

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of December 9, 2010  
2:00 PM—District Service Center,  
First Floor Conference Room

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
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
Parsons, Toni	Curriculum Chair—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:**

Benard, Mary	Vice President, Instruction—City College
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> )

### **STAFF:**

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

Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office
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# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:08 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: November 11, 2010 Minutes

*The minutes were approved.*

M/S/P (Short/Werle)

### B. Approval of: December 9, 2010 Agenda

*Brian Ellison arrived at 2:10 p.m.*

Added to the Agenda:  
Fire Protection Technology 63,

*The agenda was approved as amended.*

M/S/P (Andersen/Parker)

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

### A. Approval of Curriculum

*The curriculum was approved by consent.*

M/S/P (Lombardi/Parsons)

### B. Approval of Program Changes

Duane Short noted that the Diesel Technology program proposals were new programs, not program deactivations as noted.

*The programs were approved by consent as amended.*

M/S/P (Werle/Igou)

### 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. SB 1440 (Information)

Duane Short informed the Council that he is on the Implementation Task Force for SB1440. The task force includes faculty, CCCC representatives, counselors, and articulation officers. The group's focus is implementation: what is written in catalogs, posted on websites, and told to students.

The issues currently faced are first, which CSUs are going to accept the degrees in lieu of their own major preparation and impaction criteria (which many people don't think will happen though the CCCC remains optimistic) and second, how the admissions priority piece will work (what does admission mean and what does local mean?). We are still awaiting these answers. Short thinks we should not

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move forward until we know the answers at either the state or local level. He thinks we should also work on a contingency plan in case the questions aren't answered. He is also concerned that some of the transfer model curriculum do not mean fit local programs and could cause students to take more classes than needed.

*Tim McGrath arrived at 2:19 p.m.*

Shelly Hess added that new programs need to be in the 2011-2012 catalog. Local meetings are being scheduled with local CSUs to see what they will do to help us decide what our course of action will be.

Jan Lombardi asked what other local colleges are doing; if they have degrees and we don't, they will have an edge over us. Short responded that the sense is everyone is cautious about this and has not done much. Many faculty members are excited because they are hearing the most optimistic view, while others are hoping for the best, but want assurances from local CSUs first.

Michelle Parsons added that some of the concerns at Mesa involve the TMC's relation to CID. There are still faculty members who feel it will not work and are concerned. Does SB 1440 require involvement by all programs?

Hess responded that it does not. The legislation requires at least 2 awards. It will be up to local faculty to decide which departments want to adopt the TMCs; some may never want to adopt, and that's allowed.

Lombardi asked if this will go through the regular curriculum process. Hess responded that it would, but would likely be expedited. Juliette Parker asked if the Liberal Arts and Sciences degrees would meet the requirements. Short responded that they would meet the letter of the law, but are being discouraged. If any of the TMCs are adopted we should use those because the Liberal Arts and Sciences do not meet the requirements for specific majors.

Hess stated this would be brought back with further direction to the February 10 CIC meeting.

### B. Assigning Courses to Disciplines (Action)

Hess reminded the Council that this was the third reading of this proposal. At this time, the Council is being asked to determine if CurricUNET is where we want to keep the course discipline assignments. Each college will determine separately who will select and enter the discipline(s) for their courses.

Lombardi announced that it has not been discussed by City's CRC. The Council discussed whether it was more appropriate to have the originating faculty, the CRC, or the Dean determine the disciplines. Short stated that he was not opposed to having the Dean or the originator have the ability to decide, so long as it can be overruled by the CRC.

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Parker asked if there was a way to make the disciplines different for each college. Hess responded that because the curriculum is aligned, there will need to be consensus for aligned courses.

The Council continued to discuss where the information should be displayed once entered. Hess summarized that it sounds like the Council is in favor of the information being entered into CurricUNET, but allowing each college to determine who will input it. City still must discuss the issue before final approval.

### C. Experimental Courses (Action)

Hess informed the Council that a meeting had taken place earlier in the day to discuss implementation of English 265B. She has reviewed notes from the meeting (she was not in attendance) regarding the decision made at the earlier meeting. It has been decided that students who pass English 265B will automatically have their assessment skill levels updated to enroll in English 101.

Hess added that on the day prior to the CIC meeting, she received an answer from the State Chancellor's Office regarding the number of times an experimental topics course could be offered.

Short clarified that the skills are being upgraded just for this course. Hess answered in the affirmative; if the course is made permanent, English 101 will have to be revised to make it a prerequisite. She recommended the procedures be clarified regarding the definition of how many times a course can be offered.

Short expressed his concern regarding how students are being placed and the research being done. Toni Parsons responded that the course is open to all students from all skill levels. Hess added the research findings should explain the methodology.

### D. Six-Year Review (Action) (Parsons)

Parsons reminded the Council that when she looked at the six-year review report in CurricUNET, she surprised at the number of courses on it. Upon further research, she discovered that some of the courses have been deactivated or revised but are not listed. She added that this discussion ties in with the assigned subjects list, and the fact that there is no two-year review for vocational courses.

Hess responded that further research has been done. She reported that the six-year review includes all courses, including generic outlines such as 044 courses. The procedure for these will need to be discussed. Amanda Ficken-Davis added that we have contacted Governet to request that the coding be changed to display the status of an approved course if one is available. We have reviewed our internal process for course revisions; of the need for change expressed that it is for six-year review but the box is not checked, District Instructional Services will do that during technical review. Ficken-Davis requested that a list of colleges feel should have been reviewed be sent to District Instructional Services and we will research and update the list.

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Tim McGrath recommended getting the Discipline Deans together to discuss their role and the process. Hess suggested that, as most deans are in charge of at least one discipline, she attend the campus deans meetings to discuss the issue.

Lombardi recommended integrating the list with the list of courses yet to be integrated. Hess responded that it will be brought back so the Council can discuss merging the procedures.

## E. CIC Subcommittees (Information)

Hess referred the Council to handout 7, the partial list of CIC subcommittees. The Educational Review committee addresses issues such as SB1440. Hess would like to reinstate the committee to address this issue, as well as that of GE patterns. The selection process for the committee is not defined. At the policies and procedures subcommittee, the representatives were selected by the Academic Senates of each institution.

Kathy Werle recommended having a student services representative from registration (admissions and records) to discuss the impact of curriculum changes. She also recommended that a VPI or designee be on the committee, and that members serve 2-year, staggered terms (so that it wasn't an all new committee every two years).

Next, the Council discussed the catalog subcommittee. Originally combined with the class schedule committee, there is a need for a separate committee to deal with the instructional/curricular issues of the catalog. At present, each college makes requests and recommendations for their catalog to District Instructional Services. It is then up to that office to decide whether to allow the changes. This committee will allow those requests to be subject to district wide discussion, making the process more democratic. Meetings would likely be held once a semester.

Lombardi expressed her concern that this would lead to more standardization and centralization. She would like to discuss this with her Senate.

## F. Instructional Policies (Action)

The Council reviewed the draft policy *Military Courses Education Coordination*. Hess reminded them that there was concern about the title of the draft policy. After review by the policies and procedures subcommittee, it was recommended that the program be titled *Military Courses Education Coordination*.

*Action: The draft policy Military Courses Education Coordination was approved for submission to the District Governance Council. M/S/P (Andersen/Werle)*

## IV. NEW BUSINESS

### A. Planning for Approving Instructional Procedures (Information)

Hess reminded the Council that there is currently no procedure to update instructional procedures. The policy and procedures subcommittee has drafted

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such a procedure, and would like the CIC membership to take the draft to their respective senates for review, revision, and approval. She reviewed the draft procedure.

Andersen asked about procedures shared by Student Services and Instruction. Hess responded that a step can be added regarding consulting with student services as needed. This will be made available to take to the senate.

Parsons clarified whether they were to request approval from the Senates, or if this is merely informational. Hess responded with approval.

*Brian Ellison left at 3:30 p.m.*

Hess asked the Council to move Walked-In Curriculum up on the agenda to ensure it was discussed before quorum was lost.

### B. Walked-In Curriculum

*Fire Protection Technology 63, Personal Watercraft Operations*

Dan Igou presented the course revision; this course was revised last year and the lecture hours were inadvertently changed. This proposal is to correct that.

*Action: Fire Protection Technology 63, Personal Watercraft Operations, was approved for revision at Miramar College pending technical review.*

*M/S/P (Lombardi/Andersen)*

### C. Revise SDCCD Catalogs and Course Outlines (Action)

Hess referred the Council to handout 11m the catalog course revision proposals. She announced the Council is being asked to make 5 decisions. Each decision was reviewed and discussed. Lombardi noted that it seemed that City seemed to be requesting different options from the other two colleges. She asked if it had to be standardized. Hess responded that it did, as this change will be reflected on the official course outlines.

Andersen asked what the procedure would be. This issue was brought up to CIC a year ago; it has gone to the CRCs for approval and is now back at CIC. Hess clarified that CIC is being asked to resolve the conflict. The issue will be discussed, decided and approved by CIC at this time. What the Council is being asked to do is to come up with a resolution for the issue, as there is a discrepancy between the colleges.

### D. Catalog Course Descriptions—Additional Information (Action)

Hess informed the Council that some catalog course descriptions include additional information that is listed elsewhere in the catalogs, such as transferability and GE status. Over time, this information may change but the course description is not updated. She is asking the Council to approve removing this information from course descriptions.

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## E. Introduction to Statway (Information) (Andersen)

Andersen announced that City is one of 19 colleges working to create a special statistics course for students having difficulty with math. The course is designed for nonSTEM majors to help satisfy their math requirement. 4 other community colleges in the state are taking part in the program, which is being funded by Carnegie as a pilot project. Andersen added that she has been notified in draft form that the CSUGE Academic Committee will approve the course to be accepted for 3 years, at which time it will be reevaluated. It is a 2 year pilot program that includes basic skills-level math in the fall and transfer level math in the spring. Following the pilot, it will be available to the other colleges.

## V. ANNOUNCEMENTS

A. The January 27, 2011 CIC meeting will be held virtually.

B. Handouts:

1. December 9, 2010 CIC Meeting Agenda
2. Draft Minutes from the November 11, 2010 CIC meeting
3. Curriculum Summary
4. Assigning Courses to Disciplines New Business Form
5. Experimental Courses New Business Form
6. Six-Year Review New Business Form
7. CIC Subcommittee List (partial)
8. Military Services Education Coordination Draft Policy
9. Draft Procedure for Approving Instructional Procedures
10. Catalog Course Revisions New Business Form
11. Catalog Course Revision Proposals
12. Course Description Additional Information New Business Form
13. Curriculum Updating Project

## VI. ADJOURNMENT

*Meeting adjourned at 3:47 p.m.*