Meeting of October 27, 2005
2:00 PM – MESA,
Room H117

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
Gustin, Paula	Curriculum Chair – Mesa College
Lombardi, Jan	Curriculum Chair – City College
Manzoni, Ron	Vice President, Instruction – City College
Murphy, Carol	Curriculum Chair – Miramar College
Parker, Juliette	Articulation Officer – Mesa College
Shaffer, Sandra	Academic Senate Representative – Continuing Education

ABSENT:

Fritsch, Bob	Academic Senate Representative – Miramar College
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
Neault, Lynn	Vice Chancellor, Student Services – District Office *(Ex Officio)*

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Yousofy, Ghazal	Senior Secretary, Curriculum & Instructional Services – District Office

GUEST:

Henne, Andrea	SDCCD Online Dean – District Office

Myra Harada called the meeting to order at 2:03 p.m.

I.   MINUTES AND AGENDA

A. Approval of: October 13, 2005 Minutes

The minutes were approved with revisions.   **M/S/P** *(Andersen, Shaffer)*

B. Approval of: October 27, 2005 Agenda

Added Items:
Six-Year Review
Proposed State Approval Process

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

II.   CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

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

B. Approval of Program Changes
None

C. Approval of Continuing Education Curriculum
None

III. OLD BUSINESS

A. District Research Council
Myra Harada said that was a proposal was made at Chancellor's Cabinet that is still in the process of being refined for policy/procedure language and the constitution of the committee.

B. Student Assessment Scores
Harada referenced Richard Rose's email to clarify that SAT scores are not to be used to place students in English or Math courses. Elizabeth Armstrong said that the only tests used for assessment purposes are those approved by the state chancellor's office and validated for use at the District.

C. Distance Education (Andersen)
Libby Andersen said that she generated a distance education report in support of the Military Education program at City to be able to list what general education courses are approved for online, where they are approved, and in what methodology the courses are

offered. She said Instructional Services updated her report, and she referenced the changes made by Instructional Services.

Andersen said she had her own report sorted by area to have the report better serve her uses. She said one of the purposes for this report was to have the three colleges work together to start offering general education courses online.

Laurie VanHouten said Instructional Services reviewed all the curriculum files for the distance education courses to verify when and in what methodology the courses were approved because the distance education field was missing in the initial stages of CurricUNET. Instructional Services updated the distance education courses and entered what was on file for the method of delivery of the course to the active record on CurricUNET. VanHouten passed out a report showing the delivery method of the courses being offered at the three colleges.

Ron Manzoni noted discrepancies between the distance education report and the report on the modality of the courses. VanHouten said that the discrepancies may have occurred because the modality in which the course was originally approved is different from the course's current modality and it was never resubmitted for approval. Instructional Services will review the reports again.

Harada distributed the URL to access the Distance Learning Manual from the Western Association of Schools and Colleges.

D. Proposed State Approval Process
Andersen said that a number of issues in 5300.2 impact the proposed state approval process. She asked if the CurricUNET Steering Committee is required to review 5300.2 as well as reviewing CurricUNET and the approval process.

Harada said originally the task was to align the approval process in CurricUNET with 5300.2, but then as the CurricUNET Steering Committee reviewed 5300.2, they noticed more items that needed attention. Paula Gustin suggested that the CurricUNET Steering Committee note discrepancies and bring them to CIC.

Armstrong noted a discrepancy between 5300.2 and what is actually occurring in the district's role for research. Harada said that 5300.2 states that Instructional Services is to be a liaison between the colleges and the district research office, but that in point of fact Instructional Services has little interaction with the research office.

If the CurricUNET Steering Committee notes any discrepancies in 5300.2 in addition to the approval process, the discrepancies will be forwarded to the Educational Review subcommittee. **M/S/P** *(Gustin, Deegan)*

IV. **NEW BUSINESS**
   A. Online Degrees
   Andrea Henne said offering online degrees will be the next step for our district to be more competitive. She said The Western Association of Schools and Colleges requires

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that the colleges submit a "substantive change request" when a college decides to offer an online degree after having previously offered a traditional degree. WASC wants to confirm that all students, online and on-campus, receive the same level of services.

Manzoni said prior to each college offering an online degree, there will be a cooperative degree among the three colleges that students can complete. He said this degree needs to be submitted to the commission for approval. Once this is in place, colleges could apply for separate college degrees. Henne will meet with the VPIs to further discuss this issue.

Discussion moved to offering courses online. Harada said that several community colleges are doing the lecture portion of courses online and the lab portion on campus. Andersen was concerned about transferability. Henne said details are being worked out regarding transferability, proctoring of exams, and the issues surrounding out-of-state students. Armstrong said that she thinks that most of our online students would live within driving distance of one of our campuses.

Henne said there are trainings for faculty members interested in learning about offering online courses. She said that the SDCCD Online Business Plan is being developed to include the individual needs of each college. There is an Instructional Designer Coordinator and the online faculty development specialist will be overseeing the work of the mentors and the instructional design coordinator. Jan Lombardi requested that faculty be involved in the business planning for offering online courses.

B. Six-Year Review
Manzoni requested clarification regarding how the colleges are made aware of the courses needing six-year review. He said there needs to be a process in place to recommend the colleges to get moving on the six-year review cycle. VanHouten stated that last November Instructional Services sent the colleges a list of courses due for six-year review with a three-year projection.

Armstrong said that Mesa divided their list by discipline. She said each discipline received a list of the courses that needed to be reviewed and the due date. She passed around Mesa's course update status to show how Mesa uses the reports to serve their purposes for the six-year review. Manzoni recommended that a reminder be sent out every November.

Andersen and Gustin discussed proposals and renumbering some physics courses. Gustin will follow-up with Kai Wong and Saeid Eidgahy, the Discipline Dean.

The colleges will provide Instructional Services updated names of assigned discipline deans to enter into CurricUNET.

V. STANDING REPORTS
A. Curriculum Updating Project
The Curriculum Updating Project was reviewed.

B. CurricUNET Steering Committee

VanHouten reported that the CurricUNET Steering Committee met last week, and reviewed some changes in creating a proposal for CurricUNET in order to make it more user-friendly. She said that she also spoke with Nancy Wichmann, the District Manager for the bookstore, to discuss updating textbooks in CurricUNET. The initial idea of having a top 10 listing is not feasible. Nebraska Books is a database of every textbook and every edition, but the bookstore has a database of textbooks the faculty have ordered for their courses. The Steering Committee will continue to discuss this issue and will bring back a recommendation to CIC. Armstrong asked if faculty can edit the list because outdated text could jeopardize articulation. Gustin would like to avoid faculty having to go to CurricUNET to do this.

C. Information Technology Council (not reported)

D. Student Services Council (not reported)

E. State Academic Senate (not reported)

F. CIO (Chief Instructional Officers)
Deegan reported that the new Vice Chancellor of Educational Services is Carol Bogue-Fineour. Vicky Warner is chairing the alignment committee statewide and reviewing Continuing Education. Valerie Edinger and Andersen are on the committee.
The System Advisory Committee on Curriculum has been established to help with programs denied approval from the state and is in the process of reviewing the program approval handbook. Stand-alone courses may be delegated to the colleges rather than to the state. She discussed that Irvine Valley College had been noted as jeopardizing their accreditation because their programs changed and had not gone to the commission prior to getting state approval. Deegan stated some CIOs are working with the commission and the state to see if one form can be created to submit to the commission and the state chancellor's office for approval.

G. Articulation Officers (not reported)

VI. **ANNOUNCEMENTS**

A. The next CIC meeting is November 10, 2005 at 2:00 PM at the District, Room 272.

B. Handouts:
    Today's CIC Meeting Agenda
    Draft Minutes from last CIC meeting
    Curriculum Summaries
    Action List Spreadsheet
    Curriculum Updating Project
    Distance Education GE Courses
    WASC URL
    Foreign Languages Academic Program Review, Mesa College

VII. **ADJOURNMENT**

Harada adjourned the meeting at 3:40 pm.