

San Diego Community College District Curriculum and Instructional Council

Meeting of February 22, 2018
2:00 PM
District Service Center
1536 Frazee Road
San Diego, CA 92108
First Floor Conference Room

Minutes

PRESENT:

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

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
Articulation Officer—City College
Articulation Officer—Miramar College
Curriculum Chair—Miramar College
Acting Vice President, Instructional Services—City College

ABSENT:

Fischthal, Michelle
Marrone, Erica
Neault, Lynn
Parker, Juliette
Scott, Carmen

Vice President, Instructional Services—Continuing Education
Curriculum Analyst, Curriculum Services—District Office
Vice Chancellor, Student Services—District Office
Articulation Officer— Mesa College
Curriculum Technician, Curriculum Services—District Office

STAFF:

Gil, Patricia
Meredith, Jasmine
Radley, Michelle

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

GUEST:

Caesar, Cassondra

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: February 8, 2018 Minutes (Action)

The council reviewed and approved the February 8, 2018 minutes.

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

B. Approval of the February 22, 2018 Meeting Agenda (Action)

The council reviewed and approved the February 22, 2018 Meeting Agenda.

<i>Recommend Approval of the February 22, 2018 Meeting Agenda</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

II. CURRICULUM REVIEW/APPROVAL

A. There were no curricula to review at the meeting.

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III. OLD BUSINESS

A. CIC Catalog Committee (*Action*)

The CIC Catalog Subcommittee will comprise of a core group of members that will attend each meeting.

Core Members:

- A Student (Associate Student Government President or designee)
- At least one faculty member from each college, including at a minimum:
 - A Curriculum Chair
 - An Articulation Officer
 - A Counselor
- Vice President of Student Services or designee
- Vice President of Instructional Services or designee
- Curriculum Technician

The council generated a list of constituents to invite as necessary.

Constituents:

- Campus Catalog Committee Representative
- Continuing Education Curriculum Analyst
- Curriculum Analyst
- Evaluator
- Student Systems Support Technician
- Vice Chancellor of Instructional Services
- Vice Chancellor of Student Services
- Public Information Officer
- Schedule Preparer

It was encouraged that Mesa's Curriculum Chair recommend to the Academic Senate that a member of their Campus Catalog Committee serve as a representative on the CIC Catalog Committee.

The meetings will convene in spring 2018. The idea of converting to an electronic catalog will be discussed at the first meeting. Discussion continued.

Recommend Approval of the CIC Catalog Committee Membership

Motion by McGrath

Second by Spradley

Final Resolution: Motion carries

Aye: Boots, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Short

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B. Walk-In Agreements Criteria (*Discussion/Information*)

Discussion regarding the walk-in agreements criteria resulted in the following changes:

- Under 'Justification:'
 - Removal of Student Success
 - Addition of "Other critical circumstances as determined by the VPI"
- Under 'Walk-In Criteria'
 - Addition of "Basic Skills courses may not be walked-in."

The council decided to bring back the walk-in agreements criteria with suggestions at the next CIC meeting.

C. District Graduation Requirements Memo (*Information*)

The campuses reported on the review of the District Graduation Requirements Memo:

- Mesa will report back to CIC after their Curriculum Review Committee (CRC) reviews the document and records discussion of the review.
- Miramar's Academic Senate reviewed the document and reported no issues. Short will report back to CIC after the departments review and discuss the document.
- City's CRC reviewed and approved the change.

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. They will report the impacts at the 3/8/2018 CIC meeting.

B. Curriculum Updating Project (Hess)

No report.

C. Legislative Update (Bulger)

Hess reported that SDCCD will not be implementing the Excuse Withdraw, E.W., symbol at this time.

D. CurricUNET Steering Committee (Hess)

No report.

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E. Student Services Council (Neault)

No report.

F. State Academic Senate

It was reported that the State Academic Senate is focusing on Guided Pathways. The following topics regarding Guided Pathways are:

- Curriculum Updating
- Basic Skills
- Allowing students to explore different pathways
- Just-in-Time Data/Student Inquiry

Discussion continued.

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

A retreat for the Strong Workforce Committee is scheduled for Friday, February 23, 2018 at the Bali Hai. Topics at the retreat include data on the relationship between programs offered by the District and the job market, and the Top 10 and Top 100 programs that are leading in the industry. Career Education Deans will receive the information discussed.

The council would like to understand the development of career education curriculum. They would also like to learn about the approval process of the curriculum before it comes to CIC for approval. Discussion continued.

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

No Report.

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.

K. ERP Implementation (Bulger)

No Report.

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II. ANNOUNCEMENTS

The next meeting will be on meeting on Thursday, March 8, 2018 at the District Office in Room 245. **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.**

III. ADJOURNMENT

Motioned by Gustin
Seconded by Norvell

The meeting was adjourned at 3:07 p.m.