San Diego Community College District
Curriculum Instructional Council

Approved	**Meeting of May 27, 2004** **2:00 PM District Room 300**

MINUTES

PRESENT:
Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Libby Andersen	Academic Senate President – City College
Elizabeth Armstrong	Vice President, Instruction – Mesa 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
Lynn Neault	Assistant Chancellor, Student Services – District Office *(Ex Officio)*

ABSENT:
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

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

GUEST:
Sandy Shaffer	Past Academic President CET (Professor – CET)
Steve Thyberg	Governet, Vice President, Technology *(via conference call)*

Kendra Jeffcoat called the meeting to order at 2:11 p.m.

I.   MINUTES AND AGENDA

A. Approval of: May 13, 2004 Minutes
The minutes were approved.   M/S/P (Manzoni/Andersen).

B. Approval of: May 27, 2004 Agenda
The agenda was approved as modified.   M/S/P (Andersen/Glow).

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II. **CURRICULUM REVIEW/APPROVAL**

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

Items removed from consent agenda for discussion:
None

All items were approved by consent. **M/S/P** *(Lombardi/Andersen).*
Administration of Justice (ADJU), 161 Juvenile Procedures
Anthropology (ANTH), 102 Introduction to Physical Anthropology
Architecture (ARCH), 105 Introduction to AutoCAD
Architecture (ARCH), 106 Advanced Computer Aided Drafting I
Art-Fine Art (ARTF), 107 Contemporary Art
__Art-Fine Art (ARTF)__, 130 Survey of Pre-Columbia Art
__Biology (BIOL)__, 124 Basic Laboratory Skills in Biology
__Biology (BIOL)__, 207 Bioproduction Technology
__Business (BUSE)__, 203 Principles of Lean Production
Chemistry (CHEM), 231 Organic Chemistry I – Lecture
Chemistry (CHEM), 231L Organic Chemistry I – Laboratory
Chemistry (CHEM), 233 Organic Chemistry II – Lecture
Chemistry (CHEM), 233L Organic Chemistry II – Laboratory
Child Development (CHIL), 100 Introduction to Child Development
Child Development (CHIL), 162 Observing and Guiding Child Behavior
Child Development (CHIL), 185 Computer Usage with Young Children
Child Development (CHIL), 291 Child Development Lab Practicum
__English For Speakers of Other Languages__ (**ESOL**), 015 Essay Writing
      and Grammar for Non-Native Speakers of English
History (HIST), 105 Introduction to Western Civilization I
__History (HIST)__, 132 Latin America Since Independence
__Journalism (JOUR)__, 202 Introduction to Mass Communication
__Microsoft (MSFT)__, 132 Manage and Maintain Windows Server
__Microsoft (MSFT)__, 160 Microsoft Exchange Server Administration
__Microsoft (MSFT)__, 170 Programming a Microsoft SQL Server
__Microsoft (MSFT)__, 171 Microsoft SQL Server System Administration
__Music (MUSI)__, 130A College Chorus I
__Music (MUSI)__, 130B College Chorus II
__Music (MUSI)__, 130C College Chorus III
__Music (MUSI)__, 130D College Chorus IV
__Music (MUSI)__, 241 Advanced Voice II
Nutrition (NUTR), 391 Directed Clinical Practicum
Physical Education (PHYE), 132 Individual Conditioning
Physical Education (PHYE), 251A Professional Activities/Basketball I
Physical Education (PHYE), 251B Professional Activities/Basketball II
Physical Education (PHYE), 255A Professional Activities/Volleyball I
Physical Education (PHYE), 255B Professional Activities/Volleyball II

Physical Education (PHYE), 257A Professional Activities/Soccer I
Physical Education (PHYE), 257B Professional Activities/Soccer II
Physics (PHYS), 100 Introductory Physics
Physics (PHYS), 195A Mechanics
Physics (PHYS), 196A Problems in Mechanics
Plumbing (County Pipetrades) (PMBG), 330 Fifth Year Specialties
Radio and Television (RTVC), 200 Introduction to Mass Communications
Spanish (SPAN), 201 Third Course in Spanish
*Trolley, San Diego (TROL), 304 San Diego Trolley Light Rail Vehicle IV

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** (*Andersen/Glow*).

   Consumer and Nutrition Studies, Mesa College, Effective: Fall 2004,
       Revise Program
   Interior Design, Mesa College, Effective: Fall 2004, Revise Program
   Marketing, Mesa College, Effective: Fall 2004, 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

E. **Special Topics Courses (For Information Only)**
   None

F. **Curriculum Items Removed From Consent Agenda**
   None

III. **OLD BUSINESS**

A. **CurricUNET Version 2 Demonstration**

   Laura Van Houten provided an introductory demonstration of the new appearance and format of CurricUNET Version 2. Steve Thyberg from Governet participated via conference call. The navigational overview demonstrated the improved intuitiveness of Version 2. Van Houten will be

scheduling individualized training sessions with CRC Chairs and other committee members during the summer.

Van Houten will work to ensure that email messaging is succinct and to eliminate redundancy. Thyberg estimated that Version 2 will reduce the current messaging by two-thirds and stated that new messaging will be color-coded and categorized according to the action required.

Any course that has lecture hours cannot be repeated but can be administratively changed. Liz Armstrong stated that Ken Fawson drafted language regarding a repeatability process. Myra Harada stated that she has not read Fawson's proposed repeatability procedure. The Committee agreed to review and approve a repeatability process in the Fall.

B. Joint CIC/SSC Meeting Date

Lynn Neault will propose dates for the next joint meetings. Whether there is a Fall and Spring joint meeting will be determined by availability.

C. Approval of CIC Calendar 2004-05

Jan Lombardi stated that City will have the same CRC dates as Miramar. Instructional Services will add City's schedule to the CIC calendar. The committee agreed that conducting similar meetings on the same days district-wide will facilitate curriculum and communication and suggested that this should be a future goal.

The catalog deadline for 2005-06 is March 10.

ACTION: Motion to approve the Curriculum Approval Calendar. **M/S/P**. (*Armstrong/Glow*).

D. Political Science 102 American Institutions Notification

At the April 22 CIC meeting, Neault suggested that a notice be distributed to students who have fulfilled the American Institutions requirement with Political Science 102. The intent of the suggested notice would be to inform transferring students that receiving institutions may require a second course. Subsequent CIC discussion concluded that when transferring to CSU, students who take Political Science 102 prior to Fall 2004 will have fulfilled the American Institutions requirement regardless of when they transfer. On May 17, following consultation with CIC, History and Political Science faculty and administrators, College Evaluators, Transfer Center Evaluators, and Articulation Officers, Harada distributed a memorandum clarifying changes to American Institutions requirements.

The memorandum will be available on the Instructional Services website for reference.

IV. NEW BUSINESS

A. Role of Articulation Officers

Jeffcoat requested clarification regarding the role of Articulation Officers and recommended that a one-page definitional summary be prepared for use by the District Articulation Council. Discussion revealed that Policy 5300 specifies the role of articulation officers. Armstrong indicated that documentation supporting Policy 5300 may provide the information Jeffcoat is seeking. The Council agreed to review the role of Articulation Officers when meetings resume in the Fall.

B. Book Rentals

Jeffcoat distributed fact sheet AB 2678 (Koretz), College Textbook Rental Services. The handout was for informational purposes only and the District has not made a decision regarding the book rental proposal. It is believed that implementation of the bill would create administrative and logistical challenges.

C. Distance Education Programming, CurricUNET Version 2

Harada stated that Instructional Services continues to discuss with Governet implementation of a separate process for Distance Education proposals. Harada invited suggestions on how best to simplify the Distance Education process and inquired whether it would be advantageous to allow multiple colleges to add to one original proposal. Andersen discouraged colleges from attaching to distance education proposals originating elsewhere. Paula Gustin stated that piggy-backing would not necessarily be negative but may expedite approval processes. Diane Glow suggested that such collaboration would be too generic. Harada distinguished between the generic nature of distance education outlines and the specificity required of course syllabi.

The consensus of the committee is that the ability to implement Distance Education independent of other approval processes is a sufficient improvement at this time.

Glow suggested that WebCT and CurricUNET should interact to facilitate faculty in proposing Distance Education. Armstrong recommended that Judy Baker attend a CIC meeting in the fall to demonstrate the existing Distance Education faculty training programs. Neault requested that the

Council remind Deans and faculty of the importance of maintaining student confidentiality when posting information online. Glow suggested that the Deans confirm with Judy Baker that faculty have completed Distance Education training.

V.   STANDING REPORTS

A. Chief Instructional Officers (CIO)
None.

B. Curriculum Updating Project
Handout provided.

C. CurricUNET Version 2
Instructional Services continues to test. Instructional Services representatives will be meeting on June 9 with representatives from Cypress/Fullerton colleges regarding the purchase of CurricUNET.

D. Hybrid Course Committee Update
Report submitted at last meeting completes the work of the subcommittee.

E. Information Technology Council
Committee recommending the District establish an annual fund for updating technology.

F. State Academic Senate
None.

G. Student Services Council
None.

VI.   ANNOUNCEMENTS

A. The next CIC meeting is Thursday, September 9, 2004 at 2:00 PM in District room 272. The curriculum deadline is Friday, August 20, 2004.

B. Handouts:
   1. Today's CIC Meeting Agenda
   2. Last CIC Meeting Draft Minutes
   3. Curriculum Summary Document
   4. Course Integration Update
   5. AB 2678 College Textbook Rental Services

VII.   ADJOURNMENT
Jeffcoat adjourned the meeting at 3:32 p.m.