

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of October 8, 2009  
2:00 PM—District Office, Room 245

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Werle, Kathy	Vice President, Instruction—Miramar College

### **ABSENT:**

Matthew, Esther	Academic Senate Representative —Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Weaver, Roma	Curriculum Chair—Continuing Education
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

### **STAFF:**

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
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### **GUESTS:**

Henne, Andrea	Dean, Online and Distributed Learning—District Office
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*Shelly Hess called the meeting to order at 2:04p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: September 24, 2009 Minutes

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

### B. Approval of: October 8, 2009 Agenda

*The agenda was approved. M/S/P (Werle/Flor)*

*Daniel Igou arrived at 2:07p.m.*

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

### A. Approval of Curriculum

Removed from the consent agenda:  
Philosophy 105, Contemporary Philosophy  
Philosophy 130, Philosophy of Art and Music

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

### B. Approval of Program Changes

*The program was approved by consent. M/S/P (Andersen/Werle)*

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

No Continuing Education program changes.

### E. Curriculum Items Discussed

*Philosophy 105, Contemporary Philosophy; Philosophy 130, Philosophy of Art and Music*

Duane Short informed the Council that Miramar does not intend to activate these courses at this time.

*Action: Philosophy 105 and Philosophy 130 were approved without activation at Miramar. M/S/P (Andersen/Parker)*

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### III. OLD BUSINESS

#### A. Higher Level Courses that Clear Prerequisites Update

Shelly Hess referred the Council to handout 4, an overview of the Council's September 10 discussion on the subject. At that time, the Council recommended a pilot program be created, including research into the process of adding additional prerequisites to CurricUNET and ISIS. Hess announced that she had concluded this research.

Hess reported no CIC action is required. She verified higher level prerequisites (courses more advanced in the prerequisite chain) already clear lower level prerequisites. Faculty shall follow Procedure 5500.1 when establishing new/additional prerequisites.

Hess provided the Council with an example. She showed the Council a flow chart that Short had created showing the current prerequisite sequences in Chemistry courses. She explained that currently, Chemistry 100 and 110L are prerequisites for Chemistry 130 and 130L. The chemistry department announced they would like to add Chemistry 152 and 152L, 201 and 201L, and 231 and 231L as alternative prerequisites. Because Chemistry 152 and 152L are in the same prerequisite chain as the other courses (meaning that a student could not have taken Chemistry 201 and 201L or 231 and 231L without having satisfied the prerequisite requirements for Chemistry 152 and 152L), the chemistry faculty would only need to add the lowest level course in the chain and any higher level courses will automatically clear the prerequisite.

*Brian Ellison arrived at 2:12p.m.*

Hess concluded that the chemistry faculty only need to add one set of alternate prerequisites, Chemistry 152 and 152L, using the process outlined in current procedure 5500.1 to make the change they are requesting.

Tim McGrath clarified that this change would not add additional steps to students looking to take Chemistry 130 and 130L, but would add options.

Otto Lee summarized that this would close the pilot project started at the September 10 CIC meeting. The chemistry faculty no longer need to worry about making a report to the Council; they only need to follow the current process, Procedure 5500.1, to add Chemistry 152 and 152L as a prerequisite. The flow chart created for the chemistry example should be used as a model in the future if and when there is a similar question regarding prerequisites.

#### B. Standardizing New Business Items

Hess reminded the Council of their discussion at the last meeting regarding the New Business Item Form. She has implemented their recommendations, and asked if there were any further changes they would like to make to the form.

Libby Andersen asked if this form allowed Council members to "walk in" an item that would be considered new business, as that item would not be on the agenda.

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Hess reminded her of the Council's discussion at the last meeting, where it was agreed that new items being brought to the Council for discussion should be submitted to Instructional Services a week before the meeting so the form could be sent out along with the agenda.

Andersen asked what the procedure was if an urgent issue came up after the agenda went out, such as a decision by the State Chancellor's Office. Would this form allow the flexibility for that issue to be discussed?

Otto Lee clarified the point of the form is to give the Council and its members a clear idea of what the issued to be discussed is, to ensure that there is sufficient information and focus in the discussion. If an urgent issue comes up, it can of course be discussed even if the form is not submitted on time.

Andersen asked if the form needs to be voted on. Lee replied that because it is a matter of Council process, and not a curriculum issue, no vote is necessary.

### **IV. NEW BUSINESS**

#### **A. Math Competency—Catalog Rights Clarification**

Hess announced she had received several questions about the new math requirement and Math 46 from evaluators and counselors. She reminded the Council of the recent Title 5 change that required a review of courses meeting the District's mathematics competency and had resulted in the revision of Mathematics 95 to a new course, Mathematics 46. The question she had received is if students have catalog rights, can they use Math 46 to satisfy the math competency or GE Area A2 (as it used to be Math 95).

The answer is no, they can not. Math 46 is a new course, and therefore catalog rights do not hold. Further, it is a basic skills course and is therefore not degree applicable.

Juliette Parker asked who would be providing the answer to the counselors. Will it be Student Services? Hess responded Student Services will inform the counselors based on our recommendation.

Short clarified that a student with catalog rights who took Math 95 prior to its revision would still be able to use it to satisfy the math competency and GE Area A2; similarly, students under the old catalog may continue to take Business 101 to satisfy the competency because that course has not undergone sufficient revision. Hess agreed that is a correct interpretation of student's catalog rights.

Hess stated the Council's recommendation is to notify counselors and evaluations via Student Services Council that students with catalog rights who take Math 46 do not clear the math competency or GE Area A2. She asked the Curriculum Chairs make sure to inform the math faculty at their respective campuses, and possibly recommend adding a note to future course syllabi.

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Parker asked to receive a copy of the notification sent to the counselors for distribution to the faculty.

## V. STANDING REPORTS

### A. Curriculum Updating Project (Van Houten)

No report.

### B. CurricUNET Steering Committee (Van Houten/Weaver)

Hess informed the Council that Miramar had recommendations regarding CurricUNET and Student Learning Outcomes. These changes will be in the form of optional fields so City and Mesa will not be required to fill them out.

### C. Student Services Council (Neault)

No report.

### D. State Academic Senate

No report.

### E. Chief Instructional Officers (Benard, Ellison, Lee, McGrath, Werle)

Mary Benard informed the Council the Vice Presidents of Instruction would not be able to attend the next CIC meeting due to their attendance at the CIO conference. Hess asked the VPIs to send someone in their place to ensure quorum.

### F. Articulation Officers (Andersen, Parker, Short)

No report.

## VI. ANNOUNCEMENTS

### A. Certification of Stand Alone Credit Course forms were submitted to the State by September 30<sup>th</sup>.

### B. Handouts:

1. October 8, 2009 CIC Meeting Agenda
2. Draft Minutes from the September 24, 2009 CIC meeting
3. Curriculum Summary
4. Prerequisite Information
5. Prerequisite Chart
6. New Business Item Form
7. Math Competency Handout
8. Curriculum Updating Project

## VII. ADJOURNMENT

*Meeting adjourned at 2:33 p.m.*