

San Diego Community College District Curriculum Instructional Council

APPROVED

Meeting of November 13, 2003
1:00 PM – District Room 272

MINUTES

PRESENT:

Libby Andersen	Academic Senate President – City College
Pam Deegan	Vice President, Instruction – Miramar College
Diane Glow	Curriculum Chair – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Sandy Schaffer	Past Academic Senate President – CET
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

ABSENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Lynn Neault	Assistant Chancellor, Student Services – District Office

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Jeff Mills	Systems Support Analyst, Curriculum & Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

GUEST:

Carolyn Buck	Articulation Officer – Mesa College
--------------	-------------------------------------

Myra Harada called the meeting to order at 1:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: October 23, 2003 Minutes

The minutes were approved with corrections. M/S/P (Glow/Webb).

San Diego Community College District Curriculum Instructional Council

B. Approval of: November 13, 2003 Agenda

The agenda was approved. M/S/P (Webb/Andersen).

II. CURRICULUM REVIEW/APPROVAL

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

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

1. Accounting (ACCT)

- 1.1 116A Financial Accounting**, Course Integration (Activation included). Proposed Changes: Title, Prerequisite Corequisite Advisory. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2004.

2. Art - Fine Art (ARTF)

- 2.1 100 Art Orientation**, Course Integration (Activation included). Proposed Changes: Prerequisite, Corequisite Advisory. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.

3. Business (BUSE)

- 3.1 *142 North American Free Trade Agreement (NAFTA) and the Legal Environment**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.2 *160 Management of Acquisition Defense Contracts I**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.3 *162 Management of Acquisition Defense Contracts II**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.4 *164 Principles of Contract Pricing and Negotiations I**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.5 *166 Principles of Contract Pricing and Negotiations II**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.

San Diego Community College District Curriculum Instructional Council

- 3.6 ***168 Management of Acquisition Defense Contracts Advanced**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.7 ***170 Advanced Contract Administration**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.8 ***172 Government Contract Law**, Course Deactivation (not at any College). Proposed For College(s): City. Effective: Spring 2004.
- 3.9 **201 Business Organization and Management**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.
- 3.10 ***244 Automobile Promotion Internship**, Course Deactivation (not at any college). Proposed For College(s): City. Effective: Spring 2004.

4. Computer Business Technology (CBTE)

- 4.1 **114 Introduction to Microsoft Windows**, Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Spring 2004.
- 4.2 **130 Beginning Corel WordPerfect**, Course Activation (currently active at another college). Proposed For College(s): Miramar. Effective: Spring 2004.
- 4.3 **211 Legal Office Procedures I**, Course Activation (currently active at another college). Proposed For College(s) Miramar. Effective: Spring 2004.

5. Chemistry (CHEM)

- 5.1 ***105 Drugs and the Human Body**, Course Deactivation (not at any College). Proposed For College(s): Mesa. Effective: Spring 2004.

6. Cosmetology (COSM)

- 6.1 ***095 State Board Review**, New Course. Proposed For College(s): City. Effective: Spring 2004.

San Diego Community College District Curriculum Instructional Council

7. Diesel Technology (DIES)

- 7.1 **125 Diesel Engines I**, Course Integration (Activation included).
Proposed For College(s): Miramar. Effective: Spring 2004.
- 7.2 **126 Diesel Engines II**, Course Integration (Activation included).
Proposed For College(s): Miramar. Effective: Spring 2004.
- 7.3 ***128 Diesel Engines III**, New Course. Proposed For College(s):
Miramar. Effective: Spring 2004.
- 7.4 **138 Electrical Systems**, Course Integration (Activation included).
Proposed For College(s): Miramar. Effective: Spring 2004.
- 7.5 **160 H.D. Transmissions**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.
- 7.6 **175 Truck Chassis R&R**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.
- 7.7 **185 Power Trains A (HDT)**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.
- 7.8 **210 Brakes, Final Drives and Steering Systems**, Course
Integration (Activation included). Proposed For College(s):
Miramar. Effective: Spring 2004.
- 7.9 **220 Undercarriage**, Course Integration (Activation included).
Proposed For College(s): Miramar. Effective: Spring 2004.
- 7.10 **235 Power Trains C (HET)**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.
- 7.11 **240 Equipment Chassis R&R**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.
- 7.12 **245 Power Trains D (HET)**, Course Integration (Activation
included). Proposed For College(s): Miramar. Effective: Spring
2004.

San Diego Community College District Curriculum Instructional Council

8. Fire Protection Technology (FIPT)

8.1 303A Fire Investigation 2A, Criminal and Legal Procedures, Course Integration (Activation included). Proposed Changes: Number, Title, Hours, Course Objectives, Prerequisite Corequisite Advisory, Limitation on Enrollment, Reading Assignments, Writing Assignments, Outside Assignments, Critical Thinking Assignments, Re-Numbering. Proposed For College(s): Miramar. Effective: Fall 2004.

8.2 303B Fire Investigation 2B, Field Case Studies, Course Integration (Activation included). Proposed Changes: Number, Title, Hours, Skills/Knowledge to enter course, Course Objectives, Prerequisite Corequisite Advisory, Limitation on Enrollment, Outline of Topics, Reading Assignments, Writing Assignments, Method of Evaluation, Method of Instruction, Texts/Supplies, Re-Numbering. Proposed For College(s): Miramar. Effective: Fall 2004.

9. Food Services Occupations (FOOD)

9.1 115 Food Service Operations and Management, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Spring 2004.

9.2 140 Food and Beverage Purchasing and Control, Course Integration (Activation included). Proposed Changes: Course Objectives, Outline of Topics, Reading Assignments, Writing Assignments, Critical Thinking Assignments, Method of Evaluation, Method of Instruction, Texts/Supplies. Proposed For College(s): Mesa. Effective: Spring 2004.

10. Nursing Education (NRSE)

10.1 *130A End of Life Care, Caring Connections, New Course. Proposed For College(s): City. Effective: Spring 2004.

11. Physical Education (PHYE)

11.1 *246 Sports Officiating – Spring Sports, Course Deactivation (not at any college). Proposed For College(s): Miramar. Effective: Spring 2004.

San Diego Community College District Curriculum Instructional Council

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.

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

Hard copy proposals for Center for Education and Technology were distributed to members via District mail.

The CET Curriculum was approved. M/S/P (Webb/Vincent).

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

D. Distance Education (For Information Only)

None

E. Special Topics Courses (For Information Only)

None

III. OLD BUSINESS

A. Integrated Outline Guide

As discussed at the October 23 meeting, colleges will take the integrated outline guide to their curriculum committees for review. Revisions will be submitted to Myra Harada at the December 11, 2003 CIC meeting. Harada will subsequently update and return the Guide to CIC members for future use as a training tool at the colleges.

B. Distance Education and Hybrid Classes

Harada informed the Council that Kendra Jeffcoat and Vice Presidents will form a task group to review the definitions of distance education and hybrid courses and the implications on students and publications.

Libby Andersen confirmed that the Distance Education changes in Title 5 require 51% or greater of non face-to-face instruction. No official definition has been developed for hybrid courses.

Jim Vincent stated that during the Student Services Council (SSC) meeting it was suggested that an asterisk indicate courses requiring computer skills in the class schedule. Adding a general caveat to the course catalogs or including something similar to an advisory are potential ways to inform students that access to

San Diego Community College District Curriculum Instructional Council

computers and possession of computer knowledge is assumed for success in certain courses. Andersen suggested that courses utilizing computers should have as an advisory a reference to a set of skills equivalent to specific computer courses. This would allow students to refer to the computer course to determine whether the students' skills are adequate. Additionally, a general statement such as, "most courses use information technology skills" could be included at the beginning of SDCCD publications. Such an advisory should be included in summer schedules.

ACTION: Andersen will draft a general statement and bring back to CIC for review. Upon CIC approval the statement will be submitted to SSC.

C. Annual GE/Transferability Review & Approval

1. Child Development (CHIL)

1.1 **101 Human Growth and Development**, Proposed for IGETC, Area 4, *Social and Behavioral Sciences – Interdisciplinary, Social and Behavioral Sciences*.

Harada reported that Elizabeth Armstrong had reservations about including this course in IGETC. Ron Manzoni reported that this course is included by other institutions on their IGETC lists. Diane Glow explained that this course was rewritten for UC transferability, placing emphasis on understanding of philosophical foundations and theory. Members of the committee recognize that this course has already been approved for UC transferability and that other universities include as IGETC.

ACTION: Motion to approve CHIL 101 for IGETC. **M/S/P** (Glow/Lombardi).

2. Physical Education (PHYE)

2.1 **168 Yoga**, Proposed for CSU GE, Area E, *Lifelong Understanding and Self Development*. Proposed for UC Transfer List.

Jan Lombardi sought clarification regarding the standards set by the GE Task Force with regard to whether physical education will remain a District GE requirement. Harada indicated that the review process will take time and once the GE Task Group makes recommendations the Senates will further review. The Task Group does not anticipate the removal of physical education from District GE. Andersen mentioned these GE actions do not affect the District physical education requirement.

ACTION: Motion to approve PHYE 168 for CSU GE and UC Transfer. **M/S/P** (Glow/Andersen).

San Diego Community College District Curriculum Instructional Council

3. Technical Writing (TEHW)

3.1 101 Introduction to Technical Writing, Proposed for District GE, Area A1, *Language and Rationality - English Composition.*

Lombardi expressed concern that this course does not have a prerequisite and raised the question of whether this course should substitute for English 101, which is one of the choices in GE Area A1 along with BUSE 119; ENG 101, 105, and 205. Andersen stated that TEHW 101 would be the occupational equivalent. TEHW 101 may be considered comparable to Business 119. Business 119 has been a useful course and also has an advisory only.

Lombardi stated that the intent of TEHW 101 would not be to replace a broad-based English course, but it is intended as a composition course for occupational degrees. Manzoni articulated that students may obtain Associate Degrees with the goal of employment rather than transfer. TEHW 101 meets the needs of students who may not take English 101. Such students may obtain the communication skills required by employers through completion of TEHW 101. Manzoni also reminded the Council that other community colleges do not require the higher level English classes for Associate Degrees.

ACTION: Motion to approve TEHW 101 for SDCCD GE, Area A1. **M/S/P** (Webb/Manzoni).

IV. NEW BUSINESS

None.

III. STANDING REPORTS

A. Curriculum Updating Project

Darlene Shumaker distributed an integrated outline list and invited comments regarding future update formats. Harada explained that there are two lists that will be used again next year: one list is from the original integration list and the other is for courses requiring sixth-year review. A third list was requested for accreditation purposes that would be campus specific. The campuses have requested the third list by the end of the semester. Diane Glow pointed out that many courses have passed the required six-year review and are now in a seventh year.

B. General Education Task Group

Harada reported that the GE Task Group met November 12 and reiterated that the committee does not want to limit SDCCD GE to mirror the SDSU GE. The Task Group is focusing on questions posed in its original charge. They are not looking

San Diego Community College District Curriculum Instructional Council

at adding or deleting areas, but they are writing an umbrella statement regarding what our GE courses should provide to students and the intended student outcomes. This language will also satisfy W.A.S.C. accreditation requirements. By adding sentences or phrases, the Task Group is proposing to revise each of the explanations of the GE areas. The document may be approved at the next meeting, December 11. When done, the revisions will be brought back to CIC and taken to the Academic Senates. If time permits, the Task Group may draft commentary of other areas discussed.

C. Information Technology Council

Jeff Mills provided the following updates:

1. SCT is moving forward with the Network upgrades. The District offices will receive a new network switch at the end of December.
2. The new mainframe will be installed and tested over the Thanksgiving break and should be in production by December 1.
3. IT Council will provide technical support, but will not form a sub-committee (as previously reported) regarding decisions made by CIC concerning hybrid courses.
4. Questions were asked regarding whether there will be Proposition S funding available to support administrative computer replacements. Machines are coming out of warranty and need replaced. Kevin Bastian will provide an answer at the December 10 IT meeting.
5. The District is switching from 4Cnet to a new internet service provider, CENIC that should help address internet networking problems.
6. IT Council would like to see a demonstration of the new DSS system currently being reviewed by the district. The demonstration may be in January.
7. There was considerable discussion about the process used to select a new Management Information System (MIS) system. IT Council drafted a formal resolution to request that site visits to vendors' existing customers be conducted by any vendor system that is under consideration for purchase. The site visit would be conducted by a representative group of IT and end-users from the District. Jeffcoat is asked to deliver this resolution to the Chancellor's Cabinet.

D. Student Services Council

Jim Vincent reported that SSC met December 6 with Jeffcoat present. Discussion ensued regarding hybrid courses. Deegan reminded the council that there are two issues regarding hybrids, curriculum approval and scheduling. She urged the academic senates to make sure this is clear to faculty. Issues surrounding multiculturalism may take place in the future, following more urgent SSC matters.

Manzoni requested clarification regarding SSC Minutes from October 23, 2003 regarding late adds. Once a semester begins, students would have two weeks to

San Diego Community College District Curriculum Instructional Council

add courses to coincide with the printing of class rosters. Manzoni believes that this is an instructional issue and the two-week deadline is inappropriate given geographic challenges and the need for students to acquire multiple signatures. Manzoni expressed that the goal should be to facilitate students getting into classes, particularly when professors have approved adding them. CIC wants to know whether the two-week deadline pertains only to the add code date or also to petition adds. A two-week deadline for petition adds is problematic. This topic should be added to the next joint CIC/SSC meeting.

E. State Academic Senate

Andersen reported on resolutions made at plenary session in Pasadena, California. There was discussion regarding Student Learning Outcomes and Accreditation and the inconsistency of the 1974 Federal Rights Act on academic freedom. The State Academic Senate indicated that the implementation of Student Learning Outcomes should be a faculty-driven issue.

The State Academic Senate reaffirmed that program review and program discontinuance are separate processes and encouraged Senates to be active in both. SDCCD has not been affected but other districts have been. Budget constraints upon the colleges are problematic. State Senate will also be considering common terms for English and Math assessment levels. They will also be looking at an impact study with the State Chancellor's Office regarding fees.

A full copy of State resolutions is available online at the state-wide senate site (www.academicssenate.cc.ca.us), which is also linked through the Instructional Services site.

F. CIO (Chief Instructional Officers)

CIO meeting scheduled for November 14.

V. ANNOUNCEMENTS

- A. Harada announced that the next CIC meeting on December 11 is the last of the semester. CurricUNET will stop the approval flow on December 19 at midnight and next year there will be only three working days before the deadline to submit courses for the next CIC meeting in January. Harada emphasized concern that courses for American Institutions be submitted in time for CSU's spring deadline.
- B. Instructional Services distributed request forms for signature by Curriculum Chairs Senate Presidents, and Vice Presidents. The application forms for IGETC, CSU GE, and UC transfer are to be signed and returned to Instructional Services.

San Diego Community College District Curriculum Instructional Council

- C. **The next CIC meeting is December 11, 2003 at 1:00 PM in Room 272. The curriculum deadline for the December 11, 2003 CIC meeting was Friday, November 19, 2003.**

- D. Harada will follow up with Jeffcoat to determine if CIC will have a holiday get-together and a planning retreat in January.

- E. Handouts
 - 1. Today's CIC Meeting Agenda
 - 2. Last CIC Meeting Draft Minutes
 - 3. Curriculum Summary Document
 - 4. Yearly Review and Approval of GE/Transferability Actions
 - 5. Revised 03/04 Major Prep Report
 - 6. SDCCD Curriculum Updating Report

V. ADJOURNMENT

Harada motioned to adjourn the meeting at 2:20 PM. M/S/P (Andersen/Lombardi).