

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 26, 2017  
2:00 PM  
District Office  
Conference Room 245

## Minutes

### **PRESENT:**

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Ewell, Robbi	Dean, Information and Learning Technology/Proxy for Minou Spradley—City College
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services/Proxy for Paulette Hopkins—District Office
Hong, Lan	Faculty/Proxy for Elizabeth Norvell—City College
Namdar, Donna	Curriculum Chair—Continuing Education
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College
Topham, Susan	Acting Dean, Math and Sciences/Proxy for Tim McGrath—Mesa College

### **ABSENT:**

Burgess, Laura	Acting Vice President, Instructional Services—Continuing Education
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
McGrath, Tim	Vice President, Instructional Services—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office
Norvell, Elizabeth	Articulation Officer—City College
Spradley, Minou	Acting Vice President, Instructional Services—City College

### **STAFF:**

Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

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

## **I. Minutes and Agenda**

### **A. Approval of: October 12, 2017 Minutes (*Action*)**

The council reviewed and made an edit to the minutes. The October 12, 2017 minutes were approved as amended.

*Recommend Approval of the October 12, 2017 Minutes as Amended*

*Motion by Gustin*

*Second by Parker*

*Final Resolution: Motion carries*

*Aye: Boots, Ewell, Hong, Hess, Namdar, Palma-Sanft, Topham*

*Abstained: Short*

### **B. Approval of the October 26, 2017, Meeting Agenda (*Action*)**

The following items were added to the agenda:

1. Review of General Education (G.E.)/Transferability Actions (Information)
2. Walk-In curriculum from:
  - City College
  - Miramar College

*Recommend Approval of the October 26, 2017 Meeting Agenda as Amended*

*Motion by Short*

*Second by Gustin*

*Final Resolution: Motion carries*

*Aye: Boots, Ewell, Hong, Hess, Namdar, Palma-Sanft, Parker,*

*Topham*

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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 Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Ewell, Hong, Hess, Namdar, Palma-Sanft, Parker, Topham</i>

### B. Approval of Program Changes (*Action*)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Ewell, Hong, Hess, Namdar, Palma-Sanft, Parker, Topham</i>

### C. General Education/Transferability Actions (Information)

*\*This was discussed during the New Business discussion\**

Hess explained that the General Education/Transferability Actions handout is on the October 26, 2017 CIC agenda for review and will be brought back to the November 09, 2017 CIC meeting for approval.

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## III. NEW BUSINESS

### A. Walk-Ins:

#### City:

Boots walked-in the following curriculum:

#### 1. ELAC Program

Boots explained that City College is walking-in the same courses that were walked-in at the October 12, 2017 meeting, but with some revisions. The following revisions were made:

- ELAC 045 is now an advisory on ENGL 047A
- ELAC 045 is now a prerequisite on ENGL 048, ENGL 049, and ENGL 031

These changes were made after addressing confusion about the impacts on the current outlines of ENGL 047A, ENGL 048, ENGL 049, and ENGL 101/31.

The following points were discussed surrounding the ELAC discussion:

- Timeline of approval:
  - After CIC approval, the new courses in the program will move forward for Board of Trustees approval and then to the State Chancellor's Office for final approval.
- Change of Board Approval Date:
  - After the October 12, 2017 CIC meeting, there were questions about impacted curriculum that needed to be addressed. A meeting was scheduled to answer questions from Student Services and Curriculum Services about the curriculum. Boots shared that the reason for walking-in the ELAC program was to provide outreach to students who are or will be enrolling in the ESOL program. A plan was established after the meeting: faculty and counselors may inform students of the program change via a handout that clearly expresses that the program is pending Board Approval.
- ENGL 237:
  - Boots explained that City would like to change the language in the catalog description from "men and women" to "different authors." Mesa will activate and offer the course at a later date when it receives the existing transferability general education that City College has.
- ENGL 097:
  - Boots clarified that ENGL 097 that is being walked-in is now a course deactivation. The previous proposal was for a

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course revision but has been deleted. The course deactivation is in CurricUNET. A new course proposal will be made for the course under ENGL 13A.

Short moved approval of the ELAC program curriculum as written in CurricUNET, with the exception of ENGL 237 which requires a wording change in the catalog description. The motion was seconded by Palma-Sanft.

*Recommend Approval of :*

**Course Revisions:** AODS 159; ELAC: 015/033/044/045;  
ENGL:031/047A/048/049/101/105/202/209/237/238/240; CBTE: 155/206;  
COMS 099; HUMS: 111/114; INWT:  
101/111/112/135/200;MACT:140/150/160M/161M/162M/170/171/172/180M/1  
81M/182M; MATH: 034A/038; MFET: 115; LABR:  
100/102/104/108/122A/122B/123; RTVF: 100/107/118/124  
**New Courses:** ELAC: 016/023/025/026/035

**Course Integration:** BIOL 111

**Course Deactivations:** ENGL 097; ESOL: 020/021/022/030/031/045; English  
for Speakers of Other Languages

*Motion by Short*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Ewell, Gustin, Hong, Hess, Namdar, Parker, Topham*

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Miramar:

Miramar walked-in all the impact proposals to support City's walk-ins. The following were originated at Miramar:

1. CHIL 101 (Course Revision)
2. ENGL 035 (Course Deactivation)
3. ENGL 035 Impacts:
  1. AUTO 072T
  2. AUTO 074T
  3. AUTO 076T
  4. AUTO 078T
  5. DIES 101
4. Advanced ELAC Certificate, Certificate of Performance

*Recommend Approval of :*

***Course Revisions:*** CHIL 101; AUTO: 072T/074T/076T/078T; DIES 101;  
*Advanced ELAC Certificate, Certificate of Performance*

***Course Deactivations:*** ENGL 035

*Motion by Boots*

*Second by Gustin*

*Final Resolution: Motion carries*

*Aye: Ewell, Hong, Hess, Namdar, Palma-Sanft, Parker, Short, Topham*

The council discussed the Assembly Bill 705 legislation and its impact on basic skills curriculum. During the discussion, the following information was provided:

- A math discipline dean meeting will be held at Mesa College on Friday, November 3, 2017
- City College will present their new math pathways and curriculum on November 17, 2017
- The Vice Chancellor of Instructional Services will be scheduling a districtwide basic skills meeting to discuss the new legislation. She mentioned that after the districtwide basic skills meeting, the discussions regarding basic skills will take place at the discipline meetings.
- Miramar is developing a math course (MATH 096) modeled after the ENGL 31/101 corequisite course.

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## II. STANDING REPORTS

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

The council discussed the following:

- There is an update to the COCI system coming soon.
- The curriculum chairs will compile a list of changes that are impacting internal curriculum processes. The list will be brought back to the November 09, 2017 CIC meeting.

Discussion continued.

### B. Curriculum Updating Project (Hess)

No report.

### C. Legislative Update (Bulger)

No report.

### D. CurricUNET Steering Committee (Hess)

Hess and Meredith are working on scheduling a meeting for the month of November.

### E. Student Services Council (Neault)

No report.

### F. State Academic Senate

No report.

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

No report.

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

Parker provided the following information:

- During the conversion from Legacy Assist to Next Gen. Assist, there was a change of vendors. The changing of vendors caused the following issues:
  - The current proposal for transfer G.E., especially for IGETC, may not have U.C. transfer approval prior to submission for IGETC in December.
  - There are no current published articulation agreements for this active year.
  - There is uncertainty of when an answer will be given regarding U.C. transfer course agreement that was submitted in August.
- There is discussion that a link will be added to the Legacy Assist website in January 2018 to demonstrate for the 2017-2018 year, the articulation agreements for U.C./CSUs.
- Parker requested a statement from the State Chancellor's Office about articulation verification for degrees that were submitted.
- There is the possibility that students may be impacted by being held to the new U.C./CSU requirements. However, these requirements are not published online.

Discussion continued.

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

C-ID has also been affected by conversions. Submissions are not showing up and there are organization challenges. There is confusion about the 45-day rule and what degrees receive approval under this rule. Discussion continued.

## J. Subcommittees (Bulger)

The Policies and Procedures subcommittee is currently working on Phase III policies and procedures.

## K. ERP Implementation (Bulger)

No Report.

### III. ANNOUNCEMENTS

The next meeting will be: Thursday, December 14, 2017 at the District Office in Conference Room 220.

**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.**



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- IV. ADJOURNMENT**  
Motioned by Short  
Seconded by Gustin

The meeting was adjourned at 3:05 p.m.