

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 14, 2011  
2:00 PM—ECC, Room 132

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Barnes, Randy	Interim Vice President, Instruction—Miramar College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President, Instruction—Mesa College
Norvell, Elizabeth	Academic Senate Representative—Mesa College (proxy for Toni Parsons)
Shelton, Deanna	Co-Curriculum Chair—City College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

### **ABSENT:**

Benard, Mary	Vice President, Instruction—City College
Igou, Daniel	Curriculum Chair—Miramar College
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Lombardi, Jan	Co-Curriculum Chair—City College
Matthew, Esther	Academic Senate Representative—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Parker, Juliette	Articulation Officer—Mesa College
Parsons, Toni	Curriculum Chair—Mesa College

### **STAFF:**

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office

### **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 2:05 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: March 24, 2011 Minutes**

*The minutes were approved as amended. M/S/P (Short/Andersen)*

### **B. Approval of: April 14, 2011 Agenda**

Added to the Agenda:

Anthropology 392, Cross-Cultural Studies—Study Abroad  
Legal Assisting 270, Paralegal Internship/Work Experience  
Nursing Education 101, Interactions in Nursing  
Nursing Education 102, Fundamental Nursing Concepts and Skills I  
Nursing Education 103, Fundamental Nursing Concepts and Skills II  
Nursing Education 104, Pharmacology for Nursing Practice  
Nursing Education 105, Adult Health Nursing I  
Nursing Education 107, Adult Health Nursing II  
Nursing Education 201, Transition to Associate Degree Nursing  
Nursing Education 202, Adult Health Nursing III  
Nursing Education 203, Psychosocial and Gerontological Nursing  
Nursing Education 204, Family Health Nursing  
Nursing Education 205, Transition to the Registered Nurse Role  
Nursing Education 240, Medical/Surgical Nursing III  
Associate in Science Degree, Information Technology Management  
Certificate of Achievement, Information Technology Management  
Certificate of Achievement, Technology Specialist

*The agenda was approved as amended. M/S/P (Andersen/Weaver)*

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

### **A. Approval of Curriculum**

*The curriculum was approved by consent. M/S/P (Andersen/Short)*

### **B. Approval of Program Changes**

*The programs were approved by consent. M/S/P (Short/Andersen)*

### **C. Approval of Continuing Education Curriculum**

No Continuing Education curriculum.

### **D. Approval of Continuing Education Program Changes**

No Continuing Education program changes.

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### III. OLD BUSINESS

#### A. SB 1440 Updates and Catalog Language (Action)

Shelly Hess reminded the Council she had sent an email with links to samples of how the information for the SB 1440 TMC degrees will appear in each catalog. She would like the Council members to take this information to their Academic Senates and curriculum committees for review, making sure to include counselors.

Hess continued that there have been minor changes to the process for submitting TMC degrees. The CCCCCO is asking for transfer documentation for courses without C-ID indicators. They are also asking for minor changes in the narrative for Part I. We are still on track for approving programs. Hess warned that several have been sent back by the CCCCCO for further work by other colleges. Stephanie Low has announced she will post samples of accepted programs soon.

Hess proposed placing the tentative catalog language in the Academic Requirements section, where other information for the associate degree is listed. The Council then discussed formatting and other recommendations. Duane Short pointed out that some of the degree requirements listed were for both traditional AA and AS degrees and AA-T and AS-T degrees; the proposed catalog language does not clearly explain this. He recommended adding language such as “Every degree has the following requirements in common” in order to clarify this. Short also expressed concern that the degrees are labeled differently. The Academic Senate is adamant that there are no differences between the degrees. While he does not object to listing the degrees differently, he wants everyone to be aware that the Academic Senate disagrees with the distinction.

Hess added that she would like to clarify how the general education options are indicated in the catalog. At this time, they are listed in the beginning of the Academic Requirements, but ‘Option 2’ and ‘Option 3’ do not appear where these transfer patterns are detailed.

Next, the Council discussed where the degrees would appear in the catalog. Hess announced Otto Lee wanted everyone to see how they would appear once they are approved by the CCCCCO. Each college may designate where the degrees appear. Tim McGrath expressed concern that the language may be confusing for students who are deciding which degree to take. He would like to see a better description. Short pointed out what Miramar would like to do is add a line in bold to the description indicating this degree is accepted by some but not all CSU campuses. McGrath recommended adding this note to the top of the degree description to make sure students see it. Elizabeth Norvell recommended creating a separate section for these programs in order to help clarify the challenges to students. Short indicated this may not work for Miramar, as their catalogs are arranged by categories used for program review. Hess responded she would work with each college on degree placement in the catalog outside of CIC.

### IV. NEW BUSINESS

#### A. Walked-In Curriculum (Action)

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*Nursing Education 240, Medical/Surgical Nursing III*  
*Nursing Education 101, Interactions in Nursing*  
*Nursing Education 102, Fundamental Nursing Concepts and Skills I*  
*Nursing Education 103, Fundamental Nursing Concepts and Skills II*  
*Nursing Education 104, Pharmacology for Nursing Practice*  
*Nursing Education 105, Adult Health Nursing I*  
*Nursing Education 107, Adult Health Nursing II*  
*Nursing Education 201, Transition to Associate Degree Nursing*  
*Nursing Education 202, Adult Health Nursing III*  
*Nursing Education 203, Psychosocial and Gerontological Nursing*  
*Nursing Education 204, Family Health Nursing*  
*Nursing Education 205, Transition to the Registered Nurse Role*

Deanna Shelton reported that NRSE 240 is a new course that is a prerequisite for courses walked in to the last CIC meeting; she is not sure why this course was left off of the list. The other courses are all deactivations as part of the program revision.

*Action: Nursing Education 240, Medical/Surgical Nursing III was approved for activation at City College pending technical review.*

*Nursing Education 101, Interactions in Nursing; Nursing Education 102, Fundamental Nursing Concepts and Skills I; Nursing Education 103, Fundamental Nursing Concepts and Skills II; Nursing Education 104, Pharmacology for Nursing Practice; Nursing Education 105, Adult Health Nursing I; Nursing Education 107, Adult Health Nursing II; Nursing Education 201, Transition to Associate Degree Nursing; Nursing Education 202, Adult Health Nursing III; Nursing Education 203, Psychosocial and Gerontological Nursing; Nursing Education 204, Family Health Nursing; Nursing Education 205, Transition to the Registered Nurse Role; Nursing Education 240, Medical/Surgical Nursing III were approved for deactivation at City College pending technical review.*

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

*Anthropology 392, Cross-Cultural Studies—Study Abroad*

Hess explained that this was a special topics course designed for study abroad. This a framework course so others can be brought forward. She explained how the special topics framework process works.

Short asked what part of the mission this fulfills if this does not prepare students for work and is not articulated for transfer. Stand alone courses are intended to meet all of the facets of the college mission; it seems that this meets none of them. What is the advantage of offering this course as opposed to the other courses that students normally take while studying abroad?

Norvell responded that students as part of the study abroad experience learn from local instructors about politics, society, food, and other cultural information. This gives students credit for that time and a well rounded view of where they are. Hess added that this was an experimental course that has been offered the full three times.

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*Randy Barnes arrived at 2:49 p.m.*

Short asked if students had a minimum number of units they had to take while studying abroad. Shelton responded she was unsure, but could consult with Jan Lombardi if there were further questions. Short clarified that his intention in asking these questions is to make sure they are being asked. Miramar has turned down several courses because they do not fit the mission of the college. He wants to make sure due diligence is happening elsewhere as well. Hess responded that she has personally assisted with this course for some time, and feels confident that the questions have been asked and answered.

*Action: Anthropology 392, Cross-Cultural Studies—Study Abroad was approved for activation at City College pending technical review. M/S/P (Andersen/Norvell) 7 approve, 0 oppose, 1 abstain*

*Associate in Science Degree, Information Technology Management  
Certificate of Achievement, Information Technology Management*

Shelton explained that these are new programs that the department is hoping to offer in the fall to meet local demand for work in the field. Libby Andersen added that this will enable us to enter into an MOA with National University to help students transfer as juniors to National (where courses will be taught at City College). Short asked for clarification of what MOA stood for. Andersen responded it was a Memorandum of Agreement. City will provide National University with space to teach classes; National will provide the equipment and instructors. Short responded that Miramar had tried something similar, but was ultimately denied due to parking issues.

*Action: Associate in Science Degree, Information Technology Management; Certificate of Achievement, Information Technology Management were approved for activation at City College pending technical review. M/S/P (Andersen/Short)*

*Certificate of Achievement, Technology Specialist*

Shelton explained that this program revision includes some course changes.

*Action: Certificate of Achievement, Technology Specialist was approved for activation at City College pending technical review. M/S/P (Short/Andersen)*

*Legal Assisting 270, Paralegal Internship/Work Experience*

Short explained that this course is being created based on the recommendation of the accrediting body for the legal assistant program to add an apprenticeship. The only difference from the generic 270 is the addition of LEGL 101B as a corequisite, as required by the accrediting body.

*Action: Legal Assisting 270, Paralegal Internship/Work Experience was approved for activation at Miramar College pending technical review. M/S/P (Andersen/McGrath)*

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## V. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

The numbers continue to go down.

### B. CurricUNET Steering Committee (Hess/Weaver)

Hess announced that the next Steering Committee meeting is still being scheduled. She continued that she and others from her office attended the April 8 CurricUNET User Group meeting in Riverside. There, they were introduced to the new Governet Customer Service representative. The company is working on adding new programmers to fix issues more quickly.

### C. Student Services Council (Neault)

Andersen recommended that Student Services begin looking at how the new transfer degrees will affect the continuity of articulation for courses students take at other colleges but want to apply to our degrees. Hess responded that she assumes the same residency requirements as for other degrees will still be in effect for these degrees. Short added that he thinks a grid should be created for local community college TMC to help evaluators determine how courses should be honored.

### D. Joint Meeting Agenda Items

The continuity of articulation issue discussed above was referred to the joint meeting agenda.

### E. State Academic Senate

The plenary session is currently going on. There should be a report at the next CIC meeting.

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

McGrath mentioned the CIO conference, where discussion of SB 1440 took place. Senator Padilla is currently working on updating and changing the law to clarify its intentions. It was recommended that community colleges continue the work they are doing and keep pressure on the CSUs to come into compliance.

### G. Articulation Officers (Andersen, Parker, Short)

Short warned that many TMCs are being disapproved and sent back for revision; this may happen to us. Andersen asked if there is an appeal process. Hess responded that when programs are sent back, they include a list of recommendations. In resubmitting the programs, the colleges have an opportunity to address those recommendations. McGrath added that Stephanie Low has encouraged Vice Presidents of Instruction to call her with any questions or concerns.

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## **VI. ANNOUNCEMENTS**

A. The April 28, 2011 CIC meeting will be held at the District Office, room 245.

B. Handouts:

1. April 14, 2011 CIC Meeting Agenda
2. Draft Minutes from the March 24, 2011 CIC meeting
3. Curriculum Summary
4. Assigning Courses to Disciplines New Business Form
5. Curriculum Updating Project

## **VII. ADJOURNMENT**

*The meeting adjourned at 3:14 p.m.*