

San Diego Community College District Curriculum and Instructional Council

Meeting of December 12, 2013
2:00 PM—District Office, Room 220

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	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
Namdar, Donna	Curriculum Co-Chair—Continuing Education
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Articulation Officer—Miramar
Weaver, Roma	Curriculum Co-Chair—Continuing Education
Vizcarra, Perla	Articulation Officer—City

GUEST:

Cost, Jennifer	Department Chair; Faculty, English—Mesa
Kohlenberg, Terry	Academic Senate President; Faculty, Communication Studies—Mesa
Lopez, Cesar	Department Chair; Faculty Chicano Studies—Mesa
Mayassa, Thekima	Department Chair; Faculty Black Studies—Mesa

ABSENT:

Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Ramsey, Gerald	Acting Vice President, Instruction—Miramar

STAFF:

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Payne, Desiree	Senior Secretary, 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. Council introduced themselves to the guests. Roma Weaver announced Donna Namdar will be serving as co-chair for Continuing Education.

Otto Lee arrived at 2:10 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 14, 2013 Minutes

Action: Hess advised she received a request for a transcription of the Black Studies designator discussion. Hess noted the transcription will be provided to council as a separate document from the minutes. MSP (Igow/Parsons)

B. Approval of: December 12, 2013 Agenda

Added to the agenda:

Walk-Ins:

1. Kinesiology for Transfer AA-T (City)
2. Physical Education AA (City)
3. EXSC 287 (City)
4. EXSC 288 (City)
5. ENGL 208 (City)
6. Fitness Specialist CA (City)
7. HUMS 101 (City)
8. EXSC 129A (Mesa)
9. EXSC 129B (Mesa)

Action: The agenda was approved as amended.

MSP (Lombardi/Igow)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Action: The curriculum was approved by consent.

MSP (Short/Lombardi)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (Parsons/Vizcarra)

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. Black Studies (BLAS) 125, 140A, 140B, 165 and 175 Discipline Designator (Information)

Shelly Hess provided a review of the curriculum approval of BLAS 125, 140A, 140B, 165 and 175 courses, walked in to the October 10, 2013 CIC meeting; the discipline designator discussion

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occurred when the courses were on the November 14, 2013 General Education (GE)/Transfer Curriculum approval. Hess added at the November 14 meeting Miramar requested the discussion be tabled until the next meeting. Hess noted the discipline designator will not be voted on at this meeting per request from Miramar's Academic Senate, as they are still in discussion regarding the faculty recommendations of the designator assignment for BLAS 140A and 140B. The approved minutes from the May 12, 2011 CIC meeting, when CIC approved addition of disciplines designation to CurricUNET, was provided to council. CIC Business Item: Formalizing the Process to Assign Courses to Disciplines was displayed and Hess reviewed the document. Michelle Parsons relayed Mesa's concern expressed to her which is whether discipline designation is the purview of the curriculum committees. Juliette Parker referenced the Academic Senates responsibilities as outlined in Board Policies 2510 Participation In Local Decision-Making. Duane Short noted the discipline assignment is included in the course outline reports and the curriculum committees are subcommittees of the Academic Senates. Jennifer Cost stated the concern, as a result of her meeting(s) with City's Black Studies and Chicano Studies chairs, is the Black Studies and Chicano Studies curriculum are being held to a guideline standard that has yet to be approved by the Academic Senates. Thekima Mayasa expressed concern regarding discipline designations approved and reflected in CurricUNET which did not receive her approval as department chair and are contrary to what her department recommended. Hess proposed discipline designation be removed from BLAS 125, 140A, 140B, 165 and 175 until this designator issue is resolved. Hess noted Chicano Studies 150 was approved with Ethic Studies and History discipline designators. Tim McGrath discussed transfer applicable courses in relation to assigning designators to courses. Terry Kohlenberg referred to Title 5 language regarding Academic Senates role in assigning courses to disciplines. Kohlenberg also referred to the Board Policy. Authority of curriculum originator, role and authority of the Academic Senates, aligned curriculum, history of discipline designation process and minimum qualifications were discussed. Parker voiced concerns regarding the Formalizing the Process to Assign Courses to Disciplines as Mesa's Academic Senate did not vote on the process. Jan Lombardi advised the discussion at City does not concern whether the Academic Senate or curriculum committee assign courses to disciplines, rather the curriculum committee reviews the course with the expectation the originator has consulted with the department chair and the dean regarding the discipline designation. Lombardi added City's Black Studies department supports the Ethnic Studies designation for BLAS 125, 140A, 140B, 165 and 175. Ethic Studies designation and qualifiers, one of which is Interdisciplinary Studies, was discussed. Dan Igou advised BLAS 140A and 140B is offered at Miramar [City and Mesa], and when the courses were walked in at October 10 meeting the designations were a Ethnic Studies and History, which the council approved, then during GE/Transfer approval at the November 14 meeting there was a request to remove the History designation option. Igou stated Miramar requested the discussion be tabled in order to allow time to research the courses discipline designation. Igou added there is a concern in regards to whether the curriculum process is adhered to in terms of approval of courses and curriculum changes. Otto Lee thanked council and guests for their discussion and feedback. Lee expressed concern regarding the communication between the council, college curriculum committees and college Academic Senates. Lee advised additional research is required and a meeting should be scheduled between himself and the Vice President's of Instruction to discuss the matter as well as the Academic Senate process, council process, Title 5 and Board Policies.

B. Procedures Update

Hess reminded the council to assist in facilitating the discussion and review of procedures at their campuses and to communicate any questions and feedback.

C. Catalog Deadline

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Hess reported one of the discussion items was the catalog production date and deadline for curriculum. Hess reminded council of the March 13, 2014 catalog deadline and requested the deadline be viewed as a hard deadline. Lee noted given the state approval process curriculum should be submitted as soon as possible. Deadline for Associate Degree for Transfer (ADT) degrees and catalog addendum were discussed. Hess provided an update on the discussion at the Catalog Subcommittee meeting; total hours listed in catalog, Student Success Act, production timeline, catalog publishing date, addition of an ADT column to Mesa and Miramar's Degree and Certificate List, updating the printed catalog index and addition of the index to Miramar's online catalog. Hess stated a Catalog Subcommittee Task Force will be created in order to research the possibility of advancing the catalog publication date. Hess advised the Catalog Subcommittee was reminded the purpose of the subcommittee is not to standardize the catalogs.

D. Global Development Studies (GDEV) Designator

Hess advised council to discuss the newly approved designator at their campuses and relay any questions.

Randy Barnes left the room at 2:55 p.m.; returned at 2:59 p.m.

IV. NEW BUSINESS

A. Walk-Ins (Action)

Jennifer Cost left the meeting at 2:57 p.m.

Thekima Mayasa left the room at 2:57 p.m.; returned at 3:02 p.m.

Cesar Lopez arrived at 3:02 p.m.

1. *Kinesiology Associate in Arts for Transfer (City)*

Lombardi advised the degree was revised to replace the Physical Education courses (PHYE) with the Exercise Science (EXSC) courses, and several Physics courses were removed. Hess noted the degree is listed as an Associate in Science for Transfer and according to the California Community Colleges Chancellor's Office (CCCCO) Transfer Model Curriculum (TMC) template the award type is an Associate in Arts for Transfer. Lombardi agreed the award type should be changed to match the template.

*Action: Kinesiology for Transfer Associate in Arts for Transfer approved, pending tech review.
MSP (Igou/Short)*

2. *Physical Education Associate in Arts (City)*

Lombardi stated the degree is being deactivated.

*Action: Physical Education Associate in Arts approved, pending tech review.
MSP (Parsons/Parker)*

3. *EXSC 287 Fitness Specialist and EXSC 288 Fitness Specialist Internship Lecture (City)*

Lombardi advised as a result of the district wide EXSC designator meetings, EXSC 287 is proposed for deactivation and EXSC 288 is proposed for activation.

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Action: EXSC 287 and 288 approved, pending tech review.

MSP (Parker/Igou)

4. ENGL 208 Introduction to Literature (City)

Lombardi stated the course needed to be revised in order to move forward with City's English TMC degree.

Action: ENGL 208 approved, pending tech review.

MSP (Parsons/Short)

5. Fitness Specialist Certificate of Achievement (City)

Certificate revised to update the Fitness Specialist courses.

Action: Fitness Specialist Certificate of Achievement approved, pending tech review.

MSP (Parsons/McGrath)

6. HUMS 101 Introduction to Human Aging (City)

Revision to advisories and the course is proposed for District GE Area D, CSUGE Area D (D0 and D7) and Area E. Hess noted the course was walked-in to meet the December 13, 2013 submittal deadline for the GE/Transfer curriculum.

Action: HUMS 101 approved, pending tech review.

MSP (Lombardi/Short)

7. EXSC 129A Step Aerobics I-Fundamentals and EXSC 129B Step Aerobics II-Beginning Level (Mesa)

Courses proposed for activation at Mesa College.

Action: EXSC 129A and 129B approved, pending tech review.

MSP (Lombardi/Parsons)

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported as of November 14, 2013 the number of course not integrated is 41.

B. CurricUNET Steering Committee (Hess/Weaver)

Erica Marrone highlighted the discussion items at the November 22, 2013 meeting: corrected errors, CurricUNET Meta, program revisions, recommended electives in program revisions and historical courses in active programs. Parsons inquired on the status of the drop down menu for multiple actions. Marrone advised a ticket has been submitted to Governet.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

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TMC Status Tracker displayed and provided to council. Lee thanked the colleges for the progress made on the development of ADT degrees. Hess explained the tracker's legend and coding system, and reviewed the development status of subject areas at the colleges. Short suggested modifying the legend to reflect SB 440 recommendation and coding for the colleges which do not offer certain curriculum. Hess requested council review the tracker and update her any changes. Philosophy ADT degree discussed. SB 440 implementation discussed.

E. State Academic Senate

Parsons reported SB 440, AB 86 and repeatability guidelines were among the discussion items at November 15, 2013 Curriculum Regional Meeting. Parsons advised she inquired on the prerequisite floor. The response she received was it is acceptable to assign a non-credit course as a prerequisite to a credit course. Parsons added she was unable to obtain clarification on whether a prerequisite non-credit course and the credit have to be offered at the same campus or if the courses can be offered at separate campuses within a district.

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

No report.

G. Articulation Officers (Parker, Short, Vizcarra)

No report.

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

The SDCCD C-ID Project tracker was displayed. Hess reported 118 courses have been submitted, 44 courses have been approved and 12 courses have been denied. C-ID approvals discussed. Hess advised she has contacted the state for clarification regarding the C-ID approval process and ADT degree approvals.

I. CIC Subcommittees (Hess)

Hess referenced to the catalog subcommittee discussion in Old Business. Hess advised the G.E. Review Subcommittee was not able to meet during the fall and a meeting date for spring is being researched. Hess stated the Policies and Procedures subcommittee should meet during the spring.

VI. ANNOUNCEMENTS

A. The next meeting will be a virtual meeting and will be held Thursday, January 30.

B. Handouts:

1. December 12, 2013 CIC Meeting Agenda
2. Draft Minutes from the November 14, 2013 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. SDCCD C-ID Project
6. TMC Status Tracker
7. May 12, 2011 CIC Approved Minutes

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VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:21 p.m.