

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

**APPROVED**

Meeting of April 28, 2005  
2:00 PM – ECC,  
Room 146A

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – 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
Lombardi, Jan	Curriculum Chair – City College
Mosteller, Pat	Professor, Instructional Leader, College of Emeriti, Older Adult Research Office – Continuing Education
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )

**ABSENT:**

Conrad, Gail	Academic Senate President – Mesa College
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Tortorici, Marianne	Interim Vice President, Instruction – City College
Webb, Helen	Academic Senate Representative – 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
Yousofy, Ghazal	Senior Secretary, Instructional Services – District Office

*Myra Harada called the meeting to order at 2:06 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: April 14, 2005 Minutes**

*The minutes were approved.*

**M/S/P (Glow, Andersen)**

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

**B. Approval of: April 28, 2005 Agenda**

Items Added:

045 Discussion (Pam Deegan)

Draft of Procedure 3001.2 (Lynn Neault )

Draft of Equivalency vs. Limitation on Enrollment (Lynn Neault )

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

**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

Removed from the Consensus Agenda:

Computer And Information Sciences 182, Fluency with Information Technology

Disabled Students Program and Services 047, Spelling and Auditory Processing

Biology 210A, Introduction to the Biological Sciences I

Fire Protection Technology 265, Inservice Fire Training Modules

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

**B. Approval of Program Changes**

*Items approved by consent.* **M/S/P (Neault, Glow)**

**C. Approval of Continuing Education Curriculum**

None

**D. Curriculum Items Discussed**

*Computer And Information Sciences 182, Fluency with Information Technology.*

Jan Lombardi requested the equivalency be removed. Diane Glow asked to postpone the approval to the next meeting in order to allow faculty to attend CIC to explain the need for this course. Glow questioned the need for the course because it is not a required course for any major, and UCSD does not have a computer competency requirement for graduation. Libby Andersen called for postponement because the UC transfer proposal had not been discussed at City yet. Gustin will invite faculty to the next meeting.

*Motion to postpone. 8 for,0 against,1 abstained* **M/S/P (Glow, Andersen)**

*Disabled Students Program And Services 04, Spelling and Auditory Processing.*

Andersen clarified that the course is to be deactivated at City.

## San Diego Community College District Curriculum Instructional Council

*Motion to approve.*

**M/S/P** (Andersen, Glow)

*Biology 210A, Introduction to the Biological Sciences I.*

Andersen recommended adding it to the UC transfer course list. The course was in danger of losing UC transfer because a math prerequisite needed to be changed.

*Motion to approve.*

**M/S/P** (Glow, Andersen)

*Fire Protection Technology 265, Inservice Fire Training Modules.*

Deegan noted that the course requires 240 total Lab hours, which is .23 FTEF. She requested it be a Lab and it be taken to the Chancellor's Cabinet for approval. Harada noted Cabinet's conceptual approval.

*Motion to approve.*

**M/S/P** (Glow, Andersen)

### III. OLD BUSINESS

#### A. Equivalency (Neault)

Lynn Neault handed out a draft table of Equivalency vs. Limitation on Enrollment to illustrate the distinction. She requested that Instructional Services give two separate lists to Student Services. Neault defined limitation on enrollment as students not getting credit for or being able to enroll in a similar course to one he/she has already taken. She defined equivalency as one course being equivalent in content to another, usually with the same unit value. Equivalent courses normally fulfill the same requirements for GE or prerequisites.

Andersen remarked that equivalency requires a department review. Neault advised the need for a plan for equivalency and limitations to articulate to students, faculty and staff. Neault recommended that equivalencies and limitations be noted in the course description in the catalog.

Gustin recommended that every campus designate staff to review problems with equivalencies or limitations. Armstrong suggested the Articulation Officers be the designated staff. Glow indicated the need to create a process for readdressing issues and problems with current courses. Laurie VanHouten noted that the present procedure is for Instructional Services to contact the dean of the originating campus to verify if it is a limitation or also an equivalency.

Harada remarked that the Steering Committee will discuss how to set this up.

#### B. 2005-06 CIC Calendar

Lombardi noted the Curriculum Meeting dates for City are the same as Miramar.

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

An additional CIC meeting for August 17, 2005 at 1:00 pm was added. The Retreat will be January 25, 2006 from 9:00 am to 1:00 pm. The January 26, 2006 CIC meeting was removed.

Council decided to vote on the Calendar at the next meeting after changes are made.

### **C. Updating textbooks for Course Activation**

VanHouten discussed adding the ability to change/update the textbooks field when activating a course. Harada noted that the originators who activate the courses should update the textbooks before activation.

*Motion to approve adding text books screen to Activation proposal.  
M/S/P (Glow, Deegan)*

### **D. Ad Hoc Committee Updates**

Harada reported that the Ad Hoc Committee on State Approval procedure met earlier that day. She handed out Procedure & Timeline for State Approval Submissions to those who attended the State Approval meeting and asked them to give feedback at the next meeting. She also noted that the six-year review criteria will be discussed at the next District Articulation Council meeting on May 3, 2005. Harada noted that the Chancellor has asked that all Board Policy and Procedures be reviewed by an independent source.

### **E. Regis University Articulation**

Harada reported that Chancellor's Cabinet is not interested in pursuing an agreement because they were unfamiliar with the university. She stated that the District needs to establish a policy for dealing with future similar articulation agreements.

### **F. Joint SSC/CIC reminder; agenda items**

VanHouten reminded the Council of the Joint SSC/CIC meeting: May 05, 2005 at 9:00 am and reviewed Joint SSC/CIC agenda items.

## **IV. NEW BUSINESS**

### **A. Dean accountability for equivalencies – CurricUNET**

In light of the equivalency vs. limitation on enrollment discussion, this item requires further discussion.

### **B. Spring and Intersession Curriculum Timelines. Due date for printed schedule - May 26, 2005**

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

Deegan noted the change in date for the Spring printed schedule to August 26, 2005. Anderson noted that there will be a lot of courses that need to be added to Reg-e and would like Student Services to plan ahead for the Spring schedule. Andersen recommended Student Services allocate extra funds for advertising courses added to Reg-e that are not in the printed schedule. Armstrong noted Mesa college did their own advertising last spring.

### **C. Non-Credit 045L Issue**

Deegan advised that the state had investigated colleges offering noncredit lab courses. Miramar in conjunction with City, discussed offering a .2 unit, credit/noncredit information competency lab at a cost of \$5.60 to students. In order to receive credit, students would have to pass a test at the end of the term. Students would be able to take it up to four times and it will show up on their transcripts. Students may take the course beyond four times but without generating FTES.

### **D. Grade Challenge Procedure**

On behalf of Otto Lee, Neault presented a proposed grade challenge procedure. She discussed the need to provide uniform standards to assure due process when a student challenges a grade received in the District. She suggested the draft procedure handout be discussed at the next Joint Meeting.

## **V. STANDING REPORTS**

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

VanHouten noted the courses that are left on the Version 1 status list. She asked for updates. Lombardi noted AODS 158 & 162 will be revised and sent to Instructional Services. PERG 30 and PERG 64 are ready to go to City CRC next week. PHOT 232 is being revised. PHYS 196B was sent earlier in the morning. Gustin stated she will approve PHYE 253A & 253B.

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

*Not Discussed*

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

*Not Discussed*

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

*Not Discussed*

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

# San Diego Community College District Curriculum Instructional Council

*Not Discussed*

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

*Not Discussed*

## **VI. ANNOUNCEMENTS**

A. The next CIC meeting is May 12, 2005 at 2:00 PM at the District Office Room 272.

B. The curriculum deadline for the May 26, 2005 meeting is Friday, April 29, 2005. This is the curriculum deadline for the Spring 2006 printed schedule.

## **E. Handouts:**

1. Today's CIC Meeting Agenda
2. Draft Minutes from last CIC meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. Draft of 2005-06 Calendar
6. Status of Version 1 Proposals
7. Draft of Equivalency vs. Limitation on Enrollment (Lynn handed out)
8. Draft of Procedure 3001.2
9. Procedure & Timeline for State Approval Submissions

## **III. ADJOURNMENT**

*Harada adjourned the meeting at 3:45pm*