San Diego Community College District
Curriculum Instructional Council

APPROVED

> **Meeting of September 23, 2004**
> **2:00 PM – City College, Room B103**

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Conrad, Gail	Academic Senate President – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Glow, Diane	Curriculum Chair – Miramar College
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office *(Chair)*
Lombardi, Jan	Curriculum Chair – City College
Tortorici, Marianne	Interim Vice President, Instruction – City College
Webb, Helen	Academic Senate Representative – Miramar College

ABSENT:

Gustin, Paula	Curriculum Chair – Mesa College
Mosteller, Pat	Academic Senate Vice President – Continuing Education
Neault, Lynn	Assistant Chancellor, Student Services – District Office *(Ex Officio)*

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Shumaker, Darlene	Administrative Technician, Instructional Services – District Office

GUESTS:

Buck, Carolyn	Articulation Officer – Mesa College

Otto Lee called the meeting to order at 2:13 p.m. and thanked City College for hosting this meeting.

I.   MINUTES AND AGENDA

A. Approval of: September 9, 2004 Minutes
The minutes were approved.   **M/S/P** *(Andersen, Glow)*

B. Approval of: September 23, 2004 Agenda
The agenda was approved as modified.   **M/S/P** *(Andersen, Webb)*

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II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion (see section II. D below):

1. Psychology (PSYC) 101, General Psychology

All other items from curriculum summary were approved by consent.
M/S/P *(Lombardi, Andersen)*

2. Personal Growth (PERG), 065 Orientation to College

B. Approval of Program Changes
None

C. Approval of Continuing Education Curriculum
None

D. Curriculum Items Discussed

1. Psychology (PSYC) 101, General Psychology

Mesa College confirmed that their Curriculum Committee had reviewed the proposal.

ACTION: Approved PSYC 101.   **M/S/P** *(Glow, Webb)*.

III. OLD BUSINESS

A. Joint CIC/SSC Meeting Date

Myra Harada announced that Student Services agreed to meet on November 4th from 11:30 to 1:30. Regular CIC meeting will continue from 1:30-3:30 in room 272. Otto Lee asked the Council to bring back potential agenda items to the next CIC meeting.

B. CIC Calendar 2004-2005

Harada confirmed that the only change to the CIC calendar was the retreat date from January 27th to January 20th, and the curriculum due date for this meeting was also pushed back to December 10th. CIC will be working on its goals, objectives, and priorities for next year as well as last year's accomplishments.

ACTION: Motion to approve the modified 2004-2005 CIC Calendar.

M/S/P *(Glow, Webb).*

C. **Task Force Advisory Committee**

Lee presented examples of specific issues that could be addressed by this newly formed committee and suggested positions that would be assigned to the committee. Lee explained that the committee is not specific to CurricUNET Version 2, but would be an informal subcommittee to address issues and make proposals to the Council for action. The Advisory committee would research, need, cost, impact and implementation, while gathering perspectives from all relevant parties.

Lee reminded the Council that the committee will not make decisions. The Council, by motion, will assign issues to the committee. The committee researches the issue and CIC votes on implementation.

A suggestion was made to change the name of group from, "CIC Policy/Procedure Task Force" to "CIC Task Force."

ACTION: Create a CIC Task Force consisting of a total college representation of three members: a Vice President of Instruction and two members appointed by the Academic Senates. In addition, the Task Force will include the Assistant Chancellor and Instructional Services staff. When Continuing Education (CE) issues are discussed, one CE administrator and one CE faculty member appointed by the CE Academic Senate will serve. **M/S/P** *(Glow, Webb).*

D. **New Course Approval Process – Single Campus**

Libby Andersen handed out copies of the CurricUNET Approval/Review Process Steps Flow Charts for one college, two colleges, three colleges, and programs (dated 02/01/01). Miramar College asked why new course proposals at one college (ex. FIPT, ADJU) get delayed at level 8, requiring concurrence by the other two colleges. Concurrence was part of the process because course duplication had occurred. The Council agreed that such occurrences were few and that the college CRC's would carefully monitor for that possibility.

ACTION: Motion to eliminate steps 8 and 9 for new courses in disciplines offered only at one college. After originating CRC Chair approves at level 7, proposal will flow directly to level 10, "Instructional Services Prep for CIC". The proposals will go out to the other two colleges for informational purposes only.

Instructional Services will draft changes to Procedure 5300.2 and bring it back to next CIC meeting for adoption. Instructional Services will also consult with Governet regarding the feasibility of changing CurricUNET V2 program (it was agreed that CurricUNET V1 would not be changed).

M/S/P *(Glow, Deegan).*

E. **Activation of a Course Not Integrated**

Miramar College is concerned about the requirement that activation of courses include integration. The requirement makes scheduling courses cumbersome and inflexible. The activation/integration procedure had been established to ensure completion of all course integrations. It was agreed that there may be problems articulating the course if it has not been updated.

ACTION: Motion to remove Procedure 5300.2 language that requires course integration prior to activation of a currently active course.

Instructional Services to draft changes to text of procedure 5300.2 and bring back to next CIC meeting for adoption. They will also consult with vendor regarding the feasibility of changing CurricUNET V2 program (it was agreed that CurricUNET V1 would not be changed).
M/S/P *(Andersen, Webb)*

F. **New Versus Revised Course**
Not Discussed

G. **Certificates of Completion**
Not Discussed

H. **General Education Policy Change**

Removed from agenda because Mesa and City Colleges are waiting for feedback from their Academic Senate Departments. Item will be brought back for discussion after review.

IV. **NEW BUSINESS**

A. **Intersession Courses**

City College declared an urgent need for speedy implementation of course proposals that do not require concurrence. City College wants them listed in the new Spring 2005 intersession section of the class schedules. Mesa College said that advertisement is required to claim FTES with the State. Harada reminded the Council that sections not listed in the printed schedule will be available at the online class schedule.

> **ACTION**: Vice Presidents of Instruction will send Instructional Services a list of courses that have current proposals in CurricUNET for activation, distance education only, or new special topics (265 courses). CIC will vote on these proposals via email and Instructional Services will bypass review and implement approvals immediately so that these courses can be entered into the Spring 2005 class schedules before the deadlines.
> **M/S/P** *(Deegan, Andersen).*

B. CIC Meeting on October 28, 2004 *(added to agenda by Liz Armstrong)*

Armstrong announced that there will be a statewide CIO meeting on the same day as a CIC meeting, October 28, 2004, which will result in absences at the CIC meeting. There was consensus to still hold the CIC meeting and have the Vice Presidents of Instruction delegate someone to represent them.

C. CurricUNET Version 2 *(added to agenda by Libby Andersen)*

Andersen reported that the new Articulation Officer Approval in CurricUNET Version 2 is problematic and causing delays. She is not being notified until 15 days after a course is pre-launched. Lee suggested that Andersen work directly with Instructional Services regarding this matter.

V. STANDING REPORTS

A. CIO (Chief Instructional Officers)
Not Discussed

B. Curriculum Updating Project
Not Discussed

C. CurricUNET Update
Not Discussed

D. Information Technology Council
Not Discussed

E. State Academic Senate
Not Discussed

F. Student Services Council
Not Discussed

VI. ANNOUNCEMENTS

A. The next CIC meeting is Thursday, October 14, 2004 at 2:00 p.m. in District Room 272. The curriculum deadline is Friday, September 24, 2004.

B. Handouts:
1. Today's CIC Meeting Agenda
2. Draft Minutes from Last CIC Meeting
3. Curriculum Summary
4. SDCCD Curriculum Updating Project
5. Policy 5300.2, Section 10.0
6. GE Preamble
7. Draft of new CIC Policy/Procedure Task Force
8. CurricUNET Workflows: Approval/Review Process Steps
   a. One College
   b. Two Colleges
   c. Three Colleges
   d. Programs

VII. ADJOURNMENT
Otto Lee adjourned the meeting at 3:55 p.m.