

# San Diego Community College District Curriculum Instructional Council

**APPROVED**

Meeting of September 25, 2003  
1:00 PM – District Room 272

## MINUTES

### **PRESENT:**

Libby Andersen	Academic Senate President – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Diane Glow	Curriculum Chair – Miramar College ( <i>Proxy for Pam Deegan and Helen Webb</i> )
Paula Gustin	Curriculum Chair – Mesa College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office ( <i>Chair</i> )
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Sandy Schaffer	Past Academic Senate President – CET
Jim Vincent	Counselor – CET ( <i>Replacement for Jim Smith</i> )

### **ABSENT:**

Pam Deegan	Vice President, Instruction – Miramar College
Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Helen Webb	Academic Senate Representative – Miramar College

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Janet Harris	Senior Clerical Assistant, Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office

### **GUEST:**

Kendra Jeffcoat	Dean – Social Sciences/Multicultural Studies – Mesa College
-----------------	---

*Ken Fawson called the meeting to order at 1:10 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: September 11, 2003 Minutes**

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

### **B. Approval of: September 25, 2003 Agenda**

*The agenda was approved M/S/P (Glow/Andersen)*

## **II. CURRICULUM REVIEW/APPROVAL**

# San Diego Community College District Curriculum Instructional Council

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

### 1. Child Development (CHIL)

- 1.1 101 Human Growth and Development**, General Education and Graduation Requirements - No Other Action. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2004.

DISCUSSION: City would like the opportunity to review the course to see what changes have been made before it is brought back for approval in November. The course is currently on the UC Transfer List. Myra Harada reminded the Council that they had decided to review all GE proposals in November.

**ACTION: Deferred to CIC 11-13-03 M/S/P (Manzoni/Armstrong), 1 abstention**

## B. Approval of Program Changes

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

### 1. English

- 1.1 \* English for Speakers of Other Languages**, New Program. Proposed For College(s): Miramar, Effective: Spring 2004.

DISCUSSION: Miramar College stated that the motivation for offering this certificate was created to show potential employers the English achievements of ESOL students. City and Mesa will inquire of their colleges whether they would like to offer this certificate as well.

**ACTION: Approved M/S/P (Glow/Manzoni)**

## C. Approval of Centers for Education and Technology (CET) Curriculum

None

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

## D. Distance Education (For Information Only)

None

# San Diego Community College District Curriculum Instructional Council

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

None

## III. OLD BUSINESS

### A. Business Programs Update

Ken Fawson stated that Myra Harada and Kendra Jeffcoat will be meeting with Susan Schwarz, the Discipline Dean of Business, to frame the task of discussing the business programs. There are three primary areas to consider: the transfer preparations for the major, nomenclature, and similarities among certificates. The objectives are to facilitate student transfer, student movement among campuses or concurrent enrollment at all campuses.

### B. Joint meeting date: March 25, 2004, tentatively 9-11 a.m.

Ken Fawson stated that Student Services suggested that the meetings could be alternated between the morning and afternoons and Room 300 will be used if available. After discussion it was agreed that only afternoons would be feasible, the CIC academic faculty members teach in the mornings. Fawson will communicate that information back to student services.

## IV. STANDING REPORTS

### A. Curriculum Updating Project

Fawson explained the curriculum integration report included in the handouts. The commitment for the district is to have all of the courses integrated by the end of this year. The six-year review procedure will resume when each course is integrated. Fawson praised the work and contributions of the Vice President's of Instruction, Curriculum Chairs, Curriculum Writers and Articulation Officers during this integration project. Ninety courses that are part of GE and/or preparation for a major, not including district GE graduation requirements, remain for review. After the meeting Harada and staff will be meeting with CRC chairs to discuss distribution of these courses to the campuses for integration.

### B. General Education Task Group

*Nothing to report.* The group will be meeting next week.

### C. Information Technology Council

*Nothing to report.* Kendra Jeffcoat, Interim Assistant Chancellor of Instructional Services and Economic Development, will chair the next meeting in October.

### D. Student Services Council

# San Diego Community College District Curriculum Instructional Council

Harada informed CIC that the spring class schedule will include the information that high school enrollment in physical education classes will not be permitted. A previous procedure placing holds on student records of students with a picture ID was rescinded.

## **E. State Academic Senate**

*Nothing to report.*

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

Elizabeth Armstrong stated that the regional CIO group under the leadership of Pam Deegan, has decided to prepare agenda items with their positions to be sent with their representatives to consultation.

## **V. ANNOUNCEMENTS**

### **A. CIC Representation at Student Services Council**

Fawson suggested that the Vice Presidents of Instruction rotate attending Student Services Council meetings so that the duty does not fall entirely on one person. It was recommended that each Vice President attend four consecutive meetings for continuity of topics discussed.

**Action:** The Vice Presidents will work out a schedule for attending Student Services Council meetings and will inform CIC of their schedule.

### **B. DARS for Equivalent SDSU Courses: <http://monet.sdsu.edu:8500/Dars>**

Harada explained that in evaluating student Education Plans for transfer to SDSU we are interested not only in whether courses the student has taken with us would be applicable to SDSU, but also whether courses they bring from other colleges have SDSU equivalents. State has set up the web-based DARS system, which shows equivalencies between their courses and courses from other colleges and universities. We can now more accurately evaluate transcripts.

**C.** Fawson stated that a matrix he had distributed seemed to display a disproportionate number of 1 to 49 numbered course outlines and 50 to 99 course outlines as compared to our college level 100 and 200 level courses. Those 1 to 49 numbered course outlines include the skill development or tutoring courses in which only one person may be enrolled. As a district we have focused on our 100 and 200 level courses, which now constitute 85% of our courses. Cabinet has appreciated our efforts at targeting transfer level courses.

## **San Diego Community College District Curriculum Instructional Council**

**D.** Harada explained that the handout distributed at a Dual Admissions Orientation in May shows the remediation requirements of the Community College in our region.

**E.** Jeff Mills, Systems Analyst from Instructional Services, gave a brief demonstration of the Instructional Services Web Site and its new resources. Libby Andersen suggested a link to a paper that she and Diane Glow wrote called "How to Write an Integrated Outline." Mills welcomed all suggestions.

**F.** Harada announced an invitation to everyone to attend Ken Fawson's retirement party at the district office today from 1:30 to 3:30.

**G.** **The next CIC meeting is October 9, 2003 at 1:00 PM in Room 272. The curriculum deadline for the October 9, 2003 CIC meeting is Friday, September 19, 2003. The curriculum deadline for the October 23, 2003 CIC meeting is Friday, October 3, 2003.**

### **H. Handouts**

- 1. Today's CIC Meeting Agenda**
- 2. Last CIC Meeting Draft Minutes**
- 3. Curriculum Summary Document**
- 4. Curriculum Updating Project**
- 5. Wait List Utilization**
- 6. Dual Admission Program – 2003-04**

## **VI. ADJOURNMENT**

Fawson adjourned the meeting at 2:05 p.m.