

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of April 10, 2008  
2:00 PM—District Office—Muir  
Location, Z-405

## MINUTES

### **PRESENT:**

Andersen, Libby  
Bergland, Yvonne  
Ellison, Brian  
Gustin, Paula  
Hess, Shelly  
Lombardi, Jan  
Manzoni, Ron  
Murphy, Carol  
Neault, Lynn  
Parker, Juliette  
Short, Duane

Articulation Officer—City College  
Acting Vice President, Instruction—Mesa College  
Vice President, Instruction & Student Services—Continuing Education  
Curriculum Chair—Mesa College  
Dean, Curriculum & Instructional Services—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

Vincent, Bill  
Weaver, Roma

### **ABSENT:**

Ingle, Henry T.  
Matthew, Esther

Vice Chancellor, Instructional Services, Planning & Technology—  
District Office  
Representative, Academic Senate—Continuing Education

### **STAFF:**

VanHouten, Laurie  
Nasca, Shannon

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

### **GUEST:**

Banez, Gale

Curriculum Technician, Curriculum & Instructional Services—District  
Office

# San Diego Community College District Curriculum and Instructional Council

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

## **I. MINUTES AND AGENDA**

- A. Approval of: March 27, 2008 Minutes
- B. Approval of: April 10, 2008 Agenda

Added to the agenda:

Mathematics 042, Fundamentals of Mathematics  
Mathematics 043, Algebra for Math Placement  
Real Estate, Associate in Science Degree  
Real Estate Broker, Certificate of Achievement

## **II. CURRICULUM REVIEW/APPROVAL**

- A. Approval of Curriculum

No curriculum.

- B. Approval of Program Changes

No program changes.

- C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

- D. Approval of Continuing Education Program Changes

No Continuing Education program changes.

## **III. OLD BUSINESS**

- A. Associate Degree GE Requirements

Shelly Hess stated at the March 27, 2008, CIC meeting the Council discussed the Associate Degree General Education (GE) Requirements, particularly adding a fourth option of GE from Individual and Private Institutions, not including SDCCD requirements for Health Education, Multi-cultural Education and Physical Education (see options below).

1. *San Diego Community College District General Education and District Requirements. (See \_\_\_\_\_ College catalog page \_\_.)*
2. *CSU General Education Breadth (CSU GE Pattern). (See \_\_\_\_\_ College catalog page \_\_.)*
3. *Intersegmental General Education Transfer Curriculum (IGETC) pattern. (See \_\_\_\_\_ College catalog page \_\_.)*
4. *San Diego Community College District General Education and additional courses needed to meet all lower division general education requirements of an accredited U.S. postsecondary institution which awards the baccalaureate degree, as detailed in an inter-institutional articulation or transfer agreement and certified by a City, Mesa, or Miramar College counselor (see \_\_\_\_\_ College catalog page \_\_).*

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The Council agreed to the fourth addition and moved the issue forward to the Academic Senates for their approval.

Jan Lombardi updated the Council that the City College Academic Senate approved the Associate Degree GE Requirements as stated with the four GE options. Paula Gustin updated the Council that Mesa College's Academic Senate approved the Associate Degree GE Requirements as well. She added there are many questions still to be answered.

Lynn Neault asked what students would choose the first option, how would the District (Evaluators or Colleges?) know who chose that option, and how would it be operationalized. Lombardi answered the City College Counselors explained to her some of the students, particularly Athletes transferring out of state, need the District's GE patterns. However, the students need a broader option. Neault asked which students would take the first GE option with Physical Education, Health Education and Multi-cultural education. Short answered students who are not transferring would probably choose that option.

Neault expressed her concerns how to move forward in packaging the degrees without make every single one a manual process. Duane Short stated he asked that question at Miramar College. He continued Miramar has a form, which is a district-wide form, they use now. The form is for other institutions' GE patterns for transfer studies. A Counselor certifies that the GE pattern is the complete GE pattern for a private institution and the Counselor signs the form. Neault expressed concern this will be a huge workload for the Evaluators. She asked if the Evaluators understood that the fourth GE option was for every degree [*San Diego Community College District General Education and additional courses needed to meet all lower division general education requirements of an accredited U.S. postsecondary institution which awards the baccalaureate degree, as detailed in an inter-institutional articulation or transfer agreement and certified by a City, Mesa, or Miramar College counselor (see \_\_\_\_\_College catalog page\_\_)*].

Short answered at Miramar the Evaluators understand the fourth GE option is for every degree. He stated Miramar did not anticipate a large increase in the forms. Neault reminded the council that currently the fourth option does not apply to every degree. Gustin added the Evaluators at Mesa College are supportive of the fourth GE option; however, some of the Evaluators and Counselors are still slightly confused. Neault stressed that everyone involved with awarding degrees needs to understand that all four GE option will apply to all of the degrees. Ron Manzoni stated this is a separate issue from what is trying to be accomplished. He suggested having a report prepared on how many students in the last five years opted for a degree or certificate and if it really is something that should be in the catalog.

Libby Andersen stated at City College in 2005-2006, the transfer section in the catalog was changed to include the fields of study and the articulation agreements with the CSUs, UCs, and private institutions in-state and out-of-state. She continued this is the next step. Andersen explained many times students have a

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GE package they have to transfer with that cannot be met with the District GE, with CSU GE, the IGETC UC, or the IGETC CSU GE patterns. The fourth GE option will meet that need. Short informed the Council that part of the discussion at Miramar College in regards to adding the fourth GE option is for many of Miramar's degrees there is no clear cut distinction as to whether or not the student is going to terminate with that degree or move on with it. The Council continued the discussion of operationalizing the process.

Referring to the Associate Degree GE Requirements handout, Juliette Parker suggested pulling "District Requirements" or adding in detail what the District Requirements are for GE option 1 where it states, "(option 1) San Diego Community College District General Education and District Requirements. (See \_\_\_\_ College catalog page \_\_\_\_)". She does not think referencing a page in the catalog is clear for students.

Hess asked the Council if a mock-up of the section in the catalog would be helpful and the Council agreed. The District Instructional Services (IS) office will create a mock-up of the section and distribute to council members.

### B. English 51 Exit Exam

Hess asked Lombardi if she had an update on the English 51 Exit Exam. Lombardi answered that the English 51 committee has been meeting and Chris Sullivan will forward the draft to her. The committee was supposed to be finished inputting their draft on April 09, 2008. The course number needs to be changed. Lombardi stated the changes for English 51 and 56 should be complete for CIC review at the next meeting on April 24, 2008; however, the changes will need to be moved forward quickly at the campuses and have department approval.

### C. AP/IB Exam Review Approval, Policy 5300.2

Hess stated that at the last CIC meeting a new policy procedure for AP/IB Exam Review policy was introduced. The new procedure is intended to formalize the current AP/IB Exam Review Approval process.

*Action: The new procedure for Policy 5300.2 AP/IB Exam Review Approval was approved.*  
M/S/P (Andersen/Short)

### D. Experimental and Special Topics Courses, Procedure 5300.2

Hess explained the Experimental and Special Topics Courses, in Procedure 5300.2, has been revised to separate experimental and special topics courses. Short added a year ago CIC approved the need to update Procedure 5300.2 regarding Experimental and Special Topics courses. Once CIC approved it, it was sent to the CurricUNET Steering Committee for wordsmithing. The Steering Committee has completed the draft of the updated procedure. Laurie Van Houten confirmed that CIC had approved splitting Special Topics from Experimental Topics courses because the district has handled them as one in the same. The procedure needed to be revised to account for two separate types of courses. Van

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Houten explained the Steering Committee revised the procedure for Experimental and Special Topics Courses. She referred to the handout in the Council's packet. The first page is the current procedure with the Experimental and Special Topics Courses together. The second page is the revised procedure that the Steering Committee made to separate out the definition of Experimental Topics courses and how they are approved and implemented and how Special Topics courses are handled differently. Van Houten added the next step is to implement the revised procedure in CurricUNET.

Manzoni asked for clarification and if 265 indicators would only be used as Experimental courses and new numbers would be issued for Special Topics. Some Council members answered yes. Manzoni asked if letters were used to identify Special Topics courses. Van Houten answered letters are assigned to Special Topics courses in practice; however, clarifying language can be added to the procedure.

*Action: The revised Experimental and Special Topics Courses, Policy 5300.2 was approved with the suggested changes. M/S/P (Short/Gustin)*

Manzoni commented if the changes took effect in Fall, people need to know about the changes. The Council continued to discuss questions and concerns regarding Experimental and Special Topics Courses. Hess stated the Council approved Procedure 53002.5 but have added recommendations for changes. Lombardi moved to bring the topic back to CIC once section 8.1 of the procedure has been reexamined.

*Action: The Council amended their original approval to Experimental and Special Topics Courses Policy 53002.5. The policy will be brought back to CIC for approval once section 8.1 has been reexamined and recommended changes have been incorporated. 10 for, 1 against, 1 abstained M/S/P (Lombardi/Manzoni)*

## IV. NEW BUSINESS

### A. Curriculum Approval Calendar

Hess explained to the Council the IS office created a draft of the Curriculum Approval Calendar for the 2008-2009 academic year. She continued that the IS office populated the dates for the campuses' Curriculum Review Committees (CRC) meetings; if there are changes to notify the IS office and they will correct the calendar. Hess highlighted the tentative catalog deadline is March 12, 2009, the Spring 2009 Schedule deadline is September, 11, 2009, and the Fall 2009 schedule deadline is April 23, 2009. There are tentative virtual meetings in August and January. Due to the holidays, there is only one CIC meeting currently scheduled in November and December, but a virtual meeting may be added in November. Hess explained tentative meetings were placed for the joint CIC/SSC meetings. Hess asked the Council to inform the District IS office if they have any changes.

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### B. Curriculum Walked—In

*Mathematics 042, Fundamentals of Mathematics and Mathematics 043, Algebra for Math Placement*

Lombardi explained to the Council that Mathematics 042 and Mathematics 043 were numbering changes. She continued that City College is the only campus offering those two mathematics courses. The courses were renumbered as basic skills. Mathematics 042 was formerly numbered 090 and Mathematics 043 was formerly numbered 091. The Council discussed a few formatting issues. Lombardi will send a list of updated textbooks to the District IS office.

*Action: Mathematics 042, Fundamentals of Mathematics and Mathematics 043, Algebra for Math Placement were approved for City College.*

M/S/P (Gustin/Andersen)

*Real Estate, Associate in Science Degree and Real Estate Broker Certificate of Achievement*

Lombardi informed the Council that licensing regulations have changed for the Real Estate, Associate in Science Degree. The council had previously reviewed the associate degree and certificate of achievement and had questions regarding the courses required for the major. The courses have been clarified. Neault asked why Business 119 was included in the courses required for the major since it was not likely to satisfy the English requirement. Lombardi answered Miramar College has submitted a revision proposal for Business 119 and it should therefore be left in the requirements.

*Action: The Real Estate, Associate in Science Degree and Real Estate Broker Certificate of Achievement were approved for City College.*

M/S/P (Andersen/Manzoni)

## V. STANDING REPORTS

### A. Curriculum Updating Project

Van Houten reported that the course integration list has dropped down to 210 courses left to be integrated. She stated there are many courses being submitted for the next meeting that are integrations so the list should shrink more.

### B. CurricUNET Steering Committee

Van Houten informed the Council that the Steering Committee has been looking at updating the Curriculum Report to make it more understandable. She continued the committee also discussed the need for identifying Stand-Alone courses in CurricUNET and adding the minimum/maximum hours to the outline of record.

### C. Student Services Council

No report.

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## D. State Academic Senate

Lombardi informed the Council the State Academic Senate was having a plenary session the following week.

## E. Chief Instructional Officers

Manzoni mentioned to the Council there was a state conference held with Instructional and Student Services.

## F. Articulation Officers

Short informed the Council there is a State-wide conference in San Louis Obispo during the next CIC meeting on April 24, 2008. He will email the proposed changes for the GE requirement by Monday April 21, 2008.

## VI. ANNOUNCEMENTS

A. The April 24, 2008, meeting will held at the District Office—Muir location, room Z-405.

### B. Handouts:

1. March 27, 2008 CIC Meeting Agenda
2. Draft Minutes from the March 13, 2008 CIC meeting
3. Associate Degree GE Requirements
4. Proposed Change to Procedure 5300.2: AP/IB Exam Review Procedure
5. Draft Changes to 5300.2 Regarding Experimental and Special Topics
6. Draft Curriculum Calendar 2008-2009
7. Curriculum Updating Project

## VII. ADJOURNMENT

*Hess adjourned the meeting at 3:40 p.m.*