

San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of November 9, 2006
2:00 PM – District, Room 272

MINUTES

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
Edinger, Valerie	Vice President Instruction – Continuing Education
Foster, Kit	Interim Vice President, Instruction – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & Technology – District Office
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>)
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College
Teegarden, Terrie	Academic Senate Representative – Mesa College
Weaver, Roma	Academic Senate Representative – Continuing Education
<u>STAFF:</u>	
Harada, Myra	Dean, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Nasca, Shannon	Senior Secretary, Curriculum & Instructional Services – District Office
<u>ABSENT:</u>	
Shimazaki, Leslie	Faculty Representative – Continuing Education

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Myra Harada called the meeting to order at 2:08 pm.

I. MINUTES AND AGENDA

- A. Approval of: October 26, 2006 Minutes

The minutes were approved. **M/S/P** (Armstrong, Teegarden)

- B. Approval of: November 09, 2006 Agenda

The agenda was approved. **M/S/P** (Teegarden, Short)

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Curriculum was approved by consent. **M/S/P** (Lombardi, Manzoni)

- B. Approval of Program Changes

None.

- C. Approval of Continuing Education Curriculum

None.

III. OLD BUSINESS

- A. Basic Skills in CurricUNET (VanHouten)

Laurie VanHouten explained where Basic Skills is selected and displayed in CurricUNET.

Myra Harada asked if the Vice Presidents of Instruction are in concurrence as to which TOP codes would be used for basic skills courses.

Liz Armstrong stated that the language for then basic skills options is confusing and the phrasing is unclear. VanHouten stated that the CurricUNET Steering Committee would review the language for those options and make recommendations to change the language. Ron Manzoni clarified that there could be a basic skills course that is degree applicable and not transferable. Manzoni gave the example of Math 95 as a degree applicable course which is also a basic skills course. Manzoni referenced Title 5 section 55805.5, courses that apply to Associates degree. Lynn Neault stressed for future planning, there needs to be a solid connection between CurricUNET and ISIS. Manzoni mentioned having training related to TOP Codes. Henry T. Ingle recommended having a pull-down list of definitions for basic skills, etc. Harada asked if the help buttons in

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CurricUNET would be sufficient. VanHouten will check with Governet about help buttons pertaining to basic skills.

B. Recency of Coursework (Short)

Duane Short updated the Council on the status of whether or not the District should have a blanket recency of coursework policy in place. The Academic Senates for City and Miramar believe that a district wide policy would be inappropriate and that each department should implement their own recency of coursework policy. Armstrong said that Mesa College does not have a recommendation on a decision. She believes that it will open up some difficulties. Harada stated that at DAC the conclusion was that the Evaluators would benefit from a list of departments policies so they would know with whom to check. Short stated his concern that if we do not include the policy in the catalog a student applying for a degree would be unaware of the possibility of courses not being accepted. Neault stated that the Evaluators are concerned and there needs to be some threshold because some very old courses are being applied to degrees. Armstrong supports a threshold, but not for individual courses; Neault suggested a broad threshold. Short's understanding is that there are program accreditations rules regarding recency of course work. It was suggested a broad statement be drafted into the catalog stating that some departments may have a recency limitation on courses.

Action: Short will work on the language of the Recency of coursework statement and bring it back to the November 30, 2006, CIC meeting.

IV. NEW BUSINESS

A. Special Topics Courses (Short)

Short has been working on distinguishing special topics courses from experimental courses. Implementation is a matter of finding course numbers to use, revising CurricUNET and proposing a change to the District's curriculum approval policy. Armstrong stated that special topics and experimental courses are very different, and the once special topics courses are approved separately they will be very useful.

Action: Short will prepare and present the recommended changes to CurricUNET and district policy to the CIC Council.

B. Political Science 101/102 (Gustin)

Paula Gustin informed the Council that these courses affect all three colleges. The courses need to be changed to meet the CSU's American Institution requirements. There were some technical difficulties with CurricUNET while the courses were going through the approval process. Gustin stated all three colleges are working on moving the proposals along and that the courses would likely be walked in at the November 30th meeting.

By way of background, Armstrong stated that Political Science used to meet the CSU American Institutions requirements, but the combination of Political Science

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101 and 102 were no longer sufficient, because they did not contain enough history. Mesa has seen a huge decline in political science enrollment. Short stated that both of the courses would have to be reviewed again for CSU American Institutions and perhaps for articulation as well.

Harada asked if both Political Science 101 and 102 would be ready and approved for the catalog by March, 2007. Short stated that they would not be reviewed until April of 2007.

V. STANDING REPORTS

- A. Curriculum Updating Project
- B. CurricUNET Steering Committee
- C. Student Services Council
- D. State Academic Senate
- E. CIO (Chief Instructional Officers)
Email was sent out and it is on the Chancellors cabinet
- F. Articulation Officers

VI. ANNOUNCEMENTS

- A. District Instructional Services move to Muir on November 20, 2006
- B. The next CIC meeting is November 30, 2006, location TBA.
- C. The deadline date for curriculum to be reviewed for the December 21, 2006 CIC meeting is Friday, November 29, 2006 at 5 pm.
- D. The December 21, 2006 CIC meeting, TBA
- E. Action Lists (Resolved & Unresolved)
- F. Handouts:
 - 1. Today's CIC Meeting Agenda
 - 2. Draft Minutes from last CIC meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project
 - 5. CIC Actions List
 - 6. Non-degree Credit 55002 (sent via email)
 - 7. Basic Skills Pre-Collegiate 55502 (d) (sent via email)
 - 8. SDCCD Curriculum Report
 - 9. Basic Skills in CurricUNET
 - 10. Curriculum Who's Who

VII. ADJOURNMENT

Harada adjourned the meeting at 3:24 pm.