

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of April 22, 2010
2:00 PM—District Office, Room 245

MINUTES

PRESENT:

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
Igou, Daniel	Curriculum Chair—Miramar College
Lombardi, Jan	Curriculum Chair —City College
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
McGrath, Tim	Vice President, Instruction—Mesa College
Weaver, Roma	Curriculum Chair—Continuing Education
Werle, Kathy	Vice President, Instruction—Miramar College

ABSENT:

Andersen, Libby	Articulation Officer—City College
Matthew, Esther	Academic Senate Representative —Continuing Education
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
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
Murphy, Carol	Academic Senate Representative—Miramar College (proxy for Duane Short)

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Shelly Hess called the meeting to order at 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 8, 2010 Minutes

The minutes were approved. M/S/P (Benard/Flor) 5 for, 0 against, 2 abstained

B. Approval of: April 22, 2010 Agenda

Added to the Agenda:

Allied Health 48, Basic Skills for Health Care Careers

Automotive Technology 53, Introduction to Automotive Technology

Automotive Technology 53A, Introduction to Automotive Technology Module I

Automotive Technology 53B, Introduction to Automotive Technology Module II

Automotive Technology 53C, Introduction to Automotive Technology Module III

The agenda was approved as amended. M/S/P (Igou/Benard)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Physics 100, Introductory Physics

The remaining curriculum was approved by consent. M/S/P (Werle/Benard)

B. Approval of Program Changes

The program was approved by consent. M/S/P (Lombardi/Flor)

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

Physics 100, Introductory Physics

Jan Lombardi announced City would like to withdraw the Distance Education proposal at this time, though City still maintains this proposal would not create articulation issues.

III. OLD BUSINESS

A. Self Assessment

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Shelly Hess reviewed the self-assessment report generated following the Council's self assessment and discussed the incorporated changes recommended at the April 8th CIC meeting. The Council reviewed the recommended actions.

Carol Murphy arrived at 2:13 p.m.

B. Instructional Policies

The Council reviewed the draft policy *Community Service Programs*. It was determined this draft policy is ready for submission to the District Governance Council.

Roma Weaver arrived at 2:15 p.m.

Action: The draft policy Community Service Programs was approved for submission to the District Governance Council. M/S/P (McGrath/Weaver)

C. CIC Calendar

Amanda Ficken-Davis presented the draft of the 2010-2011 CIC calendar. The Council discussed the calendar. Hess announced she would send it out for review prior to the next CIC meeting, and asked the Council members to submit any revisions.

IV. NEW BUSINESS

A. Walked-In Curriculum

Allied Health 48, Basic Skills for Health Care Careers

Shirley Flor introduced this proposal for Summer 2010. It is a standalone course developed for a program with Hoover High School. It is intended as basic skills course. Lombardi expressed concern about the level of the basic skills courses in the advisories.

Brian Ellison asked if students would be assessed prior to admission into the course. Flor responded that this course is intended to help students develop professional skills prior to enrollment. Tim McGrath added that it is taught by discipline faculty who will help guide students in the enrollment process.

Lynn Neault echoed Lombardi's concern about the basic skills courses; if the students complete the advisories, they will be at transfer level. If this is a basics skills course, that would be too advanced.

Hess recommended Flor take this back to the faculty with the Council's concerns and bring it back to the May 14 meeting.

*Automotive Technology 53, Introduction to Automotive Technology
Automotive Technology 53A, Introduction to Automotive Technology Module I
Automotive Technology 53B, Introduction to Automotive Technology Module II
Automotive Technology 53C, Introduction to Automotive Technology Module III*

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Dan Igou presented this course revision and new courses; also, the lecture and lab hours were adjusted to reflect updated industry standards. An advisory was added to the course revision; the new courses break up the revised courses into modules.

Neault stated her concern about the level of the advisories. Hess recommended Igou take these back to the faculty with the Council's concerns and bring it back to the May 14 meeting.

B. Assessment Update (Neault)

Neault announced that Student Services is working with the college English and math faculty to look at accepting alternative assessment tests. We are trying to align our process with that of CSU and UC to accept tests and skill levels for clearance of English and math competencies. She gave the Council a handout showing both the current and proposed processes. Some of the proposed tests are new and are given at the high school level. Some of the tests are CSU exams; since many of our students are "reverse transfers" it benefits them if we accept these tests. Student Services is working to create a process for gathering the students test information and storing it until needed by counselors.

Neault continued that the students would be getting an email about 4 new things for fall. The first is acceptance of alternate test scores, already in progress. The second is the Title 5-required intervention for multiple withdrawals from the same course. Counselors will be determining the best way to intervene. The third thing is that Student Services is starting to block enrollment when students reach the remedial limit of 30 units of basic skills courses. This has been done manually in the past, but the increase in the number of courses deemed basic skills is raising the number of students who reach this limit. The final thing mentioned in the email will be the listing of textbooks in the online class schedule.

The Council discussed some of the challenges the District is facing in getting this information in a timely manner. Mary Benard mentioned that the City bookstore sent a deadline warning to faculty members based on old information; many of the faculty members had not yet been assigned the course sections discussed. Otto Lee expressed his concern that this information should be coming from the instructional offices on the campus, as this requirement is driven by Title 5. Neault agrees, and stated that the problem is trying to meld the processes of the colleges and the bookstore, which is a business. The faculty are frustrated with how they must input the books; it is not always clear to the students what is intended, which may affect enrollment in some sections. The way that Neault described how things should be entered is different than how the bookstore is instructing people to do it.

Neault described the new process as a cultural shift for the faculty. Rather than instructing students how best to obtain their books, we are just providing them with the information and letting them decide what to do with it. The overall goal is to give students an idea of the actual cost of taking a course.

Lee recommended discussing this issue further at the joint vice president meeting to map out a process of ordering textbooks and to find out what other issues we

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are facing. Benard invited everyone to the May 3rd 8 am textbook meeting to speak to the confusion caused by the current system and how it leads to problems.

C. Instructional Services and Student Services Joint Meeting or Retreat

Hess asked the Council for a recommendation as to whether to schedule future joint meetings twice a year or an annual retreat. Lee articulated his desire to have the topics drive the meeting rather than the other way around. He would rather schedule meetings only when there is something to discuss, rather than waiting until just before a meeting to come up with items to “fill time”. By scheduling based on topical needs, we can determine whether it should be retreat or a more formal business meeting.

Tim McGrath agreed with Lee in principle, but is concerned that scheduling a joint meeting on short notice would be difficult given the busy schedules of those involved. He stated he would rather have meetings scheduled well in advanced and cancelled if not needed. He also expressed concern that a full or half day retreat might be harder to schedule, as it is difficult to block off that much time. Neault agreed that it would be preferable to schedule tentative meetings and cancel them if not needed.

Lee recommended having each Council keep track of possible topics in preparation for future joint meetings. Hess agreed that it should be an item added to the standing reports section.

D. Student Services Policies Discussion

The Council reviewed two draft Student Services polices, *Textbook Adoption and Procurement* and *Instructional and Other Materials*. Neault informed the Council that the draft policies have been through extensive review and feedback at the colleges. The textbook policy has had some controversial clauses and has undergone extensive revision. One of the goals of the policy is to express the concept of affordability for students.

V. **STANDING REPORTS**

A. Curriculum Updating Project (Van Houten)

No report.

B. CurricUNET Steering Committee (Van Houten/Weaver)

Hess informed the Council another Steering Committee meeting would hopefully be scheduled before the end of the semester. She announced that City, Miramar and Continuing Education had completed their CCCCCO Inventory and training, and that Mesa was scheduled soon. Lee added that a specific date will soon be established for the transition of responsibility for entering State Approval forms from the District Office to the Colleges.

C. Student Services Council (Neault)

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Neault reported that their draft policies and procedures are going through the approval process. There is a proposal to centralize evaluations currently being discussed. Student Services is working with Continuing Education to provide “attendance cards” to their students to give them access to their student ID numbers and other information.

D. State Academic Senate

Neault informed the Council that a change in the prerequisite regulations is going to the Board of Governors for approval. The proposal is a removal of the requirements of cross discipline validation for prerequisites. This concerns Neault because we have never successfully validated a cross discipline requirement. The change would devolve the decision of whether to require validation to the local level. We will need to discuss what this is going to mean for our district. Neault also reported that there had been a change to the 50% law.

Lee added that there is a discussion of creating a universal transfer degree accepted by all CSUs to try and tackle the issue of fragmentation amongst the CSUs. This is a clear emphasis on accountability, of which transfer is a big piece. Neault reminded the Council that SDSU still operates very independently of the rest of the CSUs.

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

No report.

F. Articulation Officers (Andersen, Parker, Short)

No report.

VI. ANNOUNCEMENTS

A. The May 13th CIC meeting will be held at the District Service Center, 1st Floor Conference Room.

B. Handouts:

1. April 22, 2010 CIC Meeting Agenda
2. Draft Minutes from the April 8, 2010 CIC meeting
3. Curriculum Summary
4. Self Assessment
5. Community Service Programs
6. CIC Draft Calendar 2010-2011
7. Student Services Policy-Instructional and Other Materials
8. Student Services Policy-Textbook Adoption and Procurement
9. Curriculum Updating Project

VII. ADJOURNMENT

Hess adjourned the meeting at 3:18 p.m.