San Diego Community College District
Curriculum Instructional Council

Approved

> **Meeting of February 24, 2005**
> **2:00 PM – District, Room 272**

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Glow, Diane	Curriculum Chair – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Lombardi, Jan	Curriculum Chair – City College
Neault, Lynn	Assistant Chancellor, Student Services – District Office *(Ex Officio)*
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Tortorici, Marianne	Interim Vice President, Instruction – City College
Webb, Helen	Academic Senate Representative – Miramar College

ABSENT:

Conrad, Gail	Academic Senate President – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Mooney, Sandra	Administrative Technician, Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Instructional Services – District Office

GUESTS:

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

I. MINUTES AND AGENDA

A. Approval of: February 10, 2005 Minutes

> *The minutes were approved with changes.* **M/S/P** *(Andersen, Webb)*

B. Approval of: February 10, 2005 Agenda

The agenda was approved as amended.

II.   CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion

1. Computer & Information Sciences (CISC)193, Microsoft C# Software Engineering I
2. Disabled Students Programs and Services (DSPS) 042, Basic Skills Applied Study Strategies
3. Learning Skills (LERG) 047, College Writing & Learning Skills for Developmental Students, Learning Skills (LERG) 048, College Reading & Learning Skills for Developmental Students, Learning Skills (LERG) 049, College Learning Skills for ESL Students
4. Manufacturing Technology (MAFG) 102, Print Reading and Symbology
5. Mecomtronics (MCTR) 120A, Basic Physics for Technical Applications I, Mecomtronics (MCTR) 120B, Basic Physics for Technical Applications II, Mecomtronics (MCTR) 120C, Basic Physics for Technical Applications III

All other items were approved by consent for Version 1. **M/S/P** *(Glow/Webb)*
All other items were approved by consent for Version 2. **M/S/P** *(Andersen/Webb)*

B. Approval of Program Changes

None

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

1. Computer & Information Sciences (CISC) 193, Microsoft C# Software Engineering I

Jan Lombardi stated there were some student learning outcomes for the course that seemed unusual. Discussion followed that the Mesa College originator incorporated the program objectives with the student learning outcomes for the course. City College is fine with the student learning outcomes as they are now; however the course may need to be revised in the future to reword the student learning outcomes. Lombardi also stated that City College wants to offer the course via distance education. The course proposal will be updated to include distance education for City College.

Motion to approve CISC 193 with modification of adding distance education for City College. **M/S/P** *(Andersen/Lombardi)*

2. **Disabled Students Programs and Services (DSPS) 042, Basic Skills Applied Study Strategies**

Lombardi requested deactivation of the course for City College. She will have the Department Chair and the School Dean e-mail Instructional Services their approval of the deactivation.

Motion to approve DSPS 042 with modification of adding City College to the deactivation proposal. **M/S/P** *(Andersen/Glow)*

3. **Learning Skills (LERG) 047, College Writing & Learning Skills for Developmental Students, Learning Skills (LERG) 048, College Reading & Learning Skills for Developmental Students, Learning Skills (LERG) 049, College Learning Skills for ESL Students**

Libby Andersen asked that the courses be pulled for discussion because the courses were renumbered and City College's curriculum committee had not had the opportunity to review the courses with the number change. Discussion regarding the content of the courses followed. There was concern that the courses were very similar to the Generic 047L courses which already exist. The council decided the courses should be tabled until the March 10, 2005 meeting, when the originator could attend and explain the need for the courses.

4. **Manufacturing Technology (MAFG) 102, Print Reading and Symbology**

Laurie Van Houten pulled the course to note the need for a validation study on the proposed prerequisite. A validation study must be conducted if a course has a communication or computational skills prerequisite and is a course from a discipline other than communication or computation.

[A validation study is not required when
(1) four-year institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite; or
(2) the prerequisite or corequisite is required for enrollment in a program, that program is subject to approval by a state agency other than the Chancellor's Office and both of the following conditions are satisfied:
(A) colleges in at least six different districts have previously satisfied the data collection requirements of this subdivision with respect to the same prerequisite or corequisite for the same program; and
(B) The district establishing the prerequisite or corequisite conducts an evaluation to determine whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor. Title 5 §55201 (e)]

The prerequisite will be changed to an advisory until the validation study is completed.

Motion to approve MAFG 102 with the understanding that the prerequisite must be an advisory until the validation study is completed. **M/S/P** *(Lombardi, Webb)*

5. **Mecomtronics (MCTR) 120A, Basic Physics for Technical Applications I,
    Mecomtronics (MCTR) 120B, Basic Physics for Technical Applications II,
    Mecomtronics (MCTR) 120C, Basic Physics for Technical Applications III**

Andersen recommended that these courses be placed on the agenda of the May 26, 2005 meeting since that is when the Council approves General Education and Transferability. Courses will be tabled until the May 26, 2005 meeting.

III.   **OLD BUSINESS**

A. **TOP Code Conversion**

Myra Harada announced that representatives from the three colleges and Instructional Services were meeting on February 25, 2005 to review the TOP codes. Harada also stated that there were only a handful of programs that are not using the same TOP code. She stated that Charlie Klein from the State Chancellor's Office indicated that they would accept the same first 4 digits of the code for the similar programs in the district. Harada stated that once the colleges come to agreement on the codes, Klein at the State Chancellor's Office will accept an e-mail from the Vice Presidents of Instruction to make corrections to the previously submitted codes.

Lynn Neault stated that the courses as well as the programs codes need to be converted to the 6th edition. Harada stated that Instructional Services has a plan to convert the course TOP codes based on a crosswalk table provided by the State Chancellor's Office. Neault stated the conversion needed to be completed by May so Student Services can report the Spring 2005 MIS in the 6th edition. Instructional Services will work with the colleges to verify the course TOP codes.

B. **State Approval Process – Ad hoc Committee**

Andersen expressed concern about the lack of progress that has been made on defining a procedure for colleges to submit their programs to the State Chancellor's Office for approval. Armstrong stated she received some good information from the Regional Occupational Deans' meeting about how they approve programs which she will send to Instructional Services for the Ad hoc Committee.

Several other items were identified as needing the formation of an Ad hoc Committee. A list will be compiled of issues that need to be addressed, including

stand-alone courses requiring state approval and creating an operational definition of equivalency/limitation on enrollment.

Otto Lee stated that the Council agreed the committee would be made up of 1 VP and 1 faculty from each college. He then stated that for the State Approval Process Ad hoc Committee the membership would be the 3 VPs, Libby Andersen, Diane Glow and Paula Gustin. Andersen asked when the committee would be called. Lee stated he would send an e-mail to the identified committee members to set up the first meeting.

C. SSC/CIC Joint Meeting Agenda Items

Harada stated that April 7, 2005 from 9:00am – 11:00am was proposed for the joint SSC/CIC meeting. Several members were not available at that time. Lee stated that his office will work with Student Services to find a date in which both councils can meet.

D. Quarter Unit Credit

Pam Deegan had requested this item be added back to the agenda. Neault indicated that using two decimal places can not be accommodated by the current ISIS system.

Neault presented a manual process to Miramar's President and Vice Presidents for tracking all the necessary information. She stated the ISIS catalog screen would indicate one decimal place (.2). Miramar inquired to offering the previously requested .25 unit courses as just .2 units. Neault stated that IT is testing whether or not using .2 will work, but preliminary findings are that the system will accept .2.

Discussion followed regarding whether or not the use of .2 units for courses would be allowed in all disciplines or would be limited to the specific situation regarding Fire Protection Technology. Elizabeth Armstrong restated her concern about a .2 unit course meeting the depth and rigor requirements for college credit. The Council decided the issue should be brought back to a later meeting when Deegan is present for the discussion.

E. Withdrawal Policy

Neault announced that Student Services Council and the Academic Senates have come to consensus on a withdrawal policy. Student Services in moving forward with the current proposal. Neault stated once the policy is approved she will present the procedures to the Council.

IV. NEW BUSINESS

A. Review Policy 5300 & Procedures/Processes 5300.2

Harada stated the expressed need to review and revise the policy and procedures since new technologies are being used to process curriculum. Diane Glow stated there are several places where the policy and procedures are inconsistent. This item was identified as an issue to be researched by the Ad hoc Committee. Lee suggested that the CurricUNET Steering Committee work on the revision since they are familiar with the current CurricUNET processes. Harada stated that the policy overall needs to be reviewed and not just the approval process portion.

B. District & College Technical Review

Paula Gustin requested that this item be brought to CIC. She expressed the need to have what the district and colleges look for during technical review of courses and programs be shared so district and the colleges are doing a thorough review. Gustin suggested Instructional Services present what they do for technical review at the next CIC meetings. Glow stated that this may clear up what the colleges can be doing at their technical review to prevent Instructional Services from having to do extensive technical review of items that the college curriculum committees can be doing.

C. Process for 6 Year Review

Andersen stated that the CurricUNET Steering Committee could not move forward with the creation of a 6-year review approval process because they required recommendations from the Council. Andersen suggested the item be carried under old business while the colleges think about the criteria needed for the 6-year review. The item will be discussed at a future meeting.

V. STANDING REPORTS

A. Curriculum Updating Project
Not Discussed

B. CurricUNET Steering Committee
Van Houten reported on the items the Steering Committee is addressing. Glow stated the committee recommends the Council charge Instructional Services with notifying originators of Version 1 proposals that if their proposals are not launched by March 10, 2005 they will be deleted from the system. Council agreed.

Approval Process - Change the approval process for New Courses in Non-Aligned Disciplines. CIC approved a policy change stating that concurrance was not required at the Dept. Chair and Dean levels for this type of course.	As of 12/8/04 Governet has started the programming to account for the policy change. However the change will not be implemented until the policy change is approved by the Chancellor. **Governet has completed the programming. Is testing the change. When approved the change can be put in effect. Chancellor approved changes. Governet to implement the changes. Steering Committee to demo change at 2/8/05 meeting. 2/14/05 - Governet demo'd changes, add changes to live site.**

C. Information Technology Council
Not Discussed

D. Student Services Council
Not Discussed

E. State Academic Senate
Not Discussed

F. CIO (Chief Instructional Officers
Not Discussed

VI. **ANNOUNCEMENTS**

A. The next CIC meeting is March 10, 2005 at 2:00 PM in Room 272. **The curriculum deadline for the April 14th meeting is Friday, March 18, 2005.**

B. Neault announced that Jeanie Kincaid will be speaking at Mesa College March 3rd & 4th regarding accessibility. March 4th she will specifically be addressing accessibility and online courses. Neault requested anyone interested should contact Mary Lewis in DSP&S.

C. Handouts:

1. Today's CIC Meeting Agenda
2. Draft Minutes from last CIC meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. Current list of CurricUNET Issues

VII. **ADJOURNMENT**

Lee adjourned the meeting at 4:07pm