San Diego Community College District
Curriculum and Instructional Council

> **Meeting of December 10, 2015**
> **2:00 PM**
> **District Service Center**
> **1544 Frazee Road**
> **San Diego CA 92108**
> **First Floor Conference Room**

Minutes

PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Service & Planning-District Office
Fischthal, Michelle	Dean, Business, Computers and Information Technology – Continuing Education (Proxy for Donna Namdar)
Hess, Shelly	Dean, Curriculum and Instructional Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
Kilmer, Renee	Interim Vice President, Instructional Services—City
McGrath, Tim	Vice President Instructional Services — Mesa
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
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

ABSENT:

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Namdar, Donna	Curriculum Chair—Continuing Education

STAFF:

Meredith, Jasmine	Acting Senior Secretary, Curriculum & Instructional Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

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Stephanie Bulger called the meeting to order at 2:08 p.m.

I.   MINUTES AND AGENDA

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

Palma-Sanft clarified in Item G, the proposal with Area E General Education content was not approved by CIC in the past.

Recommend Approval of Minutes as Amended
Motion by Parker
Second by Parsons
Abstained by Short
Final Resolution: Motion Carries
Aye: Fischthal, Kilmer, McGrath, Norvell, Palma-Sanft, Shelton

B. Approval of December 10, 2015, Meeting Agenda *(Action)*

1. Hess removed Item A: Non-Substantive Change Certification under New Business because the State Chancellor's Office changed the process. Bulger tabled Item B: Families Visual Diagram and Item C: Effective and Efficient Curriculum Processes – White Paper under Old Business to the first CIC meeting in 2016.

2. Walk-Ins:

    City:
    - AGRI 108
    - AGRI 114
    - AGRI 120
    - AGRI 112
        - Sustainable Urban Agriculture, AS
        - Urban Farming Professional, CoA
        - Urban Gardening, CoA
    - CHIL 101
    - COSM 085
    - COSM 086
        - Nail Technician, CoP
    - AODS 159
        - Alcohol and Other Drugs Studies, CoA
        - Alcohol and Other Drug Studies, AS
    - ARTF 212
        - Advanced Arts Entrepreneurship, CoP
    - PHOT 105
    - PHOT 205

- PHOT 221
- CBTE 155
  - Business Information Worker II, CoP

Mesa:
- HEIT 160
- HEIT 263
- HEIT 264
  - HEIT, AS
- PHYR 210
- PHYR 215
- PHYR 220
- PHYR 225
- PHYR 225L
- PHYR 230
- PHYR 240
- PHYR 250
- PHYR 260
- PHYR 260L
- PHYR 263
- PHYR 266
- PHYR 266L
- PHYR 275
- PHYR 275L
- PHYR 280
- PHYR 292
- PHYR 294
- PHYR 297
  - PHYR, AS
- RADT 192
- CISC 071

Miramar:
- COMS 160
- FIPT 321D
- FIPT 321P
- MUSI 204
  - Audio Production and Engineering, AS
  - Audio Production and Engineering, CoA
- FIPT 110A
  - FIPT 381F
  - Fire Tech, AS
  - Fire Tech, CoA
  - Occupational / Technical Studies, AS

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Recommend Approval of Agenda as Amended
Motion by Short
Second by Norvell
Final Resolution: Motion carries
Aye: Fischthal, Kilmer, McGrath, Palma-Sanft, Parker, Parsons, Shelton

II. **CURRICULUM REVIEW/APPROVAL**
   A. Approval of Curriculum *(Action)*

Recommend Approval of Curriculum
Motion by Short
Second by Parsons
Final Resolution: Motion carries
Aye: Fischthal, Kilmer, McGrath, Norvell, Palma-Sanft, Parker, Shelton

Parsons pulled CHIN 101 for discussion. Norvell pulled the deactivation of DJRN 100 and program impacts for discussion. Short mentioned the deactivation of DJRN 100 would also affect JOUR 202. Discussion follows:

Hopkins joined meeting at 2:30 p.m.

CHIN 101:

Parsons explained all the foreign languages in the curriculum summary are for Distance Education (D.E.) only. However, there was discussion about the D.E. method of instruction being offered as hybrid. Parsons requested there be more clarity of what hybrid, partially-online and fully-online means. Parsons reported the issue of course outlines only stating "Distance Education," but do not specify if the course is hybrid, partially-online or fully-online. Scott reported the issue has been fixed in CurricUNET.

Parsons reported there was discussion at Mesa's Curriculum Committee meeting for a more concise definition of hybrid, partially and fully-online and a delineation of courses and outlines offered at the different campuses. Hess inquired about the negative impacts at the colleges if the courses are approved. Parker mentioned some departments on the U.C. and CSU campuses review the method of instruction. She explained SDCCD listing courses as "Distance Education" gives the appearance that a course is fully-online. Parker suggested to re-define and state what hybrid, fully and partially-online mean.

Parsons mentioned clarification of how SDCCD approaches D.E. in general is a policy and procedural issue. Bulger summarized the discussion by highlighting the two important issues:
   1. The vote approve or not to approve the curriculum
   2. The need for a Policy or Procedure that deals with the issue of D.E. being hybrid, partially-online or fully-online.

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The council continued the discussion about the defining hybrid, fully-online and partially-online Distance Education courses.

Miramar, City and Continuing Education agreed to Mesa offering CHIN 101 as D.E.

Recommend Approval of CHIN 101
Motion by Short
Second by Parsons
Final Resolution: Motion carries
Aye: Fischthal, Hopkins, Kilmer, McGrath, Norvell, Parker, Palma-Sanft, Shelton

DJRN 100:

Shelton reported the approval process of DJRN 100 in CurricUNET bypassed City's Curriculum Review Committee approval (CRC) and saw only Miramar on the approval process. Shelton explained Roman is concerned about the impact on other programs if DJRN is activated. Norvell mentioned the discipline faculty do not receive a notification that a course has been activated and expressed three major concerns if DJRN is activated:
1. Activation of additional DJRN courses
2. Method of Instruction
3. Scheduling

Short explained Miramar stopped the printing of their traditional newspaper two years ago and now plans to produce the newspaper in digital form. He reported JOURN 202 – a theory course - focused on print media. Now that Miramar is changing to digital media perspective, the department wants to offer DJRN 100 instead of JOURN 202. He also noted that both are transfer courses and articulated to major preparation requirements at SDSU. After discussion, Short agreed to hold the proposals and ask the discipline faculty to consult on the proposals. The proposals would be brought back to the February CIC meeting.

B. Approval of Program Changes *(Action)*

Recommend Approval of Program Changes
Motion by Short
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Fischthal, Kilmer, McGrath, Norvell, Parker, Parsons, Shelton

C. Approval of Upper Division Curriculum *(Action)*

No upper division curriculum.

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D. Approval of Upper Division Program Changes *(Action)*

No upper division program changes.

E. Approval of Continuing Education Curriculum *(Action)*

Recommend Approval of Continuing Education Curriculum
Motion by Kilmer
Second by Parker
Final Resolution: Motion carries
Aye: Fischthal, McGrath, Norvell, Palma-Sanft, Parsons, Shelton, Short

F. Approval of Continuing Education Programs *(Action)*

Recommend Approval of Continuing Education Program Changes
Motion by Short
Second by Parsons
Final Resolution: Motion carries
Aye: Fischthal, Kilmer, McGrath, Norvell, Palma-Sanft, Parker, Shelton

III.   OLD BUSINESS

IV.   NEW BUSINESS
A. Walk-In Process (Action)

Shelton explained the Walk-In Process document was reviewed at City Chairs meeting and reported the Chairs recommended to add a justification to communicate the understanding that there are things out of the Originator's control that will cause them to walk something in. Short and Parsons explained in agreement that the sole purpose of a walk-in is one of the listed justifications on the Walk-In Process document.

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The Council made changes to the walk-in general guidelines.

Recommend Approval of Walk-In Process General Guidelines
Motion by Parsons
Second by Norvell
Final Resolution: Motion carries
Aye: Fischthal, Hopkins, Kilmer, McGrath, Palma-Sanft, Parker, Shelton, Short

B. Active Not Offered Report (Information)

Hess reported she and Meredith worked on the Active Not Offered Report. Hess explained only courses required for a major are included in the spreadsheet with the exception of Associate Degrees for Transfer (ADT). ADT's include courses that are both required for a major and optional courses. Hess reported she is working on an Active Sometimes report and Course Substitution report.

Neault explained she recognizes the ongoing problems with courses required for programs but are not offered and courses offered every other year. She recommended CIC establish a period or standard amount of time a course can remain inactive. Short suggested to give CIC members the opportunity to return to their campuses and review the list of courses that are active but are not or have not been offered and the programs they affect.

Neault mentioned the need to find a balance between serving the student's needs to enroll in a course to complete a degree, certificate or program. She reported a student survey indicated that courses they need are not offered. Neault reported she will have evaluators give her a report of courses students cannot get and what courses they are missing to complete a program. Bulger mentioned she will keep this issue on the agenda. Hess reported the Active Not Offered Report will be generated in the Spring instead of the fall.

The council continued the discussion about courses that are active but not offered.

C. Walk-Ins (Action)

City:

1. AGRI 108; AGRI 114; AGRI 120; AGRI 112; Sustainable Urban Agriculture, Associate of Science; Urban Farming Professional, Certificate of Achievement; Urban Gardening, Certificate of Achievement (City)

Shelton reported the AGRI courses are C-ID related and would like to submit to C-ID before submission of proposal for the program. She also explained the deactivation of AGRI 112 to AGRI 114 and the programs impacted are:
- Sustainable Urban Agriculture, Associate of Science
- Urban Farming Professional, Certificate of Achievement
- Urban Gardening, Certificate of Achievement

2. CHIL 101 (City)
Shelton mentioned CHIL 101 is being walked-in for C-ID because MATH 119 is in the core.

3. COSM 085, COSM 086 and Nail Technician, Certificate of Performance (City)

Shelton reported COSM 085 and COSM 086 are new courses. Students have eight weeks to complete the Nail Technician Certificate of Performance and to pass the test.

4. AODS 159, Alcohol and Other Drugs Studies, Certificate of Achievement and Alcohol and Other Drugs Studies, Associate of Science (City)
Shelton reported AODS 159 is a new course and is incorporated into the existing degrees:
- Alcohol and Other Drugs Studies, Certificate of Achievement
- Alcohol and Other Drugs Studies, Associate of Science

5. ARTF 212 and Advanced Arts Entrepreneurship, Certificate of Performance (City)

Shelton reported ARTF 212 is a new course and the goal is to reach SDCCD strategic goal #5: Leading in sustainable policies and practices. She mentioned the long-term goal is to create a program that teaches sustainable courses at City.

6. PHOT 105, PHOT 205, PHOT 221

Shelton reported PHOT 105, PHOT 205 and PHOT 221 are walked in for

Distance Ed. Only.

7. CBTE 155 and Business Information Worker II, Certificate of Performance (City)

Shelton reported CBTE 155 is part of workforce training and is part of the Business Information Worker II, Certificate of Performance.

Recommend Approval of AGRI 108; AGRI 114; AGRI 120; AGRI 112; Sustainable Urban Agriculture, Associate of Science; Urban Farming Professional; Certificate of Achievement; Urban Gardening; Certificate of Achievement; CHIL 101; COSM 085; COSM 086; Nail Technician, Certificate of Performance; AODS 159; Alcohol and Other Drugs Studies, Certificate of Achievement; Alcohol and Other Drugs Studies; Associate of Science; ARTF 212; Advanced Arts Entrepreneurship; Certificate of Performance; PHOT 105; PHOT 205; PHOT 221; CBTE 155; Business Information Worker II, Certificate of Performance
Motion by Short
Second by Parker
Final Resolution: Motion carries
Aye: Fischthal, Hopkins, Kilmer, McGrath, Norvell, Palma-Sanft, Parsons, Shelton

Miramar:

1. COMS 160 (Miramar)

Short reported COMS 160 is being walked in for inclusion on CSU G.E. Proposal.

2. FIPT 321D; FIPT 321P (Miramar)
Short explained Miramar is walking in FIPT 321D and FIPT 321 P because the State changed the training requirements and therefore did not make the catalog deadline.

3. MUSI 204; Audio Production and Engineering, Associate of Science; Audio production and Engineering, Certificate of Achievement (Miramar)
Short reported MUSI 204 is new at Miramar and City and is part of the following programs:
- Audio Production and Engineering, Associate of Science
- Audio production and Engineering, Certificate of Achievement

4.   FIPT 110A; Occupational/Technical Studies, Associate of Science; FIPT 381F; Fire Technology, Associate of Science; Fire Technology, Certificate of Achievement (Miramar)

Short explained FIPT 110 had to be re-numbered because the state changed training requirements and added an "A" after 110. The following courses and programs are impacted:

- Occupational/Technical Studies, Associate of Science;
- FIPT 381F
- Technology, Associate of Science
- Fire Technology, Certificate of Achievement

Recommend Approval of COMS 160; FIPT 321D; FIPT 321P; MUSI 204; Audio Production and Engineering, Associate of Science; Audio production and Engineering, Certificate of Achievement; FIPT 110A; Occupational/Technical Studies, Associate of Science; FIPT 381F; Fire Technology, Associate of Science; Fire Technology, Certificate of Achievement
Motion by Parsons
Second by Shelton
Final Resolution: Motion carries
Aye: Fischthal, Hopkins, Kilmer, McGrath, Norvell, Palma-Sanft, Parker, Short

Mesa:

Parsons reported all curriculum did not make the summaries.

1.   HEIT 160; HEIT 263; HEIT 264; HEIT, Associate of Science Degree (Mesa)

Parsons explained HEIT 160 is a new course worth two units and the objectives in HEIT 160 were embedded into other courses. CAHIIM Standards specify the objectives and HEIT 160 shows the teaching of the objectives according to CAHIIM Standards. HEIT 263 and HEIT 264 are DCP courses that decreased by one unit to make up for the two units for the other courses. HEIT, Associate Degree reflects the changes.

2.   PHYR 210; PHYR 220; PHYR 225; PHYR 225L PHYR 230; PHYR 230; PHYR 240; PHYR 250; PHYR 260; PHYR 260L; PHYR 263; PHYR 266; PHYR 266L; PHYR 275; PHYR 275L; PHYR 280; PHYR 292; PHYR 294; PHYR 297; PHYR, Associate of Science Degree (Mesa)

Parsons reported the PHYR program is going through new state standards to be

implemented in January 2016. Some courses required re-numbering for transfer and they are being walked-in because all the numbers changed. The PHYR, Associate of Science Degree reflects the changes.

3.   RADT 192 (Mesa)

Parsons reported RADT 192 is a new course and is needed for the national standards for the RADT program.

4.   CISC 171 (Mesa)

Parsons explained CISC 171 is an activation the Computer Science Department will put into their degree. It will be a stand-alone course.

Recommend Approval of HEIT 160; HEIT 263; HEIT 264; HEIT, Associate of Science Degree; PHYR 210; PHYR 220; PHYR 225; PHYR 225L PHYR 230; PHYR 230; PHYR 240; PHYR 250; PHYR 260; PHYR 260L; PHYR 263; PHYR 266; PHYR 266L; PHYR 275; PHYR 275L; PHYR 280; PHYR 292; PHYR 294; PHYR 297; PHYR, Associate of Science Degree; RADT 192; CISC 171
Motion by Short
Second by Parker
Final Resolution: Motion carries
Aye: Fischthal, Hopkins, Kilmer, McGrath, Norvell, Palma-Sanft, Parsons, Shelton

I.   STANDING REPORTS
A. Curriculum Updating Project (Hess)

    No Report.

B. CurricUNET Steering Committee (Hess)

    Hess reported the committee will meet in spring 2016 about the program approval process. Shelton reported Terri Hughes-Oelrich will be on the committee on behalf of City and Sylvia Leon will serve on the Policies and Procedures Subcommittee.

C. Student Services Council (Neault)

    No Report.

D. ADT (Bulger)

No Report.

E. State Academic Senate

Parsons and Norvell attended the Regional Meeting. Parsons reported she will be presenting a break out on accelerated courses at the January Innovation and Instructional Design Conference. Discussion Continued.

F. Chief Instructional Officers (Bulger, Ellison, Hopkins, Kilmer, McGrath)
No Report.

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

No Report.

H. C-ID (Norvell, Palma-Sanft, Parker)

Discussed above.

I. Subcommittees (Bulger)

Hess mentioned Policies and Procedures met on December 10, 2015.

J. ERP Implementation (Bulger)

No Report.

II. **ANNOUNCEMENTS**
A. The next meeting will be held Thursday, February 11, 2016, 2:00-4:00 p.m. at the District Office Conference Room 220.
B. **All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC, before they may be published in the college catalog.**
C. Handouts:
 1. December 10, 2015, CIC Meeting Agenda
 2. Draft Minutes from the November 12, 2015, CIC Meeting
 3. Curriculum Summaries
 4. Curriculum Updating Project
 5. TMC Tracker
 6. SDCCD C-ID Project

III. **ADJOURNMENT**
Bulger adjourned the meeting at 4:03 p.m.