

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of February 14, 2008
2:00 PM—District Office—Muir
Location, Z-405

MINUTES

PRESENT:

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
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>)
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & Technology—District Office
Matthew, Esther	Representative, Academic Senate—Continuing Education
Vincent, Bill	Vice President, Instruction—Miramar College

STAFF:

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

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Hess called the meeting to order at 2:08 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 13, 2007 Minutes

The minutes were approved as amended.

M/S/P (Andersen/Short)

B. Approval of: February 14, 2008 Agenda

Added to the agenda:

Black Studies 155, Afro-American Literature

Review of Minimum Standard for Integrated Outlines

Transfer Studies Degree Proposal

The agenda was approved as amended.

M/S/P (Short/Murphy)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Laurie Van Houten informed the Council that Physical Education 191 was added to the consent agenda. The course was pulled for discussion from the consent agenda during the January 24, 2008, CIC virtual meeting.

Removed from the Consent Agenda:

Journalism 201, Advanced Newswriting and Reporting

Physical Education 191, Theory and Application of Conditioning – Advanced Basketball

All other items were approved by consent.

M/S/P (Lombardi/Murphy)

B. Approval of Program Changes

None.

C. Approval of Continuing Education Curriculum

Removed from the Consent Agenda:

Computer and Information Sciences 604, Intro to Wireless LANS

Computer and Information Sciences 605, Intro to Network Operating SYS

Computer and Information Sciences 606, Intro to Network Security I

Computer and Information Sciences 607, Intro to Network Security II

High School Diploma Program, 413A Contemporary Voices I

High School Diploma Program, 413B Contemporary Voices II

Lynn Neault asked who evaluates the prerequisites for Continuing Education (CE) courses. Brian Ellison responded his understanding is that prerequisites are checked at the classroom level. Neault recommended the prerequisites be changed to advisories. Ellison agreed with Neault, however, the credit program is different than CE. He continued the prerequisites serve as advisories.

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Historically advisories have essentially been listed as prerequisites. Ellison said it is a gray area in Title 5. Title 5 does not refer to the issue as to whether or not they are listed at prerequisites, corequisites or advisories in noncredit areas. Over time, CE has developed their own rules in regards to advisories. Neault stated she believes Title 5 regulations are now starting to carry over to noncredit programs. She recommended the prerequisites be changed to advisories. Shelly Hess stated the Council would address this issue when discussion begins regarding courses pulled from the CE consent agenda.

Libby Andersen requested the CIC Council receive copies of the CE course outlines in the future so the outlines can be shared with interested parties on their campuses and so they can work with CE. She stated she was unable to take the Computer and Information Science courses to City College faculty in CISC, INWT or MSFT to see if there is any duplication or if they would like to network the courses with CE.

All other CE items were approved by consent with the condition that prerequisites are changed to advisories. M/S/P (Short/Manzoni)

Neault stated the Title 5 changes are blending the credit and noncredit together. Ellison stated at this point in time there is no controlling language on this topic. Neault explained the Title 5 language under Matriculation does not necessarily specify credit or noncredit in that area. She recommended further review of the language.

Jan Lombardi questioned the High School Diploma Program (HSDP) courses 413A, Contemporary Voices I and 413B, Contemporary Voices II. Each course states it is the first semester of a two semester course. Hess asked Lombardi if she wanted to pull both High School Diploma Program course, Lombardi replied yes.

Action: Duane Short made a friendly amendment to the previous motion; CE items: High school Diploma Program, 461 Physics I; High school Diploma Program, 467A Unifying Algebra/Geometry I; and High School Diploma Program, 467B Unifying algebra/Geometry II are approved with the condition that prerequisites are changed to advisories. M/S/P (Short/Manzoni)

D. Approval of Continuing Education Program Changes

Removed from the Continuing Education Consent Agenda:
Network Security Specialist Certificate Program
Network Support Specialist Certificate Program

E. Curriculum Items Discussed: Journalism 201, Advanced Newswriting and Reporting; Physical Education 191, Theory and Application of Conditioning – Advanced Basketball

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Journalism 201, Advanced Newswriting and Reporting

Duane Short informed the Council that Miramar College's Curriculum Review Committee (CRC) did not approve Journalism 201 (JOUR) as being a new course at Miramar. Andersen responded she believes the originator spoke with Leslie Klipper, Department Chair of English, Communications and World Languages at Miramar College, regarding JOUR 201 and she asked for Miramar to be added to the proposal. Carol Murphy stated the course needs to be reviewed by Miramar's Curriculum Review Committee.

Action: Journalism 201, Advanced Newswriting and Reporting was tabled for review by Miramar's Curriculum Review Committee. M/S/P (Andersen/Short)

Physical Education 191, Theory and Application of Conditioning – Advanced Basketball

Short explained he pulled Physical Education 191 (PHYE) because he is concerned about the number of Physical Education (PE) courses in a single sport or area being approved. Additionally, this course creates a new category of PE, which is called Conditioning. Currently in terms of transfer categories there are four in PE: 1) Activities courses; 2) Intermural 3) Professional Activities courses; and 4) theory courses. Short stated the UC system is going to limit the number of units that a student can take in activity courses to four units. He is concerned the more courses that are added, the more students will take units that will not count for them when they transfer if they transfer to UC. Short added he is also concerned that PHYE 191 could possibly be a duplication of the content beyond what is limited by Title 5. The District already allows four repetitions of our basic course (PE 112), two repetitions of the intermediate courses (PE 204 and 205). Essentially eight basketball activities courses have been approved and now we are proposing to add a ninth.

Ron Manzoni stated the other side of the issue is generally the athlete participating in the sport has other things they are doing. Student athletes have a limited number of PE courses that count as part of their twelve units of eligibility, so they have to take more than just PE courses. Manzoni believes the student athletes are limited to three units out of 12 in a semester. He continued City College has an athletic counselor that works with the student athletes. The largest numbers of students transferring are student athletes. Manzoni understands Short's concerns; however, he supports adding the conditioning course. Additionally, repeats are limited. Students can only take or repeat a course a specified number of times in a given course, whether it is advanced or beginning. He believes the Athletic Commission has the issue under control.

Elizabeth Armstrong added the same is true for Mesa College. She told the Council a fulltime counselor was hired specifically to develop education plans for student athletes. She also mentioned a number of athletes transfer out of state where the transfer requirements for athletic scholarships are different. Armstrong understands Short's concern as well and believes the District is in compliance. This PHYE course is in other community college catalogs.

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Neault stated courses need to be designated because the new Title 5 regulations are very specific regarding four repeats of any activity course like tennis or basketball. Manzoni commented the new regulations are the same as before. Neault responded the problem is if the district adds more courses. Carol Murphy stated it wouldn't be repeating the activity course because PHYE 191 is conditioning. Armstrong added conditioning is a different aspect. Short agreed. He stated the way the title and description are written it sounds like it could be a conditioning course that could be repeated four times for every single sport not just basketball. However it would probably still be covering the same content. Short asked the Council if it would be better if they approved the course titled "Theory and Application of Conditioning" omitting basketball; when it is scheduled it could be stated this course is specifically for basketball students. He continued the course could be offered as an emphasis, for example some English courses are offered with a Latino emphasis. Short believes this would avoid the issue of PHYE 191 looking like another basketball course. Murphy commented she believes the District would still run into the issue of repetition. Armstrong pulled PHYE 191 from the agenda and will take Short's suggestion of changing the title back to the campus for discussion.

*Action: Physical Education 191, Theory and Application of Conditioning – Advanced Basketball was tabled until the February 28, 2008, CIC meeting.
M/S/P (Armstrong/Manzoni)*

- F. Continuing Education Curriculum Items Discussed: Computer and Information Sciences 604, Intro to Wireless LANS; Computer and Information Sciences 605, Intro to Network Operating SYS; Computer and Information Sciences 606, Intro to Network Security I; Computer and Information Sciences 607, Intro to Network Security II; High School Diploma Program, 413A Contemporary Voices I; and High School Diploma Program, 413B Contemporary Voices II

Manzoni apologized to Brian Ellison about pulling all of the Computer and Information Science courses. He sent an email to City College's Computer and Information Sciences (CISC) faculty regarding the CE courses; however the CISC faculty did not respond. Since all three colleges have computer and networking courses he believes the college faculty members would want to review or make suggestions regarding the CE CISC courses before they are approved. Manzoni stated he knows CE's intent is not to have their courses appear to be college courses. He feels, in addition to the prerequisite issue previously discussed, the courses should go to the colleges for review and suggestions before the Council takes action on them.

Ellison commented these courses are continuation courses of existing courses. CE has courses in networking, router configuration, LAN, wide area network design, etc. CE has certificate programs in place in the CISCO area. For example, Computer and Information Sciences 606 and 607, Intro to Network Security I and II are actually building and expanding on existing coursework. This is not a new area for CE. Computer and Information Science 604 and 605 Intro to Wireless LAN and Intro to Network Operating Systems again are building on existing coursework. Ellison stated he had the impression the Council must

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have considered this existing coursework in the past. Manzoni responded the last time the Council had courses suggested for discussion for CE was for Microsoft certification area; those were put on hold because they overlapped. He agreed with Ellison that the Council probably approved the existing CE courses; however it was more than a decade ago. Now that CE courses are being reviewed the proliferation needs to be discussed. He recommended the Computer and Information Sciences course 604-607 be tabled until the colleges can review them.

Ellison stated the other point CE made is they serve a distinct and different student population than the colleges. These courses are intended, not to duplicate college courses, but to offer an alternative path to a set of skills the CE students are interested in. He believes the populations are distinct and different and if that is a concern of overlapping curriculum may create competition for students, is not the case here.

Neault stated the noncredit to credit transition shows this area is one of the top areas that noncredit students have taken going into the credit program. Because of this, there is a need to review how these transition. There is a new provision in Title 5 that allows students to receive college credit for noncredit work, so whether they need to pay or not and that needs to be considered too.

Lombardi commented that the colleges need access to the course outlines. The college faculty do not have access to CE's CurricUNET. Lombardi asked how CE will make the course outlines available to the Council. Murphy suggested CE email the course outlines to the Council. Armstrong commented she would like to see strong articulation collaboration between CE programs and credit programs in this area and others. Those kinds of articulations have begun, including one recently with Culinary Arts with CE. She continued the colleges have to discuss CE courses in order for articulation to happen. Armstrong stated she supports what CE is doing by updating and expanding their curriculum, however she would like the opportunity for credit faculty to review the CE Computer and Information Sciences courses to begin the first steps for articulation. She informed CE all three colleges are able to review each other's course outlines by way of CurricUNET.

Ellison responded CE is in the process of developing CurricUNET. He stated CE understands the interest of the colleges in regards to further discussions on the topic of articulation. Andersen asked when CE was planning on offering the next level of courses. Weaver answered in Summer and some of the CE students that are in the preceding courses are focusing on these new courses so they can receive their certificates. Andersen stated the Council would be able to help CE by making sure the additional review is taken care of.

Hess asked if there has been a process in the past where the colleges reviewed CE curriculum before it came before the Council. Manzoni replied this is the first time he has seen curriculum from CE. Andersen commented that Jim Smith from CE used to submit courses and they always had the course outlines so they could be reviewed. Hess asked if CIC needs to create a process. Manzoni believes so.

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*Fire alarm sounded.

The Council discussed the issue further. Hess stated a process needs to be determined for reviewing CE courses. Weaver replied sending the CE course outlines by email is not a problem. Neault suggested expediting the course review because CE has an obligation to their students that are counting on these courses. Manzoni suggested CE forward the course outlines to the Council and they will get them out to the college faculty for review. If there is not an issue the courses will move forward. Manzoni suggests in the future CE faculty contact college faculty in the appropriate areas and share what they are doing.

Action: Computer and Information Sciences 604, Intro to Wireless LANS; Computer and Information Sciences 605, Intro to Network Operating SYS; Computer and Information Sciences 606, Intro to Network Security I; Computer and Information Sciences 607, Intro to Network Security II were tabled until the colleges can review the course outlines. M/S/P (Andersen/ Lombardi)

High School Diploma Program, 413A Contemporary Voices I and High School Diploma Program, 413B Contemporary Voices II

Weaver explained the High School Diploma Program (HSDP) 413A and 413B courses used to be one course (231) that was split into two because of the enhanced funding bill. She stated they are kind of a continuous course. Murphy replied she understands what Weaver is saying but there has to be some distinction of one course being the second half. The courses cover different cultures and there is a lot to cover and cannot be done in one semester. The courses are open entry open exit.

Ellison commented one of the issues CE contends with in this area is these courses that have been approved are high school courses that have been split into two courses. He stated essentially CE is borrowing high school curriculum. Manzoni asked if the HSDP courses were part of the Joint Diploma Program and Ellison answered yes.

Action: High School Diploma Program, 413A Contemporary Voices I and High School Diploma Program, 413B Contemporary Voices II were approved with the friendly amendment that the first semester of a two semester course be changed to the second semester of a two semester course for High school Diploma Program, 413B. M/S/P (Manzoni/Andersen)

III. OLD BUSINESS

A. CIC Retreat Update

1. Non-compliant Degrees

Hess updated the Council that the title changed for non-compliant degrees and they will be titled “Liberal Arts and Sciences with an emphasis in”.

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Short stated Miramar College is not participating in the Liberal Arts and Sciences Degree. Miramar originally developed 20 “Flexible” major degrees that are now down to 19. The faculty decided the Computer Studies degree was unnecessary and it was incorporated into Mathematics. Five out of 19 degrees have been approved at their department levels, now they are being reviewed by the Vice President and should be going to Miramar’s Curriculum Review Committee (CRC) next week.

Armstrong stated Mesa College is working from the model that City College developed. Armstrong thanked Andersen for her work on it. She continued with Juliette Parker’s leadership she has correlated Mesa’s courses based upon all of the various transfer majors over the four major feeder institutions. The degree has been to Mesa’s CRC, the Counseling department, Student Services, the Dean’s Council, the Academic Senate and the Chair’s Committee to make sure that everyone is informed. In concept everyone is in agreement with the title “Liberal Arts and Sciences with an emphasis in” and with the areas in the model and the way it is broken down and the narrative. What remains is adding the additional courses. The degree needs to be reviewed once more by the CRC on March 6, 2008. Armstrong commented the Evaluators have raised questions, however they are more procedural. She stated Mesa will not be moving forward with the certificate of achievement in General Education (GE). Neault stated the Evaluator’s concerns are procedural and mechanical. This will be the focus at the joint Student Services Council (SSC)/Curriculum Instructional Council (CIC) meeting on February 21, 2008.

Andersen informed the Council several suggestions regarding the Liberal Arts and Sciences degree have been coming back and forth between City and Mesa Colleges. She has been adding the changes and sending drafts out to the Curriculum Chairs, the Vice Presidents of Instruction and the Articulation Officers. Andersen has been keeping the Council up to date on what has been happening at City College. Questions and answers have been exchanged between City and Mesa, trying to work things out like the degree title change from General Studies to Liberal Arts and Sciences. Andersen explained that each group involved is only seeing the draft one at a time so what has ended up happening is the degree keeps getting changed and approved, changed and approved, etc.

Andersen informed the Council four issues have surfaced. The first two are simple 1) A descriptive summary for each area of emphasis; 2) Student Goals; 3) Include prerequisites in the area of emphasis; and 4) Include every university major in each area of emphasis. Armstrong added the question that has surfaced at Mesa is the lists are so broad within the areas and they do not provide guidance for students. There were suggestions within the areas to group them more. Armstrong explained that has been resisted because there are so many different

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majors and major preps, the preparation is interdisciplinary. Mesa College does not want to prevent a student from essentially what they can do now under the Transfer Studies Program, so they have been trying to explain that to people. For example, if a student attends UCLA and their major is Psychology, the prep for major is Chemistry, Mathematics, Physics and Biology and not Psychology.

The Council discussed the Liberal Arts and Sciences Degree and areas of concern further.

Hess reminded the Council that in the catalog the title Certificate of Completion needs to be removed and replaced with a different name. The Title 5 Subcommittee recommended changing the title to Certificate of Proficiency. Neault informed the Council that title existed in the District before for a much larger certificate. The concern is the old Certificate of Proficiency is on transcripts, so that title is not a good idea. Hess stated ideally they would like all three colleges to use the same terminology. Armstrong asked that this topic be discussed at another CIC meeting. Hess replied would the February 28, 2008 CIC meeting be a good date. Armstrong stated if not the next CIC not much later. She asked if once the determination of the title was made would there be a global change in CurricUNET. Hess replied yes, and also in the catalog.

2. Expedited Approval Process

Hess informed the Council the Expedited Approval Process was updated at the retreat and if anyone needed a copy to please let the IS office know.

B. Short Course Descriptions

Hess thanked the Council for all of their input and hard work on short course descriptions. She has incorporated all of the changes into a spreadsheet. Hess asked if the District Instructional Services Office (IS) can move forward with incorporating the changes in the class schedule and CurricUNET, and the Council agreed.

IV. NEW BUSINESS

A. Work Experience Courses (Titles and Limitation on Enrollment)

Hess explained that among the Title 5 changes, one issue that has not been discussed is the Work Experience courses specifically, the reference to the parallel and alternate plans in the titles. Additionally the limitation on enrollment for the 7 units should be removed. Neault responded that has been implemented in the student system. Hess added the change still needs to occur in curriculum. Short asked if these are mandatory changes from the state, can the Council approve the District IS office updating CurricUNET. Hess responded the issue could be approved for the agenda for February 28, 2008 CIC meeting.

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B. English 51 Exit Exam

Hess informed the Council during the joint SSC/CIC meeting on February 21, 2008, there will be a discussion on the English 51 Exit Exam and what direction the District plans to take. Currently there is an exit exam that not everyone is offering. Neault believes all of the colleges offer the exit exam however, City College is moving towards portfolios. Mesa College was interested in doing that. Armstrong stated Mesa College is looking at doing a pilot because the English department is split on the idea.

Lombardi asked what the discussion will be because Chris Sullivan has a proposal to change English 051. Neault stated the Counselors are asking for a discussion about receiving information earlier on the students who are not going to pass the exit exam so they can clear them for reenrollment. Hess will add the topic to the next CIC meeting on February 28, 2008, and if time permits to the joint SSC/CIC on February 21, 2008.

C. Review of Minimum Standards for Integrated Outlines

Andersen asked for this topic to be added to the agenda because the three Academic Senates agreed to the integrated outline and she had noticed in the last year there is a differing minimum standard being applied at each campus. She continued one campus is asking for more information while another campus is approving integrated outlines that need to meet the minimum standard. Andersen was wondering if the three Curriculum Chairs could get together and touch base with each other. She has copies of the original paperwork. The minimum standard was agreed to so faculty would know what the minimum standard was, reviewers would know and there wouldn't be additional work placed upon the faculty if they followed the minimum standard. Paula Gustin stated there are differences between City and Mesa however she does not feel they are huge. She is willing to discuss it but she has not had a problem with the other colleges. Murphy added the outlines look different between the colleges.

Murphy asked Andersen if she had specific areas she was looking at. Andersen responded it seemed instead of expecting a minimum standard of two assignments under reading and writing and critical thinking, now there are four or five. She continued when you review content in the objectives they have always been kept similar so they followed a sequence. It has always been accepted that an objective could have several pieces of content or one piece of content could have several objectives, that seems to be some of the discussion and some of the rewrite expected of faculty who are originators of different curriculum moving through the process. Murphy stated she can see a problem with the order because some of the original curriculum did not go in order with objectives in the course outline. She added Miramar cleaned up the pages and pages of course outline that would come through from certain disciplines. Gustin suggested reviewing the minimum standards at the CurricUNET Steering Committee since all three Curriculum Chairs attend that meeting. Short asked for a copy of the minimum standards.

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D. Transfer Studies Degree Program

Transfer Studies Degree Program was already discussed.

E. Curriculum Walked—In

Black Studies 155, Afro-American Literature

Lombardi informed the Council that Black Studies (BLAS) 155 is a Distance Education proposal for City College. City College would like to offer the course starting the second 8—week session of the Spring 2008 semester.

*Black Studies 155 was approved for Distance Education at City college.
M/S/P (Short/Gustin)*

V. **STANDING REPORTS**

A. Curriculum Updating Project

Van Houten informed the Council the number of courses to be integrated is decreasing. She thanked the Council for the help they have provided with the Curriculum Updating Project.

B. CurricUNET Steering Committee

Van Houten updated the Council on the Program revision in CurricUNET. She expects to have the ability to go into CurricUNET and create program proposals by the end of the day. Starting tomorrow the instructions for the new piece will be available. Van Houten stated we have to wait to finish approving the remaining programs that are set up in the old approval process before the new proposals can go into the approval process. She expects the Council will approve those at the next CIC meeting. The User Guide is updated with instructions and she will be scheduling training sessions for the three campuses' Curriculum Committees.

Weaver updated the Council on CE's CurricUNET progress. She stated their outlines are up and they are testing. It is still on schedule.

C. Student Services Council

Neault stated the Student Services Council is dealing with implementing new Title 5 regulations and freshman year experience for next year. They also discussed the Transfer Studies Degree and the Evaluator's concerns. Neault added a request from the Chancellor's Cabinet was made that the District be more assertive in awarding degrees to students so SSC is putting a plan together.

Neault mentioned she will be doing a study session with SSC on the new Title 5 regulations, where we are as a district and if we are in compliance. She offered to do a Title 5 study session with CIC as well.

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D. State Academic Senate

No report.

E. Chief Instructional Officers

Ellison informed the council the State Department of Education is informing accrediting commissions nationally that if recommendations are made, districts no longer have a 6-year grace period to make the corrections, it has been condensed down to two years.

F. Articulation Officers

Short informed the Council the new IGETC standards have been approved by all three systems and passed. The new standards explain how to certify IGETC and it is more useful for faculty and students and a little more permissive with the rules and who can certify, when you can certify, etc.

VI. ANNOUNCEMENTS

- A. The February 28, 2008, meeting will held at the District Office—Muir location, room Z-405.
- B. The February 21, 2008, the joint SSC/CIC meeting will be held at the District Office—Muir location, room Z-405 from 9:00 a.m. to 11:00 a.m.

There will probably be a room change.

C. Handouts:

- 1. February 14, 2008 CIC Meeting Agenda
- 2. Draft Minutes from the December 13, 2007, CIC meeting
- 3. Curriculum Summary
- 4. Continuing Education Curriculum Summary
- 5. Curriculum Updating Project
- 6. CIC Action List

VII. ADJOURNMENT

Hess adjourned the meeting at 3:54 p.m.