

San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of September 14, 2006
2:00 PM – DISTRICT,
Room 272

MINUTES

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Foster, Kit	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>)
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
Specht, Jodie	Interim Senior Secretary, Curriculum & Instructional Services – District Office

ABSENT:

Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
Edinger, Valerie	Vice President Instruction – Continuing Education
Ingle, H.T.	Vice Chancellor, Instructional Services, Planning & Technology – District Office
Shaffer, Sandy	Academic Senate Representative – Continuing Education

GUEST:

Couture, John	Faculty, Computer & Information Science – Miramar College
---------------	---

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

Myra Harada called the meeting to order at 2:06 pm.

I. MINUTES AND AGENDA

A. Approval of: May 25, 2006 Minutes

The minutes were approved.

M/S/P (Murphy, Gustin)

B. Approval of: September 14, 2006 Agenda

Added to the agenda:

Music 265A, Brass Choir.

Banking and Finance 102, Mortgage Brokerage and Banking

Banking and Finance 104, Principles of Loan Processing

Banking and Finance 106, Loan Underwriting

Banking and Finance 108, Principles of Loan Closing

Escrow 101, Escrow Procedures – Beginning

Escrow 111, Escrow Procedures – Advanced

Mathematics 116, College and Matrix Algebra

Mathematics 015A, Prealgebra Refresher

Mathematics 015B, Elementary Algebra Refresher

Mathematics 015C, Intermediate Algebra Refresher

Mathematics 015D, Geometry Refresher

History 100, World History I

History 101, World History II

Mathematics 032, Fundamentals of Mathematics

Mathematics 118, Survey of Modern Mathematics

Anthropology 102, Introduction to Physical Anthropology

Anthropology 103, Introduction to Cultural Anthropology

Education 203, Service Learning for Prospective Teachers

Geography 104, World Regional Geography

English and Mathematics Requirements – Preliminary Discussions

The agenda was approved as amended.

M/S/P (Lombardi, Foster)

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Computer and Information Sciences 071, Intro to Embedded Computer Programming and Design.

All other items were approved by consent.

M/S/P (Lombardi, Murphy)

B. Approval of Program Changes

None

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

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Learning Communities 127, Mathematics 35/Personal Growth 127

Terrie Teegarden wanted to pull LCOM 127 in order to add Mathematics 041, Math Study Skills (1 unit), to the course. She decided against changing the current combination of courses in LCOM 127 until a later date.

III. OLD BUSINESS

A. Accommodations for Disabled Persons (Neault)

Lynn Neault reminded the Council that statements excluding students with physical limitations can not be listed in the class schedule. Statements have been removed from the schedule of classes in the past. *Providing Academic Adjustments/Accommodations for Students with Disabilities, Procedure 3105.1* was distributed. Faculty are not required to grant every accommodation requested. The accommodations must be reasonable and can not alter the essential elements of the course. Faculty concerns should be brought to the campus DSPS department. Myra Harada stated that Ad hoc efforts to change course descriptions have been attempted in the past and cannot be made.

B. CISC 071, Intro to Embedded Computer Programming and Design

Carol Murphy stated that Computer and Information Sciences 071, Introduction to Embedded Computer Programming and Design, was held because City College faculty felt the course should be in another discipline. No meetings have been held and no major decisions have been reached between City and Miramar since the course was launched on 5-03-05. The course needs to be approved to be offered at Miramar College. John Couture stated that CurricUNET does not show comments objecting to the course and every campus approved it through the CurricUNET approval process. Ron Manzoni stated that City's Curriculum Committee felt it was inappropriate for the course to be offered by CISC and should be offered by Engineering Technology.

A motion was made to table the discussion until the October 12, 2006, meeting, at which time CIC would take a vote. In the meantime, Kit Foster will try to resolve the issue at Miramar College. **M/S/P** (Manzoni, Foster) 8 for, 1 against, 0 abstained

C. Student Learning Outcomes to Course Objectives on Course Outline (Murphy)

Murphy stated that some of the faculty at the colleges are confusing *Student Learning Outcomes* with *Course Objectives* because the objectives are labeled SLOs in CurricUNET. Murphy wanted to convert what is now called the *Student Learning Outcomes* to *Course Objectives*. Teegarden thought that *Student Learning Outcomes* should be global skills. Ron Manzoni stated that *Student Learning Outcomes* could also be objectives. Duane Short stated that 4-year universities do not know what *Student Learning Outcomes* are until told that they are similar to *Course Objectives*. Harada suggested putting this discussion on the next agenda. Armstrong wanted a discussion with the appropriate people at Mesa before making a decision.

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

CIC representatives will discuss with faculty senates and other appropriate committees at each campus whether or not to change the title of *Student Learning Outcomes* back to *Course Objectives* in the official course outlines and report back on October 12, 2006.

M/S/P (Murphy, Armstrong)

IV. NEW BUSINESS

A. Grant-Funded Course Development (VanHouten)

Laurie VanHouten informed the Council that the State of California has requested that courses that were developed through grant funding be identified. Neault stated that the State of California will begin tracking these types of courses beginning in the summer of 2007. Neault suggested that CurricUNET be adjusted to accommodate the new specific information requested. Until the changes are made to CurricUNET, notifications should be sent to Instructional Services via email. Harada requested that VanHouten send out a definition by next week explaining the additional information requested by the State of California and the specific information requested by Instructional Services and Student Services. Manzoni requested that only new courses developed using grant funding as of July 1, 2007, be required to provide the appropriate information.

New courses developed using grant funding as of July 1, 2007, will be reported to Instructional Services.

B. English & Math Associate Degree Requirement

Neault informed the Council that the State passed a change to increase the associate degree requirements in math and English. She stated there are no issues with English, but the mathematics requirement needs to be raised. Teegarden stated that Business 101, Business Mathematics, is being used as an equivalent to meet the requirement of beginning algebra for earning an Associate of Arts Degree, but it is not equivalent. Neault stated that BUSE 101 currently meets the level of mathematics competency. Manzoni stated that BUSE 101 will change because it is not equivalent. Teegarden asked for information about which disciplines show the most students receiving an Associate Degree, but not transferring. Murphy requested that the committee go back to their respective campuses and bring more information to the October 12, 2006, CIC meeting. Harada stated that in the past, the committee would gather the appropriate information and take it to the Academic Senates. Everyone agreed to collect necessary information and take it to the Academic Senate. Any updates should be brought to the October 12, 2006, CIC meeting.

C. Walked-In Curriculum

Music 265A, Brass Choir.

Jan Lombardi requested approval of Music 265A to be offered at City for Fall 2006. Short stated that the course came to the committee because it was labeled as a new course, but should be labeled as a Special Topics. Lombardi realized the mistake and agreed with Short. Armstrong asked whether Music 265A is being taught by a City instructor, and Lombardi replied that the course will be taught by a City instructor.

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

Music 265A was approved pending technical review. M/S/P (Lombardi, Manzoni)

Banking and Finance 102, Mortgage Brokerage and Banking; Banking and Finance 104, Principles of Loan Processing; Banking and Finance 106, Loan Underwriting; Banking and Finance 108, Principles of Loan Closing; Escrow 101, Escrow Procedures – Beginning; Escrow 111, Escrow Procedures – Advanced.

Lombardi requested approval of Banking and Finance 102, 104, 106, and 108; and Escrow 101 and 111 as Activation proposals for City for Spring 2007. Short questioned if the courses had programs and stated that if one area has more than 12 units, it needs a program. Manzoni stated that the courses are currently stand-alone. Lombardi stated the courses are indeed stand-alone courses at the moment, but will go into a program.

Banking and Finance 102, 104, 106, and 108, Escrow 101 and 111 was approved for activation pending technical review. M/S/P (Lombardi, Manzoni)

Mathematics 116, College and Matrix Algebra

Gustin requested approval of Mathematics 116 as a standard distance-education-only proposal for Mesa for Spring 2007.

Mathematics 116 was approved pending technical review. M/S/P (Gustin, Manzoni)

Anthropology 102, Introduction to Physical Anthropology; Anthropology 103, Introduction to Cultural Anthropology; Education 203, Service Learning for Prospective Teachers; History 100, World History I; History 101, World History II; Mathematics 015A, Prealgebra Refresher; Mathematics 015B, Elementary Algebra Refresher; Mathematics 015C, Intermediate Algebra Refresher; Mathematics 015D, Geometry Refresher; Mathematics 032, Fundamentals of Mathematics; and Mathematics 118, Survey of Modern Mathematics.

Murphy requested approval of ANTH 102 and 103, EDUC 203, HIST 100 and 101, and MATH 015A, 015B, 015C, 015D, 032 and 118, for distance education at Miramar for Spring 2007. Lombardi stated that the MATH 015A, 015B, 015C, 015D courses did not have any DSPS access information. Murphy stated that she accidentally pushed the review button instead of the hold button and was aware of the mistake. VanHouten said she would hold the courses at her level until Murphy can make the changes.

ANTH 102 and 103, EDUC 203, HIST 100 and 101, and MATH 015A, 015B, 015C, 015D, 032 and 118 were approved pending technical review. M/S/P (Murphy, Short)

Geography 104, World Regional Geography

Murphy requested the approval of GEOG 104 for activation and submittal for General Education Transfer (District General Education, IGETC, CSU General Education, and UC Transfer Course List) at Miramar for Spring 2007. This course will help fill-out the Liberal Studies Program. Short stated that this type of course is used to fill in the gap in major preparation to SDSU and CSU San Marcos Liberal Studies Program which is

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

preparation for elementary school teaching. This course will allow students to fully prepare for those majors and will be part of the Transfer Studies Degree at Miramar.

GEOG 104 was approved for activation and District GE, IGETC and CSU GE.

M/S/P (Short, Lombardi)

Manzoni stated that generally the Council acts on General Education (GE) at a different time, not during the approval of an activation. He suggested automatic approval for the General Education Transfer for a course that is already approved for GE at another District college. Manzoni stated that attention should be given to new courses trying to get GE approval (both CSU and District GE), and should have a separate motion.

Motion to approve the submittal for GE transfer when an activation of a course already approved for GE at another District college, is approved.

M/S/P (Short, Gustin)

V. STANDING REPORTS

A. Curriculum Updating Project

There are 239 courses left to integrate. VanHouten informed the committee that Governet is working on the Integrated Course List and the list would be ready by the next CIC meeting. The list will provide information on the courses up for six year review, the courses overdue for a six-year review, and the courses left to be integrated.

B. CurricUNET Steering Committee

Next meeting will be held on September 21, 2006.

C. Student Services Council (no report)

D. State Academic Senate (no report)

E. CIO (Chief Instructional Officers) (no report)

F. Articulation Officers (no report)

VI. ANNOUNCEMENTS

A. CurricUNET Users Group Conference. (VanHouten)

VanHouten announced the CurricUNET Users Group Conference. Information can be found on the Instructional Services website and on CurricUNET. The purpose of the conference is to share ideas; it is not a training conference for new users. Catalog and schedule development will be discussed at the conference. VanHouten is working on getting flex credit for the conference.

B. Handouts:

Today's CIC Meeting Agenda
Draft Minutes from last CIC meeting
Curriculum Summaries
Providing Academic Adjustment/Accommodations for Students with Disabilities Procedure 3105.1
Course Outline for CISC 071
Curriculum Updating Project
Board docket deadline dates

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

CurricUNET Users Group Conference Flyer
CurricUNET Users Group Conference Demonstration and/or Agenda Item
Proposal
CurricUNET Users Group Conference SDCCD Registration Form
CIC Action List

VII. ADJOURNMENT

Harada adjourned the meeting at 3:56 pm.