

San Diego Community College District Curriculum and Instructional Council

Meeting of October 23, 2014
2:00 PM—Mesa College, Room S305

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—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

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 2:08 p.m.

I. MINUTES AND AGENDA

A. Approval of: October 9, 2014 Minutes

Tim McGrath left the room at 2:09 p.m.; returned at 2:11 p.m.

Duane Short advised the discussion during the New Business Agenda Item A. Discipline Deans be revised to reflect Miramar would like to convert the Tagalog courses to Filipino (FILI), and change the Long title of Filipino Studies to Filipino.

Elizabeth Norvell arrived at 2:12 p.m.

Recommend approval of minutes as amended

Motion by Short, second by Palma-Sanft

Final Resolution: Motion carries

Aye: Barnes, Bennie, McGrath, Namdar, Norvell, Parker, Parsons, Shelton

B. Approval of: October 23, 2014 Agenda

Short sought clarification whether the General Education (GE)/Transfer Curriculum should be an action item. Shelly Hess advised the curriculum is presented as an information item for review at one meeting and then is voted on at the following meeting.

Recommend approval of agenda

Motion by Short, second by Bennie

Final Resolution: Motion carries

Aye: Barnes, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Parsons, Shelton

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Recommend approval of curriculum

Motion by Short, second by Parsons

Final Resolution: Motion carries

Aye: Barnes, Bennie, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton

B. Approval of Program Changes

Recommend approval of programs

Motion by Short, second by Parker

Final Resolution: Motion carries

Aye: Barnes, Bennie, McGrath, Namdar, Norvell, Palma-Sanft, Parsons, Shelton

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

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No Continuing Education programs.

E. GE/Transfer Curriculum (*Information*)

Hess advised the curriculum is presented for review. Hess inquired if Council had any questions or comments. No questions or comments were voiced.

III. OLD BUSINESS

A. Course Waivers (*Action*)

Short proposed, as a result of the colleges' desire to revise the language in the CIC Business Item: Waivers for Major Requirements, as well as discussion at various meetings, the Curriculum and Instructional Council (CIC) Chairs work together to update language in the Business Item in consultation with their colleges. Discussion continued regarding the Business Item. Council agreed the CIC Chairs will work on revising the Business Item's language, in addition to any other Council members who wished to be involved, and the Business Item will be brought back for reading and a vote.

CIC Business Item: Waivers for Major Requirements tabled until the November 13, 2014 meeting.

IV. NEW BUSINESS

A. Psychology AA Degree-City (*Information*)

Hess advised City received revision requests from the state and the degree was revised. Elizabeth Norvell explained courses were switched between the core and required electives in order to meet the 51% articulation requirement.

B. Music AA Degree and Digital Music Technology AS Degree-City (*Information*)

Hess explained Norvell noticed an incorrect TOP code was assigned to the Digital Music Technology degree when CIC approved the degree, and the state inventory reflects the correct Career Technical Education (CTE) TOP code. Hess advised the TOP code has been corrected to match the state inventory. Hess continued to explain as a result of this it came to her attention the Music degree for City College was active in the state inventory, though the degree is not in the catalog or CurricUNET. Hess noted the degree is in ISIS. Hess advised in discussion with the City it has been determined the degree will be deactivated. Hess stated the degree has been deactivated at the state and a memorandum was sent to Student Service requesting the degree be deactivated in ISIS.

C. Subject Indicator/Course Designator Changes (*Information*)

Hess advised subject indicator or course designator changes are on hold pending ERP implementation. Hess explained these types of changes require coding in ISIS. Hess noted an exception has been made for several Medical Assisting courses as the change is required by the state. Short inquired if Hess can inquire if it is possible to switch Tagalog courses and the long title of Filipino Studies to Filipino, since Filipino is not a new designator. Hess noted coding is still required even if the designator or indicator is not new, and these types of changes may also require program revisions. Hess advised she would inquire on this switch. Hess advised new courses with new designators can be accommodated during ERP implementation.

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D. CCCCCO Units/Hours Worksheet (*Information*)

Hess reported units to hours were discussed at the Regional Curriculum meeting. The Units/Hours worksheet was displayed. Hess reviewed instruction item 6 [permitted methods and formulas] on the document. The Carnegie standard was discussed. Short advised Miramar's School of Public Safety offers short-term training courses and the units assigned to these courses fall below 0.5 units. Short referenced instruction item 3 [use of smaller units if approval by local governing board], and noted the language appears to allow the use of units below 0.5 when required for certain courses. Hess agreed this may be allowable under this instruction. Mara Palma-Sanft stated the District may receive an inquiry from the state. Hess advised the District will need to be prepared to justify and can reference the instruction item 3 in the justification. Hess advised she would work with Tim McGrath and Dean Margie Fritch to review Mesa's Clinical Practices units and hours. Palma-Sanft advised Miramar offers some Clinical Practice courses and should be included in the discussion.

E. CIP Codes (*Information*)

Hess explained the Gainful Employment reporting process. Hess reviewed the use of CIP codes, and the need to start maintaining CIP codes in CurricUNET and ISIS. Hess advised the state may start requiring CIP codes on the submission templates. Roanna Bennie inquired on the assignment of CIP codes. Hess displayed the CIP/TOP crosswalk and advised a CIP code is determined by the assignment of the TOP code. Hess noted it was recently brought to her attention there are options in the assignment of CIP codes. Hess advised now that CIP codes will be recorded and maintained consultation will need to occur with the colleges.

V. **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

No report, no change.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee has not met during the Fall semester, and noted there are CurricUNET issues being addressed and reported to Governet. Parsons advised the requisite analysis is not functioning properly in Six-Year Review report. Carmen Scott stated Erica Marrone submitted a ticket to Governet and the issue should be fixed. Six-Year Review report was discussed.

C. Student Services Council (Neault)

No report. Parsons inquired if a Student Services representative will attend the next Policies and Procedures subcommittee meeting. Hess advised Lynn Neault is scheduled to attend.

D. ADT/C-ID(Hess)

TMC tracker was displayed. Hess reported the SB 1440 requirements are almost finalized. Hess advised a revision was requested by the state for Mesa's Studio Arts transfer degree. Juliette Parker explained Mesa had to provide articulation documentation, which has been done. Hess reported SB 440 was briefly addressed at the Curriculum Regional meeting. Hess advised she is concerned with the implementation date for SB 440, which is scheduled to begin when the California Community

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Colleges Chancellor's Office (CCCCO) provides all the templates listed on the website. Hess noted clarification is needed. Hess advised the CCCCCO has pulled the Elementary Teacher Education degree for SB 440. McGrath asked if the Music degree has been pulled. Hess stated CCCCCO has not pulled Music, and acknowledge this degree is an issue as well. Parker noted there are issues with the Computer Science degree. Parker relayed she was informed the Intersegmental Curriculum Workgroup (ICW) is scheduled to meet the following week and problematic degrees should be discussed at this meeting. Norvell expressed issues with the Child Development (CHIL) curriculum, in relation to the SB 440 requirement. Hess suggested a meeting to address the issues with the CHIL curriculum and the Elementary Teacher Education degree may need to occur.

Parker reported as a result of the meeting with representatives from the CCCCCO a resolution to C-ID is being drafted and is scheduled to be presented to the C-ID Advisory group. CTE and C-ID requirements were discussed. Parsons noted there is also a push to include Basic Skills in C-ID.

E. SB 850

Hess explained SB 850 has been added as a Standing Report in order to keep Council updated. McGrath reported the District has proposed Mesa's Health Information Management (HIM) as the baccalaureate pilot degree. McGrath provided an update on the beginning stages of the pilot degree planning and development. McGrath noted the proposed process for the pilot degree is for the program to go through the District's curriculum process. McGrath added as the degree is developed adjustments may need to be made. McGrath stated he will provide updates on the program itself and Hess will provide updates from the state. McGrath noted there is only one other college within the region proposing a baccalaureate pilot degree, Southwestern College.

Carmen Scott left the room at 2:56 p.m.; returned at 2:58 p.m.

Hess explained McGrath consulted her regarding the curriculum for the pilot degree, and she researched the CSUs and UCs and they appear to have the same elements for upper and lower division courses. Hess advised she is drafting criteria for upper division and will distribute once finalized. Hess referenced a Lumina Foundation report provided to her by Bennie, which contains a degree qualifications profile. Short suggested the American Council on Education evaluations systems may be a good resource as well. Short questioned if the District plans to offer upper division GE. Hess confirmed. McGrath explained the lead instructor for Health Information Technology, Connie Renda, will be leading this effort. McGrath stated 35 major units and 25 GE upper division units will be required. McGrath advised once these courses have been identified he will work with the deans to identify faculty members who can assist with writing the course work for GE. Discussion continued regarding GE upper division courses. McGrath noted the bill was designed as pilot program as issues may arise which will need to be examined and addressed. McGrath advised discussion and feedback are both welcomed and appreciated.

F. State Academic Senate

Parsons reported she has received feedback that issues with the state's review of non-substantial changes were presented at the recent conference and added there appears to be acknowledgement the non-substantial program approval process needs to change. Parsons stated if this, as well as other issues, with the state approval process can be presented at the Chief Instructional Officer (CIO) conference, as well at other conferences, it may help work towards a change in the current

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process. Palma-Sanft advised she was in this session and workload, in regards to staffing, was discussed as a challenge.

G. Chief Instructional Officers (Barnes, Bennie, Hess, Ellison, McGrath)

McGrath requested Council members provide issues they would like to be presented to Pam Walker, CCCCCO Vice Chancellor of Academic Affairs, at the CIO conference. Hess advised for Council to email the CIOs. Palma-Sanft advised the Articulation Officer at MiraCosta is preparing a presentation listing the challenges currently being experienced.

Shelton reported the Academic Senate for California Community Colleges (ASCCC) Area D meeting will be held on Saturday [October 25] and she plans to attend. Hess asked Shelton to update Council.

Bennie reported on discussion with Susan Clifford, Accrediting Commission for Community and Junior Colleges Vice President of Commission Operations, at the recent accreditation training held at MiraCosta. Bennie stated student learning outcomes (SLOs) on course outlines was a topic in regards to accreditation standards. Discussion occurred regarding SLO impact on accreditation and how the District should approach SLOs. CurricUNET and college catalogs were discussed. McGrath suggested the Policies and Procedures subcommittee may need to develop a process. Parker requested a timeframe for the SLO requirement and direction be provided before the development of a process or any other action is taken. Parker noted program learning outcomes (PLOs) may need to be examined. Discussion continued.

Randy Barnes left the room at 3:32 p.m.; returned at 3:34 p.m.

H. Articulation Officers (Palma-Sanft, Norvell, Parker)

Parker reported on the Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) meeting and advised the timeline for new system has been changed. Parker advised ASSIST will be providing regional training.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee is scheduled to meet on October 24.

J. ERP Implementation (Hess)

Hess reported the initial training phase will be ending soon and the meetings will transition to the fit/gap analysis phase.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, November 13, 2014, 2:00-4:00 p.m. at Miramar College room W-248.
- B. **All 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. October 23, 2014 CIC Meeting Agenda

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2. Draft Minutes from the October 9, 2014 CIC Meeting
3. Curriculum Summary
4. GE/Transferability Actions
5. Curriculum Updating Project
6. TMC Tracker
7. SDCCD C-ID Project
8. CIC Business Item: Waivers for Major Requirements
9. CCCCCO Units/Hours Worksheet

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:38 p.m.