003.
2. It was announced that this was the last meeting for Paula Liska, Helen Webb and Will Tappen. The Council thanked them and Chris Dawes for their conscientious service.
3. General Education Task Group Meeting is scheduled for May 29, 2003 from 1:30 –3:00 in Room 272 at the District.
4. An Assessment Conference will be held in Seattle June 22-24, 2003. Those interested should visit the conference website: www.aahe.org/assessment/2003.

D. HANDOUTS

1. Speech 99
2. Certificate of Completion – Procedure 5300.2 Changes

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3. Transfer Studies Degree Catalog Language
4. American Institutions – Clarification Email from Jo Service
5. 2003-2004 CIC Calendar
6. SDCCD Principles and Priorities
7. Internationalizing Teacher Education Research Report
8. USD Certificate of Global Strategy and Management (GSM)
9. Integration Report

ADJOURNMENT

The meeting was adjourned at 2:42 P.M.