

San Diego Community College District Curriculum and Instructional Council

Meeting of March 26, 2015
2:00 PM–DSC 1st Floor Conference Room

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
Ellis, Jan	Faculty—Mesa (proxy for Parker)
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
Gustin, Paula	Faculty—Mesa (proxy for Parsons)
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar
Vizcarra, Perla	Faculty, Counselor—City (proxy for Norvell)

GUESTS:

Boots, Jennifer	Faculty, English/ESOL—City
Gobble, Sheryl	Department Chair, English, Communication, and World Languages— Miramar

ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa

STAFF:

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 2:04 p.m. Guests, proxies, and council members introduced themselves.

I. MINUTES AND AGENDA

A. Approval of: March 12, 2015, Minutes (*Action*)

Duane Short advised in agenda item IV. New Business A. Walk-in Process "...pre-launch deadline for walk-ins..." should be reflect as "...pre-launch deadline for all courses..."

Recommend approval of minutes as amended

Motion by Short, second by McGrath

Final Resolution: Motion carries

Aye: Barnes, Bennie, Gustin, Namdar, Shelton, Vizcarra

Abstain: Ellis

B. Approval of: March 26, 2015, Agenda (*Action*)

Added to the agenda:

- i. HIM program proposal
- ii. Walk-In Process
- iii. Walk-Ins:
 1. PERG 110 Introduction to College (Mesa)
 2. ANHL 100A Animal Care and Management (Mesa)
 3. ANHL 100B Advanced Animal Care and Management (Mesa)
 4. ANHL 125 Veterinary Clinical Pathology (Mesa)
 5. ANHL 125L Veterinary Clinical Pathology Lab (Mesa)
 6. ANHL 140 Veterinary Microbiology and Immunology (Mesa)
 7. ANHL 145 Veterinary Anatomy and Physiology (Mesa)
 8. ANHL 145L Veterinary Anatomy and Physiology Lab (Mesa)
 9. ANHL 155 Fundamentals of Animal Health Technology (Mesa)
 10. ANHL 155L Fundamentals of Animal Health Technology Lab (Mesa)
 11. ANHL 215 Veterinary Radiography (Mesa)
 12. ANHL 215L Veterinary Radiography Lab (Mesa)
 13. ANHL 225 Animal Nursing Techniques and Anesthesiology (Mesa)
 14. ANHL 227 Veterinary Surgical and Nursing Procedures Lab (Mesa)
 15. ANHL 235A Directed Clinical Practice (Mesa)
 16. ANHL 235B Advanced Directed Clinical Practice (Mesa)
 17. ANHL 260 Laboratory Animal Medicine (Mesa)
 18. ANHL 260L Laboratory Animal Medicine Lab (Mesa)
 19. Animal Health Technology Associate of Science Degree (Mesa)
 20. ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English (City)
 21. ENGL 047A Accelerated Reading, Writing and Reasoning (City)
 22. ENGL 048 College Reading and Study Skills II (City)
 23. ENGL 049 Basic Composition (City)
 24. ENGL 101 Reading and Composition (City)
 25. ENGL 105 Composition and Literature (City)
 26. ENGL 202 Introduction to Linguistics (City)
 27. ENGL 209 Literary Approaches to Film (City)

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- 28. ENGL 237 Women in Literature (City)
- 29. ENGL 238 Evaluating Children's Literature (City)
- 30. ENGL 240 Shakespeare (City)
- 31. English for Speakers of Other Languages Certificate of Performance (City)

Short inquired whether walk-ins presented at the next Council meeting could be proposed for the Fall 2015. Hess advised the curriculum could be proposed for Fall 2015 with Vice President of Instruction (VPI) request for an exception to the deadline. Hess noted the effective date may be subject to state approval.

Recommend approval of agenda as amended
Motion by Barnes, second by Bennie
Final Resolution: Motion carries
Aye: Ellis, Gustin, McGrath, Namdar, Shelton, Short, Vizcarra

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

Recommend approval of curriculum
Motion by McGrath, second by Short
Final Resolution: Motion carries
Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Vizcarra

B. Approval of Program Changes

Recommend approval of programs
Motion by Short, second by McGrath
Final Resolution: Motion carries
Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Vizcarra

C. Approval of: March 26, 2015, Agenda (Action)

Deanna Shelton advised English for Speakers of Other Languages (ESOL) Certificate of Performance needs to be included with the English (ENGL) and ESOL walk-ins.

Recommend approval of agenda as amended
Motion by McGrath, second by Bennie
Final Resolution: Motion carries
Aye: Barnes, Ellis, Gustin, Namdar, Shelton, Short, Vizcarra

D. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

E. Approval of Continuing Education Program Changes

No Continuing Education programs.

III. OLD BUSINESS

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A. SLOs on Syllabi (*Information*)

Hess reviewed the New CIC Business Item: Learning Outcomes on Course Syllabus is presented for the second reading. Tim McGrath reported Mesa's Academic Senate is scheduled to meet on April 6 and the business item will be reviewed. Shelton reported City's Academic Senate conducted a preliminary review and the first reading is scheduled to occur at the next meeting. Shelton noted there is still concern regarding this accreditation requirement with regards to union rights and a member is consulting with the American Federation of Teachers (AFT) Union. Hess recommended to view the union issue as a separate issue from the curricular aspect of the accreditation requirement; philosophy versus process. Hess noted she understands the two overlap on some level. Shelton added there is also recommendation from City to not use Task Stream. Hess reported the business item has been discussed at the District Governance Council. Jan Ellis relayed Mesa's suggestion to switch Recommendations 2 and 3 and the SLO language should be consistent. Short reported Miramar's Curriculum Review Committee (CRC) has reviewed the business item, the concept has been discussed by the Senate Executive Committee, and the business item is scheduled to be reviewed at the next Academic Senate meeting.

IV. NEW BUSINESS

A. Walk-In Process (*Information*)

Short reviewed he shared his concerns regarding the volume of walk-ins and the walk-in process at the last Council meeting. Short suggested a pre-launch deadline, based on the time needed in order for a proposal to be routed through the approval process by the catalog deadline, may assist the originators and colleges. Paula Gustin stated she appreciates Short's efforts and noted development for majority of the curriculum Mesa walked-in on the catalog deadline began in August. Gustin reviewed the extensive amount of time required to develop certain proposals and the time required for these proposals to go through the approval process, especially for aligned curriculum. Approval process and length of time required for curriculum to go through the approval process were discussed. Shelton expressed the need for additional support staff, and noted workloads vary from campus to campus. Short suggested a pre-launch deadline specific for each college. Hess proposed the post walk-in process also be examined, as information required in order for proposals to pass tech review can hold up an entire addendum summary. Discussion continued. Short proposed reviewing and updating the walk-in form, and proposed an additional requirement of college approval for aligned curriculum walk-ins. Aligned curriculum was discussed. The agenda item will be carried over to the April 23 agenda.

B. Pass/No Pass Grading Option (*Information*)

Hess explained an evaluator brought to her attention language is included in the college catalogs reflecting no class with a pass/no pass grading option may be applied to the courses required for the major. Mesa's college catalog page 60 was displayed as an example. Hess continued to explain this appears to be a district practice. Hess advised she is presenting the matter to the Council so they are aware of the language and practice, and to obtain any feedback regarding the practice. Roanna Bennie inquired if the practice is enforced. Hess advised it appears it is. Hess advised Miramar's Psychology Associate Degree for Transfer (ADT) may need to be addressed. Hess stated she would discuss the practice with Student Services and report back to the Council.

C. Walk-Ins (*Action*)

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1. HIM program proposal (Mesa)

The Health Information Management (HIM) program proposal was displayed. McGrath explained the program was approved by the Board of Governors (BOG), and the proposal is currently undergoing local review and approval. McGrath advised Mesa's CRC made revisions to the proposal. McGrath explained the proposal is presented to the Council for approval as the substantive change report is due the following week. Discussion occurred regarding teaching load and Title 5 regulations. Perla Vizcarra inquired whether lower division course work could be waived. McGrath explained the course work would need to have been completed within this specific major or proof of successful completion of national registry is required in order to waive course work. McGrath advised currently Loma Linda University is the only university in California which offers a HIM program. Upper division general education was discussed. McGrath advised the minimum qualification (MQ) is a master's degree, and Mesa is searching for content experts in the HIM field. Hess noted the MQ is defined by Western Associate of Schools and Colleges.

Recommend approval HIM program proposal

Motion by Vizcarra second by McGrath

Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Short

HIM 401 course outline and proposal report were displayed and reviewed. Ellis noted Mesa's CRC revisions are not reflected on the document. McGrath asked Council to conduct technical review of the documents and relay all recommendations, questions, and/or concerns. Electronic copies will be provided to the Council.

Randy Barnes left the room at 3:01 p.m.; returned at 3:04 p.m.

- ## 2. ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 225 Animal Nursing Techniques and Anesthesiology, ANHL 227 Veterinary Surgical and Nursing Procedures Lab, ANHL 235A Directed Clinical Practice, ANHL 235B Advanced Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree (Mesa)

Animal Health Technology (ANHL) 225, 227, and 235B are courses which are required in order for the changes to the ANHL curriculum to occur. The other curriculum was approved at the March 12 Council meeting and is included with the ANHL walk-ins as the curriculum is interrelated.

*Recommend approval ANHL 100A, 100B, 125, 125L, 140, 145, 145L, 155, 155L, 215, 215L, 225, 227, 235A, 235B 260, 260L; Animal Health Technology Associate of Science Degree
Motion by Short, second by McGrath*

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Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Vizcarra

3. PERG 110 Introduction to College (Mesa)

Gustin explained the course is funded by a grant is required for Fall 2015. The proposal was displayed. McGrath noted the course was developed by a Mesa counselor. Short advised the course is proposed for UC transfer and inquired whether Juliette Parker reviewed the course. McGrath advised he believes Parker has reviewed the course. Vizcarra informed Council members Laura Mathis, Mesa counselor, presented the course to City counselors. UC transfer and Fall implementation were discussed. McGrath proposed to remove UC transfer if it will prevent a Fall 2015 implementation date, in order to meet the grant requirement.

Recommend approval PERG 110 as amended

Motion by Vizcarra, second by McGrath

Final Resolution: Motion carries (pending tech review and removal of UC)

Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Short

4. ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance (City)

Hess reported a meeting with Vice Chancellor of Student Services Lynn Neault, the VPIs, Discipline Dean Andy MacNeill, and ENGL/ESOL faculty from the colleges was held on Monday [March 23] and the meeting was productive. Jennifer Boots summarized the meeting's discussion: concerns were addressed, course cannot be offered as an experimental course as the course outline is too similar to ENGL 047A, and the B prerequisite requires data validation in order to be implemented. Boots advised a suggestion was made to offer the course at all three colleges in order to gather sufficient data. Sheryl Gobble provided an overview of Miramar's ENGL/ESOL faculty review and approval of the course: outcome of the initial vote was to offer the course only if a B prerequisite was assigned, with a recommendation the course be experimental; due to discussion and feedback from Monday's meeting, and upon receiving communication neither an experimental course nor a B prerequisite were a possibility, the majority of department voted in favor of the course as is. Short sought clarification that the course cannot be approved as experimental for technical reasons. Hess confirmed and advised the course does not fit the experimental model. Short advised historically when a prerequisite limitation has been assigned to a course the prerequisite is approved, validation occurs after the course has been offered, and the prerequisite is either implemented or not based on the data. Short sought clarification on the practice and whether Miramar can make a motion for a B prerequisite. Prerequisite validation was discussed. Boots advised it is her understanding the ESOL faculty at all three colleges do not support the B prerequisite. Hess confirmed this appeared to be the spirit of the faculty who attend the Monday meeting, and faculty agreed data could be gathered and the course could be reexamined at

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a later date. Responsibility and role of CRCs was discussed. The accelerated learning model and student success were discussed. Short stated Miramar would like data to be collected and pending the outcome a B prerequisite be added to the course, which is why the addition of the B prerequisite is being proposed. Short asked what the appropriate procedural practice is in order to propose this type of prerequisite implementation. Hess advised other departments have requested a cross discipline prerequisites and these requests have been held pending approval of the drafted Requisites, Corequisites, Advisories, and Limitation on Enrollment procedure. Hess noted the originating faculty of ESOL 045 do not support the B prerequisite. Title 5 standard of completion of a C letter grade or better in order to satisfactory pass a course and reasoning for the request of a B prerequisite were discussed. McGrath explained the practice was designed this way to save faculty from having to bring the course back for approval after the validation study; prerequisite validation is approved with the course and implementation is dependent on the outcome of the validation study. McGrath noted if the originating faculty do not support the prerequisite it may prove difficult for the motion to pass. The ESOL department's opposition to the B prerequisite was discussed. Gobble inquired if Miramar determines they would like to offer ESOL 045 can they be included on the proposal in time to offer Fall 2015. Hess explained Miramar would have to originate a proposal in order to activate the course. Fall catalog deadline was discussed. Hess noted the catalog deadline was February 26, and local Board of Trustees as well as state approval is required prior to new or substantially revised curriculum to be offered Fall 2015.

Recommend approval ESOL 045 with a B prerequisite [pending validation study]

Motion by Short, second by Bennie

Final Resolution: Motion failed

Nay: Barnes, McGrath, Ellis, Gustin, Namdar, Shelton, Vizcarra

Recommend approval ESOL 045

Short requested Miramar be removed from the proposal

Motion by McGrath, second by Barnes

Discussion: Gustin stated she felt it a dangerous precedence for a college's CRC to vote against the discipline faculty's recommendation. Short clarified Miramar's CRC is representing the ENGL/ESOL entire department, as well as the college. Short inquired if it is possible to have Miramar included on the proposal additional pending discussion with Miramar's CRC and the department. Hess advised in order for Miramar to offer the course, after today's vote of approval, an activation proposal would need to be submitted.

Final Resolution: Motion carries (pending tech review and Miramar removal from the proposal)

Aye: Bennie, Ellis, Gustin, Namdar, Shelton, Short, Vizcarra

Recommend approval ENGL 047A, 048, 049, 101, 105, 202, 209, 237, 238, 240

Motion by McGrath, second by Barnes

Final Resolution: Motion carries (pending tech review)

Aye: Ellis, Gustin, Namdar, Shelton, Vizcarra

Nay: Short

Abstain: Bennie

Recommend approval English for Speakers of Other Languages Certificate of Performance

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Motion by Short, second by McGrath

Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Bennie, Ellis, Gustin, Namdar, Shelton, Vizcarra

V. STANDING REPORTS

- A. Curriculum Updating Project (Hess)
- B. CurricUNET Steering Committee (Hess)
- C. Student Services Council (Neault)
- D. ADT/C-ID (Hess)
- E. SB 850
- F. Chief Instructional Officers (Barnes, Bennie, Hess, Ellison, McGrath)
- G. State Academic Senate
- H. Articulation Officers (Palma-Sanft, Norvell, Parker)
- I. CIC Subcommittees (Hess)
- J. ERP Implementation (Hess)

Reports were tabled to allow travel time for Council members attending the Board meeting.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, April 9, 2015, at North City Campus room 115S.
- B. **All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to WASC approval) before they may be published in the college catalogs.**
- C. Handouts:
 - 1. March 26, 2015, CIC Meeting Agenda
 - 2. Draft Minutes from the March 12, 2015, CIC Meeting
 - 3. Curriculum Summary
 - 4. TMC Tracker
 - 5. SDCCD C-ID Project
 - 6. New CIC Business Item: Learning Outcomes on Course Syllabus
 - 7. HIM 401 course outline
 - 8. HIM course proposal report.

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:39 p.m.