

San Diego Community College District Curriculum Instructional Council

APPROVED

Meeting of October 14, 2004
2:00 PM District Room 272

MINUTES

PRESENT:

Otto Lee	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Libby Andersen	Articulation Officer – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Marianne Tortorici	Interim Vice President of Instruction – City College
Diane Glow	Curriculum Chair – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Helen Webb	Academic Senate Representative – Miramar College
Sandy Schaffer	Academic Senate – CET
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)

ABSENT:

No Absences

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office
Lori Carver	Senior Secretary, Instructional Services – District Office

GUEST:

Carolyn Buck	Articulation Officer – Mesa College
Mary Lewis	Program Manager, Disabled Student Services – District Office

Otto Lee called the meeting to order at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 23, 2004 Minutes

The minutes were approved as amended. M/S/P (Andersen, Glow).

B. Approval of: October 14, 2004 Agenda

The agenda was approved as amended. M/S/P (Glow, Webb).

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II. CURRICULUM REVIEW/APPROVAL

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

Items removed from consent agenda for discussion (see D, Items 1-5 below):

Dramatic Arts (DRAM), 143 Beginning Costuming
Mathematics (MATH), 150L Calculus I Laboratory
Music (MUSI), 206A Projects in Composition
Music (MUSI), 206B Projects in Composition
French (FREN), 202 Fourth Course in French

All other items were approved by consent. M/S/P (Anderson, Glow).

B. Approval of Program Changes

All items were approved by consent. M/S/P (Tortorici, Webb).

C. Approval of Centers for Education and Technology (CET) Curriculum

None

D. Curriculum Items Discussed

1. Dramatic Arts (DRAM) 143, Beginning Costuming

ACTION: Approved for Integration DRAM 143.
M/S/P (Lombardi, Glow).

2. Mathematics (MATH) 150L, Calculus I Laboratory

ACTION: Approved for Integration MATH 150L.
M/S/P (Lombardi, Glow).

3. Music (MUSI) 206A, Projects in Composition

Lynn Neault suggested a wording change to the MUSI 206A requisites paragraph. "Students have the option to create their music with the aid of recording facilities and computer workstations on campus if they are currently enrolled in or have passed Music 190 with a grade of "C" or better, or equivalent." Myra Harada authorized an administrative change to the wording.

ACTION: Approved for Activation as amended MUSI 206A.
M/S/P (Andersen, Lombardi).

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4. Music (MUSI) 206B, Projects in Composition

Lynn Neault suggested a wording change to the MUSI 206B requisites paragraph. "Students have the option to create their music with the aid of recording facilities and computer workstations on campus if they are currently enrolled in or have passed Music 190 with a grade of "C" or better, or equivalent." Harada authorized an administrative change to the wording.

ACTION: Approved for Activation as amended MUSI 206B.
M/S/P (*Andersen, Lombardi*).

5. French (FREN) 202, Fourth Course in French

Jan Lombardi advised that City College has not reviewed FREN 202.

ACTION: Table approval of FREN 202 to 10/28/2004 CIC meeting.
M/S/P (*Andersen, Lombardi*).

Libby Andersen posed a question to Paula Gustin regarding a change in the advisory because 296 is not mentioned in the advisory and the summary does not reflect it. Gustin will research.

III. OLD BUSINESS

A. Accessibility for Distance Education in CurricUnet Version 2

Mary Lewis, Program Manager of Disabled Student Program and Services (DSPS), explained a proposed addition to the CurricUNET Version 2 Distance Education screen. The DSPS proposal adds an accessibility advisory per Sections 504 and 508 of the 1973 Rehabilitation Act.

ACTION: Approval to implement the addition of accessibility wording to CurricUNET Version 2 Distance Education screens.
M/S/P (*Glow, Webb*).

B. Joint Meeting Agenda Items

Council members submitted the following agenda items for the joint SSC/CIC meeting on November 4, 2004:

- Certificates of Completion
- Course Equivalencies
- SB 1785
- Credit by Examination

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The Council will continue to forward agenda topics prior to the November 4, 2004 joint CIC/SSC meeting.

C. Intersession Courses

Laurie VanHouten reported to the Council on the electronic voting outcomes for the Spring 2004 intersession. Twenty-two courses were proposed by the three colleges. Two courses were added to the intersession, fifteen courses were added to the regular Spring term, and four courses were not in the schedule as of the last download.

D. Microsoft Repeatability

Repeatability is based on course and software changes. All three departments must agree on the semester changes in technology. Vice Presidents will coordinate the notification for software change(s) and the timing of the change(s) to Instructional Services to signal when the course becomes repeatable.

E. Policy 5300.2

1. Activation Without Integration 7.0

Changes were proposed to correct the wording of the approval process, Policy 5300.2, Section 7.1, Paragraph 1. *“Concurrence by the colleges is required for all courses and programs except for new courses offered by a single college in a non-aligned discipline, Certificates of Completion (Section 10.0), Distance Education courses (Section 9.0), Experimental/Special Topics courses (Section 8.0), deactivation or activation of a course that is offered at another college.”* An activation will no longer require integration.

2. New Course Approval, Single College

VanHouten distributed the New Course Approval Process-Non-Aligned Discipline flow chart. She described the steps that would be omitted in the approval process for non-aligned disciplines only. The change to 5300.2 omits concurrence.

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3. Certificates of Completion

Changes were being proposed to remove the number of courses required for the Certificates of Completion. Certificates of Completion, Paragraph 1, would read: “A ‘Certificate of Completion’ recognizes the attainment of knowledge and/or skill through the successful completion of a course, or courses, consisting of fewer than 18 units as specified by a department.”

ACTION: Approval to forward Policy 5300.2, Sections 7.0 and Certificates of Completion changes to the Chancellor for approval.
M/S/P (Andersen, Webb).

F. Real Estate 120, Economics 121 – (added to Agenda by Marianne Tortorici)

Marianne Tortorici advised the Council that City College was not able to input Real Estate 120 or Economics 121 into the schedule for the Spring intersession. VanHouten advised that all of the criteria had not been met for the courses to be included in the electronic vote. Tortorici said that City would like to activate Real Estate 120 and offer Economics 121 via Distance Education in the Spring.

ACTION: Activate Real Estate 120 and add Distance Education for Economics 121 at City College. **M/S/P** (Deegan, Conrad).

G. Six-Year Review – (added to Agenda by Paula Gustin)

Paula Gustin reported that she has not been able to copy prerequisites. Since prerequisite entry is time-consuming, performing six-year reviews would be difficult. VanHouten will investigate with Gustin because users should be able to copy prerequisites.

IV. NEW BUSINESS

A. District Articulation Council: Evaluators

Harada advised the CIC members that the college Evaluators will be meeting with the District Articulation Council (DAC) next month and perhaps more often during the year. Meetings will allow Evaluators and Articulation Officers to discuss issues of mutual interest.

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B. SDCCD Online

Lee advised the CIC members that the SDCCD Online function will be moving to the District Office as part of Instructional Services. Equipment will remain at Miramar College. Lee proposed reassigned time for designated faculty to be mentors and resource teachers. New positions required will be a Dean, an Instructional Designer, and secretarial support.

C. Hybrid Course

Lee requested clarification on the outcome of the Hybrid committee. Council members shared that the issue of Hybrid courses was largely a scheduling discussion and so resides with the colleges. Andersen advised that there are also apportionment issues that need to be addressed at the colleges.

D. ANNOUNCEMENTS

1. The next CIC meeting is October 28, 2004 at 2:00 PM in room A-102 at Mesa College. The curriculum deadline for the October 28th meeting was Friday, October 8, 2004. The curriculum deadline for the November 11, 2004 meeting is Friday, October 22, 2004.
2. Handouts:
 1. Today's CIC Meeting Agenda
 2. Last CIC Meeting Draft Minutes
 3. Curriculum Summary Document
 4. SDCCD Curriculum Updating Project
 5. New Course Approval Process – Non-Aligned Discipline
 6. Policy 5300.2 (Draft Changes)
 7. CIC Task Force
 8. Response to DSPS Recommended Distance Education Changes to CurricUNET.
 9. Microsoft 070 Associate Degree Course Outline

E. ADJOURNMENT

Lee adjourned the meeting at 3:30 p.m.