

San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of December 21, 2006
2:00 PM
Copeland Avenue, San Diego 92116

Minutes

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
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
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College
Teegarden, Terrie	Academic Senate Representative – Mesa College

STAFF:

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

ABSENT:

Edinger, Valerie	Vice President Instruction – Continuing Education
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Shimazaki, Leslie	Faculty Representative – Continuing Education
Weaver, Roma	Academic Senate Representative – Continuing Education

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Myra Harada called the meeting to order at 2:20pm.

I. MINUTES AND AGENDA

- A. Approval of: November 09, 2006 Minutes

The minutes were approved.

M/S/P (Manzoni, Hjorth- Gustin)

- B. Approval of: December 21, 2006 Agenda

The agenda was approved.

M/S/P (Lombardi, Murphy)

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Removed from consent agenda: French 044, Japanese 044 and Japanese 296.

Curriculum approved by consent.

M/S/P (Lombardi, Short)

- B. Approval of Program Changes

- C. Approval of Continuing Education Curriculum

- D. Curriculum items discussed: French 044, Japanese 044 and Japanese 296.

Action: Courses were removed from the summary because they are generics and do not require curriculum action for activation or deactivation.

III. OLD BUSINESS

- A. Recency of Coursework

Myra Harada presented the draft wording that Duane Short prepared for the proposed "Recency of Coursework" statement and its proposed placement in the catalog. Jan Lombardi asked if there would ever be a situation in which even five years would not be an appropriate length of time. Lombardi suggested fewer years would allow more flexibility for programs that should be reviewed every three years: five years may make the course obsolete in program areas. Several members recommended that the words "or longer" be removed from the statement. Liz Armstrong stated that if the word "may" was used instead of "or longer", it permits the District to go either way. Terrie Teegarden inquired if the students would consult with evaluations or the department. Harada explained that the students will consult with the Evaluators, and the Evaluators will consult with the department. Harada clarified that if a student petitioned, this statement would dictate the outcome. Duane Short stated that fewer than five years is unrealistic, and it often takes our students longer than three years (3 ½ on average), to complete their degree. Harada confirmed that the words "or longer" will be taken out of the statement.

Action: The Recency of Coursework statement will have the words "or longer" removed. Action was to approve the amended statement pending the concurrence of the Academic Senate.

M/S/P (Teegarden, Armstrong)

The catalog statement as revised:

Recency of Coursework Limitation: Academic departments may require that courses for the major be completed within five years prior to the granting of the Associate Degree, Certificate of Achievement, or Certificate of Completion.

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Students with questions about the applicability of previous coursework are advised to consult the Evaluations Office as early as possible.

B. Quorum

Harada reminded the Council of the quorum needed for CIC meetings. She referenced SDCCD policy 5300: if a regular member cannot attend a meeting that member will send a replacement (i.e., not just give someone her/his proxy). The quorum consists of 50 percent of the membership plus one, there must be one Vice President of Instruction and one faculty member from each college. A total of seven voting members must be present.

IV. NEW BUSINESS

None.

V. STANDING REPORTS

A. Curriculum Updating Project

B. CurricUNET Steering Committee

Laurie VanHouten gave an update on the conference call with the programmer from Governet regarding changes to the program piece of CurricUNET. VanHouten informed the Council that the committee mapped out and revised the program side of CurricUNET to make it more user-friendly and easier to create proposals for awards and certificates. She also stated that the time frame is to have the changes set up on the test site by Spring Break 2007 so the changes can be audited and implemented on the live site by summer and the training sessions scheduled during fall flex days.

C. Student Services Council

Liz Armstrong gave an update on the process for the grade challenge policy. She has asked that the process be put on hold. In June of 2005, the process was approved and has been in place for about eighteen months. The Academic Senate asked for a few changes and it went from Student Services Council straight through to Shared Governance and never went to CIC for Approval. Armstrong has been implementing the process and has had issues with the tight timeline for a complaint to move forward. The timelines for the department chair and the faculty member are not clear. When it gets to the Vice Presidents' of Instruction level they have twenty days to address it, but there is only a five-day period after the hearing to write a formal recommendation. She explained that the five-day window is too short due to the complexity of the recommendations and that she is asking for a ten-day period to complete the recommendations. Armstrong also affirmed that although the process is working, the timelines are too tight. Armstrong is recommending that the changes to the policy be reviewed by CIC before the changes are approved.

D. State Academic Senate

E. CIO (Chief Instructional Officers)

F. Articulation Officers

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The second round of UCTCA has come back.

VI. ANNOUNCEMENTS

- A. District Instructional Services Office is now located at Muir, Z-306 & Z-307.
- B. The deadline date for curriculum to be reviewed for the January 25, 2007 CIC meeting is Friday, December 22, 2006 at 5 pm.
- C. The January 25, 2007 CIC meeting is Virtual.
- D. CurricUNET approval process will be turned off at 6:00pm on December 22, 2006 and turned back on January 25, 2007.
- E. Handouts:
 - 1. Today's CIC Meeting Agenda
 - 2. Draft Minutes from last CIC meeting
 - 3. Curriculum Summary
 - 4. Recency of Coursework Statement
 - 5. Catalog Page
 - 6. 5300.2 - Quorum
 - 7. Curriculum Updating Project
 - 8. CIC Action Lists

VII. ADJOURNMENT

Harada adjourned the meeting at 3:10pm.