

# San Diego Community College District Curriculum Instructional Council

**Approved**

Meeting of February 12, 2004  
1:00 PM District Room 272

## MINUTES

### **PRESENT:**

Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Libby Andersen	Academic Senate President – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Carolyn Buck	Articulation Officer – Mesa 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
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

### **ABSENT:**

Sandy Schaffer	Past Academic Senate President – CET
Gail Conrad	Academic Senate President – Mesa College

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office
Jeff Mills	Systems Support Analyst, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

### **GUEST:**

Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
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*Kendra Jeffcoat called the meeting to order at 1:05 a.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: January 22, 2004 Minutes**

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

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## B. Approval of: February 12, 2004 Agenda

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

## II. CURRICULUM REVIEW/APPROVAL

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

*Items removed from consent agenda for discussion:*

Administration of Justice (ADJU), 361 Current Issues for Advanced Officers

\*Fire Protection Technology (FIPT), 108 Use of Microcomputers in the Fire Service

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

Art-Fine Art (ARTF), 113 African, Oceanic, and Native American Art

Chicano Studies (CHIC), 141A United States History from a Chicano Perspective

Child Development (CHIL), 291 Child Development Lab Practicum

Music (MUSI), 125 Music, The Arts and Humanity

\*Physical Education (PHYE), 170 Tennis Doubles

### B. Approval of Program Changes

Business Studies – Retail Management Emphasis

*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

None

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

### D. Distance Education (For Information Only)

None

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

None

### F. Curriculum Items Removed from Consent Agenda

#### 1. Administration of Justice (ADJU)

##### 361 Current Issues for Advanced Officers

Ron Manzoni questioned the lab and lecture hours listed for the course and recommended use of total hours. Diane Glow will clarify the intended course hours with the department.

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**ACTION:** Administration of Justice (ADJU), 361 Current Issues for Advanced Officers is approved pending modification of hours. **M/S/P** (*Manzoni/Deegan*).

## **2. Fire Protection Technology (FIPT) 108 Use of Microcomputers in the Fire Service**

Manzoni questioned the units for this course. Pam Deegan will confirm the intended units.

**ACTION:** Fire Protection Technology (FIPT), 108 Use of Microcomputers in the Fire Service is approved as submitted. **M/S/P** (*Manzoni/Andersen*).

### **III. OLD BUSINESS**

#### **A. Comparison of Outline Courses**

Jeff Mills demonstrated MS Word's ability to compare changes made to documents. This ability is useful when comparing updated course outlines to previous versions.

#### **B. Integration Outline Guide Update**

Laurie VanHouten updated the committee that an electronic version of the Integrated Outline Guide has been sent to those who had previously requested it and no additional suggestions have been submitted to Instructional Services. At the previous CIC meeting Andersen submitted changes made by Paula Gustin. VanHouten will use the submitted language and move forward.

#### **C. American Institutions and Political Science 102**

The proposed combination was submitted to Academic Senates and approved. Political Science 102 will be submitted in combination and included in the catalog.

#### **D. ADA Follow-Up/Accessibility**

Diane Glow reported that Gail Conrad checked with Mary Lewis and she will forward additional information from DSPS. Lynn Neault will provide CIC with specific language for use by faculty regarding course accessibility.

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## E. Hybrid Course Committee

Kendra Jeffcoat reported that she has received volunteers from Mesa and encourages additional committee participation from the other campuses. The Hybrid Course Committee will be charged with defining hybrid courses and establishing an approval process. No meeting date has been set.

## F. Tracking 265 Offerings

VanHouten referred the committee to a handout summarizing the new process for tracking 265 courses. Libby Andersen indicated that City currently uses 265 to create international study abroad courses. Instructional Services seeks to make tracking of 265 courses easier and consistent across colleges.

## G. CurricUNET Update

VanHouten reported that the Instructional Services staff has received preliminary training in Version 2 and anticipates testing Version 2 with CIC members within the coming months. Instructional Services would like to offer faculty flex credit during spring or summer for Version 2 training. Mills explained that Version 2 will provide performance improvements but before training and implementation can begin the flows and users must be setup. Harada recommended that curriculum for the current semester remain in Version 1 until both versions can be run parallel.

## H. Computer Skills Advisory

Andersen presented draft language for a computer skills advisory to be included in course catalogs. CIC revised the proposed language to read:

“In most college courses students are *encouraged* to have a basic familiarity with computer terms and use *such as*: word processing, document manipulation, spreadsheets, email, and online services. These skills can be learned at any of the colleges or Centers for Educational Technology.”

Rather than include language in the catalogs, Neault recommended including the advisory text on student class confirmations or as a pop-up box on the student web site. CIC members expressed concern that student interested in acquiring recommended computer skills should be directed to specific resources. Neault will research the pop-up box option and report back to CIC regarding the possibility of including the advisory as well as contact information.

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## IV. NEW BUSINESS

### A. Salzburg Seminar

Jeffcoat reported that the Chancellor is seeking recommendations for the selection process of a manager/faculty and student participants for the Salzburg seminar. Additional managers/faculty are invited to attend the seminar at their own expense and faculty from all disciplines are welcome. The manager selection process may be an appropriate issue for the Management Association to consider.

### B. Concurrent Enrollment

Neault explained that the District is operating under an expired law and that a timely resolution of the high school student enrollment issue is necessary. The current district limit for concurrent enrollment is eight units. Andersen requested a copy of the current enrollment policy from Neault. Deegan is scheduled to meet with her committee next week and address this issue. City would like to participate in the discussion.

### C. Transfer Credit to SDCCD

Harada requested that the committee edit draft language to be included in Policy 5300.2. The proposed language as revised reads:

“Credits from other accredited institutions may be accepted for transfer credit after evaluation by District and College evaluators.”

The above text is to be inserted after 5300.2 1.4.

### D. Frequency of Dropping Students for Nonpayment

Neault reported that Student Services is compiling an analysis of how many students have been dropped for nonpayment. The report will also include statistics on other student matters.

## V. STANDING REPORTS

### A. Curriculum Updating Project

Instructional Services distributed a handout showing courses that are due for the six-year review. The report is available electronically by request and can be sorted by other variables.

Liz Armstrong requested clarification regarding the role of Discipline Deans in reviewing courses that are taught on other campuses. Glow and others suggested

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that Discipline Deans may not be necessary and that campus deans should be accountable. Jeffcoat believes that the role the Discipline Deans is to initiate agreements across campuses, but campus deans need to push curriculum through CurricUNET. Jeffcoat will locate and revise a letter of explanation prepared by Ken Fawson and distribute it to CIC members.

### **B. General Education Task Group**

Regular meetings are scheduled to resume in March.

### **C. Information Technology Council**

Armstrong reported that ITC discussed computer replacements for instruction and the District's long term plan for replacement of administrative technology. CIC emphasized the need to include faculty in the administrative computer replacement plan.

Neault reported that the Chancellor is in negotiations with SCT Banner and Datatel regarding technical issues and is conducting reference checks at the CEO level. Deegan requested participation in vendor evaluation and evaluating gaps between our needs and the product. Neault plans to arrange planning meetings for Student Services and Instruction during the summer to provide an opportunity to work with the new system.

ITC recognized that large numbers of Spam email are reaching District email addresses. CIC members reiterated a concern with a burdensome number of unwanted email.

### **D. Student Services Council**

(SSC updates included in other agenda topics.)

### **E. State Academic Senate**

On March 27<sup>th</sup> City will be hosting the State meeting to which deans have been invited. UC Berkley will be accepting the online anthropology course.

### **F. Decision Support**

Jeffcoat reported that the DSS committee is moving forward.

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

Deegan reported that the Governor appears to be a proponent of community colleges. VTEA funds may not be ongoing.

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## VI. ANNOUNCEMENTS

A. The next CIC meeting is February 26, 2004 at 1:00 PM in room 272. The curriculum deadline for the February 26<sup>th</sup> meeting was Friday, February 6, 2004. February 20<sup>th</sup> is the deadline for catalog submissions.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Procedure for Special Topics Courses
5. Draft Transfer Language for Policy 5300.2
6. Curriculum Updating Project
7. Draft Advisory on Computer Skills

## VII. ADJOURNMENT

*Jeffcoat adjourned the meeting at 1:05 p.m.*