San Diego Community College District
Curriculum Instructional Council

Approved

Meeting of February 26, 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
Paula Gustin	Curriculum Chair – Mesa College
Lynn Neault	Assistant Chancellor, Student Services – District Office *(Ex Officio)*
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College
Sandy Schaffer	Academic Senate – CET

ABSENT:

Gail Conrad	Academic Senate President – Mesa College
Diane Glow	Curriculum Chair – Miramar College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College

STAFF:

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

GUEST:

Kendra Jeffcoat called the meeting to order at 1:05 p.m.

I.   **MINUTES AND AGENDA**

A. **Approval of: February 12, 2004 Minutes**
     The minutes were approved.   **M/S/P** *(Lombardi/Andersen).*

B. **Approval of: February 26, 2004 Agenda**
     The agenda was approved.   **M/S/P** *(Andersen/Conrad)*

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II. CURRICULUM REVIEW/APPROVAL

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

Items removed from consent agenda for discussion:
Art - Fine Art (ARTF), 170A Contemporary Crafts I

All other items were approved by consent. **M/S/P** *(Andersen/Conrad).*
Art-Fine Art (ARTF), 201C Life Drawing III
Biology (BIOL), 106 Principles of Biology - Laboratory
Dramatic Arts (DRAM), 100A Fundamentals of Performance and Production I
Dramatic Arts (DRAM), 100B Fundamentals of Performance and Production II
*Dramatic Arts (DRAM), 170A Musical Comedy
*Dramatic Arts (DRAM), 171B Intermediate Musical Comedy
Dramatic Arts (DRAM), 200A Fundamentals of Performance and Production III
Dramatic Arts (DRAM), 200B Fundamentals of Performance and Production IV
Multimedia (MULT), 112 Multimedia Authoring

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.

B. Approval of Program Changes
None

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. Art - Fine Art (ARTF), 170A Contemporary Crafts I

On behalf of Diane Glow, Helen Webb requested that the course description for 170A Contemporary Crafts I be made more specific. Miramar will revise the language and bring the course back to CIC for approval.

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III. OLD BUSINESS

A. **Global Competency Certificate**

On behalf of Glow, Webb sought to have Miramar and Mesa included retroactively as part of the Global Competency Certificate program discussed at the CIC meeting on December 11, 2003. Liz Armstrong expressed concern that faculty be consulted prior to making changes. Libby Andersen clarified that this program operates in conjunction with the honors program.

ACTION: Motion to add Mesa and Miramar to the Global Competency Certificate program. Colleges will work with Instructional Services to track and confirm that faculty have approved this implementation. **M/S/P** (Deegan/Webb)

B. **Integration Outline Guide Update**

The Integration Outline Guide will be used as a training tool and available on the Instructional Services website. Laura Van Houten will research with Governet whether an icon can be included in CurricUNET to provide additional access to the information.

ACTION: Motion to accept the Integrated Outline Guide with changes submitted. **M/S/P** (Andersen/Webb)

C. **ADA Follow-Up/Accessibility**

Myra Harada is working with Mary Lewis (District DSPS Program Manager) and Gail Conrad (DSPS Coordinator, Mesa) to review accessibility requirements and helpful information to assist faculty imputing courses on CurricUNET.

D. **Hybrid Course Committee**

Jeffcoat has received names of volunteers from all colleges and has scheduled a meeting for March 9. A representative from Student Services is invited to attend. Jeffcoat is researching how other institutions define hybrid courses. During the coming months the committee will provide a definition of SDCCD hybrid courses.

Deegan clarified that discussion of hybrid courses should separate curricular from scheduling concerns. A distinction will be made between distance education courses and hybrid courses.

Harada and Jeffcoat agreed that hybrid courses would not require a separate approval process.

E. Transfer Credit to SDCCD

A handout was distributed showing the language drafted by CIC for addition to Policy 5300.2, Section 1.5. The proposed language reads: *Credits from other accredited institutions may be accepted for transfer after evaluation by District and college evaluators.*

ACTION: Motion to approve the new language for 5300.2, Section 1.5 and submit to the Chancellor for approval. **M/S/P** (Deegan/Andersen).

F. Computer Skills Advisory

After presenting language for a District computer skills advisory to the Student Services Council, Neault suggested that CIC reevaluate the benefits and consequences of publishing such an advisory. However, Neault was unable to identify a District office that is staffed and equipped to address potential calls from students. CIC does not wish to offer an advisory without including further direction for students in need of technical training.

Conrad and others believe that the need for computer skills in college success has become as necessary as the ability to read, write, and think critically. However, an over-arching computer advisory may not be sufficient to address the concerns of certain courses requiring more advanced computer skills. Neault stated that if Student Services were informed in advance of courses requiring advanced computer skills, a pop-up could be created at the CRN level to advise students that specific technical assignments will be part of a course. Armstrong believes that computer advisories should be part of faculty syllabi. Harada will put a reminder in the sample syllabus on CurricUNET, which serves as a guide for faculty.

CIC will continue to consider computer skills one of several essential components to college success. This topic may be revisited by CIC at a future time and encourages colleges to be conscious of faculty expectations regarding use of technology.

G. Frequency of Dropping Students for Nonpayment

Neault stated that a report showing statistics for students dropped for nonpayment is expected to be distributed by the March 11 CIC meeting.

Andersen asked whether faculty should reference the drop reports or the rosters provided during the first week of classes because there were inconsistencies between the report and rosters. Webb stated that the drop for nonpayment list was not a useful tool and should not be distributed in the future.

H. Role of Discipline Deans

Jeffcoat indicated that a letter written by the former Assistance Chancellor Ken Fawson discussing the role of discipline deans had not been located. Jeffcoat will continue to look for explanatory documentation and requested that this topic be added to the next CIC agenda.

IV. STANDING REPORTS

A. Curriculum Updating Project/Integration Updating Report

Harada requested clarification regarding how the courses shared among colleges would be distributed for their six-year review. Harada stated that the courses were originally intended to be divided by the Vice Presidents and then among Chairs according to discipline. Armstrong indicated that work was being done to integrate the courses and faculty may be more responsive once CurricUNET Version 2 is available. CIC will wait until fall to divide the remaining courses on the list, which includes both course integrations needed and those courses whose six-year reviews are due.

B. CurricUNET

Van Houten reported that Instructional Services is currently working to provide new options for Version 2. Instructional Services is optimistic that training for CIC members can begin this semester. The tentative timeline is based on Governet's completion of tasks. Curriculum Chairs will be trained before faculty. Van Houten requested dates for instructional improvement days to give faculty flex credit.

C. General Education Task Group

The next meeting is scheduled for March 10.

D. Information Technology Council

No report.

E. Student Services Council

Neault and Jeffcoat reported that a draft change has been submitted to SDSU SDICCCA Task Force suggesting increased participation by Instructional Services. Neault recognized that requests have been made for information regarding a Disproportionate Impact Report, but due to inadequate sample size the report is not ready for distribution.

F. State Academic Senate

Andersen stated that at the English and Math Colloquium a proposal was made to elevate the AA and AS requirements. Conrad indicated that there is a trend towards improving requirements in response to elevated high school requirements. Andersen indicated that SDCCD requirements are adequate but review of English 101 and 105 may be necessary.

Deegan informed that there are three categories that most colleges are considering for information competency; 1) computer course required with a test out option, 2) spreading across the curriculum, and 3) inclusion as part of a selection. CIC consensus was that this is a subject for the GE committee to consider, but Armstrong urged CIC to allow the GE committee to finish its current tasks before expanding their charge. Armstrong will bring this topic back to CIC when the GE committee is prepared to further the discussion.

G. Decision Support

No report.

H. Chief Instructional Officers (CIO)

Deegan reported that Governor Schwarzenegger is scheduled to participate in the CIO conference taking place in San Francisco March 3 – 5.

V.   ANNOUNCEMENTS

A. The next CIC meeting is March 11, 2004 at 2:00 PM in room 272. The curriculum deadline for the March 11 meeting was Friday, February 20, 2004. The curriculum deadline for the March 25 meeting is March 5.

B. Handouts:
   1. Today's CIC Meeting Agenda
   2. Last CIC Meeting Draft Minutes
   3. Curriculum Summary Document
   4. Draft Transfer Language for Policy 5300.2
   5. Curriculum Updating Project

VI.   ADJOURNMENT

Jeffcoat adjourned the meeting at 2:29 p.m.

NOTE: Directly following the adjournment of the meeting several requests were made to change the start time of CIC meetings to 2:00 rather than 1:00 in an effort to better accommodate members who attend both CIC and Board meetings. The Board meeting time has been changed from 3:00 to 4:00.