

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

APPROVED

**Meeting of April 14, 2005
2:00 PM – Miramar College,
Room W-248**

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 |
| 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 |
| Mosteller, Pat | Professor, Instructional Leader, College of Emeriti, Older Adult Research Office -- Continuing Education |
| Webb, Helen | Academic Senate Representative – Miramar College |

ABSENT:

| | |
|---------------------|--------------------------------------------------------------------------------|
| Neault, Lynn | Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>) |
| Shaffer, Sandra | Academic Senate Representative – Continuing Education |
| Tortorici, Marianne | Interim Vice President, Instruction – City 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:

| | |
|----------------|---------------------------------------------|
| Carvaja, Robin | Director of ETI |
| Picou, Cynthia | Senior Clerical Assistant – Miramar College |

Otto Lee called the meeting to order at 2:15 p.m.

I. MINUTES AND AGENDA

A. Approval of: March 10, 2005 Minutes

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

B. Approval of: April 14, 2005 Agenda

The agenda was approved as amended.

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion:

Physical Education 104, Step Aerobics
Learning Community, 51A, English 51/Personal Growth 127
Learning Community, 51B, English 51/English 56
Learning Community, 95, Mathematics 95+41/Personal Growth 127

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

B. Approval of Program Changes

Items approved by consent. M/S/P (Lombardi/Conrad)

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Physical Education (PHYE) 104, Step Aerobics

Jan Lombardi discussed the changes from Mesa requesting that the units be changed from 1 unit to a variable .5 - 1 unit. It was decided that the course should move forward as written and Mesa could later make a proposal to change the units.

Motion to approve Physical Education 104 as written at City College. M/S/P (Glow/Conrad)

Learning Community, 51A, English 51/Personal Growth 127
Learning Community, 51B, English 51/English 56
Learning Community, 95, Mathematics 95+41/Personal Growth 127

Laurie Van Houten expressed concern about what happens when a student drops one of the courses that makes up the learning community but wants to stay in the other. Pam Deegan explained that students are informed when they register for the course

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that they must take the courses together. Elizabeth Armstrong stated it is a registration issue and the understanding is that they must maintain enrollment in both courses or three in some cases. Van Houten asked how students are notified of the information when they register. Armstrong responded that the information is in the course syllabus and printed in the description part of the schedule. Van Houten indicated that the description of Learning Community will be in the Academic Information section of the catalog. Armstrong advised that David Snyder developed a draft of the information for the catalog. The Council agreed that the course descriptions would not be placed in the catalog since they are a registration tool and not actual courses requiring state approval. Van Houten stated that the limitation on enrollment issue has been resolved, and that she is investigating whether or not Colleague can handle the learning community registration issue.

*Motion to approve Learning Community Courses at Mesa College. M/S/P
(Glow/Webb)*

Diane Glow requested a discussion on the Learning Skills (LERG) courses. Myra Harada stated there had not been any response from the colleges. Glow said that the originator sent several messages to Mesa and City faculty, with no response. Glow requested the LERG courses be put on the next agenda.

Libby Andersen requested that, time permitting, she would like a discussion about prerequisites for CISC courses and to discuss what prerequisites are according to Title V.

III. OLD BUSINESS

A. Equivalency

Deferred to 4/28/05 CIC meeting as Lynn Neault was not able to attend this CIC meeting.

B. Quarter Unit Credit

Glow clarified that the Council had decided that the use of .2 credit would be an exception rather than procedure. Otto Lee will propose the use of .2 credit to Chancellor's Cabinet as a recommendation. Armstrong requested clarification as to who would be making the exception. Lee stated that as in the case of the exception to a one-course certificate of completion, the exception would be requested by the president of the originating college and taken to Chancellor's Cabinet. Glow stated these .2 courses are mostly public service training.

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C. Curriculum Review

Instructional Services (IS) handed out a curriculum review document identifying IS reviews in its Technical Review. Lee expressed this was a good way to address any curriculum issues. Harada discussed the curriculum workshop held at Mesa College and stated IS is planning similar workshops next year, one at each college. Paula Gustin said Mesa has already scheduled a workshop and would like to coordinate to have IS staff attend.

Van Houten reported that the CurricUNET Steering Committee discussed adding a step in the pre-launch phase of the curriculum approval process for a Technical Review member at each college to do preliminary review of the course. Council members were resistant to make it a required field which may hold up the approval process. It was suggested the step be optional, allowing a curriculum committee member to be notified that a proposal has been created.

Action: *Lee*: The step will be added to CurricUNET.

D. 2005-06 CIC Calendar

Armstrong said that because of meeting conflicts, it will not be possible for Mesa to move their Curriculum Review Committee meetings to the same time as City and Miramar's meetings. Van Houten stated a draft of the 2005 – 2006 calendar will be distributed at the next CIC meeting.

E. Program Approval

Harada handed out a chart of program awards without the State unique code, which indicates that the program had not been approved by the State. She requested that the colleges review the list and indicate to IS which programs are in the process of being approved. Deegan commented that the list did not appear accurate based on a previous list from the TOP Code project. Harada clarified that the new list of non-approved programs was created from program listing in the catalogs and then verified for program approval through checking the State approved program inventory. The previous list had been drawn from the TOP Code inventory the Vice Presidents submitted to the State, but it had not been reconciled with catalog entries. Since program approval submission was not handled by IS, no records of approval exist in our files beyond what was sent to IS by the colleges, and IS has had to rely upon the State website for verification.

F. Ad Hoc Committee Meeting Updates

Postponed to April 28, 2005

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IV. NEW BUSINESS

A. Spring 2006 Schedule deadlines

Armstrong explained to the Council that the Spring registration dates were moved up and the schedule timelines have been moved up to accommodate the Spring intersession. Van Houten announced that the cut-off for getting curriculum approval for the printed schedule has also been moved up. The last CIC meeting for curriculum to make the printed Spring class schedule is May 26, 2005 which means curriculum proposals need to be to Instruction Services by Friday, April 29th.

B. CurricUNET Steering Committee

Dean Accountability for TOP Codes:

Harada stated the TOP Codes are selected by the Deans when they do their approval. Glow wanted a pop-up on the screen to advise them of the need to select the code. Van Houten explained that the TOP Code field is required for them to fill out before they can submit their approval. The problem arises when the proposal defaults at the Dean level and the code is not entered. Van Houten stated a possible solution is to revise the e-mail message to the Deans explaining the importance of not defaulting at their level. She will bring it to Steering Committee.

The Steering Committee is discussing changes to the create/edit screen to include an explanation of the different proposal types. The information would be there for the originator to reference and guide them to the next steps in proposal creation.

Van Houten explained that copying a course links the newly created proposal to the active record. Gustin requested that the copy icon be renamed in CurricUNET, as it is misleading. Lee requested a list from the Steering Committee of proposed changes to the system.

Harada advised if a college is changing or applying for new transferability or new G.E., the outline should be integrated. Integration is warranted when the course is activated and applies for transferability.

Andersen asked who was responsible for updating textbooks when activating a course. She requested the issue be brought back to the Council.

Steering Committee will discuss the need to allow text book editing when activating an existing course.

Harada stated the need to have a checklist for the 6-year review as a guideline for faculty. Lee suggested that the Articulation Officers start a draft of the 6-year review checklist.

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C. Pre-requisites

Andersen explained the need for faculty to consider future articulation when choosing prerequisites. She also brought up the new Manufacturing Engineering Technology courses for which there is verbal approval of articulation with CSU Fresno, CSU Long Beach, and Cal Poly Pomona. The occupational advisory board would like to have some kind of authority to recommend cross-disciplinary prerequisites so a validation study would not be necessary. Glow suggested talking to Ralph Black to see if authority can be extended to the advisory board.

V. STANDING REPORTS

A. Curriculum Updating Project

Not Discussed

B. Information Technology Council

Not Discussed

C. Student Services Council

Not Discussed

D. State Academic Senate

Not Discussed

E. CIO (Chief Instructional Officers)

Not Discussed

VI. ANNOUNCEMENTS

A. Van Houten referred the Council to the updated list of new disciplines and programs. She also referred the Council to the list of proposals in Version 1 and thanked the Council members for their hard work in getting the curriculum from Version 1 finished.

B. The next CIC meeting is April 28, 2005 at 2:00 P.M. at ECC, Room 146A.
The curriculum deadline for the May 26th meeting is Friday, April 29 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

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7. New Disciplines/Programs
8. Program Awards Without Unique Code

VII. ADJOURNMENT

Lee adjourned the meeting at 3:25pm