San Diego Community College District
Curriculum Instructional Council

APPROVED

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Meeting of October 28, 2004
2:00 PM   Mesa Room A102

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MINUTES

PRESENT:

Carolyn Buck	Articulation Officer – Mesa College *(Proxy for Gail Conrad)*
Diane Glow	Curriculum Chair – Miramar College
Helen Webb	Academic Senate Representative – Miramar College
Jan Lombardi	Curriculum Chair – City College
Libby Andersen	Articulation Officer – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office *(Ex Officio)*
Paula Gustin	Curriculum Chair – Mesa College
Paulette Hopkins	Interim Dean, Continuing Education – City College *(Proxy for Marianne Tortorici)*
Yvonne Bergland	Dean - Mesa College *(Proxy for Liz Armstrong)*

ABSENT:

Otto Lee	Interim Assistant Chancellor, Instructional Services, Planning and Technology - District Office
Gail Conrad	Academic Senate President – Mesa College
Liz Armstrong	Vice President, Instruction – Mesa College
Marianne Tortorici	Interim Vice President, Instruction – City College
Pam Deegan	Vice President, Instruction – Miramar College
Sandy Schaffer	Academic Senate – CET

STAFF:

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

GUEST:

Kit Foster	Dean – Mesa College

Myra Harada called the meeting to order at 2:05 p.m.

I.   **MINUTES AND AGENDA**

    A. **Approval of: October 14, 2004 Minutes**
        The minutes were approved as amended.   **M/S/P** *(Andersen,Glow)*

    B. **Approval of: October 28, 2004 Agenda**
        The agenda was approved as amended. **M/S/P** *(Andersen, Webb)*

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II. CURRICULUM REVIEW/APPROVAL

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

    All items were approved by consent. **M/S/P** *(Andersen, Glow)*

    B. Approval of Program Changes

    None

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

    None

III. OLD BUSINESS

    A. Joint Meeting Agenda Items

Myra Harada informed the Council of the cancellation of the joint meeting on November 4, 2004. Credit by Exam and Proposal Regarding Withdrawals were moved from the joint meeting agenda to the November 11, 2004 CIC agenda. Datatel and Course Equivalencies were moved from the joint meeting agenda for current discussion:

- **Datatel**

  Lynn Neault updated the Council on the progress of the new Datatel computer system. The finance system implementation is underway. Human Resources and Student Services are putting teams together, which will meet for 18-29 months to review, discuss, and develop data and program functionality. Some functionality that is currently available is not available in Datatel and will require research and development for implementation in Datatel or other systems. Neault gave one example of a "gap" with the rolling and unrolling of the schedule. Neault reported that Datatel does not recommend interfacing with our online registration, but using their online system instead. CurricUNET, DSS, Flex, Tracking and Room Scheduler are going to be interfaced. Telephone registration is being reviewed, and curriculum teams will meet in January, 2005, for 10 months to map academic history.

- **Course Equivalencies**

  Neault reported that the Evaluators are using limitations on enrollment as equivalencies. It was decided that a list of equivalencies and limitations on enrollment would be developed by Instructional Services in cooperation with the Deans and Department Chairs. Van Houten explained that there are approximately 400 courses that need to be reviewed for the lists.

  The Council will continue to forward agenda topics for the joint CIC/SSC meeting.

B. CIC Retreat

Previous goals and objectives for the 2004-2005 academic year were presented to the Council for review. Harada requested that the Council submit goals and objectives for the 2005-2006 academic year prior to the retreat date of January 20, 2005.

IV. NEW BUSINESS

A. UC Transferability on May CIC Agenda

Diane Glow reported that the current procedure to approve UCTCA courses in November does not allow enough time to get an answer back from the UC system for submission to IGETC. Glow proposed a move of the approval date for UCTCA courses to the last CIC meeting of the academic year (May). There was some discussion about moving all courses for approval to the last CIC meeting of the academic year. General education course approval timelines will be discussed at the next CIC meeting on November 11, 2004.

ACTION: Motion to move the approval date for UCTCA transfer courses to the last CIC meeting of the academic year. **M/S/P** *(Webb/Glow)*

B. UC Transferability Catalog Clean-up

Harada reported that the audit of UC transferability in the catalog was the first of its kind. Libby Andersen stated she was concerned that ASSIST shows a limited number of UC transferable Physical Education courses for City College in comparison with the number of courses that she knows to have UC transferability. Laurie Van Houten reported that although ASSIST developers intended to remove activity courses from their list, some Physical Education courses have been left on the ASSIST list, adding to the confusion. Intercollegiate courses are generally not given for transfer credit per Neault. Van Houten suggested a separate meeting at

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DAC to go over activity courses in order to determine which courses have UC limitations so the student can be referred to a counselor accordingly.

Van Houten distributed a UC Transfer Course List – Catalog Clean Up report to the Council. Instructional Services will be sending a communication with regard to transferability errors.

C. Top Codes

Harada reported that the conversion of TOP Codes from 5th edition to 6th edition has an implementation deadline of April, 2005. She reminded the Council of the importance of reviewing new proposals for the correct 6th edition TOP codes.

D. Learning Communities

Kit Foster presented information on the new Mesa College Learning Communities (LCOM) program designation. Each learning community is made up of 2 or more course sections allows the student to work together in a two-course block and assists the student to move easily from the first course to the second course. English 101, for example, will be linked with another course such as Personal Growth 127, and a counselor will also be in the classroom. This Learning Communities 100 section will meet every Monday and Wednesday from 9:30 – 12:20. The prerequisite for this section is the prerequisite for English 101. There will also be learning communities of non-transferable courses, which are set up as 90 A-D. Once they are registered in the Learning Communities section, the students will be administratively transferred into the individual courses. Foster reported that any student who drops a single course in the learning communities group will be dropping both classes. Students will be given brochures explaining what they will be accomplishing as a result of their enrollment.

V. STANDING REPORTS

A. CIO (Chief Instructional Officers)

Not Discussed

B. Curriculum Updating Project

Paula Gustin reported that Mesa College continues to work on their course integration lists and that they have made a lot of progress. Most of the remaining courses are vocational.

C. CurricUNET Update

Gustin presented a CurricUNET Version 2 demonstration of the way Mesa reviews CurricUNET proposals. Gustin explained that they review all proposals as a committee. While each proposal is on screen, detailed notes are taken of the discussion. After the meeting, the originator is notified regarding the proposal status and any changes that should be made. Curriculum reports and outlines are read prior to the committee meeting.

Gustin would like to have communication with the other college curriculum committee chairs for issues and ideas that come up involving the approval process. Curriculum Chairs will meet separately to discuss the development of a regular meeting schedule.

Van Houten reported on the CurricUNET Version 1 Course lists presented to the Council.

- Course proposals not completed by December 18, 2004 will be deleted.
- Course proposals that are completed, but not launched by December 18, 2004, will be moved to CurricUNET Version 2.
- Launched course proposals that have not gone through the approval process must complete the approval process by May 26, 2005.

D. Information Technology Council

Not Discussed

E. State Academic Senate

Not Discussed

F. Student Services Council

Not Discussed

VI. ANNOUNCEMENTS

1. The next CIC meeting is November 11, 2004 at 2:00 PM in room 272 at the District Office. The curriculum deadline for the November 11th meeting was Friday, October 22, 2004. The deadline for the December 9, 2004 meeting is November 18, 2004.

2. Handouts:
   1. Today's CIC Meeting Agenda
   2. October 14, 2004 CIC Meeting Draft Minutes
   3. Curriculum Summary Document
   4. SDCCD Curriculum Updating Project
   5. CIC Goals and Objectives
   6. SB 1785
   7. Important Deadlines for Converting from Version 1 to Version 2
   8. UC Transfer Course List -- Catalog Clean-Up
   9. CurricUNET Version 1 Course Proposals *(for action)*:

      - Incomplete Submissions (Pink)
      - Completed Submissions (Green)
      - Launched Submissions (Blue)

VII. ADJOURNMENT

Harada adjourned the meeting at 3:50 p.m.