

San Diego Community College District Curriculum and Instructional Council

Meeting of September 8, 2011
2:00 PM—District Office, Room 375

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Barnes, Randy	Interim Vice President, Instruction—Miramar College
Benard, Mary	Vice President, Instruction—City 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
Lombardi, Jan	Co-Curriculum Chair—City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Parsons, Toni	Curriculum Chair—Mesa College
Shelton, Deanna	Co-Curriculum Chair—City College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Greenberg, Ingrid	Academic Senate President—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
Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

GUESTS:

Henne, Andrea	Dean, Online and Distributed Learning—District Office
---------------	---

San Diego Community College District Curriculum and Instructional Council

Shelly Hess called the meeting to order at 2:10 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 12, 2011 Minutes

The minutes were approved as amended. M/S/P (Igou/Weaver)

B. Approval of: September 8, 2011 Agenda

Added to the Agenda:

Item III. D. Subcommittee Update

The agenda was approved as amended. M/S/P (Short/Parsons)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

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

B. Approval of Program Changes

The programs were approved by consent. M/S/P (Benard/Lombardi)

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

Tim McGrath arrived at 2:13 p.m.

III. OLD BUSINESS

A. Assigning Courses to Disciplines (Information)

Shelly Hess referred the Council the Assigning Courses to Disciplines New Business form they had approved at the May 12, 2011 meeting. She informed the Council that the functionality had been added to CurricUNET to assign one or more disciplines to each course. As soon as each college determines who they would like trained, she will arrange the training. Per the approved New Business form, proposals launched during the Fall 2011 semester should include this new information. She asked each of the curriculum chairs to identify who at their campus should be trained.

Jan Lombardi responded that the entire curriculum committee, department chairs, and deans should all receive this training.

Toni Parsons responded the deans and curriculum committee should be trained.

San Diego Community College District Curriculum and Instructional Council

Dan Igou and Duane Short agreed that while Short has been entering the information in his role as tech writer, the entire committee should receive the training. Short recommended that the help buttons in CurricUNET be revised to include links to the disciplines list, including the recent State Academic Senate paper on the subject.

Hess agreed, and will work with each of the curriculum chairs to set up the training sessions.

B. Procedure for Approving Instructional Services Procedures (Information)

Hess reminded the Council that the Procedure to Approve Instructional Procedures has been approved by all of the Academic Senates except for City College. Once this is received, the procedure will return to CIC for final review and approval.

C. Six Year Review (Information)

Hess presented an updated list of courses that are awaiting six year review, including courses due in 2012. The list does not include courses due in 2013 or later, generic courses, or courses that have an approved proposal waiting to become effective. She would like to recommend, with the Council's approval, that responsibility for the list be delegated to the Discipline Deans according to the assigned subjects list.

The list of courses was then discussed. Parsons asked if a list of courses requiring two-year review had been developed. Hess responded the next step would be to determine what is classified as CTE in order to refine the list. McGrath expressed concern about courses currently in the approval queue. Hess responded a list of such courses could be created.

Short informed the Council that he maintains a similar list for Miramar courses. It is color coded to indicate whether the course is overdue, currently due, or will be due soon. He also recommended Discipline Deans consider which colleges have full time discipline faculty members when deciding how to assign courses. He added that they should also be aware of CSU articulation concerns when reviewing the courses. Parker recommended that once the Discipline Deans had determined which college would be responsible for each course, the six-year review list be updated with this information to assist faculty in their program review reports.

D. Subcommittee Update

Hess reminded the Council two new CIC subcommittees had been approved. She is still waiting for representatives from one college, after which time she should be able to start convening meetings.

San Diego Community College District Curriculum and Instructional Council

IV. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported the number of courses to be integrated had gone down.

B. CurricUNET Steering Committee (Hess/Weaver)

Erica Plourde informed the Council CurricUNET email notifications are not currently working. She recommended that council members check their own queue and ask others to do the same.

Parsons asked for an overview of where aligned curriculum proposals default and where they are held. She would the Council to consider adding to the list of positions where a proposal does not default. Libby Andersen recommended including a discussion of why the approval process was set up the way it is.

Hess responded the Council could be given an overview of the different approval processes, but any decisions should be deferred to the CurricUNET Steering Subcommittee.

C. Student Services Council (Neault)

No report.

D. Joint Meeting Agenda Items

Andersen asked to add prerequisites to the list. She asked if there would be a discussion about the recent Title 5 changes in repeatability. Hess responded the District is currently in compliance, but can consider discussing the changes.

E. State Academic Senate

Parsons informed the Council that there would be a regional meeting on September 23 at Mt. San Antonio College during which the primary discussion will be repeatability.

Tim McGrath arrived at 2:39 p.m.

Parsons continued that at the Summer Curriculum Institute, the attending curriculum chairs and articulation officers began a discussion on how to make content review work given the unique needs and challenges of our district. She would like to recommend creating a committee whose sole charge is the creation of prerequisite procedures. Hess added that further discussion on this issue will take place at the next CIC meeting.

F. Chief Instructional Officers (Barnes, Benard, Ellison, Lee, McGrath)

No report.

G. Articulation Officers (Andersen, Parker, Short)

San Diego Community College District Curriculum and Instructional Council

Short announced that Miramar had received its first reply from C-ID, one acceptance and one rejection. The system is working. Libby Andersen added City has submitted four agriculture classes.

V. ANNOUNCEMENTS

- A. The next meeting will be Thursday, September 22, at the District Service Center, 1st Floor Conference Room. The Council agreed to begin the meeting at 1:30 pm in order to ensure enough time for discussion prior to the Board Meeting at City College.
- B. Certification of Stand Alone Credit Course is due to the State by September 30th. Reminder, the form requires Chancellor Carroll's approval. Submit signed forms to the District Office of Instruction before **9/23/2011**.
- C. CCC Chancellor's Office Approval Timeline
- D. Handouts:
 - 1. September 8, 2011 CIC Meeting Agenda
 - 2. Draft Minutes from the May 12, 2011 CIC meeting
 - 3. Curriculum Summary
 - 4. Assigning Courses to Disciplines Finalized New Business Form
 - 5. Modified Six Year Review List
 - 6. Curriculum Updating Project

VI. ADJOURNMENT

The meeting adjourned at 2:48 pm.