

San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of May 11, 2006
2:00 PM – DISTRICT,
Room 272

MINUTES

PRESENT:

Andersen, Libby	Academic Senate Representative, Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa 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
Parker, Juliette	Academic Senate Representative, Articulation Officer – Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College

ABSENT:

Deegan, Pam	Vice President, Instruction – Miramar College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Shaffer, Sandra	Academic Senate Representative – Continuing Education

STAFF:

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

GUEST:

James, Yolanda	Academic Senate Representative – Miramar College
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**San Diego Community College District
Curriculum Instructional Council**

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

I. MINUTES AND AGENDA

A. Approval of: April 27, 2006 Minutes

The minutes were approved with revisions. M/S/P (Armstrong, Murphy)

B. Approval of: May 11, 2006 Agenda

Added to the agenda:

Update on Distance Education Regulations (Armstrong)

Health Education 190, Health Education for Teachers

Removed from agenda:

CISC 071 (Murphy)

The agenda was approved as amended. M/S/P (Lombardi, Armstrong)

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Child Development 103, Lifespan Growth and Development

Geology 104, Earth Science

Allied Health 049, Introduction to Health Careers

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

B. Approval of Program Changes

None

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Child Development 103, Lifespan Growth and Development

Ron Manzoni believes that the course description for Child Development 103 is very similar to the course description for Psychology 230, Psychology of Lifespan Development. San Diego State University has a similar course in which Psychology 101 is the prerequisite for the course. Paula Gustin said that Mesa was also concerned that the course description for this course is almost identical to that of a Psychology 230. She suggested tailoring the course description to focus more on child development. Manzoni wanted to clarify that the Miramar Psychology Department approved of this course.

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

Duane Short said that various community colleges and state universities have a similar course. Stephanie Samuels, the San Diego State University articulation officer, indicated that SDSU is changing the course to a lifespan course in child development and will grant a grace period of one year during which this District's current articulation of Child Development 101 is still honored. However, the District must resubmit with the course description to include lifespan.

Short said that Miramar's Psychology Department approved of this course; however, the dean requested this Council to determine if the top code for this course should be 1305 or 1308. This top code change would not affect articulation as top codes are only used internally within community colleges. Manzoni believed that the description of the taxonomy of the Child Development program is too loose. Jan Lombardi said that the Child Development department had discussed changing the discipline to Family Studies. Libby Andersen suggested creating a new subtopic under the child development top code that would identify lifespan courses and discussing the new subtopic with the academic senates.

Short said Child Development 101 is currently articulated with SDSU's Child and Family Development 270. We do not have a prerequisite for Child Development 101, nor do we propose adding a prerequisite of Psychology 101 for Child Development 103. This SDCCD course is intended for two purposes: for associated degree in vocational programs and transfer. According to Short, students who are transferring understand that SDSU requires them to take Psychology 101 in order to get credit for the course.

Child Development 103 was approved. **M/S/P (Manzoni, Lombardi)**

Geology 104, Earth Science

Andersen said that when this course was activated at City, it included transfer to UC, CSUGE, and IGETC. Laurie VanHouten clarified that the proposal was for distance education, not for a course activation.

Geology 104 was approved. **M/S/P (Andersen, Lombardi)**

Allied Health 049, Introduction to Health Careers

Andersen requested activation of Allied Health 049 at City for the vocational nursing program. VanHouten clarified that City does not have this discipline. Armstrong emphasized the importance of giving students the introduction of the Allied Health career at the colleges.

Allied Health 049 was approved with activation at Mesa and City.
M/S/P (Andersen, Armstrong)

E. Other Items Discussed

Andersen said that it was decided at the District Articulation Council meeting that all physics courses must be approved by the May 25th CIC meeting for submitting for UCTCA transferability. She said that Physics 125, 126, 180A, 180B, 195, 196, and 197 should be on the May 25, 2006 General Education Yearly Review List. Physics 125 and 126, approved today, will be added to the list. Physics 180A, 180B, and 195 are already

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

on the list. VanHouten said Physics 197 is on hold because of prerequisites and was not certain if Physics 196 made the cutoff date for curriculum review. Lombardi requested that Instructional Services review Physics 196 even though it may not have met the 5:00 deadline.

III. OLD BUSINESS

A. Curriculum Emergency Procedure

Myra Harada reminded Council of the current Curriculum Emergency Procedure by distributing Policy 5300.2, College Curriculum Committee Responsibilities 2.6 and Approval Process for All Course and Program Proposals and/or Modifications, 7.3.1.

B. Accommodations for Disabled Persons

Harada distributed Policy 3105 and Procedure 3105.1 which indicated that disabled students cannot be excluded from participation of any post-secondary education activity or program. Recently, an Administration of Justice course was faced with the issue of accommodations for disabled persons. She said that accommodation must be addressed on a case by case basis. Harada read the language that was added to the catalog under the discipline of Administration of Justice.

C. LCOM (VanHouten)

VanHouten explained the procedure of activating a learning community course: the college VPI emails Instructional Services requesting activation of the pairing of courses. If a pairing does not exist, a new proposal must be created in CurricUNET. She said that Colleague is capable of linking courses and once implemented, the learning community procedure will not be necessary. She also clarified that once a student drops a course, the system automatically drops him/her from the linked course.

D. CIC Calendar

An August 23, 2006 virtual CIC meeting and a December 21, 2006 CIC meeting were added. The December 21, 2006 meeting will either be physical or virtual depending on Instructional Service's move to Muir. A December 20, 2006 City Curriculum Meeting was also added.

Approval of the CIC Calendar with the addition of an August 23, 2006 virtual CIC meeting, a December 21, 2006 virtual or physical CIC meeting , and a December 20, 2006 City CRC meeting. **M/S/P (Murphy, Short)**

IV. NEW BUSINESS

A. New Physics Courses Implementation Plan

Short distributed a New Physics Course Implementation Plan and a Physics Course Equivalency Chart. Two of the sequences have moved from four-unit courses with a one-unit transferable problem-solving course to a five-unit course. All these courses must be resubmitted for transferability for UC, CSUGE, UCTCA, IGETC, and campus-to-campus articulation. The plan is to have the new physics courses replace the old courses and have only the new physics courses printed in the Fall 2007 catalog. Short said as soon as the courses receive approval for CSUGE, the old courses will be removed from the catalog and replaced with the new courses. Andersen clarified that a course does not have to be published in the catalog in order to submit it for

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

transferability. Deactivation proposals will be created in December 2006 when transferability for the new courses had been approved.

Armstrong asked about the engineering and chemistry courses that may be impacted. Short said that the new sequences will replace the old sequences. Andersen expressed the need for a method of identifying every program in the catalog that has an old physics number in order to change it. VanHouten said that if these courses are prerequisites in other discipline courses, they will need to be revised to reflect the new number in the prerequisite as well. The Program Impact report for the old physics course will indicate where this course is a prerequisite or co-requisite regardless of discipline. The renumbering of the physics courses can be done without creating proposals in CurricUNET.

Harada thanked Andersen and Short, who volunteered to change these numbers in CurricUNET manually. Gustin believed that this is a responsibility of the District, not the colleges. She believes that the District must hire an employee to make such changes. Harada said Instructional Services has a vacancy that, if filled, would help to alleviate the need for voluntary help. Gustin said at Mesa, this type of change happens frequently with the vocational programs. She recommended creating a process to handle these changes more efficiently. Harada said that it takes training and an eye for accuracy to make these changes.

B. Catalog Production via CurricUNET

Harada said she discussed catalog production via CurricUNET with George Tamas, the CEO of Governet. He suggested SDCCD assemble a group that would discuss and brainstorm exactly what the District expects. This will enable him to give the District an estimate of the cost and analyze the possible problems and process. Harada anticipates starting in Fall 2006. She asked if this should be discussed at the Schedule Task Force. Armstrong believes the members of CIC and the CurricUNET Steering Committee have the best understanding of this process. The group will meet in September 2006.

C. Update on Distance Education Regulations (Armstrong)

Armstrong serves as the CIO representative to the Distance Education Technical Advisory Committee (DETAC). DETAC has been finalizing changes in tutoring regulations and the collection of apportionment for tutoring. The distance education labs may be claimed for apportionment on an hour-by-hour basis, not by a unit-basis. This becomes effective for courses that began after April 14, 2006. Apportionment may be collected for mixed courses as well. Armstrong clarified that tutoring regulations must be met in order to have asynchronous tutoring online. She also said that students may be charged for instructional materials if the student can continue to use the material for a reasonable amount of time after the class ends.

The second topic DETAC discussed was regulations and guidelines for hybrid courses, including defining hybrid courses, and separate course approval (Title 5, 55213). The Chancellor's Office and DETAC have written the guidelines to state that even though this section refers only to courses offered entirely by distance education, the intent is that all courses which have a distance education component should be reviewed by

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

college curriculum committees. A subcommittee of DETAC will continue to work and convene in September and the Title 5 change will be initiated.

Either Title 5 will be revised or a regulation recommendation will be created. Armstrong recommended changing SDCCD's procedures immediately. Mesa will move toward full review and approval of all distance education courses regardless of method of instruction. Armstrong suggested that each college not have its own process for evaluating hybrid courses, but that hybrid courses need to go through the full curriculum approval. Manzoni clarified that where the class meetings are held is what constitutes if a course is hybrid or not. The 51% regulation was a way of reporting to MIS but DETAC believes that any course that has a portion of the meeting time via distance education is a distance education course. Gustin did not believe it is a separate approval; she believed it was a distance education approval. Armstrong said it is important to indicate clearly the contact types and that stating "as needed" is not acceptable. Harada said there is no designation for reporting hybrid courses on MIS. Manzoni said this is to our advantage as far as apportionment. He said that TBA is considered as lab. Harada clarified that if a course changes from a 5% online to 49% online, the course must go through delivery scrutiny. Andersen said that DETAC is verifying that the proper pedagogy is followed and the curriculum committee can create a subcommittee that would require a proposal to be created. Armstrong said that Mesa is starting a process that when a faculty proposes to teach a course online, the faculty must document their understanding of how to teach online courses. Manzoni requested to further discuss this issue at the CurricUNET Steering Committee. Armstrong suggested this District change our procedures in order to be ready in case this regulation passes.

The academic senates and the CurricUNET Steering Committee will further discuss this issue. VanHouten will investigate including hybrid approval in the distance education module in CurricUNET.

D. Health Education 190, Health Education for Teachers

Gustin said Health Education 190 did not make it to Instructional Services by the cutoff date. Minor changes to the SLO were made based on state regulations. Council identified numerous typographical errors in the course outline. The Mesa CRC only reviewed the changes made, not the entire course outline. The typographical errors and formatting will be corrected and the proposal was deferred to the May 25, 2006 CIC meeting.

She requested Instructional Services review the four CBTE courses and the Math 15D. They will be discussed at the May 25, 2006 CIC meeting.

V. STANDING REPORTS

A. Curriculum Updating Project

There are 241 courses left to integrate. VanHouten will email Andersen a list of the courses left to integrate and the courses that need a six-year review.

B. CurricUNET Steering Committee

VanHouten distributed the new text that CurricUNET emails when all required signers at a level have signed off. This will eliminate the problem of a user not having a

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

proposal in his queue when receiving a message to sign-off on a proposal. (The new email text was implemented on May 8, 2006.) Manzoni suggested including the CurricUNET URL at the top of the message instead of the bottom.

C. Student Services Council (no report)

D. State Academic Senate (no report)

E. CIO (Chief Instructional Officers)

Manzoni said the senates passed a resolution that involves the approval of short-term courses during intercession. The senates were concerned that some courses may not be appropriate to include in the intercession as all the expectations of some courses may not be met in a four-or five-week session. The resolution states that the local curriculum committee must review the rigor, class size, and appropriateness of the method of delivery of all short-term courses, all courses offered for six-weeks or less. Manzoni suggested that the college faculty senate discuss the need for this type of review. This would be an individual college action rather than information for CIC.

Gustin believed that this concern that should be directed to faculty, not the Curriculum Review Committee (CRC). The instructor is able to deliver the information because the instructors are meeting for the same number of hours, using the same course outline, and the same number of units. The question is whether the students are able to retain that information. She believed faculty have a better understanding of this issue than the CRC. Manzoni said that the faculty may create a list of courses that they feel are appropriate to be offered in a 5-week session and the list can be forwarded to the CRC as informational.

F. Articulation Officers (no report)

VI. ANNOUNCEMENTS

- A. The next CIC meeting is May 25, 2006 at 2:00 PM at the District, Room 272.**
- B. The deadline date for curriculum to be included in the fall 2006 printed schedule is the May 11, 2006 CIC meeting.**
- C. The deadline date for submission of Dockets for the June 6th Board Meeting is May 16th.**
- D. The District GE & GE Transfer Submittal will be reviewed and approved at the May 25th CIC meeting.**
- E. The deadline date for curriculum to be included in the spring 2007 printed schedule is the September 14, 2006 CIC meeting.**

Handouts:

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summaries
- 5300.2 Section 2.0 and 7.0
- Policy 3105
- Procedure 3105.1
- New Physics Courses Implementation Plan

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

Physics Course Equivalency Chart
Draft Curriculum Approval Calendar
CurricUNET New Message
Curriculum Updating Project

VII. ADJOURNMENT

Harada adjourned the meeting at 3:57 pm.