

# San Diego Community College District Curriculum Instructional Council

**Approved**

Meeting of March 25, 2004  
2:00 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
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – 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
Sandy Schaffer	Academic Senate – CET

### **ABSENT:**

Diane Glow	Curriculum Chair – Miramar College
Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )

### **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 2:05 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: March 11, 2004 Minutes**

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

### **B. Approval of: March 25, 2004 Agenda**

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

# San Diego Community College District Curriculum Instructional Council

## II. CURRICULUM REVIEW/APPROVAL

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

*Items removed from consent agenda for discussion:*

Speech Communications (SPEE), 099 Voice and Diction for Non-Native Speakers of English

*All other items were approved by consent. M/S/P (Webb/Conrad).*

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

Astronomy (ASTR), 109 Practice in Observing

\* Computer and Information Sciences (CISC), 240 Practicum in Computer Applications

French (FREN), 102 Second Course in French

French (FREN), 201 Third Course in French

\* Legal Assistant (LEGL), 100 Legal Procedures

\* Microsoft (MSFT), 130 Installing, Configuring, and Administering Windows Clients

\* Nutrition (NUTR), 152 Cultural Aspects of Foods/Nutrition

\* Nutrition (NUTR), 190 Computer Nutrition Practicum

Psychology (PSYC), 135 Marriage and Family Relations

\* Shipbuilding Technology (SHIP), 103 Introduction to Shipbuilding Technology II

Speech Communications (SPEE), 099 Voice and Diction for Non-Native Speakers of English

Tagalog (TAGA), 201 Third Course in Tagalog

*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

*Motion to approve program changes. M/S/P (Lombardi/Webb).*

Construction Trades – Revise Program

Manufacturing Technology – Revise Program

Physical Sciences – Revise Program

### 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

## F. Curriculum Items Removed From Consent Agenda

### Speech Communications (SPEE)

099 Voice and Diction for Non-Native Speakers of English

Paula Gustin questioned whether target audience and advisory information were included for approval. Laura Van Houten informed the Council that the target audience and advisory have been updated.

**ACTION:** Motion to approve Speech 99 as modified. **M/S/P** (*Andersen/Gustin*)

## G. Curriculum Items Added to Agenda

### American Sign Language (AMSL)

115 American Sign Language, Level I

116 American Sign Language, Level II

215 American Sign Language, Level III

216 American Sign Language, Level IV

Elizabeth Armstrong distributed course outlines to the Committee. Gustin stated that these four American Sign Language courses have been in progress for two years and Mesa would like to expedite their approval in attempt to meet the current catalog deadline. Gustin stated that these courses incorporate finger spelling and take a spiral instructional approach. The units and numbering are being revised. Last Friday the Discipline Dean met with faculty and a lack of communication is the apparent cause for delays implementing the intended changes. Lombardi concurred that based on email correspondences she has followed it appears that faculty agree on the proposed changes.

Harada stated that these courses reached Instructional Services only hours prior to today's meeting and have not adequately received technical review. Andersen stated that the courses should not be at the Instructional Services level until City reviews further. Harada indicated that the courses could be returned to City only through an administrative procedure by Governet. Ron Manzoni stated that these courses need to be reviewed by the Curriculum Committee at City. In the event that changes are not included in the catalog, Manzoni stated that the information could be adequately conveyed to students via schedules or an ad indicating the change.

Van Houten sought clarification regarding the intended changes. Van Houten stated that American Sign Language 100 has been submitted as a renumbering, changing 100 to 115, and should have been submitted as a new course depending

# San Diego Community College District Curriculum Instructional Council

upon the intent. It is unclear at this time whether the courses were submitted as a renumbering or as new course proposals. It is also unclear whether City will retain the old courses, thereby leaving the issue of sequencing unresolved.

Manzoni clarified that all four AMSL courses are taught at City and renumbering needs to be consistent.

**ACTION 1:** Motion to postpone approval of AMSL 115 and 116 until the next CIC meeting on April 22 and approve AMSL 215 and 216 pending necessary modifications to be determined by Instructional Services following technical review. **M/S/P** (*Andersen/Manzoni*).

**ACTION 2:** The colleges will communicate and will then inform Instructional Services of their intended changes for proceeding with AMSL 115 and 116.

## III. OLD BUSINESS

### A. Frequency of Dropping Students for Nonpayment

Jeffcoat will follow-up with Lynn Neault and report back to CIC at the next meeting. Jeffcoat will ask Neault for a proposal that considers CIC concerns about the frequency of drops.

### B. Access to Technology Language for catalogs

Harada informed the Council that the following language will be included in the course catalogs under Learning Resources: *The use of District computer equipment is limited to District staff and students.*

## IV. NEW BUSINESS

### A. Multiple Same Course Proposals

Van Houten instructed the Council that multiple course proposals in CurricUNET are problematic because the system creates parallel courses and ultimately eliminates one. When a course is copied to make modifications, the approval process begins, but when another campus initiates a simultaneous proposal, the second user copies the course from information that may soon become inactive. Most of the problems occur when a second user proposes distance education using the existing course outline.

Andersen stated that CurricUNET notifies users when there is another proposal in progress on the same course. Although should contact the individual responsible for the proposal that is already in the system, the Council agreed that it was unrealistic to

# San Diego Community College District Curriculum Instructional Council

expect users to initiate communication regarding who should proceed with course changes first.

Harada is aware of this program limitation and has requested a programming solution, but the program is unable to accommodate multiple simultaneous course actions.

Instructional Services is receptive to suggestions to alleviate the challenges of submitting distance education courses and an alternative process will be considered by the Council.

## **B. Academic Freedom Language**

Armstrong stated that language regarding academic freedom needs to be submitted for the accreditation report. Andersen stated that a discussion regarding academic freedom should include faculty representation and requested that further discussion be part of a planning agenda for accreditation. Armstrong stated that for State compliance a statement must currently be submitted. Manzoni stated that if Senate(s) wants to review and modify the language they could do so in the future, but the existing language should be used in its entirety for accreditation purposes.

Harada requested direction on the precise language to be included and the desired placement in the catalogs.

**ACTION 1:** Motion to include the statement from the present AFT faculty contract, Appendix 2, regarding academic freedom in the 2004 catalog.  
**M/S/P** (*Deegan/Webb*).

## **V. STANDING REPORTS**

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

Deegan reported that financial aid funding may become available to proprietary colleges, including Title 3 grants, which may have a potential loss of revenue to community colleges.

### **B. Curriculum Updating Project**

Van Houten reported that the handout distributed is current as of this morning.

### **C. General Education Task Group**

None

# San Diego Community College District Curriculum Instructional Council

## **D. Hybrid Course Committee Update**

Jeffcoat distributed minutes from the first Hybrid Committee meeting (the fourth bullet point to be amended). The goal of the committee is to begin a dialog and raise issues regarding the types of decisions that will need to be made in the future. Manzoni, Andersen, and Deegan stated that much of the hybrid discussion remains a scheduling matter for the colleges. Liz Armstrong stated that the committee should focus on making definitions clearly known and arrive at a consistent method by which hours on campus and hours off campus are communicated. Additionally, the committee should determine the need for technical support.

## **E. Information Technology Council**

None

## **F. State Academic Senate**

City College is hosting the Deans meeting Saturday, March 27 from 10:00 to 3:00 in room B204.

## **G. Student Services Council**

None

## **VI. ANNOUNCEMENTS**

A. The next CIC meeting is April 22, 2004 at 2:00 PM in room 272. The curriculum deadline for the April 22 meeting is Friday, April 2, 2004. The curriculum deadline for the May 13 meeting is April 16.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Curriculum Updating Project

## **VII. ADJOURNMENT**

*Jeffcoat adjourned the meeting at 3:20 p.m.*