

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 08, 2018  
2:00 PM  
Miramar College  
10440 Black Mountain Rd  
San Diego, CA 92126  
President's Conference Room  
Administration Building  
Room N-206

## Minutes

### PRESENT:

Boots, Jennifer  
Bulger, Stephanie  
Gustin, Paula  
Hess, Shelly  
Hopkins, Paulette  
McGrath, Tim  
Namdar, Donna  
Neault, Lynn  
Norvell, Elizabeth  
Palma-Sanft, Mara  
Parker, Juliette  
Short, Duane  
Spradley, Minou  
Wilkinson, Carol

Curriculum Chair—City College  
Vice Chancellor, Instructional Services—District Office  
Curriculum Chair—Mesa College  
Dean, Curriculum Services—District Office  
Vice President, Instructional Services—Miramar College  
Vice President, Instructional Services — Mesa College  
Curriculum Chair—Continuing Education  
Vice Chancellor, Student Services—District Office  
Articulation Officer—City College  
Articulation Officer—Miramar College  
Articulation Officer—Mesa College  
Curriculum Chair—Miramar College  
Acting Vice President, Instructional Services—City College  
Dean, Business Information Technology; Proxy for Michelle  
Fischthal—Continuing Education

### ABSENT:

Fischthal, Michelle  
Marrone, Erica

Vice President, Instructional Services—Continuing Education  
Curriculum Analyst, Curriculum Services—District Office

### STAFF:

Gil, Patricia  
Meredith, Jasmine  
Radley, Michelle  
Scott, Carmen

Curriculum Technician, Curriculum Services—District Office  
Senior Secretary, Curriculum Services—District Office  
Curriculum Technician, Curriculum Services—District Office  
Curriculum Technician, Curriculum Services—District Office

### GUEST:

Caesar, Cassandra

Acting Director, CAL Grants—Continuing Education

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*Bulger called the meeting to order at 2:00 p.m.*

## **I. Minutes and Agenda**

### **A. Approval of: December 14, 2017 Minutes (*Action*)**

The council reviewed and made an edit to the December 14, 2017 minutes.

<i>Recommend Approval of the December 14, 2017 Minutes as Amended</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gustin, McGrath, Namdar, Norvell, Parker, Spradley, Wilkinson</i>
<i>Abstained: Hopkins</i>

### **B. Approval of the February 08, 2018, Meeting Agenda (*Action*)**

<i>Recommend Approval of the February 8, 2018</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Spradley, Wilkinson</i>

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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

<i>Recommend Approval of Curriculum Review</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gustin, Hopkins, McGrath, Namdar, Norvell, Parker, Spradley, Wilkinson</i>

## III. OLD BUSINESS

### A. Technical Review Process/Walk-In Agreements (*Discussion/Information*)

The council reviewed the technical review process check list and discussed Regional Consortium review of programs. To maintain consistency, it was suggested that the colleges complete the career technical portion of their programs and have had review by the Region Consortium before they are brought to CIC for review and approval. It was determined that Curriculum Services will draft a program review check list.

The council also discussed whether or not the Regional Consortium approves or simply reviews and recommends programs. Hess explained that in the Program and Course Approval Handbook that the Regional Consortium approves the programs. However, in Title 5 it states that the Regional Consortium is to review and recommend programs. Further discussion revealed that an issue with review and recommendation will be duplication of programs.

The council discussed the following issues in regards to walk-in curriculum:

- When curriculum is rushed to be walked-in, errors occur and proposals are sometimes incomplete.
- The colleges experience difficulty in responding to the numerous changes in Career Technical Education (CTE) programs.

The following solutions were offered:

- Add “Other circumstances at the approval of the Vice President of Instruction” under ‘Justifications.’
- Establish a deadline at the beginning or middle of the semester to walk-in curriculum that is ready for approval to avoid a large volume of curriculum to be walked-in at the December CIC meeting.

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- Curriculum Services will re-draft the walk-in criteria and vet it with the Articulation Officers, Vice Presidents of Instruction and Curriculum Chairs before bringing it back to CIC.

To address the issue of walking-in curriculum at the December CIC meeting to meet catalog deadlines, the following solutions were offered:

- Curriculum Services will re-open the conversation with Student Services about printing catalogs by June 1<sup>st</sup>.
  - Discuss availability and format of catalog
  - A suggestion to add programs that receive state approval to the catalog
  - All colleges where courses are offered have to agree with the curriculum being walked-in to avoid unexpected changes.
- Catalog discussion to be brought back to the next CIC meeting to discuss the following:
  - Catalog dates to avoid catalog rights issues
  - Interactive catalog ideas

### **B. Code Alignment Project Status**

Hess reported that the majority of curriculum with new codes will be implemented in spring 2018 and the remainder will be implemented in fall 2018.

## **IV. New Business**

### **A. Walked-In Curriculum that Did Not Pass 12/14/2017 Technical Review (Information)**

- A. ELAC 005A New
- B. ELAC 005B New
- C. Business Communications CP New
- D. English Language Acquisition CP New
- E. MUSC 152 Subject Indicator Change
- F. PHOT 259A Renumber
- G. PHOT 259B New
- H. Digital Music Technology AS Revision
- I. Electronic Microprocessor/Microcontroller Design AS Revision

The above curriculum did not pass technical review due to missing information or impacts were not submitted with curriculum.

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## B. Catalog Committee

It was suggested that the Catalog Committee reconvene and meet once or twice a year. Students, Faculty, and Counseling Chairs were added to the list of committee members. It was recommended that a representative from each area meet and to invite additional participants depending on what topics are being discussed.

## C. District Graduation Requirements Memo (Information)

The council discussed the memo that was sent regarding the proposal of eliminating the restrictions on use of Major and American Institution courses to satisfy G.E. requirements. Vice Chancellor Lynn Neault spoke about the history of the requirement, the benefits of the new rule, and the rationale for the change. The council motioned to support the continuation of awarding the degrees with the caveat that campuses discuss the changes and bring back information to the next CIC meeting.

Boots made a motion to change the effective date of ENGL 13A from spring 2019 to fall 2018:

*Recommend Approval of changing the effective date of ENGL 13A  
from spring 2019 to fall 2018.*

*Motion by Boots*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Gustin, Hopkins, McGrath, Namdar, Palma-Sanft, Parker, Short,  
Spradley, Wilkinson*

## I. STANDING REPORTS

### A. Local and State—Curriculum Streamlining Process (Bulger/Hess)

Hess and the Curriculum Chairs will meet to discuss the list of changes that impact internal curriculum processes after the 2/22/2018 CIC meeting.

### B. Curriculum Updating Project (Hess)

No report.

### C. Legislative Update (Bulger)

Discussion about the new symbol, E.W., Excuse Withdraw took place. Hess mentioned that the new symbol updated academic symbols, records, and the withdraw policy. She is working with Student Services regarding the

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implementation of the new symbol. Hess also mentioned the following pending changes:

- Work Experience: Inclusion of a half-unit option
- Certificates: changes to the number of units to include less than sixteen or sixteen and more.

It was suggested that the Policies and Procedures Subcommittee work with Student Services to develop a recommendation to implement the new E.W. symbol. Bulger recommended that an Instructional Services Dean serve on the Student Services Council to participate in the discussion of changes and bring back information to CIC. Discussion continued.

### D. CurricUNET Steering Committee (Hess)

No report.

### E. Student Services Council (Neault)

No report.

### F. State Academic Senate

No report.

### G. Chief Instructional Officers (CIO) (Bulger, Fischthal, Hopkins, McGrath, Spradley)

Vice Chancellor Bulger announced that Michelle Fischthal is the new Vice President of Instruction at Continuing Education.

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

It was reported that the Articulation Officers had a regional meeting and are preparing for the Southern Regional Meeting on March 5, 2018. The officers reported issues regarding C-ID, particularly the Math—Statistics course that has not yet received approval by the State Chancellor's Office. Discussion continued.

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

No report.

### J. Subcommittees (Bulger)

The Policies and Procedures subcommittee is currently working on Phase III policies and procedures and their goal is to complete them by the end of spring 2018. Hess will work with Vice Chancellor Neault on AP 4235.

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K. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be on meeting on Thursday, February 22, 2018 at the District Service Center. **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.**

## III. ADJOURNMENT

Motioned by Gustin  
Seconded by Boots

The meeting was adjourned at 3:45 p.m.