

**APPROVED**

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

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
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
Neault, Lynn	Vice Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Parker, Juliette	Articulation Officer – Mesa College
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Short, Duane	Articulation Officer – Miramar College

**ABSENT:**

Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office

**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:**

Boyd, Reginald	Evaluator – Miramar College
Fritsch, Bob	Academic Senate Representative – Miramar College
Henne, Andrea	SDCCD Online Dean – District Office
Johnson, Leroy	Counselor – Mesa College

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

**I. MINUTES AND AGENDA**

**A. Approval of: October 27, 2005 Minutes**

*The minutes were approved as revised.* **M/S/P (Murphy, Andersen)**

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

*The agenda was approved.* **M/S/P (Andersen, Lombardi)**

**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

Removed from the consent agenda:

Computer and Information Sciences 071, Introduction to Embedded Computer Programming and Design

Art-Fine Art 109, Nineteenth and Twentieth Century Art

Art-Fine Art 113, African, Oceanic, and Native American Art

Biology 107, General Biology-Lecture and Laboratory

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

**B. Approval of Program Changes**

None

**C. Approval of Continuing Education Curriculum**

None

**D. Curriculum Items Discussed**

*Computer and Information Sciences 071, Introduction to Embedded Computer Programming and Design*

Ron Manzoni suggested that it would be more appropriate to change the subject area of this course to Engineering as opposed to Computer And Information Science; the discipline of engineering has similar courses. Pam Deegan believed this course is more like a Systems Engineering course. Carol Murphy explained that this course was proposed by a Computer And Information Science instructor. City's Engineering faculty will discuss with Miramar's Computer and Information Sciences faculty.

*Motion to table approval until City's Engineering and Miramar's Computer & Information Sciences faculty discuss this issue.* **M/S/P (Lombardi, Andersen)**

*Art-Fine Art 109, Nineteenth and Twentieth Century Art  
Art-Fine Art 113, African, Oceanic, and Native American Art  
Biology 107, General Biology-Lecture and Laboratory*

Laurie VanHouten informed Council that these three courses requesting activation at Miramar missed the deadline to apply for transfer. Courses that are offered before transfer approval can be obtained will mislead transferring students. Duane Short said the deadline for submitting courses for UC transfer is November 30, 2005 and he will try to include ARTF 109, 113, and BIOL 107 on the submission list this year. Pam Deegan said if Miramar does not receive approval in time for the next academic term, one of the other two colleges will offer the course at Miramar, so that students can use the course in their transfer pattern.

*The May 25, 2006 review date for ARTF 109, ARTF 113, and BIOL 107 has been waived and to allow approval today, November 10, 2005 for submitting for UC transfer, IGETC, and CSUGE. It is understood that the District GE has already been approved. M/S/P (Andersen, Short)*

### **III. OLD BUSINESS**

#### **A. District Research Council**

Myra Harada said that the District Research Council (DRC) is being reconfigured and its role re-defined. Lynn Neault will inform CIC when the Cabinet finalizes the composition and the responsibilities of the DRC.

#### **B. Distance Education**

VanHouten informed Council that Instructional Services revised the Distance Education reports and will send the reports to CIC members electronically. The Distance Education reports include a list of courses approved for Distance Education, General Education, and the delivery method. According to Elizabeth Armstrong, in order to offer a degree online the accreditation commission requires that fifty percent of the courses for the degree have to be offered online. Pam Deegan reported that Gary Brown from the accreditation commission said that if a college applies for an online degree once, that college does not need to apply again for additional degrees, and subsequent changes are allowed. Manzoni suggested having a common application for each of the three colleges which would result in a degree by combination of all three colleges. Andrea Henne will meet with the Vice Presidents of Instruction in January to discuss this item further.

### **IV. NEW BUSINESS**

#### **A. Alert: SDCCD Course Transfer Hurdle**

Harada reported that if the transfer application cycle of an approved course is missed, and the course offered, students who take the course will not be able to use it for UC, CSUGE, or IGETC. Reginald Boyd said the evaluators are working on a proposal stating that a course that is active at one of the three colleges should not be made active at another college unless transferability is approved. [The term *transferability* refers to the approval/acceptance of a course by either the UC system, CSUGE, or IGETC.] Manzoni suggested clarifying the difference between the terms *transferability* and *CSU*

*certification* because he believes people outside this district use the terms differently from the way we use them in this district.

VanHouten reported that the submittal for the UCTCA is August, and for the CSUGE and IGETC, it is November.

Manzoni requested that an addendum to be sent to include ARTF 109, ARTF 113, and BIOL 107. Duane Short will send the UC transfer list by the end of November. Deegan suggested that courses that miss adding transferability be offered by the other colleges until they are approved for the initiating college. In that way, students can take needed courses on their own campuses without being penalized by the lack of transfer/certification approval.

Neault suggested that when a course is being applied for transferability, it should be applied for all three colleges, instead of only one college, even though it is not offered at all three colleges. These courses would become active but not necessarily offered at all three colleges. Armstrong said she has been urging catalog clean up because there are complaints from students about courses listed in the catalog but not offered at the colleges. She also said that the accreditation commission insists that the catalog accurately reflect courses that are offered at the colleges.

Pam Deegan suggested placing the active, but not offered courses in the online catalog only. The printed catalog would include only those courses that are offered at the colleges. Short reported that the active but not offered courses would show up on ASSIST even if they are not in the catalog.

Manzoni suggested that when a course is applied for GE approval at one college, the other two colleges should consider offering it as well. He suspects that most GE courses are shared by all three colleges so that it would make sense to activate them.

Harada said Instructional Services keeps a report of courses active but not offered. The District sends this report to SDSU so that transferring students are not denied admission for not completing requirements.

Short said that the Articulation Officers would create a calendar of deadlines and share it with the colleges. Harada recommended reviewing courses for GE purposes before May 25. It was suggested that the evaluators and articulation officers review the GE approval from all angles.

*The May 25, 2006 review date for ARTF 109, ARTF 113, and BIOL 107 has been waived and to allow approval today, November 10, 2005 for submitting for UC transfer, IGETC, and CSUGE. It is understood that the District GE has already been approved. M/S/P (Andersen, Short)*

## **B. Liberal Arts, Option II Degree Requirements**

Boyd reported that there is some confusion for students who are applying for the Liberal Arts Degree and intend to transfer because degree requirements and transfer requirements differ. He suggested adding a statement to the catalog alerting students to

the difference: “Earning an Associate degree does not automatically imply completion of CSU G.E. or IGETC patterns. Check the Academic Requirements section of the catalog.” Harada distributed pages of the catalog indicating where this statement would be included. Short suggested adding UCSD TAG requirements to the statement.

Short suggested eliminating the specific detail of the three options and replacing it with a note for the students to see their counselor to design their degree. Juliette Parker agreed with Short that the details confuse the students. Manzoni suggested having a statement in the catalog to inform students of what the completion of a degree means instead of informing students of what the degree does not mean.

Harada recommended taking this issue to Education Review Committee for them to discuss the issue, create recommended language to put in the catalog, and to forward it to senates. The two issues are; 1. adding a statement to the catalog and 2. restructuring the degree. Short said this would be accomplished by designing each degree differently for each student depending on the major and university. Neault recommended that this district give transfer degrees instead of not liberal arts degrees.

It was decided that the Articulation Officers will work with the Transfer Center Directors to come up with language to put in the catalogs, Miramar’s curriculum committee will look at revising the degree, Harada will take this issue to the Educational Review Committee who will discuss where to go from there.

*Deegan stated that the Articulation Officers should indicate where in the catalogs the statement is to be included.* **M/S/P (Deegan, Short)**

### **C. Discrepancy in Grade Requirement for CSU G.E. Certification and Admission**

Boyd said that counselors are proposing that the district set a standard to make CSU GE certification dependent on achieving grades of C and above. Harada referenced the email for Jo Service, the CSU Curriculum Specialist. Service sent a CSU chart of Universities that admit students with C- and D grades. She distributed the chart and said the district is not obligated to verify that the students get a C grade in all courses. Boyd agreed. Neault said both San Marcos and San Diego State do not admit students with grades below a C and that the district is working with them to see what to do with these students. She suggested the issue be forwarded to the Transfer Center Directors for guidance. Neault suggested certifying students with a notation that certification does not guarantee admission. Boyd said that Evaluators do not feel comfortable attaching a statement to the certificates.

Parker suggested the Vice Presidents of Instruction discuss this with CSU to have them commit to a CSU policy requiring minimum grade of C at least for the Golden Fours.

Deegan suggested putting a statement in the catalog to warn students that there may be an issue if they get below a C. Parker asked if there are GE advising sheets that students could be informed by. Armstrong requested we change our policy and not certify a D grade.

Short and Boyd will work on the statement. Articulation Officers and Evaluators will review the statement and forward it to the Educational Review Committee.

*Appropriate language will be included in the catalog warning students.  
M/S/P (Deegan, Short)*

#### **D. Hybrid Course Designation (Henne)**

Andrea Henne, Dean of SDCCD Online, proposed that the delivery method for a technology-mediated course be designated in ISIS. She is working with Neault on setting-up a system of automated integration between the registration system and ISIS for students taking online, hybrid, and web-enhanced courses. Proposed definitions for designating courses as full online, online, hybrid, or web-enhanced were distributed for feedback. The class schedules should designate courses using these terms.

Council discussed whether a course should be defined as full online or online for courses that require an orientation meeting or proctored exam on campus. Deegan suggested distinguishing between full online and online for students who do not live in a driving distance from the campuses. Manzoni suggested having three terms: fully online, partial online, and web-enhanced in order to inform students in the schedule about whether the courses required being on-campus or not. Manzoni clarified that fully online means that students do not have to come to a SDCCD college, but can go to a college near their location for proctored exams. Manzoni noted that Cuyamaca College has a full-page listing of blended courses.

Armstrong would like an opportunity to go back and consult with faculty and bring back some language to the Dec. 8<sup>th</sup> CIC meeting.

Armstrong will email suggested wording to VPIs, Harada, and Henne. Neault will email the 12 MIS codes.

### **V. STANDING REPORTS**

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

The Curriculum Updating Project was reviewed.

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

VanHouten reported the CurricUNET Steering Committee is reviewing the formatting structure for programs to make it easier to track individual programs and review the functionality of Distance Education in CurricUNET.

Neault reported that CurricUNET will be mapped with Datatel for the interface. VanHouten said the committee will be sure to consider the impact on the interface with Colleague when making changes to CurricUNET. Neault suggested putting a freeze on changes to the system after a certain date. VanHouten said the last change that impacts the structure of the database is the separating out of the transferability of each college. This change is being finalized and will be placed on the CurricUNET test site.

- C. Information Technology Council (not reported)**
- D. Student Services Council (not reported)**
- E. State Academic Senate (not reported)**
- F. CIO (Chief Instructional Officers) (not reported)**
- G. Articulation Officers (not reported)**

## **VI. ANNOUNCEMENTS**

**A. The next CIC meeting is December 08, 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

Catalog: City pg. 83 & 284, Mesa pg. 83 & 152, and Miramar pg. 111, 117, & 174

CSU Admission At-A-Glance 2006-2007

GE Certification & Admission Requirements Email

Information Items for CIC

Curriculum Updating Project

## **VII. ADJOURNMENT**

*Harada adjourned the meeting at 3:47 pm.*