

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of March 13, 2008
2:00 PM—Miramar, W-248

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
Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & Technology— District Office
Lombardi, Jan	Curriculum Chair—City College
Manzoni, Ron	Vice President, Instruction—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
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Matthew, Esther	Representative, Academic Senate—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)

STAFF:

VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office
Nasca, Shannon	Senior Secretary, Curriculum & Instructional Services—District Office
Ficken, Amanda	Senior Clerical Assistant, Curriculum & Instructional Services— District Office

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Shelly Hess called the meeting to order at 2:02 p.m.

I. MINUTES AND AGENDA

A. Approval of: February 14, 2008 Minutes

The minutes were approved as amended. M/S/P (Andersen/Short)

B. Approval of: February 28, 2008 Minutes

The minutes were approved as amended. M/S/P (Gustin/Murphy)

C. Approval of: March 13, 2008 Agenda

The agenda was approved. M/S/P (Lombardi/Short)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

History 109, History of the United States I

History 110, History of the United States II

Hospitality 161, Timeshare Management

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/Short)

B. Approval of Program Changes

All programs were approved by consent. M/S/P (Lombardi/Andersen)

C. Approval of Continuing Education Curriculum

None.

D. Approval of Continuing Education Program Changes

None.

E. Curriculum Items Discussed: History 109, History of the United States I; History 110, History of the United States II; Hospitality 161, Timeshare Management; Journalism 201, Advanced Newswriting and Reporting; Physical Education 191, Theory and Application of Conditioning – Advanced Basketball

History 109, History of the United States I and History 110, History of the United States II

Duane Short recommended removing the sentence in the course description that states, "This course is required for History majors and is recommended for

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transfer students” for both History 109 and 110. He continued that Miramar College does not have a History major and it would be misleading for their students. Short stated from Miramar College’s perspective the courses are not recommended for all transfer students. He brought some examples of History majors for some universities that do not require History 109 and 110. Paula Gustin answered Mesa College did not have an issue removing the sentence from the History 109 and 110 course descriptions.

Libby Andersen added that she asked for History 109 and 110 to be pulled as well. She requested that faculty from all three campuses meet to discuss the two sentences that refer to District and CSU American Institutions requirements. Andersen recommended the colleges review every course that includes the reference to all of the courses that meet the District American Institutions Requirement and the CSU graduation requirement and discuss whether those sentences are needed, to make sure that they are in every course outline effected by this or whether the sentences should be changed.

Andersen recommended approving History 109 and 110 with the recommendation from CIC to the faculty in these subject areas from all three campuses to call a meeting and discuss the language and how to handle it. Short followed it is inconsistent to include information about one particular requirement for certain courses and not include requirement information for other courses.

Short recommended approving the courses with the sentence, “This course is required for History majors and is recommended for transfer students” be removed and with the provision that faculty from all three colleges will meet to discuss the language. Andersen recommended amending Short’s motion to include a deadline of the 2009-2010 catalog.

Action: History 109, History of the United States I and History 110, History of the United States II were approved with the removal of the sentence, “This course is required for History majors and is recommended for transfer students” from the course descriptions and with the provision that faculty from all three colleges will meet to discuss the language with a deadline of the 2009-2010 catalog.

M/S/P (Short/Andersen)

Journalism 201, Advanced Newswriting and Reporting

Short explained to the Council he pulled Journalism 201 (JOUR) because Miramar College’s Curriculum Review Committee (CRC) did not approve the course for activation at Miramar College.

Action: Journalism 201, Advanced Newswriting and Reporting was approved with the condition that Miramar College be removed from the proposal.

M/S/P (Lombardi/Gustin)

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

Elizabeth Armstrong informed the Council that she consulted with Jan Ellis, the Physical Education Department Chair, and Dave Evans, the Dean of Physical

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Education regarding Physical Education 191 (PHYE). They explained it is important within athletics to keep the course sports specific rather than general.

Action: Physical Education 191, Theory and Application of Conditioning – Advanced Basketball was approved at Mesa College. M/S/P (Short/Gustin)

Hospitality 161, Timeshare Management

Paula Gustin explained to the Council that the units for Hospitality 161 (HOSP) had been changed and she was not certain if it was an error or not. She requested the course be approved pending verification of the unit value.

Action: Hospitality 161, Timeshare Management was approved at Mesa College with the caveat that upon further research the units could be changed if needed. M/S/P (Andersen/Short)

F. Curriculum and Programs Walked—In

Shelly Hess invited City College to present their walked in curriculum and programs.

Program: Introduction to Manufacturing Technology, Certificate of Completion; and Curriculum: English 037A, Persuasive Writing; English 037B, Persuasive Writing II; Mathematics 098, Technical Intermediate Algebra and Geometry; and Manufacturing Engineering Technology 230, Lean Manufacturing

Introduction to Manufacturing Technology, Certificate of Completion

Jan Lombardi explained to the Council the program Introduction to Manufacturing Technology was a new Certificate of Completion. Andersen added the originator in forming the Certificate of Completion took Manufacturing Engineering Technology 101 broke it into three modules, A, B, and C.

Manufacturing Engineering Technology 230, Lean Manufacturing

Lombardi informed the Council that Manufacturing Engineering Technology 230 had a correction in the prerequisite. Laurie Van Houten added there was also a change to the advisory. Andersen commented initially City College submitted the course for UC transfer and it was denied. However CurricUNET does not allow for corrections to remove the UC transfer language afterwards if courses are denied. Van Houten stated the Instructional Services Office manually removes the language from courses that are denied.

English 037A, Persuasive Writing and English 037B, Persuasive Writing II

Lombardi informed the Council that English 037A and 037B are the renumbering of English 092A and 092B respectively due to a change to basic skills.

Mathematics 098, Technical Intermediate Algebra and Geometry

Lombardi shared Mathematics 098 has been in the process for awhile and has been revised many times. Andersen added this course is equivalent to Mathematics 096, but it is a very functional based technical math, using practical examples to work on intermediate algebra and geometry that is covered in more

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of a strict math sense in Mathematics 096. The course outline has been shared with the State Academic Senate Curriculum Committee and has been reviewed by the three campuses. All of the feedback has been incorporated into the outline, the student learning objectives, the assignments and it has been a collaborative effort.

Van Houten asked if there should be a limitation on enrollment indicating Mathematics 098 is not open to students who have received credit for Mathematics 096 if it is equivalent to Mathematics 096. Murphy answered it should be because there is too much overlap of topics. Short commented if that action is taken we would prohibit any student that completes this course from moving on to transfer level math. Murphy stated the approach is a lot different. Armstrong added it is risky to make this course equivalent to Mathematics 096. Van Houten asked if the courses are not made equivalent, would they want a limitation that if a student took Mathematics 096 they would not take Mathematics 098, but not vice versa. Armstrong added we need to be careful because some of the technical programs will want this math course. There will be a problem if the technical programs state that students have to take Mathematics 096. After further discussion it was determined that Mathematics 098 is not equivalent to Mathematics 096.

Action: The Program: Introduction to Manufacturing Technology, Certificate of Completion; and Curriculum: English 037A, Persuasive Writing; English 037B, Persuasive Writing II; Mathematics 098, Technical Intermediate Algebra and Geometry, with the removal of the course equivalency to Mathematics 096; and Manufacturing Engineering Technology 230, Lean Manufacturing were approved for City College.
M/S/P (Short/Gustin)

Hess invited Mesa College to present their walked in curriculum and programs.

Programs: School Age Care, Certificate of Completion; Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; Dental Assisting, Associate in Science; Dental Assisting, Certificate of Achievement; Dietetic Service Supervisor, Certificate of Completion; Digital Arts Emphasis, Associate in Science; Family Child Care, Certificate of Completion; Fashion Design-Production, Certificate of Completion; Fashion Design, Associate in Science; Fashion Design, Certificate of Achievement; Fashion Merchandising, Associate in Science; Fashion Merchandising, Certificate of Achievement; Health Information Technology, Associate in Science; History, Associate in Arts; Home Day Care, Certificate of Completion; Infant-Toddler Care, Certificate of Completion; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Physical Therapist Assistant, Associate in Science; Radiologic Technology, Associate in Science; Radiologic Technology, Certificate of Achievement; Residential Care Workers, Certificate of Completion; and Curriculum: Art-fine Art 231, Introduction to Digital Art; Art-Fine Art 232, Introduction to Digital Drawing and painting; Art-Fine Art 233, Introduction to Digital Photographic Imaging; Dental Assistant 124, Basic Dental Assisting; Dental Assistant 124L, Basic Dental Assisting Lab; Dental Assistant 128, Dental

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Radiology I; Education 150, Advanced Tutor Training; Engineering 116, Computational Methods in Engineering; Physical Therapist Assistant 137, Orthopedic Exercise and Rehabilitation; and Physical Therapist Assistant 137L, Rehabilitation and Exercise

School Age Care, Certificate of Completion; Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; Family Child Care, Certificate of Completion; Home Day Care, Certificate of Completion; Infant-Toddler Care, Certificate of Completion; Residential Care Workers, Certificate of Completion

Gustin explained that Mesa College was deleting the School Age Care, Certificate of Completion; Infant-Toddler, Certificate of Completion; Family Child Care, Certificate of Completion; and Residential Care Workers, Certificate of Completion. The Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; and Home Day Care, Certificate of Completion; were revised.

Action: Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; Home Day Care, Certificate of Completion revisions were approved at Mesa College. School Age Care, Certificate of Completion; Infant-Toddler Care, Certificate of Completion; and Family Child Care, Certificate of Completion; Residential Care Workers, Certificate of Completion, deactivations were approved at Mesa College. M/P/S (Lombardi/Short)

Dental Assisting, Associate in Science; Dental Assisting, Certificate of Achievement; Dental Assistant 124, Basic Dental Assisting; Dental Assistant 124L, Basic Dental Assisting Lab; and Dental Assistant 128, Dental Radiology I
Gustin explained the Dental Assisting courses have been revised for licensing bodies. The program has been aligned to match new course numbers.

Action: Dental Assisting, Associate in Science; Dental Assisting, Certificate of Achievement; Dental Assistant 124, Basic Dental Assisting; Dental Assistant 124L, Basic Dental Assisting Lab; and Dental Assistant 128, Dental Radiology I were approved for Mesa College. M/S/P (Andersen/Parker)

Dietetic Service Supervisor, Certificate of Completion

Gustin informed the Council that the Dietetic Service Supervisor, Certificate of Completion is being revised to include a course required for the major. Mesa College would like to eventually convert the Certificate of Completion into a Certificate of Achievement.

Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement

Gustin explained that Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical

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Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement were all revised.

Fashion Design-Production, Certificate of Completion; Fashion Design, Associate in Science; Fashion Design, Certificate of Achievement; Fashion Merchandising, Associate in Science; Fashion Merchandising, Certificate of Achievement

Gustin explained new courses were added to the Fashion Merchandising Certificate of Achievement. The faculty evaluated the program and want CBTE included. The Fashion Design-Production, Certificate of Completion is being deactivated.

Art-Fine Art 231, Introduction to Digital Art; Art-Fine Art 232, Introduction to Digital Drawing and Painting; Art-Fine Art 233, Introduction to Digital Photographic Imaging

Gustin explained these Art-Fine Art courses have been widely debated. The Fine Art program at Mesa College has six areas of emphasis. The Fine Art department would like to add this area of emphasis to the program and they are hoping to articulate these courses with UCSD. This is a new and emerging field which may be why the outlines have been controversial. Gustin thinks the outlines meet minimum standards for the District's outlines. She continued she would like to have the courses approved so Mesa can begin the process of state approval along with the articulation process.

Short is concerned about placing Art-Fine Art 233 under the Fine-Art discipline. He continued it is the Curriculum Committee's responsibility to decide which discipline a course belongs in. Short thinks Art-Fine Art 233 may be misplaced in the Fine Art discipline. It is a photographic arts course and in our District we teach photography courses and graphic arts courses, which are computer based courses. Short stated by placing this course in the Fine Art discipline, we would be allowing anyone who has a Masters degree that meets minimum qualifications in Fine Art to teach a photography course. Gustin stated all three Art-Fine Art courses work off of the principal that they will be discussing contemporary art and its history and all of the creative tools that we have to create art. Lombardi commented that City College's photography faculty were okay with the courses. The Council discussed the Art-Fine Art courses further.

Education 150, Advanced Tutor Training

Gustin explained Education 150 is a new course. It trains students on how to tutor in an online environment. Lombardi asked if City College could be added to the proposal. Armstrong added that Title 5 restricts units for tutor training.

Engineering 116, Computational Methods in Engineering

Gustin stated when Engineering 116 was initially proposed there was not a lot of discussion between City and Mesa's Engineering faculty. She continued that Elizabeth Castaneda helped streamline the course between the colleges. Lombardi stated that City College would like to activate the course as well. Gustin answered if City College activates Engineering 116 too then there needs to be coordination between Mesa and City College when offering the course.

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Physical Therapist Assistant, Associate in Science; Physical Therapist Assistant 137, Orthopedic Exercise and Rehabilitation; and Physical Therapist Assistant 137L, Rehabilitation and Exercise

Gustin explained the Physical Therapist Assistant (PHYR) 137 and 137L were the splitting of the lecture and lab and renumbering of PHYR 134. The program proposal is to revise the associate's degree to reflect the new course numbers.

Digital Arts Emphasis, Associate in Science

Gustin stated once the program is approved they will be requesting state approval with an emphasis in Digital Arts. The department collaborated with Multi-Media.

Action: Dietetic Service Supervisor, Certificate of Completion; Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement; Fashion Design-Production, Certificate of Completion; Fashion Design, Associate in Science; Fashion Design, Certificate of Achievement; Fashion Merchandising, Associate in Science; Fashion Merchandising, Certificate of Achievement; Art-Fine Art 231, Introduction to Digital Art; Art-Fine Art 232, Introduction to Digital Drawing and painting; Art-Fine Art 233, Introduction to Digital Photographic Imaging; Education 150, Advanced Tutor Training with City College added to the proposal; Engineering 116, Computational Methods in Engineering with City College added to the proposal; Physical Therapist Assistant, Associate in Science; Physical Therapist Assistant 137, Orthopedic Exercise and Rehabilitation; and Physical Therapist Assistant 137L, Rehabilitation and Exercise; and Digital Arts Emphasis, Associate in Science walked in for Mesa College were approved.

M/S/P (Lombardi/ Andersen)

Hess invited Miramar College to present their walked-in curriculum and programs.

Programs: Art and Visual Studies, Associate in Arts; Biological Studies, Associate in Science; General Education, Certificate of Achievement; Chemistry Studies, Associate in Science; Communication Studies, Associate in Arts; Earth Science Studies, Associate in Science; Elementary Education, Associate in Arts; English and Literature Studies, Associate in Arts; Fire Prevention, Associate in Science; Fire Prevention, Certificate of Achievement; Fire Protection, Associate in Science; Fire Protection, Certificate of Achievement; Fire Technology, Associate in Science; Fire Technology, Certificate of Achievement; Health and Physical Education Studies, Associate in Science; Human Development Studies, Associate in Arts; Humanities Studies, Associate in Arts; Mathematics Studies, Associate in Arts; Music Studies, Associate in Arts; Occupational and Technology Studies, Associate in Science; Physics Studies, Associate in Science; Pre-Engineering Studies, Associate in Science; Psychology, Associate in Arts; Social and Behavioral Sciences, Associate in Arts; and World Language Studies, Associate in Arts

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Fire Prevention, Associate in Science; Fire Prevention, Certificate of Achievement; Fire Protection, Associate in Science; Fire Protection, Certificate of Achievement; Fire Technology, Associate in Science; Fire Technology, Certificate of Achievement

Carol Murphy informed the Council that the Fire programs all had an Associate in Science degree and a Certificate of Achievement. She continued Miramar College was cleaning up their catalog.

Art and Visual Studies, Associate in Arts; Biological Studies, Associate in Science; General Education, Certificate of Achievement; Chemistry Studies, Associate in Science; Communication Studies, Associate in Arts; Earth Science Studies, Associate in Science; Elementary Education, Associate in Arts; English and Literature Studies, Associate in Arts; Health and Physical Education Studies, Associate in Science; Human Development Studies, Associate in Arts; Humanities Studies, Associate in Arts; Mathematics Studies, Associate in Arts; Music Studies, Associate in Arts; Occupational and Technology Studies, Associate in Science; Physics Studies, Associate in Science; Pre-Engineering Studies, Associate in Science; Psychology, Associate in Arts; Social and Behavioral Sciences, Associate in Arts; and World Language Studies, Associate in Arts

Short informed the Council that Miramar College created 18 “flexible” degrees to replace their Transfer Studies Degree and there had not been any changes, the degrees were the same as previously presented.

Action: Art and Visual Studies, Associate in Arts; Biological Studies, Associate in Science; General Education, Certificate of Achievement; Chemistry Studies, Associate in Science; Communication Studies, Associate in Arts; Earth Science Studies, Associate in Science; Elementary Education, Associate in Arts; English and Literature Studies, Associate in Arts; Fire Prevention, Associate in Science; Fire Prevention, Certificate of Achievement; Fire Protection, Associate in Science; Fire Protection, Certificate of Achievement; Fire Technology, Associate in Science; Fire Technology, Certificate of Achievement; Health and Physical Education Studies, Associate in Science; Human Development Studies, Associate in Arts; Humanities Studies, Associate in Arts; Mathematics Studies, Associate in Arts; Music Studies, Associate in Arts; Occupational and Technology Studies, Associate in Science; Physics Studies, Associate in Science; Pre-Engineering Studies, Associate in Science; Psychology, Associate in Arts; Social and Behavioral Sciences, Associate in Arts; and World Language Studies, Associate in Arts programs were approved for Miramar College. M/S/P (Andersen/Short)

III. OLD BUSINESS

A. Special Topics Courses

Short requested to postpone Special Topics Courses in deference to time.

B. American Institutions Requirement

Short stated last semester Mesa College proposed a change to the District requirement for American Institutions (AI). The proposal was intended to align our District’s AI with CSU’s AI. The change was approved at Miramar College

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and their Academic Senate. Short asked if it had been approved at Mesa College. Armstrong answered it was approved at Mesa College.

C. Associate Degree GE Requirements

Hess stated at the last CIC meeting the Council discussed changing the Associate Degree Requirements information in the catalog. She reminded the Council that they agreed on changing the degrees to include the major requirements plus one of the General Education (GE) patterns (District, CSU GE or IGETC). Armstrong stated Title 5 requires that the District require competency in writing, reading and mathematics. Lombardi informed the Council that City College's Curriculum Review Committee supported the changes. The City College Academic Senate passed the changes onto the Chairs to review. Lombardi stated the Counselors are strongly recommending that private institutions be added as a fourth pattern to meet the GE requirements. Short recalled private institution GE patterns are no longer compliant with Title 5. Armstrong stated there are only three criteria in Title 5; 1) GE of at least 18 units; 2) Major courses of at least 18 units; and 3) competency in reading, writing and mathematics.

Hess added this would need to go back to the Academic Senates for approval. Andersen stated when this was presented to the Counselors; they supported the fourth pattern, being that a student could complete the District GE with the competency; however the language would be left out on District requirements. The Counselor has received a lot of complaints from students as to why they have to take Health or Physical Education.

Short's recollection regarding the new Title 5 regulations is the use of private institutions' GE is no longer allowed. He will research the Title 5 regulations and report back to the Council. Short continued if the District can use a private institution's GE pattern to meet our transfer GE, he thinks Miramar would continue to support it. Armstrong does not want to add the Health and Physical Education requirements back into the requirements. The Council discussed the issue further. Short will research the Title 5 regulations and inform the Council of his findings.

D. Physical Education 191

Item previously discussed.

E. Renaming of Certificate of Completion

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

F. Work Experience Courses

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

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G. English 51 Exit Exam

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

H. Short Course Descriptions—Fall 2008

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

I. General Education for Noncompliant Replacement Degrees

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

IV. NEW BUSINESS

A. Title 5 Study Group

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

B. Reporting Credit Courses Approved by the District Governing Board

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

C. AP/IB Exam Review Approval

Item not discussed. Item will carry over to the March 27, 2008 CIC meeting agenda.

V. STANDING REPORTS

- A. Curriculum Updating Project
- B. CurricUNET Steering Committee
- C. Student Services Council
- D. State Academic Senate
- E. Chief Instructional Officers
- F. Articulation Officers

VI. ANNOUNCEMENTS

- A. The March 27, 2008, meeting will held at the District Office—Muir location, room Z-405.
- B. Gustin and Lombardi informed the Council they would be walking-in their colleges' Liberal Arts and Sciences degrees at the March 27, 2008 CIC meeting.
- C. Handouts:
 - 1. March 13, 2008 CIC Meeting Agenda
 - 2. Draft Minutes from the February 14, 2008 CIC meeting
 - 3. Draft Minutes from the February 28, 2008 CIC meeting
 - 4. Curriculum Summary

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5. Draft Changes to 5300.2 Regarding Experimental and Special Topics Courses
6. Associate Degree GE Requirements
7. Title 5 Work Experience
8. Reporting Credit Courses Approved by District Governing Board
9. Proposed Change to Procedure 5300.2: AP/IB Exam Review Procedure
10. Curriculum Updating Project

VII. ADJOURNMENT

Hess adjourned the meeting at 3:32 p.m.