

San Diego Community College District Curriculum and Instructional Council

Meeting of September 26, 2013
2:00 PM—City College R116

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Dan	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Lombardi, Jan	Curriculum Co-Chair—City
McGrath, Tim	Vice President, Instruction—Mesa
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Articulation Officer—Miramar
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Ramsey, Gerald	Acting Vice President, Instruction—Miramar
Vizcarra, Perla	Articulation Officer—Mesa

STAFF:

Payne, Desiree	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

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Shelly Hess called the meeting to order at 2:09 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 12, 2013 Minutes

Action: Jan Lombardi advised the Dance department discussion during the State Academic Senate Standing Report was in regards to curriculum and articulation. The “Lombardi advised...issues with the Dance families.” sentence will be corrected. The minutes were approved as amended.

MSP (Barnes/Igou)

B. Approval of: September 26, 2013 Agenda

Added to the agenda:

1. Walk-Ins:

a. MUSI 135A (Mesa)

b. MUSI 135B (Mesa)

Action: The agenda was approved as amended.

MSP (Short/Igou)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Action: The curriculum was approved by consent.

MSP (Short/Parsons)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (Igou/Parker)

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

III. OLD BUSINESS

A. Courses Not Integrated (Information)

Shelly Hess clarified deactivated courses have not been removed from the Courses Not Integrated list in order to track the courses should they be reactivated and reintegrated. Hess advised Instructional Services is researching an approach to track the deactivations internally.

IV. NEW BUSINESS

A. MUSI 174A-D and MUSI 274A-D (Information)

Hess advised in spring 2013 Mesa’s new Music courses were approved by the Council. The California Community College Chancellor’s Office requested revisions to the courses. Hess explained the minor revisions to the course outlines included differentiating the titles, learning

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objectives and course content to reflect the variation between the levels of the courses. Hess noted the errata would be published to reflect the updated catalog course descriptions. Course outlines discussed.

B. Policies and Procedures Subcommittee Items (Information)

Hess advised several procedures are ready to be guided through each college's shared governance approval process by the subcommittee. The Guidelines for Development of Procedures document was displayed and provided to Council. Hess reviewed the approval process for new and revised instructional procedures. General Education procedure, Requisites, Corerequisites, Limitations on Enrollment and Advisories procedure, Graduation Requirements for Degrees procedure and Program Approval procedure were displayed. Revisions to procedures discussed. Guidelines for Discipline Assignment document displayed. Tim McGrath recommended the condition in Section (7) Faculty Qualifications, subsection d. Interdisciplinary be revised to clarify the upper division and graduate units recommended to meet minimum qualifications, and proposed 12 graduate units be included as an option. Duane Short suggested revising the sentence to reflect the recommended maximum upper division and minimum graduate units. Council discussed role of deans, colleges, CRC, CIC and human resources roles in discipline assignment. Ensuring the document is proposed as a guideline to faculty was discussed. Hess advised Section 7's title can be revised to convey the listed qualifications are recommendations. Hess thanked Council for the feedback and requested advised revisions and/or feedback received from the colleges should be brought back to Council for discussion.

C. Walk-Ins (Action)

MUSI 135A College Guitar I and Music 135B College Guitar II (Mesa)

Michelle Parsons explained 135A and 135B are new courses designed to replace MUSI 132A and 132B. Parsons noted the courses are not revisions of 132A and 132B and are proposed for UC transfer. Parsons advised Mesa would like to offer the courses in spring 2014. Hess clarified the courses will be approved as stand alone as the programs were not updated. Hess inquired if 132A and 132B will be proposed for deactivation. Parsons confirmed Mesa plans to deactivate the courses. Discussion occurred regarding the deactivation of 132A and 132B. Plourde advised in order for the program(s) to be approved with the new courses 132A and 132B will need to be removed. Major preparation and UC transfer discussed.

Action: MUSI 135A and 135B approved, pending tech review.

MSP (Lombardi/Parsons)

V. **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

Hess reported as of September 12, 2013, the number of courses not integrated is 50. Parsons inquired if the deactivated courses are excluded from the total listed. Hess advised the deactivations are included in the total and Instructional Services is working on an approach to separate the deactivations from the total count.

B. CurricUNET Steering Committee (Hess/Weaver)

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Hess reported the committee is scheduled to meet on October 4, 2013.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

Otto Lee reviewed the graduate figures listed on the Associate Degree for Transfer Fall 2012 and Spring 2013 Graduates chart.

E. State Academic Senate

Parsons reported the fall Plenary Session will take place in November. Lombardi reported an Area D meeting is scheduled for October.

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

McGrath reported on the Student Success Workshop.

G. Articulation Officers (Parker, Short, Vizcarra)

Short noted Juliette Parker is now the Articulation Regional Representative for Region 10.

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

Hess reported as of September 26, 2013, five new C-ID approvals and one denial have been received.

I. CIC Subcommittees (Hess)

Hess reported the GE Review Subcommittee meeting is pending assignment of a faculty representative from City College and the Catalog Subcommittee meeting is pending the assignment of faculty representatives from City and Mesa College.

VI. ANNOUNCEMENTS

A. The next meeting will be held Thursday, October 10, 2013 at Mesa College room LRC-435.

B. Handouts:

1. September 26, 2013 CIC Meeting Agenda
2. Draft Minutes from the September 12, 2013 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. Guidelines for Procedures
6. Associate Degree for Transfer Fall 2012 and Spring 2013 Graduates chart
7. SDCCD C-ID Project

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:08 p.m.