

**San Diego Community College District  
Curriculum Instructional Council**

**APPROVED**

**Meeting of December 9, 2004  
2:00 PM – District, Room 272**

**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
Lombardi, Jan	Curriculum Chair – City College
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Shaffer, Sandra	Academic Senate Vice President – Continuing Education
Tortorici, Marianne	Interim Vice President, Instruction – City College
Webb, Helen	Academic Senate Representative – Miramar College

**ABSENT:**

Gustin, Paula	Curriculum Chair – Mesa College
Harada, Myra	Manager, Curriculum & Instructional Services – District Office

**STAFF:**

Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Van Houten, Laura	Curriculum Analyst, Instructional Services – District Office
Mooney, Sandra	Administrative Technician, Instructional Services – District Office

**GUESTS:**

None

*Otto Lee called the meeting to order at 2:10 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: November 11, 2004 Minutes**

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

**B. Approval of: December 9, 2004 Agenda**

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

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**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

*Item removed from consent agenda for discussion*

Child Development (CHIL) 210, Supervision of Early Childhood Programs

*All other items from were approved by consent. M/S/P (Glow/Lombardi)*

**B. Approval of Program Changes**

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

**C. Child Development (CHIL)101, Human Growth and Development**

To be added to the CSUGE requests, Area E.

Glow reported CSU will accept Child Development submissions for Area E of the CSUGE list.

*Motion to approve submission. M/S/P (Anderson, Glow)*

**D. Curriculum Items Discussed**

Child Development (CHIL) 210, Supervision of Early Childhood Programs

Jan Lombardi indicated City has not finished reviewing the course.

**III. OLD BUSINESS**

**A. Withdrawal Proposal**

Lynn Neault gave an update on the status of the policy regarding withdrawals (Ws). The policy proposal was approved by Curriculum Instructional Council (CIC) and Student Services Council (SSC); however, the proposal was denied by City College's Academic Senate. Neault indicated that the adoption of a withdrawal policy is mandated by the state. The district will have to decide on some sort of policy. Lombardi said that City's Academic Senate needs more information on the policy before they will approve it. Neault will provide City College with needed information. Once a policy is adopted the next step will be to make the policy

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operational. Otto Lee requested this agenda item be revisited once the policy goes back to the Academic Senates.

### **B. Repeatability for MSFT Courses**

The Vice Presidents of Instruction will advise Instructional Services when the content of occupational courses changes so Instructional Services can implement ISIS changes necessary for enrollment. Neault requested the procedure be written up and distributed.

As an aside to the repeatability discussion, Pam Deegan requested that a list of “Rules”, which would include decisions made by CIC be posted on the Instructional Services Website as a reference on actions taken by the committee. Libby Andersen suggested the CIC Ad hoc committee go through last year’s CIC Minutes to pull items for the “Rules” list. Marianne Tortorici said that Certificated members of the committee should not be burdened with reviewing minutes. She suggested that whoever takes the CIC minutes should do the review. Lee agreed that someone in the Instructional Services Office will compile the list.

### **C. Policy 5300 Changes**

1. ***Certificate of Completion***: Lee reported a discussion at Chancellor’s Cabinet took place regarding the CIC approved policy changes for Certificates of Completion. Chancellor’s Cabinet members were concerned about colleges awarding one-unit certificates; therefore it was advised to leave the policy as is and consideration for any exceptions be taken to the College President for approval. The Vice Presidents of Instruction will request President’s approval for exceptions before the program goes to CIC for approval. Andersen was concerned the Chancellor’s Cabinet recommendation takes away the decision-making process from the Academic Senate. Elizabeth Armstrong stated the Curriculum Committee Chair is advisory to the President and the decision is at the President’s discretion. Andersen requested this issue be brought to Academic Senate.
2. ***New Courses in Non-aligned Disciplines***: Lee informed the Council the changes to policy regarding New Courses in Non-aligned disciplines were approved by the Chancellor.

## **IV. NEW BUSINESS**

### **A. CurricUNET**

1. ***Steering Committee Membership***: Lee announced the CurricUNET Steering committee has reconvened. The committee members are the three curriculum committee chairs (Diane Glow, Jan Lombardi, Paula Gustin), Libby Andersen, Myra Harada and Laurie Van Houten. It was recommended that a Vice President of Instruction sit on the committee. The Vice President’s stated they will rotate

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attending the committee meetings. Glow explained that the purpose of the steering committee is to clean up the bugs and identify problems.

As an aside to the steering committee membership agenda item, discussion followed regarding the District's relationship with Governet. Questions were raised regarding Governet's responsiveness to District's requests to modify the CurricUNET Version 2 system as well as the District's contract with Governet. Armstrong expressed concern that Governet was not meeting Mesa College's needs for modification to the system. Laurie Van Houten stated that the Instructional Services office has been working very closely with Governet to modify the system to meet the District's needs. She suggested the new steering committee be the means for the colleges to better express their needs for modification to the system.

Discussion arose regarding data accuracy in CurricUNET and the upload mapping to Datatel's Colleague system. Neault expressed concern that CurricUNET is the first system to link up to Colleague. Van Houten stated that the conversion from CurricUNET Version 1 to Version 2 must be completed and some data clean up will need to be done before CurricUNET is linked to Colleague.

Glow wanted to know when the policy changes regarding new courses in non-aligned disciplines will be implemented in CurricUNET. Van Houten stated Governet has been working on the code for the modification and had to wait for Chancellor's approval before implementing the changes.

Lee stated Flex workshops will be set up on each of the colleges for Spring. He stated faculty can also call Instructional Services to set up individual one-on-one consultations and technical support with Instructional Services staff as necessary.

2. *Funding for Trainers on Campus*: Lee stated funding in the amount of \$13,000 for each college was approved for hiring a part-time CurricUNET trainer for Spring 2005.

### **B. Catalog Addendum**

Neault reported that the Student Services Council requested that Instructional Services put out an addendum to the 2004-05 catalogs because of the errors that were found in regard to UC transferability. Instructional Services will produce the addendum.

### **C. Ad Hoc Committee**

Glow inquired as to the membership of the Ad hoc committee and their tasks. The Ad hoc committee is comprised of one Vice President and one faculty from each college. The actual persons serving will vary according to the task assigned. Van Houten stated the first task of the committee is to develop procedures for State approval of

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programs. The Ad hoc committee for this task will consist of the three Vice Presidents of Instruction, Libby Andersen, Diane Glow and Paula Gustin.

### **D. Academic Accommodations**

Neault notified the committee that the Board of Trustees passed the policy on Academic Accommodations. Procedures are being drafted. Neault will bring the draft to CIC to review and approve.

## **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.** Deegan announced since the Board of Trustees are meeting at Miramar College, Miramar College will host CIC on April 14, 2005.

**B.** The next CIC meeting is January 20 at 9:00 a.m. at the Hanalei Hotel, 2270 Circle North, San Diego, CA, 92108. (619) 819-7209. The next curriculum deadline is Friday, January 21, 2005.

### **C. Handouts:**

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

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5. Procedures for Providing Academic Adjustments/Accommodations for Students with Disabilities-Draft (*Andersen*)

**VII. ADJOURNMENT**

*Otto Lee adjourned the meeting at 3:20 p.m.*