

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of September 13, 2007  
2:00 PM–Muir, Z-405

## MINUTES

### **PRESENT:**

Andersen, Libby  
Gustin, Paula  
Hess, Shelly  
Ingle, Henry T.

Lombardi, Jan  
Manzoni, Ron  
Murphy, Carol  
Neault, Lynn  
Parker, Juliette  
Short, Duane

Vincent, Bill  
Weaver, Roma

Articulation Officer – City College  
Curriculum Chair – Mesa College  
Dean, Curriculum & Instructional Services – District Office  
Vice Chancellor, Instructional Services, Planning & Technology –  
District Office  
Curriculum Chair – City College  
Vice President, Instruction – City College  
Curriculum Chair – Miramar College  
Vice Chancellor, Student Services – District Office (*Ex Officio*)  
Articulation Officer – Mesa College  
Academic Senate Representative, Articulation Officer – Miramar  
College  
Vice President, Instruction – Miramar College  
Curriculum Chair – Continuing Education

### **ABSENT:**

Armstrong, Elizabeth  
Matthew, Esther

Vice President, Instruction – Mesa College  
Representative, Academic Senate – Continuing Education

### **STAFF:**

VanHouten, Laurie  
Nasca, Shannon

Curriculum Analyst, Curriculum & Instructional Services – District Office  
Senior Secretary, Curriculum & Instructional Services – District Office

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*Shelly Hess called the meeting to order at 2:06 p.m.*

## **I. INTRODUCTIONS AND OVERVIEW**

Members of the Council introduced themselves. Henry Ingle added that the Instructional Services Planning and Technology (ISPT) department for the District Office is hosting two open houses to introduce the new ISPT staff. The dates are September 28, 2007, and October 5, 2007. Both open houses will held in conference room Z-405, District Office – Muir location, from 3:30 p.m. to 5:00 p.m.

Shelly Hess read the CIC Overview handout that was given to the Council. She explained the logistics and the committee membership.

## **II. MINUTES AND AGENDA**

A. Approval of: May 24, 2007 Minutes

*The minutes were approved.* M/S/P (Weaver/Gustin)

B. Approval of: September 13, 2007 Agenda

Added to the Agenda:  
Curriculum Reporting for the California Community Colleges (CRCC) Update  
Continuing Education report VI. Standing reports, Section B, CurricUNET  
Steering Committee

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

## **III. CURRICULUM REVIEW/APPROVAL**

A. Approval of Curriculum

Removed from the consent agenda:  
Education 203 (EDUC)  
Gender Studies 101 (GEND)  
Psychology 111 (PSYC)  
Psychology 165 (PSYC)

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

B. Approval of Program Changes

None.

C. Approval of Continuing Education Curriculum

None.

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*Libby Andersen arrived at 2:14 p.m.*

- D. Curriculum Items Discussed: Education 203; Gender Studies 101; Psychology 111 and Psychology 165

### *Education 203, Service Learning for Prospective Teachers*

Juliette Parker explained that there may be a timing issue for City College regarding the offering of Education 203. She continued that she was contacted at Mesa College by SDSU regarding the offering of Education 200 at City College but Education 203 was not being submitted by City College for the articulation update. At this point, SDSU has denied articulation for Education 203 for this year. Parker stated the first issue is that students who take these courses would not have articulation in place. The second issue is that the course has not been submitted for UCTCA. She suggested that perhaps the course could be activated but not offered until Fall 2008.

Manzoni stated that articulation is not an issue at this point. He continued that the Council does not vote on a course because articulation is being denied because the course has not been approved to be offered at the college yet; therefore, how could the articulation be denied.

Parker stated that the articulation has to be submitted a year ahead of time. She thinks the process is out of place at this time, but the courses have to be offered and submitted at the same time. Lombardi asked Parker if she was talking about Education 200, and Parker said yes along with Education 203. Lombardi clarified that Education 200 has not been submitted with SDSU for articulation. Parker answered that Education 200 has been submitted for articulation and Education 203 has not.

Libby Andersen voiced in Spring 2006 she had spoken with Laurie Van Houten regarding Education 203. She stated she had received support from Gloria Lyon in Child Development to activate Education 203 on campus and at the same time to deactivate Education 202, which was the old course. Andersen thought the course had moved forward to CIC, been approved and submitted on the proposed articulation list for 2006-2007. She informed Parker that City College would not impact the other colleges' articulation. Parker stated she was relaying information regarding the call and email she received regarding the course.

Manzoni motioned to approve Education 203. He stated the articulation issue is separate and City College will handle it. Manzoni continued that if they are unable to get the articulation approved then they will not offer it in the spring. He stated City could not request the course be submitted for articulation until it has been approved. Paula Gustin clarified that all three colleges need to be aware when they activate a course or offer a new course, the college needs to make sure it will not be offered until it is articulated, because the students will suffer.

Lynn Neault stressed this is one of the holes in the District's system, where the course is input as transferable for one college and it will look as though it is

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transferable for all colleges because the system does not display transferability by college at the time. This is problematic for the students when they learn a course

is not transferable, so it is important not to schedule it until it's been approved for the requested transfer patterns.

*Education 203, Service Learning for Prospective Teachers was approved for activation at City College with the understanding that the course will not be offered until the articulation has been approved. M/S/P (Manzoni/Lombardi)*

### *Gender Studies 101, Introduction to Gender Studies*

Gustin asked if Gender Studies 101 was an introduction to Gender Studies or Women's Studies, as she believed all of the course objectives deal with women's studies. Manzoni answered that the course was originally proposed as either a Sociology or Women's Studies course. However, the current trend is towards Gender Studies courses that cover both men and women even though they emphasize Women's Studies. Manzoni continued when City looked at the four-year colleges and universities Gender Studies had replaced Women's Studies. Neault asked if Gender Studies was a new program. Manzoni explained for now the course was stand-alone, but will be a program later on.

Lombardi stated that the City Curriculum Review Committee had discussed the course during their last meeting. Gustin explained the word "gender" was unclear. Lombardi responded that the course was intended for both men and women.

*Gender Studies 101, Introduction to Gender Studies was approved for as a new course at City College. M/S/P (Lombardi/Manzoni)*

### *Psychology 111, Psychological/Social Aspects of Aging, Death and Dying*

Gustin informed the Council that she was speaking on behalf of Vice President Armstrong, who had addressed this topic at the last CIC meeting. She stated the issue was the District's role in looking at course offerings to make sure that as different campuses activate courses, the enrollment in specialized courses are not impacted. She defended she was not referring to chemistry or biology that are large programs, with high enrollments, but the specialized courses. She gave the example, if Mesa College has a specialized course with low enrollment to begin with, opening new sections at other colleges may cause enrollment to drop even more. Gustin said that so far it has been Mesa College discussing this issue, but it could very well be one of the other colleges as well.

Ingle recalled at the May 24, 2007, CIC meeting, the Council agreed a summer taskforce would be formed to discuss course activations and other issues related to policies and procedures. He stated Manzoni and Liz Armstrong had volunteered to be on the taskforce. However, the taskforce was unable to convene and the issues still remain. Ingle stated developing a written policy that could be circulated, discussed, then approved should be the procedure the Council follows. Gustin stated that the District had an activation process where all three colleges would review activations by other colleges. She explained although it was a more

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cumbersome process, it did lead to more thorough discussions between the three colleges. Gustin explained the process was suspended to allow for Miramar College to grow and to activate courses quickly. She stated the Vice President at

the time, Pam Deegen, requested the activation process be altered at the time. She thinks that the Council should revisit the idea of the old activation process in order to allow for more discussion when courses are activated. Hess asked Gustin if she would like the activation process added to the next CIC agenda and Gustin agreed. Manzoni understood Gustin's argument and he is in agreement. City College has a human services program that may offer Psychology 111, and he understands enrollment may be low, but it would fit with the Human Services major, which is a growing area. Manzoni explained City College has spent a great deal of time working with various agencies in the community, and there are programs where onsite courses in human services are being offered.

Gustin is comfortable with approving the course today. She stated Mesa College would like to propose further discussion in reactivating the activation policy. Ingle stated the Council could take the policy and possibly revisit it by the next CIC meeting. Lombardi expressed her hope to review the activation policy quickly because City College has more activations they have put on hold until this topic could be discussed further.

*Psychology 111, Psychological/Social Aspects of Aging, Death and Dying was approved for activation at City College. M/S/P (Manzoni/Lombardi)*

### *Psychology 165, Theories of Consciousness*

Manzoni stated that Psychology 165 has the same activation issue as Psychology 111. He explained that Psychology 165 should be tabled for now until the faculty can discuss it. Manzoni did not see the interest in lower division for this particular course. He continued if the course would be offered at the three campuses it would be difficult and that it is a specialized topic that maybe all three colleges should discuss, see if its activation is necessary, and then bring it back to the Council at another time.

Gustin explained that the course description was inadequate. Lombardi answered because City College was requesting to activate the course they could not change the course description and Gustin agreed. Andersen asked Manzoni if he was recommending that the course be taken back to City College faculty for them to develop a plan of how they will utilize the course. Manzoni thinks someone in the Psychology department at City College should meet with the faculty at Mesa College to discuss their plans in psychology. He stated the only courses needed for a psychology major are Psychology 101 and a statistics class. Depending on where the student transfers, the statistics course may be in anthropology. He stated this course is an elective and enrollment would be minimal, especially if is offered at two of the colleges. Manzoni motioned to table the course until the psychology department faculty at Mesa and City colleges have discussed it.

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*Psychology 165, Theories of Consciousness is tabled for activation at City College until the psychology department faculty at City and Mesa colleges have discussed the course.* M/S/P (Manzoni/Gustin)

## IV. OLD BUSINESS

### A. Basic Skills and Degree Applicable Courses

Hess informed the Council that many of the Title V curriculum regulations had been changed, (and went into effect) August 16, 2007. She stated that there would also be a second round of changes that would be approved in the next few months as well. Hess explained that one of the key issues the Council needs to review is the definitions of basic skills and degree applicable courses. According to Title V any course the District wants to receive basic skills funding for cannot be degree applicable. Hess suggested having faculty experts (particularly those in Mathematics and English) review the courses and inform the Council whether they are coded properly. Neault thinks this would be a good discussion to launch at the district-wide Mathematics/English meeting on October 19, 2007, to inform the faculty on the issues. She continued that in the past, the Council has discussed this numerous times.

Ingle asked Manzoni if he could make a recommendation as to whether the English and Mathematics departments should convene as a department and have a spokesman. Neault informed Ingle the Vice Presidents of Instruction and Student Services are selecting leaders and organizing the Mathematics and English symposium.

Neault introduced the assessment issue for discussion. Her hope is the workgroups will report back to CIC and/or SSC. Ingle asked who was convening the symposium. Neault confirmed she was the logistics person and the VPI's and VPSS's were inviting the college personnel.

Short clarified the English and Mathematics departments will determine which courses are basic skills.

### B. Mathematics and English Degree Requirements

Hess explained the degree requirements will be changing and take effect in Fall 2009. She reminded the Council the vocational faculty from the Mathematics department would like to be included in the discussion regarding the mathematics degree requirements. Lombardi added the work load for the English departments is Business English. Manzoni confirmed he has extended invitations to the vocational faculty. It was suggested this topic will also be discussed at the Mathematics and English Symposium.

### C. Stand-Alone Course Approval

Hess advised the State Chancellor's office changed the Title 5 regulations regarding stand-alone courses. Previously any course that was not part of a program or general education requirements accepted in the UC or CSU systems was considered stand-alone and had to have separate approval from the State Chancellor's office. Now the regulation is that the local Curriculum Review Committees can approve them, but the reviewers must go through a process of

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certification. Hess informed the Council that Short offered to provide training for the District Instructional Services office.

Van Houten informed the Council she has been compiling a list of stand-alone courses by college because it varies by college. She stated the Instructional Services office is in the final stages of completing the list of courses by removing courses that are part of a major requirement or are restricted electives, removing district general education requirements, then reviewing the remaining courses. The remaining courses are courses that are not included in a program or courses that are only in a locally approved program, such as certificates of completion. Van Houten will send the list to the VPI's for review.

Andersen explained that in 2006 there was a window given by the State Chancellor's office when the approval process was left to local approval. Those approvals do not show on the State Chancellor's list because the courses were left to the local colleges for approval. Van Houten asked if the State Chancellor's office had given blanket approval. Manzoni explained the district is not acting on any of the courses that Van Houten was compiling.

Manzoni voiced that each college would be in charge of training their curriculum review committee personnel and training is a college issue not a district issue. Neault stated the only student system issue is on the "CA" screen there must be a stand-alone course approval indicator. Manzoni stated the regulations are clear, that local Curriculum Review Committees have the authority only, not administrators, not district office, because it protects the system as a whole. Neault suggested once CIC takes action there needs to be a process to notify Instructional Services to code the screens otherwise the courses will not be added to MIS. Manzoni advised the District Instructional Services Office needs to establish a process on identifying stand-alone courses. Van Houten agreed and suggested adding a process to CurricUNET. Manzoni indicated the process at City College was following course submission and approval, Libby Andersen would identify if a course was stand-alone and then submit it to the State Chancellor's Office for approval.

#### D. Summer Taskforce Update

Manzoni informed the Council that the taskforce was unable to convene during the summer.

### V. NEW BUSINESS

#### A. Stand Alone Course Approval Certification

Topic discussed under Old Business.

#### B. Curriculum Reporting for the California Community Colleges (CRCC) Update

Neault explained to the Council that phase four of the CRCC project had been launched and it was due in a week and a half. She explained phase four entails giving a unique identifier to each course. She informed the Council phase three took about 25 submissions. Every time there is a new course or one of eight variables on a course changes, the District has to submit the course to the State

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Chancellor's Office for a new unique identifier. For example, if a course changes from variable units to fixed, according to the state it becomes a new course and a new unique identifier is issued. A new companion screen to the "CA" screen is

being created. A process in ISIS will be created that will inform the user the course needs a new identifier from the state.

Van Houten asked if there was a process for when and how to submit courses and how quickly new unique identifiers are assigned. Neault answered everything will be submitted online. Everything is being linked through the MIS submission.

Manzoni reminded the Council the discussion on this started last spring and it came about because of stand-alone courses and basic skills courses. It took all three colleges a lot of time. He stated the State Chancellor's Office claimed the CRCC project would be simple, so the colleges completed phase one, then phase two was sprung on them. When phase three came out it had about 23 different variables, a monumental task. Manzoni praised and thanked Neault and Van Houten for their help with the CRCC project. He stated there are colleges that have not even started this project.

Neault explained that step one is to receive the unique identifiers, assign the courses and submit the MIS. Step two is to retrofit and ready the District's system to see the unique identifiers on the ISIS screen. Neault is working with Van Houten to make the necessary changes to the system.

Gustin asked what the unique identifier number is used for. Manzoni explained the State Chancellor's Office wants a historical record of a course and when it is changed. For example, right now the State Chancellor's office has four English 101 courses for City College in their system and they do not have a process to determine current course.

## **VI. STANDING REPORTS**

### **A. Curriculum Updating Project**

Van Houten stated the list of remaining courses that need to be integrated will be provided to the Council. The number of courses on the list may decrease once Elizabeth Castaneda provides Van Houten with a list of courses that may have been integrated but came through as a course revision and were not counted as integrations. Short informed Van Houten the list for Miramar College includes several courses that are not taught there. Van Houten explained the discipline deans at the time decided to add those courses to the list. Lombardi agreed and stated someone from Miramar probably volunteered, stating the Council could revise the list. Short listed the courses that are not taught at Miramar: Accounting 101, 121, 186; Biology 255; Personal Growth 25 and Speech 104.

### **B. CurricUNET Steering Committee**

Van Houten informed the Council the CurricUNET Steering Committee had reviewed the program area redesign entry screens in CurricUNET. She stated in order to implement the changes and data cleanup the system will be offline for a



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brief period of time. The IS office is looking at implementing the changes and the Steering Committee providing training in the spring semester.

Weaver updated the Council on Continuing Education's (C.E.) implementation of CurricUNET. She explained 175 courses were submitted to the State Chancellor's Office and 147 of those courses were approved. Weaver stated Brian Ellison, the new Vice President of Instruction and Student Services, starts September 17, 2007. She stated all of the courses will be in the CurricUNET test site by the end of September.

Weaver is the only C.E. person testing the system because C.E. personnel have not been completely trained. She requested help from anyone willing to take a look at C.E.'s test site to give feedback. C.E. is looking at having CurricUNET up and running by February 2008. Ingle offered support.

C. Student Services Council

No report.

D. State Academic Senate

Lombardi stated the plenary session is the first week in November.

E. Chief Instructional Officers

Hess welcomed Bill Vincent, Vice President of Instruction at Miramar College, to the Curriculum Instructional Council.

F. Articulation Officers

Short welcomed Libby Andersen, Articulation Officer at City College, back to the Curriculum Instructional Council.

## VII. ANNOUNCEMENTS

A. The September 27, 2007, meeting will be a joint meeting with Student Services Council from 2:00 PM–4:00 PM at Muir in Z-405.

B. Proposals for the October 11, 2007, CIC meeting will be due to Instructional Services by 5:00 PM on Friday, September 21, 2007.

C. Handouts:

1. Overview of CIC
2. Today's CIC Meeting Agenda
3. Draft Minutes from the May 24, 2007 CIC meeting
4. Curriculum Summary
5. Curriculum Updating Project
6. List of Courses to be Integrated
7. CIC Action Lists

## VIII. ADJOURNMENT

*Hess adjourned the meeting at 3:23 p.m.*