

San Diego Community College District Curriculum and Instructional Council

Meeting of April 27, 2017
2:00 PM
District Office
Conference Room 220

Minutes

PRESENT:

| | |
|-------------------|---|
| Ascione, Lou | (Proxy for Paulette Hopkins) Dean, School of Liberal Arts— Miramar College |
| Bulger, Stephanie | Vice Chancellor, Instructional Services—District Office |
| Gustin, Paula | Curriculum Chair—Mesa College |
| Hess, Shelly | Dean, Curriculum Services—District Office |
| Jay, Carmen | (Proxy for Mara Palma-Sanft) Faculty—Miramar College |
| Kilmer, Renee | Interim Vice President, Instructional Services—City College |
| Kinney, Chris | (Proxy for Juliette Parker) —Mesa College |
| McGrath, Tim | Vice President, Instructional Services — Mesa College |
| Namdar, Donna | Curriculum Chair—Continuing Education |
| Neault, Lynn | Vice Chancellor, Student Services—District Office |
| Short, Duane | Curriculum Chair—Miramar College |
| Shelton, Deanna | Curriculum Co-Chair—City College |

ABSENT:

| | |
|--------------------|--|
| Alder, Kate | Vice President of Instruction—Continuing Education |
| Boots, Jennifer | Curriculum Co-Chair—City College |
| Hopkins, Paulette | Interim Vice President, Instructional Services—Miramar College |
| Marrone, Erica | Curriculum Analyst, Curriculum Services—District Office |
| Norvell, Elizabeth | Articulation Officer—City College |
| Palma-Sanft, Mara | Articulation Officer—Miramar College |
| Parker, Juliette | Articulation Officer— Mesa College |

STAFF:

| | |
|-------------------|--|
| Meredith, Jasmine | Senior Secretary, Curriculum Services—District Office |
| Radley, Michelle | Curriculum Technician, Curriculum Services—District Office |
| Scott, Carmen | Curriculum Technician, Curriculum Services—District Office |

GUESTS:

| | |
|----------------|----------------------|
| Smith, Wendy | Faculty—Mesa College |
| Solares, Diana | Staff—Mesa College |

San Diego Community College District Curriculum and Instructional Council

Bulger called the meeting to order at 2:06 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 13, 2017 Minutes (*Action*)

The Council reviewed the April 13, 2017 minutes; No changes were made.

| |
|--|
| <i>Recommend Approval of the April 13, 2017 Meeting Minutes</i> |
| <i>Motion by Short</i> |
| <i>Second by Namdar</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Ascione, Gustin, Jay, Kilmer, Kinney, McGrath, Shelton Short</i> |

B. Approval of the April 27, 2017, Meeting Agenda (*Action*)

Bulger requested to add Ground Rules for Discussion after the approval of the meeting agenda. Gustin requested to walk in:

- PHIL 131
- HUMA AA Degree–Humanities and Religious Studies
- HUMA 106
- HUMA 205
- Geographic Information Systems–Remote Sensing, Certificate of Achievement
- Geographic Information Systems–Geographic Information Systems, Certificate of Achievement
- ARCH 173;231; and 115

Short requested to walk-in:

- ENGL 209
 - ENGL 101
 - ENGL 105

| |
|--|
| <i>Recommend Approval of the April 13, 2017 Meeting Agenda as Amended</i> |
| <i>Motion by Short</i> |
| <i>Second by McGrath</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Ascione, Gustin, Jay, Kilmer, Kinney, Namdar, Shelton, Short</i> |

C. Ground Rules for Discussion

Bulger proposed that members of the council will have the opportunity to speak twice, for two minutes, on each agenda item; Guests will have the opportunity to

San Diego Community College District Curriculum and Instructional Council

speaking once for five minutes. The council determined that if points were not made during their two minutes, they will have five minutes at the end of the discussion to speak. The intent of the time limit is to have structure around discussion.

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

| |
|---|
| <i>Recommend Approval of Curriculum Review</i> |
| <i>Motion by Short</i> |
| <i>Second by Gustin</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Ascione, Jay, Kilmer, Kinney, McGrath, Namdar, Shelton, Short</i> |

B. Approval of Program Changes (*Action*)

| |
|---|
| <i>Recommend Approval of Program Changes</i> |
| <i>Motion by Short</i> |
| <i>Second by Gustin</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Ascione, Jay, Kilmer, Kinney, McGrath, Namdar, Shelton, Short</i> |

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

No upper division curriculum

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

No upper division programs

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

No Continuing Education curriculum

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

No Continuing Education programs

G. General Education Review (Information)

Hess explained that the General Education (G.E.) Review document will come back for a vote at the May 11, 2017 CIC meeting. Radley reported

San Diego Community College District Curriculum and Instructional Council

that the second submission for U.C. schools was cancelled; there will be only one submission in August.

Short commented on the proposed general education categories for BUSE 129. He stated he supports the course and noted that it is proposed for Area D, Social Sciences and Area E, Lifelong Learning and Self-Development. In his opinion the course is unlikely to be approved for CSU GE area D because it seems to be lacking content related to social science research techniques. He also thinks the course is not a good candidate for CSU GE Area E because it does not appear to be primarily focused on the integration of the physiological, psychological, and sociological self across a person's lifespan. Short suggested that Mesa may want to either significantly revise the course content to address these two areas or reconsider submitting it for CSU GE approval in these areas. Gustin will report the feedback to Mesa's Curriculum Review Committee.

III. OLD BUSINESS

A. Curriculum Processes (Information/Discussion)

The council decided to bring the Curriculum Processes discussion back to the May 11, 2017 CIC meeting when the Articulation Officers are present. Bulger mentioned that the discussion will include any new curriculum processes from the State Chancellor's Office and the impacts on SDCCCD's systems. She shared that a list of impacts is being developed and that curriculum processes will be a standing item at future CIC meetings.

McGrath shared that Dolores Davidson from the State Chancellor's Office will be providing training on local control of curriculum at Mesa College sometime in May 2017. He will send the council more information.

B. Requisites (Information/Discussion)

The council decided to hold any further discussion for future CIC meetings.

C. TOP Code Alignment (Information/Discussion)

Hess reported that the Curriculum Technical Education (CTE) Deans are working with District Institutional Research, West. Ed. and the Academic Senate to review all TOP, SAM and CIP codes. Once the review is complete, a list of codes that need changes will be made and will be brought to CIC. Hess will add the discussion of codes to the next Policies and Procedures Subcommittee agenda. Discussion continued.

San Diego Community College District Curriculum and Instructional Council

IV. NEW BUSINESS

D. 2017-2018 CIC Calendar (Information)

The council reviewed the draft 2017-2018 CIC Calendar. The calendar will be brought back to the May 11, 2017 CIC meeting for a vote. Bulger recommended that during the next Chief Instructional Officer Conference, a virtual CIC meeting be held. Discussion continued.

E. Walk-Ins:

Mesa:

ARCH 173; ARCH 231; ARCH 115

Gustin explained that the architecture courses were walked-in to correct a miscommunication about the units of the courses. She explained that ARCH 173 and ARCH 231 will remain as 4 units, but will have a 3-unit lecture and a 1-unit lab). The courses will have an effective date of fall 2017.

PHIL 131

Gustin walked-in PHIL 131 for Distance Education approval with an effective date of fall 2017.

HUMA AA Degree–Humanities and Religious Studies

Gustin reported that the HUMA AA Degree is a new degree that serves to meet a wider group of students in terms of coursework. The degree has a proposed effective date of fall 2018.

HUMA 106; HUMA 205

Gustin explained that HUMA 106 and HUMA 205 are proposed for six-year review with minor changes and an effective date of spring 2018.

Geographic Information Systems (GIS)

Gustin reported that the GIS Geographic Information Systems Certificate of Achievement and the Remote Sensing Certificate of Achievement have been in the state approval queue since 2011. She explained that the two certificates are being placed on Region 10.

Recommend Approval of: ARCH 173 ARCH 231; ARCH 115 Unit Corrections and effective date of fall 2017; PHIL 131 Distance Education and Effective Date of fall 2017; HUMA AA Degree (new) with Effective Date of fall 2018; HUMA 106 and HUMA 205 six-year Review with Effective Date of spring 2018; GIS Geographic Information Systems Certificate of Achievement and GIS Remote

San Diego Community College District Curriculum and Instructional Council

Sensing Certificate of Achievement.

Motion by Kilmer

Second by Gustin

Final Resolution: Motion carries

Aye: Ascione, Jay, Kinney, McGrath, Namdar, Shelton, Short

Miramar: ENGL 029 (Accelerated English; New); ENGL 101(Revision); ENGL 105 (Revision)

ENGL 29

Carmen Jay provided background on the ENGL 029 course. She explained that Miramar College currently does not offer accelerated courses; the college offers ENGL 42 and ENGL 43; ENGL 48 and ENGL 49. She explained that she met with the English chairs at City and Mesa and that faculty at Miramar collaborated and researched ways to best serve their students' needs. As a result, a rationale was submitted for the course into the Basic Skills Transformation Grant. She explained that the accelerated course is the corequisite option modeled after the Baltimore Model and contains the peer model. The course also fits into all the curriculum committee criteria, will reduce levels below transfer and fits in with the student success taskforce. She explained that the next step for the course is to develop a study with a researcher. Jay reported that the chairs of English at City and Mesa expressed support for the course.

The council discussed alignment issues that surrounded the ENGL 029 course. A summary of the discussion is as follows:

- A common definition of alignment should be established
- Issue of Access and Impaction of Students
- Interpretation of Board Policy 5020: Alignment of Curriuclum
 - Jay mentioned that the course addresses equity issues
- Change of skill level will cause duplication of content
- Addressing concerns of faculty
- Possibility of offering the course as an experimental course or a pilot course

Ascione, Jay and Short met briefly to discuss their action:

*Short requested to pull ENGL 029; ENGL 101 and ENGL 105.
Miramar will bring the courses back to the May 11, 2017 CIC
Meeting*

San Diego Community College District Curriculum and Instructional Council

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No report.

B. CurricUNET Steering Committee (Hess)

No report.

C. Student Services Council (Neault)

Gustin discussed the curriculum streamlining, SLOs and COCI.

D. State Academic Senate

Plenary will be the week of April 17, 2017.

E. Chief Instructional Officers (CIO) (Bulger, Matthew, Hopkins, Kilmer, McGrath)

Kilmer and McGrath announced that curriculum is being approved more quickly and efficiently. They discussed the training that will be hosted in May by Dolores Davidson.

F. Articulation Officers (Norvell, Palma-Sanft, Robertson)

No Report.

G. ADT/C-ID (Norvell, Palma-Sanft, Parker)

No Report.

H. Subcommittees (Bulger)

Hess reported the Policies and Procedures Subcommittee completed three Board Policies at the 4/27/17 meeting.

I. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

The next meeting will be: Thursday, May 11, 2017 at the District Office in Conference Room 220.

San Diego Community College District Curriculum and Instructional Council

All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC, before they may be published in the college catalog.

A. Handouts:

1. April 27, 2017, CIC Meeting Agenda
2. Draft Minutes from the April 13, 2017 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

III. ADJOURNMENT

Bulger adjourned the meeting at 3:51 p.m.