

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of November 8, 2007
2:00 PM—Mesa College, H-119

MINUTES

PRESENT:

| | |
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| Andersen, Libby | Articulation Officer—City College |
| Armstrong, Elizabeth | Vice President, Instruction—Mesa College |
| Ellison, Brian | Vice President, Instruction & Student Services—Continuing Education |
| Gustin, Paula | Curriculum Chair—Mesa College |
| Hess, Shelly | Dean, Curriculum & Instructional Services—District Office |
| Ingle, Henry T. | Vice Chancellor, Instructional Services, Planning & Technology— District Office |
| Lombardi, Jan | Curriculum Chair—City College |
| Murphy, Carol | Curriculum Chair—Miramar College |
| Parker, Juliette | Articulation Officer—Mesa College |
| Short, Duane | Academic Senate Representative, Articulation Officer—Miramar College |
| Vincent, Bill | Vice President, Instruction—Miramar College |

ABSENT:

| | |
|-----------------|-------------------------------------------------------------------------|
| Manzoni, Ron | Vice President, Instruction—City College |
| Matthew, Esther | Representative, Academic Senate—Continuing Education |
| Neault, Lynn | Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>) |
| Weaver, Roma | Curriculum Chair—Continuing Education |

STAFF:

| | |
|-------------------|-------------------------------------------------------------------------|
| VanHouten, Laurie | Curriculum Analyst, Curriculum & Instructional Services—District Office |
| Nasca, Shannon | Senior Secretary, Curriculum & Instructional Services—District Office |

GUEST:

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| Johnson, Leroy | Counselor—Mesa College |
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Shelly Hess called the meeting to order at 2:13 p.m.

I. MINUTES AND AGENDA

- A. Approval of: October 11, 2007 Minutes

The minutes were approved. M/S/P (Armstrong/Andersen)

- B. Approval of: October 25, 2007 Agenda

Added to the Agenda:
Computer Business Technology 165, Webpage Creation w/Dreamweaver

The agenda was approved as amended. M/S/P (Short/Gustin)

At the October 11, 2007, CIC meeting Personal Growth 065, Orientation to College was approved for activation at Miramar College pending review of the course for clarification of basic skills or associate degree status. Elizabeth Armstrong informed the Council that Personal Growth (PERG) 065 is associate degree applicable. She continued that she spoke with Ailene Crakes who informed her that David Navarro, the originator of the course, intended for the course to be associate degree applicable and not basic skills.

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Removed from the Consent Agenda:
Accounting 116A (ACCT)
Computer and Information Sciences 220 (CISC)
Geographic Information Systems 110 (GISG)
Speech Communications 135 (SPEE)

All other items were approved by consent. M/S/P (Lombardi/Short)

- B. Approval of Program Changes

The programs were approved by consent. M/S/P (Andersen/Short)

- C. Approval of Continuing Education Curriculum

None.

- D. Curriculum Items Discussed: Accounting 116A, Computer and Information Sciences 220, Geographic Information Systems 110 and Speech Communications 135.

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Accounting 116A, Financial Accounting

Juliette Parker explained the effective date for Accounting 116A is the Spring 2008 semester and Mesa faculty would like the effective date moved to the Fall 2008 semester. She continued the course was revised to meet San Diego State Universities' (SDSU) Lower Division Transfer Pattern (LDTP). Parker stated the articulation for the revised course should be in place before it is offered in Fall 2008.

Accounting 116A, Financial Accounting was approved with the effective date of Fall 2008 for Mesa College. M/S/P (Andersen/Short)

Computer and Information Systems 220, Fundamentals of Computer Game Programming and Geographic Information Systems 110, Introduction to Mapping and Geographic Information Systems

Elizabeth Armstrong explained that Computer and Information Systems 220 (CISC) was written and approved for Mesa College. Mesa attempted to offer the course twice, the first time in Summer 2007 but it was cancelled due to low enrollment. The second time Mesa College offered the course was Fall 2007 which ended in the same result as the summer offering. Mesa Faculty does not support the activation of CISC 220 at City College. Armstrong reasoned that Mesa College does not feel City activating the course will improve enrollment. She stated that the course has not been promoted well, which may be a factor of low enrollment.

Jan Lombardi stated the CISC and the Geographic Information Systems (GISG) 100 courses were held at the City College Curriculum Review Committee level for awhile. She continued there was supposed to have been a discussion at City regarding CISC 220 & GISG 110 regarding guidelines for activation of courses at other colleges, but that has not happened as of yet. The City College Curriculum review Committee asked Lombardi to move the courses forward to CIC. Lombardi ensured the Council that City College does want to activate the courses.

Hess informed the Council the Course Activation Process Subcommittee has scheduled a meeting on November 27, 2007. Armstrong asked Lombardi if she would be willing to table CISC 220 until the subcommittee meets. Lombardi concurred with Armstrong to table the course until after the November 27th meeting.

Libby Andersen gave the History behind CISC 220. She explained that City College faculty member Larry Foreman took sabbatical leave to research computer gaming programming. He was writing a new computer gaming programming course when he found that the course already existed at Mesa College. Andersen continued that Foreman would like to activate the CISC 220 course because it has a connection to the sabbatical he took and the course he was looking to write.

Paula Gustin stated the colleges should coordinate with each other when it comes to duplicate courses; otherwise the colleges are working against each other cancelling each other out, which is not productive for any of the colleges.

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Andersen added Larry Foreman and the City Chair are in support of offering the course at City College.

Lombardi stated that GISG also has a long history of development and work at City College. She thinks it is hard to make a policy that covers all courses and look at each case to decide joint ownership if it exists.

Henry Ingle interjected the GISG field is evolving and almost becoming a full career, growing course activation. Armstrong included GISG is an approved degree at Mesa College and has been in place for about 6–years. She continued that Mesa College has a GISG grant through the National Science Foundation at \$200,000.00 a year to develop it into coordinating the course into other disciplines.

Armstrong restated the course struggles in terms of enrollment. She explained, this semester Mesa College offered three sections of GISG. One section is GISG 110, with 20 students enrolled and a maximum of 28 in the section. The other two sections are about the same size as GISG 110. Armstrong thinks the enrollments should grow. She reasoned she did not pull the course from the consent agenda because she does not want it to be activated at City College. She pulled the course to point out that if City College develops GISG into a full associate degree program then Mesa College will have an issue. Armstrong reminded the Council that she spoke to this last spring at CIC about where it was going. She spoke with the department and the Dean and they are supportive GISG 110 being activated at City College. Beyond that Armstrong feels there will be dissolution of enrollments. She also stated the program is very expensive to run because of the software needed. It was referenced by Mesa College Vice President for Instruction Elizabeth Armstrong that the introduction of courses such as those in CIC are both labor and cost intensive because of the software that is required. Illustrative of this situation is the Geographic Information Systems (GIS) 110 course being offered by Dean Otto Lee at Mesa College under funding support from the National Science Foundation. Ingle added that in working with the GIS Project at Mesa College, the ISPT Office is providing assistance to continue the effort by soliciting Federal funding sources, such as the U. S. Department of Education's STEM (Science, Technology Education and Mathematics) disciplines funding opportunities for February 2008. Funding is designed to increase the student pipeline for women and minorities to pursue careers in this evolving scientific and technical field tied to CIC.

Lombardi motioned to move approval of GISC 110 activation at City College and table CISC 220 activation at City College until after the November 27th Course Activation Process Subcommittee meeting.

Computer and Information Science 220 course is tabled for discussion and will be brought back to CIC after the Course Activation Process Subcommittee meets on November 27, 2007. Geographic Information Systems 110 was approved for activation at City College. M/S/P (Lombardi/Gustin)

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{Elizabeth Armstrong commented that CISC 220 was tabled at the 11/08/07 CIC meeting until the Course Activation Process Subcommittee met on November 27, 2007. However, the meeting was postponed until December 6, 2007. Armstrong proposed at the 11/29/07 CIC meeting that the Council could precede with CISC 220 and vote on it at the meeting. The Council accepted her recommendation.}

Speech Communications 135, Interpersonal Communication

Duane Short explained the Speech 135 (SPEE) course is proposed for distance education for City College. Miramar has the course approved to be taught entirely in a distance education format. This course is a CSUGE and IGETC certified oral communication course. The articulation officers learned that the CSU system has clarified their policy: they will not accept any “fully-online” course to be certified for CSUGE or IGETC oral communications. Miramar is in the process of changing their course to a hybrid format and the proposals have been entered into CurricUNET. Short wanted to make sure City College was aware of the CSU policy change. Short gave the Council a handout with the changes Miramar College is making to their distance education approval for the

SPEE 135 course; they believe the changes will bring it in alignment with the CSU systems requirements.

Gustin interjected this is a good topic because she thinks there should be policies in place to protect the colleges from offering courses that will not articulate. She continued faculty may not be aware of this situation and it needs to happen in the approval process. Short informed he spoke with the faculty at Miramar and explained the situation. SPEE 135 was approved for oral communications before it was approved for distance education. At the time Miramar College approved SPEE 135 for distance education, Short had the published criteria requirements from the CSU system, and the Curriculum Review Committee felt the course met that criteria even though the course was “fully-online”. The speeches were given in front of a live studio audience and there were many safeguards in place. After Miramar College approved it for distance education, the CSU system came out with the following statement: Distance learning sections will be offered in a “hybrid” format only. Students will be required to come to campus to present in front of the instructor and a live audience of other listeners. Short stated the CSU system is not going to accept SPEE 135 as “fully-online”. He suggested to Lombardi that City may want to make the changes as well.

Lombardi stated that the State Academic Senate did approve the IGETC agreement at the plenary session the week before. She said the State Academic Senate recommended the courses be moved forward. Lombardi explained at the plenary session there was a Speech centered proposal for people from the State of California to teach Speech together and talk about online courses. As a professional group the Speech colleagues are concerned and they passed a resolution stating such. Lombardi said the Speech profession does not have an organization that addresses the two year colleges program. Gary Holton, a Speech faculty member from Mesa College, is supportive and is one of the faculty members that proposed.

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Ingle added universities in Texas are offering Speech “fully-online” and use web cameras to fulfill the requirement in front of an audience. He is curious to learn the CSU system’s modality and mind set. Gustin is not surprised at the CSU systems position. She explained a system needs to be in place to ensure speech courses are not inadvertently proposed for “fully-online” courses. Gustin asked for the most effective method to inform respective faculty and curriculum committees of CSU’s position. Andersen answered the Dean would be the one to put the information in the schedule and there would need to be a separate entry into ISIS. Short explained in ISIS when a class is allowed to be scheduled the code would be entered as either “hybrid” or “fully-online”. He continued they wanted to make it clear that the course could only be coded as a “hybrid”. Therefore, individual instructors would not have the ability to teach the course “fully-online”. If a new proposal goes through Curriculum Committee, changing the course to make it “fully-online” should be addressed by the Curriculum Committees during the approval process. Short indicated the Articulation Officers would be responsible for removing the course from the CSUGE and IGETC patterns.

Discussion continued regarding distance education offerings and the potential impact on some articulation agreements. For example, Short explained in Miramar’s articulation agreement with USC it states some courses will not be accepted for Miramar if they are offered online. Miramar’s articulation agreement with USC states a student can take the course in the face-to-face format; however, students are required to provide documentation to USC. In such instances students only receive credit for the course through petition. Hess asked the Council if this subject needed to be added to the agenda for further discussion at another CIC meeting. In addition, Hess explained this topic is a standing item on the District Articulation Council (DAC) agenda.

Short suggested that Speech 135 be approved but City should only offer the course as a “hybrid”. Otherwise, it will be de-certified by the CSU if it is offered as a “fully-online” course. Lombardi moved that Speech 135 be tabled for City College to reconsider distance education for the course.

Speech 135 was tabled so City College could review the distance education portion of the course. . M/S/P (Lombardi/Andersen)

III. OLD BUSINESS

A. Course Activation Process

Hess informed the Council the Course Activation Process subcommittee has scheduled a meeting for November 27, 2007, from 1:00 p.m.–2:00 p.m. at Mesa College, room A-104A. The Title 5 subcommittee meeting has been scheduled for December 10, 2007, from 9:00 a.m.–10:00 a.m. at the District Office—Muir location, room Z-405.

Hess informed the Council she and Van Houten participated in the State Chancellor’s office meet and confer conference call regarding non-compliant degrees on November 7, 2007. She stated there was good news. Miramar was

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complimented for their transfer guide in their catalog. Hess stated during the call they were provided with some examples. The Chancellor's Office is collaborating with the colleges to develop a solution. The colleges will need to revise their non-compliant degrees including: the transfer studies, liberal arts, and selective studies degrees.

Hess explained the State Chancellor's Office has developed a new form for non-compliant degrees. Additionally, the District Instructional Services (IS) Office has posted the new supplemental Course and Program Approval Handbook and the new program application forms on their website. The non-compliant degree form is available but it will not be posted on the IS website because the form will be handled internally at the colleges. Hess also informed the Council the State Chancellor's website is getting a makeover.

Hess explained the non-compliant Degree form is available, the deadline to implement changes is on February 12, 2008, but the form will be available until July 1, 2008. She stated during the conference call the State Chancellor's Office confirmed that students who have enrolled prior to Fall 2008, regardless of when

they graduate will retain their catalog rights. Also Hess clarified; the certificates of completion are 18 units or more. Additionally, certificates 12–18 units approved by the Chancellor's Office will also be called certificates of achievement. Armstrong recalled there was supposed to be an assessment of how many students earned the different certificates that are less than 18 units. Once the assessment is complete the colleges will determine which certificates less than 18 units should be submitted to the Chancellor's Office for approval. The others may be deactivated or given an alternative title.

Gustin asked if the colleges would need to make changes to the titles of certificates of completion in CurricUNET. Van Houten explained the name changes from certificates of completion to the new name would be made administratively once the colleges agree on the new name. Certificates 12–18 units determined by the colleges to be submitted to the State Chancellor's office for approval as certificates of achievement will need to go through the local curriculum approval process.

Murphy asked if there were catalog rights for the students who were working on Certificates of Achievement. Hess will clarify at the next meeting.

B. Course Integration

Van Houten stated the colleges are concerned that some courses are assigned to a college that does not offer the course. Van Houten suggested if there is only one college offering the course it should be integrated by that college. If more than one college offers the course then they determine which college will integrate the course. Van Houten will revise the list and send it electronically.

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IV. NEW BUSINESS

A. Associate Degree American Institutions Requirement

Short informed the Council of a handout in their packets pertaining to the Associate Degree American Institutions Requirement. He stated the handout has already been presented to Miramar's Curriculum Review Committees. Originally the suggestion came from the Evaluators. When the District American Institutions Requirement for the Associates degree was created the idea was to align it with the CSU American Institutions Requirement. However, the District American Institutions Requirement was not revised when the CSU system structured theirs as the completion of three subject areas. Overtime our pattern deviated from their pattern. Currently it is possible to complete the District American Institutions Requirement, but not complete the CSU requirement. Short recommended aligning the District American Institutions Requirement with the CSU requirement. The Miramar Curriculum Review Committee approved making the change and Short wanted to bring it to CIC for their review and approval.

Lombardi informed the Council City College Curriculum Review Committee approved the handout, but it has not been reviewed by the City College Academic Senate. Short explained that Miramar College did not take it to their Academic Senate because there is no change to any of the course requirements. Lombardi agreed, but wondered what the Academic Senates would have to say

about the handout. Armstrong asked if the changes were minor differences in formatting the degree requirement in the catalog. Short explained the change would be more substantial. The District's current American Institutions Requirement is less restrictive than the CSU's American Institutions Requirement. For instance, students can take the District's History 151 and 175 courses and complete the District's American Institutions Requirement. However, they would not fulfill the CSU system's requirements because there is one more course required.

The Council agreed that the American Institutions handout needs to be taken to all three colleges Curriculum Review Committees/Academic Senates for approval. Andersen informed the Council she was meeting with the City Counselors to go over it. She stated December 13, 2007, was a possible meeting date with the City Counselors.

B. Short Course Descriptions

Hess informed the Council a sample of some of the courses already in CurricUNET with short course descriptions was included in their packets. She said the Single Combo Schedule Committee has made a recommendation to add short course descriptions, about 1 line, to each course for the Summer 2008 single combo schedule. Hess explained the District IS office reviewed all of the courses in CurricUNET and a majority of them have short course descriptions. However, 576 do not. Hess informed the Council if the Single Combo Schedule Committee moves forward with the short course descriptions the 576 course would need short course descriptions. She asked the Council for their recommendation.

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Van Houten explained the existing short course descriptions in CurricUNET are often the first sentence of the original course description. Armstrong suggested faculty assist in the development of the short course descriptions. Ingle stated the summer combined schedule is the first attempt to format it. He said we will improve as we get further along with it. Armstrong suggested developing a form the Department Chairs could review for the courses that need a short description. The form would enable department chairs to add the missing short course descriptions during the proofing process. Once the short course descriptions are complete they can be sent to the District IS office for input and updating in CurricUNET. Van Houten stated there needs to be concurrence with the colleges regarding the short course descriptions if the course is aligned.

Hess also explained some of the course descriptions start with “This course”. The Public Information Officers (PIO) said “This course” is a little redundant. Furthermore, Murphy asked if the combined schedule would always be listed in order of City, Mesa and Miramar. Ingle answered that is a topic of discussion at the Single Combo Schedule Committee meetings.

Hess informed the Council Continuing Education will be provided with three pages in Summer schedule and in the Fall eight pages in the fall. Ingle stated the combo schedule is about 180 pages total and there are very unique dividers between each college. Hess will keep the Council updated on the development of the single combo schedule.

C. Curriculum Walked—In

Computer Business Technology 165, Webpage Creation with Dreamweaver
Murphy informed the Council the course never was added to the Miramar curriculum agenda. The faculty at Miramar would like to offer the course and have it in the spring schedule. Lombardi questioned the course was for distance education only and Murphy replied yes.

Computer Business Technology 165 was approved for distance education at Miramar College. M/S/P (Armstrong/Lombardi)

V. STANDING REPORTS

A. Curriculum Updating Project

Van Houten informed the Council that the Curriculum Updating Project numbers had not changed since the last CIC meeting on October 11, 2007. She explained she was waiting to hear from Elizabeth Castaneda who thought there may have been some courses on the list that have already been integrated.

B. CurricUNET Steering Committee

Van Houten informed the Council that she and Dean Shelly Hess would be attending the Community College League of California (CCLC) Annual Convention and Partner Conference from November 15–16, 2007, in San Jose California. Since Van Houten and Hess will be at the CCLC conference, the CurricUNET Steering Committee meeting on November 15, 2007, will be

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cancelled. Van Houten informed the Council that she will communicate with the committee via email.

Van Houten notified the Council on Friday November 9, 2007, she was having a teleconference with Steve Thyberg from Governet to discuss CurricUNET issues.

Van Houten explained that she is working on the 5300.2 policy regarding special topics courses and experimental courses.

Brian Ellison informed the Council that Continuing Education is working on implementation of CurricUNET. CE's plan is to train a small amount of faculty on CurricUNET first, then branch out to a larger number of faculty.

- C. Student Services Council
No report.

- D. State Academic Senate
Lombardi attended the State Academic Senate plenary session the week before. She explained a resolution was passed recommending they study whether 30 units is enough in basic skills. The State Academic Senate believes the number of units may need to be increased because of the new basic skills initiative. All the State Academic Senate has recommended is a study at this point.

Lombardi informed the Council another area discussed at the plenary session was greater articulation with a smoother transition with high schools and Continuing Education. There were a number of resolutions pertaining to high schools and Continuing Education.

Lombardi added there was discussion regarding statewide testing in English. The was a taskforce that reported to the Board of Governors last Monday, the State Academic Senate is not in favor of assessment that is not locally based and is not disciplined.

- E. Chief Instructional Officers
Bill Vincent thanked Duane Short for all of the hard work that he does as the Articulation Officer at Miramar College.
- F. Articulation Officers
Andersen informed the Council there have been proposed changes to IGETC. Speech changes

VI. ANNOUNCEMENTS

- A. The November 29, 2007, meeting will be held from 2:00 p.m.–4:00 p.m. at the District Office—Muir location, in room Z-405.
- B. Proposals for the November 29, 2007, CIC meeting will be due to Instructional Services by 5:00 p.m. on Friday, November 09, 2007.
- C. Handouts:
 - 1. November 08, 2007, CIC Meeting Agenda

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2. Draft Minutes from the October 11, 2007, CIC meeting
3. Curriculum Summary
4. Course Integration List
5. American Institutions Proposal Draft
6. Report of Active Courses with Short Course Descriptions
7. Curriculum Updating Project
8. CIC Action Lists

Hess added Military Articulation has been housed in Tech Prep and will now be the responsibility of the District IS Office.

VII. ADJOURNMENT

Hess adjourned the meeting at 3:34 p.m.