

San Diego Community College District Curriculum and Instructional Council

APPROVED

**Meeting of February 25, 2010
2:00 PM—District Office, Room 245**

MINUTES

PRESENT:

Benard, Mary	Vice President, Instruction—City College
Cheung, Cecilia	Academic Senate Representative—City College (proxy for Libby Andersen)
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lombardi, Jan	Curriculum Chair—City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Andersen, Libby	Articulation Officer—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Matthew, Esther	Academic Senate Representative —Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office
Werle, Kathy	Vice President, Instruction—Miramar College

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 2:09p.m.

I. MINUTES AND AGENDA

A. Approval of: February 11, 2010 Minutes

The minutes were approved.

M/S/P (Igou/McGrath)

B. Approval of: February 25, 2010 Agenda

Added to the Agenda:

Certificate of Performance, Geographic Information Systems Technician
Associate in Science, Geographic Information Systems

The agenda was approved as amended.

M/S/P (Parker/Lombardi)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

English 35, Vocational English

Mary Benard arrived at 2:11p.m.

The remaining curriculum was approved by consent. M/S/P (Lombardi/Weaver)

B. Approval of Program Changes

The programs were approved by consent.

M/S/P (Benard/Igou)

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

English 35, Vocational English

Jan Lombardi announced that while City College's English Department is still confused about the purpose of this course and how it fits, they will not block approval of the course.

Daniel Igou clarified that the course is geared towards improving the writing capabilities of vocational students, specifically Automotive Technology students. The Automotive Technology department wanted to make it an English course to ensure that it was taught by English faculty, and not Automotive Technology faculty. Most students who take this course will only be getting a certificate and will not be transferring.

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Lombardi asked what happens when students complete this course and then want to take a regular English course.

Shelly Hess responded it was her understanding that this course is nonsequential—it is not a prerequisite; students would take whatever course they were assessed at.

The Council continued discussing the course before approving it without revision.

Action: English 35, Vocational English, was approved for activation at Miramar College. M/S/P (Igow/McGrath)

III. OLD BUSINESS

A. CB 21 Recoding Update

Hess updated the Council on the CB21 recoding process. A meeting was held at Miramar College on Monday, February 22, sponsored by the State Academic Senate. It was determined that we are right on track with our recoding of both TOP Codes and CB21. All that is left is for District Instructional Services to input the codes into ISIS, which they are working on. On Friday, February 26, there will be a meeting in Anaheim to discuss the noncredit recoding. Following the meeting, Continuing Education will input their changes.

Hess pointed out that she needed to know what coding would be used for the newly approved English 35.

B. Multicultural Graduation Requirement (Flor)

Hess reminded the Council that at the last meeting it was recommended that this business item be expanded to include a review of not just the multicultural graduation requirement, but also the American Institutions/California Government, Health Education, and Physical Education requirements.

Juliette Parker asked if there are guidelines and criteria for how we include courses on our general education pattern for the associate degree. Hess responded that there are procedures, but no guidelines. Parker recommended that along with the review of District proficiency requirements for the associate degree, that we also consider establishing guidelines/criteria for course inclusion on the SDCCD general education pattern.

Tim McGrath informed the Council that some colleges have General Education committees who review all courses before they receive General Education approval. Because CIC is a larger committee, is difficult to do that on an in-depth level. GE committee members usually have more in-depth knowledge of the requirements and are better able to assess courses.

Hess agreed that is a great idea, and something we should consider. This item will be brought back for approval at a future CIC meeting.

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IV. NEW BUSINESS

A. Implementation of the CCC Curriculum Inventory

Hess reminded the Council that at the last meeting she had mentioned the State Approval CurricUNET system was going to be launched in March. Since that meeting, the State Chancellor's Office had sent out a timeline. Hess described it as "aggressive, yet nebulous."

Effective March 1, the State will implement the new system, known as the CCC Inventory. The Chancellor's office will no longer be accepting hard copies of course or program forms. On March 19, the new system will be announced at the CCCAOE & CCCCIO conference. In April (probably the 6-30) there will be training sessions for colleges on how to use the system.

New courses and programs will need to be held for that month. The good news is that our district is a test site, so we have access to the system. We will likely be in the first group to get training (possibly and hopefully in March).

Hess announced she would like to meet with the curriculum chairs to figure out the process and needs of each college. She has reviewed the new process and compared it to our current one. The new process will require scanning and attaching documents and filling out online forms. At this time, the CCC Inventory is not integrated with our CurricUNET; that will hopefully occur next year.

Hess stressed that there is no need to panic; the District Instructional Services is working on training documents to make the transition as easy as possible.

Mary Benard expressed her concern about courses currently in the queue that have not been submitted for approval yet. Hess responded that she shares that concern, but emphasized that our district is way ahead of other colleges in terms of access and training.

B. March 11 CIC Meeting

Hess informed the Council that there were some things the needed to know about the next, March 11, meeting. It is the catalog deadline and there is a Board meeting that day, leaving us with a tight schedule. To accommodate this, the meeting will be held in the Student Services conference room, 110 (not at the District Service Center as previously announced). Additionally, Cathy Hasson, District Director of Research & Planning will be coming to talk about accreditation and our self assessment. Because Hasson is also on a tight schedule, Hess asked everyone to please be here at exactly 2:00. Hess also asked the curriculum chairs to inform the District Instructional Services office any curriculum they plan to walk in as soon as possible so they can ensure everything is ready.

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C. Walked in Proposals

*Certificate of Performance, Geographic Information Systems Technician
Associate in Science, Geographic Information Systems*

Shirley Flor informed the Council that these programs were being revised to add new courses and removing courses no longer offered.

Benard asked what the demand for this program is. McGrath responded that there is a growing demand. There are many applications for this type of degree; students are able to complete an Associate degree and get a job. They can then go back and complete a Bachelor's or Master's degree. The next revision of this program will be to create areas of emphasis for students to specialize. There is a lot of potential for growth.

Action: Certificate in Performance, Geographic Information System Technician and Associate in Science, Geographic Information Systems, was approved for Mesa College pending technical review. M/S/P (Lombard/Parker)

V. **STANDING REPORTS**

A. Curriculum Updating Project (Van Houten)

Hess announced the number of courses remaining to be integrated has gone down. McGrath suggested a collaboration between City and Mesa to reduce the number of courses left. Benard requested an updated Discipline Deans list to make sure the courses were assigned to the correct colleges.

B. CurricUNET Steering Committee (Van Houten/Weaver)

No report.

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)

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No report.

VI. ANNOUNCEMENTS

- A. The March 11th CIC meeting will be held at the District Office, Room 110.
- B. Reminder—Curriculum approved at the March 11, March 25, and April 8 CIC meetings will go to the Board for approval on April 29. Please plan accordingly for programs requiring State Approval.
- C. Handouts:
 - 1. February 25, 2010 CIC Meeting Agenda
 - 2. Draft Minutes from the February 11, 2010 CIC meeting
 - 3. Curriculum Summary
 - 4. Multicultural Graduation Requirement New Business Form
 - 5. Curriculum Updating Project

VII. ADJOURNMENT

Meeting adjourned at 2:44 p.m.