

San Diego Community College District Curriculum and Instructional Council

APPROVED

**Meeting of September 24, 2009
1:00 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
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
Weaver, Roma	Curriculum Chair—Continuing Education
Werle, Kathy	Vice President, Instruction—Miramar College

ABSENT:

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

STAFF:

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

GUESTS:

Henne, Andrea	Dean, Online and Distributed Learning—District Office
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San Diego Community College District Curriculum and Instructional Council

Shelly Hess called the meeting to order at 1:09p.m.

I. INTRODUCTIONS

Shelly Hess asked the Council members to introduce themselves, as there were some people at this meeting that were not present at the last one.

II. MINUTES AND AGENDA

A. Approval of: September 10, 2009 Minutes

The minutes were approved.

M/S/P (Andersen/Flor)

Mary Benard arrived at 1:11p.m.

B. Approval of: September 24, 2009 Agenda

Added to the agenda:

Joint meeting with Student Services Council (added to Old Business item D)

The agenda was approved as amended.

M/S/P (Werle/Benard)

III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

The curriculum was approved by consent.

M/S/P (Andersen/Flor)

Roma Weaver arrived at 1:15p.m.

B. Approval of Program Changes

No Programs.

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education program changes.

IV. OLD BUSINESS

A. CB21 (Basic Skills) Recoding Update

Shelly Hess directed the Council to Handout 4, CB 21 Recoding, which included an overview and background of the process. The goal is to clean up the current coding system to account for the number and variety of courses below transfer level. The handout included the finalized credit rubrics as decided by the State Academic Senate. Hess informed the Council that the noncredit rubrics are being

San Diego Community College District Curriculum and Instructional Council

developed, and a very productive session was held September 18 to discuss them. They should be finalized soon.

Hess updated the Council on the progress of recoding the English and ESOL courses. A spreadsheet included in Handout 4 (which is essentially the state rubric with a column for the recoded courses level) shows how the courses will be recoded, pending approval by the constituent groups that are currently reviewing it. Courses in red are those that have created questions.

Tim McGrath asked if the coding would be confusing to students, since the course numbers are not in line with the coding. Libby Andersen responded that there is a sequence to the courses, but they are not in numerical order. Students do not see the coding. McGrath suggested renumbering the courses so they match the sequence they should be taken in.

Hess informed the Council that there is a grid in the class schedule that shows the proper sequence. She warned caution must be taken before renumbering the courses, as course numbers can only be used once in the District's history. She suggested this may be an issue to bring up to ESOL faculty.

McGrath asked if noncredit coding will line up similarly. Hess responded that the noncredit rubrics have not yet been finalized, but they will likely line up when they are. Brian Ellison expressed his concern at the amount of overlap between higher level noncredit courses and lower level credit courses; this may be an issue in the future.

Andersen asked how the mathematics rubrics are progressing. Hess replied the math faculty will meet on October 23 to discuss recoding. The English faculty was able to do most of the recoding in one meeting; she hopes it will be the same for math.

B. Offering New Stand Alone Courses

Hess reminded the Council that at the last meeting there was a question about how stand alone courses affect awards. Did the limit of 18 stand alone units apply to the degree, the major, or any award? Hess confirmed the answer is all of the above; no more than 18 units of stand alone courses can be applied towards a major requirement, a degree, or any other award.

Otto Lee arrived at 1:26p.m.

Duane Short asked if the evaluators were aware of this limitation. Andersen replied the City evaluators know about it. Laurie Van Houten added that since the evaluators often collaborate, they should all know.

C. Higher Level Courses that Clear Prerequisites Update

Hess acknowledged that following the last CIC meeting, everyone was left with questions regarding the new procedure for higher level courses that clear prerequisites. She informed the Council she is meeting with many individuals to

San Diego Community College District

Curriculum and Instructional Council

address their concerns, and will bring back a more cohesive plan to a later meeting to help clarify any confusion.

D. Joint Meeting

Andersen asked about the Joint CIC and Student Services Council meeting; it was her understanding the meeting was scheduled for today; however Student Services Council is not present.

Otto Lee responded he felt it would be more productive to have a joint retreat rather than simply a joint meeting. A retreat would allow more time for collaboration on a broader range of topics.

Andersen replied that based on the last meeting, her understanding is that we are focusing on addressing the recent Title 5 changes. She asked if we are still working on these issues. Hess believes we have addressed the majority of these issues. The only thing left is the Significant Lapse of Time Policy, which she is still working on.

V. NEW BUSINESS

A. Standardizing New Business Items

Hess observed there have been several issues proposed lately where not everyone has the same amount of information, which has led to confusion. She directed the Council to Handout 6, the New Business Item Form. The point of this form is to give the Council a brief background on and analysis of a new topic to make sure that everyone is on the same page in future discussions, and to ensure the Council has looked at the concerns and implications of issues brought before it.

Mary Benard inquired as to the rules of the new form; specifically, how far in advance must it be submitted, and to whom? Lee responded the point is not to over regulate new topics, but to ensure that future discussions are properly focused.

The Council discussed the form and provided Hess with recommendations on how to clarify and improve it. It was decided that when there is an item for discussion, the form should be submitted to the Instructional Services office one week prior to the CIC meeting it is to be discussed at so that it can be sent out with the draft agenda.

VI. STANDING REPORTS

A. Curriculum Updating Project (Van Houten)

Van Houten informed the Council the number of courses keeps going down.

B. CurricUNET Steering Committee (Van Houten/Weaver)

San Diego Community College District Curriculum and Instructional Council

Van Houten told the Council no Steering Committee meetings have been convened due to lack of membership; with no faculty representative from City or Mesa, they have been unable to set meeting dates. Benard asked how participation is solicited. Van Houten replied normally the curriculum committee chairs from each college make up the committee, but due to past schedule conflicts for Andersen and Shirley Flor, they have not served on the committee. (Note: On 10/08/09, Shirley Flor clarified that Elizabeth Norvell will represent Mesa on the Steering Committee).

Van Houten added that she is part of the group pilot testing the CCCCCO CurricUNET for program approval submissions to the state. The group has been meeting twice a week, and is going through forms and trouble shooting the conversion to the electronic version. At this time, it is not expected to go live until after the Spring. As our district already has CurricUNET, we should be able to tie the two processes together.

Roma Weaver informed the Council she, Hess, and Ellison would be meeting next week to work on integrating Continuing Education's CurricUNET with the District Instructional Services Office to help centralize their process.

C. Student Services Council (Neault)

No report.

D. State Academic Senate

No report.

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

No report.

F. Articulation Officers (Andersen, Parker, Short)

Short informed that Council that since its last meeting, LDTP information has been "temporarily" removed from ASSIST.

Andersen stated the articulation officers are participating in a process to identify 12 transfer patterns from CSU; those will be the only patterns accepted. Short added this should help student looking to transfer.

VII. ANNOUNCEMENTS

A. Certification of Stand Alone Credit Course Traing is due to the State by September 30th.

B. Handouts:

1. September 24, 2009 CIC Meeting Agenda
2. Draft Minutes from the September 10, 2009 CIC meeting
3. Curriculum Summary
4. CB 21 (Basic Skills) Recoding Update: Overview and Draft Recoding for English and ESOL

San Diego Community College District Curriculum and Instructional Council

5. Offering New Stand Alone Courses
6. New Business Item Form
7. Curriculum Updating Project

VIII. ADJOURNMENT

Meeting adjourned at 1:45p.m.