

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 24, 2014  
2:00 PM—District Office, Room 245

## MINUTES

### **PRESENT:**

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Co-Chair—Continuing Education
Parsons, Michelle	Curriculum Chair—Mesa
Ramsey, Gerald	Acting Vice President, Instruction—Miramar
Shelton, Deanna	Curriculum Chair—City

### **ABSENT:**

Barnes, Randy	Vice President, Instruction—City
Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Parker, Juliette	Articulation Officer—Mesa
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office
Short, Duane	Articulation Officer—Miramar
Vizcarra, Perla	Articulation Officer—City
Weaver, Roma	Curriculum Co-Chair—Continuing Education

### **STAFF:**

Payne, Desiree	Senior Secretary, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

# 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 27, 2014 Minutes

*Action: The minutes were approved.*

MSP (Igou/Shelton)

### B. Approval of: April 24, 2014 Agenda

Added to the agenda:

- Curriculum Deadlines
- Walk-Ins:
  1. *ASL-English Interpretation Certificate of Achievement* (Mesa)
  2. *ASL-English Interpretation Associate in Arts* (Mesa)
  3. *HIST 100 World History I* (Mesa)
  4. *HIST 101 World History II* (Mesa)
  5. *MEDA 110 Medical Terminology* (Mesa)
  6. *MEDA 115 Pathophysiology* (Mesa)

*Action: The agenda was approved as amended.*

MSP (Igou/Parsons)

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

### A. Approval of Curriculum

Removed from the consent agenda:

*ARTF 280A 2-Dimensional Art Studio Lab*

*ARTF 280C Ceramics Studio Lab*

*NUTR 150 Nutrition*

*NUTR 170 Nutrition and Fitness*

*NUTR 270 Work Experience*

*Action: The curriculum was approved as amended.*

MSP (Igou/Parsons)

### B. Approval of Program Changes

Removed from the consent agenda:

*Computer Skills in Business Certificate of Performance*

*Action: The program was tabled.*

MSP (Shelton/Norvell)

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

No Continuing Education programs.

### E. GE Review Handout (Information)

# San Diego Community College District Curriculum and Instructional Council

## F. Curriculum Items Discussed

*ARTF 280A 2-Dimensional Art Studio Lab*  
*ARTF 280C Ceramics Studio Lab*

Miramar added to the proposals.

*Action: ARTF 280A and 280C approved.*

*MSP (Norvell/Igou)*

*NUTR 270 Work Experience*

Michelle Parsons inquired why a work experience course was created for a program that currently does not exist at City. Shelly Hess noted the effective date is fall 2015, and acknowledged City has the option of creating courses in anticipation of the program. Career technical programs and Region 10 approval discussed. Deanna Shelton advised it was her understanding City and Mesa faculty and deans had met to discuss City offering the Nutrition program, and the course could be offered as an elective for Physical Education [Exercise Science]. Parson noted an Exercise Science work experience course already exist. Nutrition meeting between City and Mesa was discussed.

*Action: NUTR 270 tabled.*

*MSP (Parsons/Norvell)*

*NUTR 150 Nutrition and NUTR 170 Nutrition and Fitness*

Shelton advised faculty requested City be added to the proposals.

*Action: NUTR 150 and 170 approved.*

*MSP (Igou/Parsons)*

## III. OLD BUSINESS

### A. Procedures Update (Information)

Parsons advised Mesa has approved Requisites, Corequisites, Limitations and Advisories procedure and Graduation Requirements procedure. Shelton advised City is currently reviewing the drafted procedures. Hess advised if priority has to be given to any of the drafted procedures it should be given to the Requisites, Corequisites, Limitations and Advisories procedure.

## IV. NEW BUSINESS

### A. ARTF 109 Modern Art

Hess reported the course was pulled by Mesa from the April 10, 2014 virtual summary for discussion. Desiree Payne advised the course was pulled to discuss the fall 2015 effective date. Parsons stated this is related to the Curriculum Deadlines agenda item. Hess advised she had emailed the department dean inquiring on the effective date and has yet to receive a response. Course viewed in CurricUNET. Parsons advised the course was originally proposed for spring 2015. Parsons relayed Mesa concern regarding course proposals launched with a spring 2015 effective date automatically changing to fall 2015. Hess explained if course revisions impact the catalog the effective date is changed to fall. Mid academic year curriculum revisions and impact on students was discussed. Hess noted there is an advisory change on the course, which cannot occur mid academic year due to the impact on students. Hess stated the course is listed on the April 24,

# San Diego Community College District Curriculum and Instructional Council

2014 curriculum summary with an effective date of fall 2015. Hess inquired if Mesa is okay with the effective date of fall 2015. Parsons confirmed.

## B. Draft 2014-2015 CIC Calendar

Hess noted the fall schedule and catalog deadlines have been advanced to the second CIC meeting in February. Hess explained given the new mandates with the Student Success Act counselors need access to the catalogs earlier, which requires the deadline to be advanced. Hess reviewed the catalog production timeline process; proofing, editing, publication, etc. Elizabeth Norvell advised advanced notice to the colleges that this year's catalog deadline was a hard deadline would have been helpful.

*Gerald Ramsey arrived at 2:32 p.m.*

Hess noted she advised the Council at the December 12, 2014 CIC meeting the March deadline would be a hard deadline. Hess advised when information is discussed at CIC it is assumed the Council members representing the colleges are relaying the information to the colleges. Discussion occurred regarding deadlines and advanced notice to the colleges. Hess inquired if the Council would like to approve the calendar earlier. Parsons stated being advised in December the catalog deadline would be considered a hard deadline was not sufficient notice. Hess advised the catalog deadline has historically occurred in March and did not change this year. Hess explained in the past Instructional Services has accepted curriculum with the approaching fall semester's effective date after the deadline, which has resulted in a negative impact on catalog production. Hess noted there is a process to accommodate critical curriculum to be considered after the fall schedule and catalog deadlines. Hess asked Council to view the deadlines for next year as hard deadlines, and reported for the 2015-2016 catalogs all program revisions will require state approval prior to publication in the catalogs. Hess explained the state has recently required all program revisions, including non-substantial changes, be reviewed and approved by the California Community Colleges Chancellor's Office (CCCCO). Notifying the colleges when curriculum is submitted to and approved by CCCCCO was discussed.

## C. Curriculum Deadlines

Hess reviewed the drafted Curriculum Approval Deadlines document. Hess explained curriculum deadlines were updated to coincide with the roll forward dates. Parsons inquired if minor course revisions could be included in the spring and summer publication deadlines. Hess stated the acceptable types of course revisions would be added to the document for spring and summer. Parsons and Norvell advised the document will be helpful in relaying the deadlines to the colleges.

## D. Walk-Ins (Action)

1. *ASL-English Interpretation Certificate of Achievement*
2. *ASL-English Interpretation Associate in Arts Degree (Mesa)*

Parsons explained the awards were updated to meet industry need, and noted the need for walking in the program was discussed at the March 27, 2014 CIC meeting. Elizabeth Norvell added the program area has been updated.

*Action: ASL-English Interpretation Certificate of Achievement and ASL-English Interpretation Associate in Arts approved, pending tech review. MSP (Ramsey/Igou)*

# San Diego Community College District Curriculum and Instructional Council

3. *HIST 100 World History I*
4. *HIST 101 World History II* (Mesa)

Parsons advised distance education has been added to HIST 100, and both courses need to be included for GE approval. Hess inquired if Tim McGrath is requesting an exception to the fall 2014 schedule and catalog deadlines. McGrath confirmed.

*Action: HIST 100 and 101 approved, pending tech review.* MSP (Shelton/Igou)

5. *MEDA 110 Medical Terminology*
6. *MEDA 115 Pathophysiology* (Mesa)

Parsons advised the courses would like to be offered as distance education for summer 2014.

*Action: MEDA 110 and 115 approved, pending tech review.* MSP (Norvell/Parsons)

## V. **STANDING REPORTS**

### A. Curriculum Updating Project (Hess)

Hess reported the number of courses not integrated is 36.

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

Hess reported the committee met on April 18, 2014. Updating CurricUNET to simplify the discipline assignment field was discussed at the meeting. Hess advised the committee is scheduled to meet again prior to the end of the spring semester. Parsons inquired on the new CurricUNET Meta. Hess advised the Meta version has yet to be fully implemented at any college. Hess advised she would like to see how the Meta version operates once fully implemented.

### C. Student Services Council (Conrad)

Gerald Ramsey advised the Council recently met and general issues were discussed.

### D. ADT (Lee)

Hess reviewed the TMC Tracker. Parsons advised Mesa's Spanish Associate Degree for Transfer (ADT) has been launched in CurricUNET. Board approval deadlines discussed. Hess noted if the degree is ready it can be walked in to the May meeting. Parsons added Mesa's Geology ADT in the process of being developed. C-ID approvals reviewed.

### E. State Academic Senate

Parsons reported on legislation discussed at the April Plenary conference. Parsons reported on SB 850, pilot project for community colleges bachelor's degree. Shelton added funding for SB 850 was a key topic. Shelton reported repeatability for physical education and visual and performing arts curriculum was discussed at Plenary. Shelton reported David Morris was appointed as the new Academic Senate President, effective July 1.

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

# San Diego Community College District Curriculum and Instructional Council

No report.

G. Articulation Officers (Parker, Short, Vizcarra)

No report.

H. C-ID (Parker, Short, Vizcarra)

*Refer to Standing Reports D. ADT.*

I. CIC Subcommittees (Hess)

Hess reported the GE Review Task Force met on March 28, 2014. At the meeting student learning outcomes were discussed. Parsons noted Mesa recently approved the GE student learning outcomes. Hess advised a meeting date has been proposed for the Catalog Subcommittee, and the Policies and Procedures Subcommittee is scheduled to meet on May 2, 2014.

## VI. ANNOUNCEMENTS

A. The next meeting will be held Thursday, May 8, 2014 at the District Office, room 245. This will be the last meeting of the spring semester.

B. Handouts:

1. April 24, 2014 CIC Meeting Agenda
2. Draft Minutes from the March 27, 2014 CIC Meeting
3. Curriculum Summary
4. SDCCD C-ID Project
5. TMC Status Tracker
6. GE Review Handout
7. Draft 2014-15 CIC Calendar
8. Draft Curriculum Approval Deadlines

## VII. ADJOURNMENT

*Shelly Hess adjourned the meeting at 3:19 p.m.*