

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

**APPROVED**

Meeting of March 10, 2005  
2:00 PM – District, Room 272

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Conrad, Gail	Academic Senate President – 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
Tortorici, Marianne	Interim Vice President, Instruction – City College

**ABSENT:**

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Webb, Helen	Academic Senate Representative – Miramar College

**STAFF:**

Acosta, Leticia	Administrative Technician, Instructional Services – District Office
Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Mooney, Sandra	Administrative Technician, Instructional Services – District Office
Van Houten, Laurie	Curriculum Analyst, Instructional Services – District Office

**GUESTS:**

Pautler, Judith	Mesa College, Proxy for Elizabeth Armstrong
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*Otto Lee called the meeting to order at 2:10 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: February 24, 2005 Minutes**

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

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**B. Approval of: February 10, 2005 Agenda**

*The agenda was approved as amended.*

**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

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

**B. Approval of Program Changes**

*Items removed from consent agenda for discussion*

Machine Technology

*All other items approved by consent. M/S/P (Andersen/Lombardi)*

**C. Approval of Continuing Education Curriculum**

None

**D. Curriculum Items Discussed**

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

Judy Pautler inquired about the approval status of Child Development 210, which was removed from the consent agenda at the 12/9/04 CIC meeting. Jan Lombardi advised the course will be brought back to the 4/14/05 CIC meeting.

**E. Program Changes Discussed**

Libby Andersen requested that the title for the Associate in Science Degree be changed from *Computer Numerical Control* to *Computer Aided Manufacturing Option*, as it was the intent of the originator to change the title to be consistent with the Certificate of Achievement.

*Motion to approve Machine Technology with modifications for City College. M/S/P (Glow/Lombardi)*

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**III. OLD BUSINESS**

**A. State Approval Process – Ad Hoc Committee**

Otto Lee stated that the Ad Hoc Committee members will be Libby Andersen, Paula Gustin and Diane Glow. A VPI will also attend. The first meeting has been setup for March 16, 2005.

**B. SSC/CIC Joint Meeting Agenda Items**

Lee stated the tentative meeting date for the SSC/CIC Joint meeting is May 5, 2005, from 9:00am – 11:00am. Lee stated that his office will make sure enough members will be there to make a quorum. Suggested agenda items were 1) the waiver of multicultural requirements, 2) course equivalencies, 3) recording courses on transcripts- MIS issues. Marianne Tortorici asked if a discussion of Schedules and Catalogs would be appropriate for the joint SSC/CIC meeting. Paula Gustin also wanted to know if curriculum and schedule issues would be appropriate for the joint agenda. Lee advised the Council of the difficulties of creating an earlier schedule, and he will convene a meeting of the VPI's , PIO's and schedule preparers to discuss the issues surrounding the new timelines. Laurie Van Houten will send an email of previously compiled agenda items for the joint meeting.

**C. Quarter Unit Credit**

This item was tabled. The Council decided the issue should be brought back to a later meeting when Pam Deegan is present for the discussion.

**D. Curriculum Review**

Myra Harada lead a discussion on how the Instructional Services office reviews curriculum. An additional meeting has been set up at Mesa College on March 15, 2005, in the L.R.C., Room 229, at 12:00 noon for a more in-depth discussion on the curriculum review process with CRC chairs and college curriculum committee members.

Issues on Curriculum Review need to be brought back to the next CIC meeting.

**E. CIC Issues: Stand-Alone Course Approval, 5300.2 Revision, Six-Year Review Criteria**

Harada discussed a new development from the State Chancellors' office stating that changes to Title V are being discussed about moving the approval of Stand-Alone courses from the State level to the local level for approval. Lee expressed that he still wants a list of Stand-Alone courses from the colleges.

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It was agreed that the unapproved programs discovered during the TOP conversion would be submitted to the state for approval as soon as possible with the reasonable expectation that they would be approved in time for the awards in spring 2006. This commitment is the basis for keeping them in the 2005-2006 catalog.

### **IV. NEW BUSINESS**

#### **A. Regis University Articulation (Andersen)**

City College received a Memorandum of Understanding (MOU) from Regis University for Articulation with District Colleges. City College has some concerns with the MOU and wants them addressed before the MOU is signed. (Concurrence is needed by the presidents of all three colleges before it is presented to the Chancellor.) Lee requested that one list of concerns be prepared by the Articulation Council and be presented to the College Academic Senates.

#### **B. American Institutions**

Because of student inquiry, discussion took place regarding the use of Political Science 102 from SDSU to fulfill SDCCD's American Institutions requirement. Evaluators seem to be combining CSU policies and SDCCD policies. Evaluators indicated Political Science 102 taken at SDSU could not be used to fulfill the American Institutions requirement at SDCCD even though it is articulated course-to-course, and the catalog year in which the student entered the program allows Political Science 102 to fulfill the American Institution requirement. Marianne Tortorici requested that the issue be brought to the joint SSC/CIC meeting to clarify fulfilling SDCCD requirements.

### **V. STANDING REPORTS**

#### **A. Curriculum Updating Project**

*Not Discussed*

#### **B. CurricUNET Steering Committee**

Van Houten reported on the items the Steering Committee is addressing. She advised that the course messaging has been fixed and Governet is working on the Program messaging for discipline deans.

#### **C. Information Technology Council**

*Not Discussed*

#### **D. Student Services Council**

*Not Discussed*

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### **E. State Academic Senate**

*Not Discussed*

### **F. CIO (Chief Instructional Officers)**

*Not Discussed*

## **VI. ANNOUNCEMENTS**

- A.** Harada reminded the Council that Mesa had expressed a willingness to align their Curriculum Committee meeting day with City's and Miramar's.
- B.** Andersen announced that the new wording for the Student Learning Outcomes to the GE section of the catalog needs to move forward. The Miramar Academic Senate needs to review and approve the language so it may go into the catalog and Procedure 5300.2. She requested the issue be added to the next CIC agenda. "Student Learning Outcome to the General Education Section of the Catalog."
- B.** The next CIC meeting is April 14, 2005 2:00 PM at Miramar College, W248. **The curriculum deadline for the April 28th meeting is Friday, April 8, 2005.**

### **C. Handouts:**

1. Today's CIC Meeting Agenda
2. Draft Minutes from last CIC meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. CurricUNET Version 1 Status Report
6. Checklist for Curriculum Review

## **VII. ADJOURNMENT**

*Lee adjourned the meeting at 3:58pm*