

# San Diego Community College District Curriculum and Instructional Council

Meeting of September 12, 2019  
2:00 PM  
District Office  
Conference Room 375

## Minutes

### PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Erreca, Lori	Dean, Behavioral and Social Sciences—City College Proxy for Matilda Chavez
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Neault, Lynn	Vice Chancellor, Student Services—District Office
Norvell, Elizabeth	Articulation Officer—City College
O'Connor, Isabel	Vice President, Instruction—Mesa College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College

### ABSENT:

Chavez, Matilda	Vice President, Instructional Services—City College
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

### STAFF:

Escalante, Evelyn	Acting Senior Secretary, Curriculum Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office

### GUESTS:

Iwuaba Veleka	Adult Basic Education Program Chair—Continuing Education
Payne, Desiree	Curriculum Analyst—Continuing Education
Perman, Amertah	Dean, Career Education and Workforce Development—District Office

# 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: May 9, 2019, Minutes (Action)**

<i>Recommend Approval of the May 9, 2019 Minutes</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker</i>

### **B. Approval of: August 29, 2019, Minutes (Action)**

<i>Recommend Approval of the August 29, 2019 Minutes</i>
<i>Motion by Boots</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Fischthal, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

### **C. Approval of: September 12, 2019 Meeting Agenda (Action)**

The following items were added to the agenda:

Walk-Ins:

1. Mesa
  1. BLAS 155
  2. CHIC 201
  3. HUMA 101
  4. HUMA106
  5. PHIL 125
  6. PHIL 205
  7. MARK 110
2. Continuing Education
  1. INTD 500

# San Diego Community College District Curriculum and Instructional Council

3. City
  1. Cosmetology AS and CA
  2. CHIC 150
  3. ITAL 101
  4. ITAL 102
  5. ARAB 101
  6. ARAB 102
  7. FREN 101
  8. FREN 102

*Recommend Approval of the September 12, 2019 Meeting Agenda as Amended*

*Motion by Short*

*Second by Hoffman*

*Final Resolution: Motion carries*

*Aye: Boots, Boots, Erreca, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker*

## II. Meeting Process

### A. Robert's Rules of Order (*Information*)

Bulger explained CIC is a governance committee and therefore, are legally required to adhere to the Brown Act. Additionally, Robert's Rules of Order is used to govern the meetings.

### B. CIC Quorum

A quorum is necessary to commence the meeting.

### C. Consent Agenda

The consent agenda groups routine and non-controversial curricular items into one item. This allows CIC to approve routine curricular items in one action, rather than filing motions for each item separately. CIC members may pull items from the consent agenda for further discussion and approval. Pulled items will be discussed, reviewed, and approved separately after the approval of the consent agenda.

### D. Walk-In Process

Hess shared the handout illustrating the approved walk-in process. Bulger noted, since the revision to the walk-in procedure two years ago, meetings have had a

# San Diego Community College District Curriculum and Instructional Council

smooth transition due to adherence to the process.

## E. **Effective Dates and Curriculum Deadlines**

Hess shared the Deadline and Effective Dates calendar. She reminded the committee for change implementation for Fall 2019 and Spring 2020. Hess explained any changes that impact the catalog, i.e., title, unit and requisite changes, etc., may only be changed during the fall semester. Whereas minor changes that do not impact information in the catalog, i.e., adding distance education, student learning objectives, methods of evaluation, etc. may be implemented during the Spring semester. Additionally, course reactivations and new courses may be implemented during the spring if there are no articulation impacts. The deadlines were selected to have minimal impact on students.

## F. **Guests**

Bulger informed that guests are always welcomed as non-voting members. Guests have the opportunity to speak at the meeting for a maximum of five minutes during a discussion.

## G. **Program Learning Outcomes in Catalogs**

Hess reminded members to submit program learning outcomes when adding a new program. Learning outcomes are included in the Catalog for accreditation purposes.

## H. **CIC Organization**

### 1. **AP 0020.2 Instructional Council**

Bulger communicated the history of the Instructional Council, AP 0020.2 that was approved by the Board in 1992. The Instructional Council resembles the current Curriculum and Instructional Council. Hess offered that archived minutes confirm the “Instructional Council” was the Curriculum and Instructional Council by 1997. Neault added that her recollection is that the Instructional Council, codified in AP 0020.2, was the original form of the CIC.

Bulger raised a matter requesting CIC attention that had been discussed in the summer. The Curriculum and Instructional Council occupies the majority of the meeting’s allotted time on curriculum matters, specifically number four of eight responsibilities listed in the Administration and Governance Handbook. Given the need to focus on instructional matters as well, Bulger offered that a new subcommittee could address the need. Instructional matters and concerns that have been surfacing are credit by exam, which has generated increased interest in the District student transfer from Continuing Education to the colleges, and online education.

Bulger explained she raised this need with Chancellor’s Cabinet in the summer

## San Diego Community College District Curriculum and Instructional Council

and offered as one possible solution to create an Instructional Council under the Curriculum and Instructional Council. The Curriculum Council would not change. The Instructional Council would oversee functions and responsibilities that the Curriculum Council is not addressing. The Cabinet supported the idea due to the number of instructional matters that could be addressed by the Curriculum and Instructional Council. The Instructional Council would be composed of the Vice Presidents of Instruction and the Academic Senate Presidents or designees.

O'Connor inquired about the structure and the time allotted for the new Instructional Council. Bulger clarified the Instructional Council would meet on a different schedule. O'Connor stated that this council would be a good forum for instructional issues and advises to have Student Services representation. Since instruction encompasses several areas, constituents should be represented.

Palma-Sanft explained that some of the items listed have been addressed by the subcommittees. For instance, item number two is addressed by the Policies and Procedures Subcommittee. As issues arise, the subcommittees volunteer to address these matters.

Bulger noted the lack of full representation in the subcommittees. Bulger gave an example of Policies and Procedures Subcommittee membership where only one Vice President of Instruction is represented. This structure doesn't allow for a districtwide conversation.

Hoffman suggested that the most appropriate place for those discussions is Academic Senate in each college where faculty is able to take part in the conversation. Hoffman is certain that the committee has been addressing the matter fairly well in the past and doesn't understand the intense need to create an additional committee. In regards to instructional matters, Hoffman stated that he turns to colleagues and the Senate since it's within faculty's purview.

Parker noted that at times, in order to address specific curriculum or instructional issues, a subcommittee will temporarily develop in order to address issues, report back to CIC, and bring the resolution to each campus. Parker expressed uncertainty of the existence of enough members to participate in the proposed committee given that members already are part of several committees. Parker cited credit for prior learning as an example where discussions may occur during District Articulation Council (DAC) meetings. Parker mentioned that since there are a lot of entities involved, the current committee is where everybody comes together to discuss further action. Parker asked about the history of the Instructional Council.

Short requested the opportunity to discuss this matter at their respective campuses and bring the discussion back to the next meeting. He agrees with the idea of having a forum that doesn't solely focus on curriculum and perhaps creation of a subcommittee.

The issue will be revisited next meeting for further discussion.

# San Diego Community College District Curriculum and Instructional Council

## 2. CIC Subcommittees

Bulger requested CIC members review the CIC Committee Functions and Responsibilities document and bring back recommendations for changes to the next CIC meeting. Specifically, she requested members review the descriptions and membership. I

Hess reminded everyone as requested by CIC last year; she sends an email with the consent agenda for each institution’s curriculum committee. She inquired if this process is working, specifically, is it notifying the committees of future consent agenda items to be approved by CIC. Council members confirmed the process is working and requested it be continued.

### III. CURRICULUM REVIEW/APPROVAL

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

Pulled Curriculum: EXSC 237A, EXSC 237B, EXSC 244A, EXSC 244B, and PSYC 111

<i>Recommend Approval of Curriculum as Amended</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O’Connor, Palma-Sanft, Parker</i>

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

<i>Recommend Approval of Programs</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hopkins, Norvell, O’Connor, Palma-Sanft, Parker</i>

#### C. Approval of Continuing Education Curriculum (Action)

<i>Recommend Approval of Curriculum</i>
<i>Motion by Short</i>
<i>Second by Gholson</i>

# San Diego Community College District Curriculum and Instructional Council

*Final Resolution: Motion carries*

*Aye: Boots, Erreca, Fischthal, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker*

## D. Approval of Continuing Education Program Changes (Action)

*Recommend Approval of the Programs*

*Motion by Short*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Parker*

## E. Curriculum Discussed (Action)

*EXSC 237A, EXSC 237, EXSC 244A, and EXSC 244B*

Boots requested the addition of the word “of” to the title for the purpose of consistency.

*PSYC 111*

Boots requested the addition of a comma to the title and description.

*Recommend Approval of the Curriculum as Amended*

*Motion by Boots*

*Second by Gholson*

*Final Resolution: Motion carries*

*Aye: Erreca, Fischthal, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short*

## IV. OLD BUSINESS

### A. Assigning Courses to Disciplines Update (Hess)

Hess explained courses being assigned to more than one discipline, creates issues to faculty being assigned to teach certain courses. This particular issue has been discussed with Human Resources and a team will be in attendance at future CIC meetings to move forward toward a resolution.

Neault question the modification requirement to the HCM interface. Neault welcomed further discussions regarding the limitations of the system and the need for new protocols.

# San Diego Community College District Curriculum and Instructional Council

Bulger asked if it would be helpful to add “Curriculum and Instructional Concerns and Issues” as standing item on the CIC agenda. There was consensus to add this item.

## V. NEW BUSINESS

### A. VTAH Veterinary Technology Subject Indicator Mesa College (Discussion)

Hoffman explained the addition of the subject indicator, VTAH. Veterinary Technology is needed to comply with industry standards. Hess recommended to be notified of any timeline changes due to the curriculum deadline.

### B. UC Transfer Pathways (Discussion)

The CCCCO announced over the summer, the existence of two similar programs to the ADTs pilot programs, Chemistry and Physics for University of California (UC pathways). The CCCCO released TMC templates for these pathways. The TMC templates lead to several regional and statewide discussions amongst the constituent groups. Although revised TMC templates which address many of the issues have been released there are still some concerns. Palma-Sanft shared some of them including the following:

- The difference of opinion regarding the implementation;
- Questions regarding the general education (GE) requirements;
- Conflicting information about GPA; and
- UC transfer admission guarantee (TAG)—students are only allowed to use TAG for one university which limits their transfer options. Additionally, some UCs do not allow TAG, including UCSD.

### C. Curriculum Management System

Hess described the current issues experienced in CurricUNET such as the approval process that is not being reflected across Colleges, incorporation of total hours listed, program changes, and Title 5 compliance. These issues have been brought to the attention of GoverNET (now known as currIQunet). Due to changes needed in the current system in addition to functionality issues, discussions have been revolving about the adoption of a different system such as CurricUNET/ currIQunet Meta.

Hess explained the CCCCO announced they have a RFP to replace the current statewide curriculum inventory system (COCI). During informational sessions the CCCCO said funding that would be provided to colleges to adopt the new system as their local curriculum management system. It was also noted the new system will have a catalog feature which will also be available to the institutions.



# San Diego Community College District Curriculum and Instructional Council

District decision to upgrade to CurricUNET Meta or change to a different system will need to be made within the next year.

Boots suggested CurricUNET steering committee should begin discussion for other options or recommendations and report back to CIC.

Discussion included the unresponsiveness from GoverNET several weeks after requesting a Meta demo. Furthermore, other colleges seem to be having issues transitioning to Meta.

The CurricUNET steering committee will meet within the next 30 days, finish their research by January, and provide recommendations during the first CIC meeting in February.

## D. Code Alignment Project

Previously, the CTE Deans reviewed courses and programs to make recommendations; CIC then approved and made administrative updates of TOP codes and SAM codes. Presently, in order to guarantee correct alignment, a formalized process to continuously revise codes should be implemented. Hess created a spread sheet to be used for the next phase in the code alignment project.

Hess explained the colleges will also need to review the new MIS codes (CB25 and CB26). These codes were developed to assist the CCCCCO with tracking for AB 705 implementation as it relates to the new Student Centered Funding Formula.

Bulger noted that the strong workforce program funding is connected to codes and the effect on funding.

Hess announced Curriculum Services will provide training sessions to assist with this process.

## E. Curriculum and Industry Alignment Project

Bulger explained the existence of regional Centers of Excellence (COE) assuring that career education programs are aligned with industry. For example these centers of excellence, which provide data to institutions, are conducting a pilot project that investigates the automation of employment impact and how this affects the development and revision of curriculum. Bulger offered to bring the program leader to illustrate the work of COE and the relationship to awards earned by students. There was consensus amongst CIC to invite the program leader to give a presentation.

## F. Walk Ins

### 1. Mesa

# San Diego Community College District Curriculum and Instructional Council

Hoffman walked-in:

1. **BLAS 155**
2. **CHIC 201**
3. **HUMA 101**
4. **HUMA106**
5. **PHIL 125**
6. **PHIL 205**
7. **MARK 110**

<i>Recommend Approval of the Curriculum</i>
<i>Motion by Hoffman</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

## 2. Continuing Education

1. **INTD 500**

<i>Recommend Approval of the Curriculum</i>
<i>Motion by Erreca</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Short</i>

## 3. City

Boots walked-in the following curriculum:

1. **Cosmetology AS and CA**  
Discussion: To be walked for the addendum for the catalog, removing a prerequisite/advisory of ENGL 48 and ENGL 49.
2. **CHIC 150, ITAL 101, ITAL 102, ARAB 101, ARAB 102, FREN 101, and FREN 102**  
Discussion: Distance education only, Hybrid courses with at least 51% happening on campus have been corrected on CurricUNET.

# San Diego Community College District Curriculum and Instructional Council

*Recommend Approval of the Curriculum for Distance Education  
Only and Effective Date of Spring 2020*

*Motion by Boots*

*Second by Hoffman*

*Final Resolution: Motion carries*

*Aye: Erreca, Fischthal, Gholson, Hopkins, Norvell, O'Connor,  
Palma-Sanft, Parker, Short*

## VI. CIC Subcommittee Reports

- A. District Articulation Council
- B. CurricUNET Steering Committee
- C. Educational Review Committee
- D. CIC Catalog Subcommittee

Hess reported that the printed catalogs will be replaced by online catalogs.

- E. Subject Area Deans Subcommittee
- F. Policies and Procedures

## VII. STANDING REPORTS

- A. **Local and State—Curriculum Streamlining Process (Bulger/Hess)**
- B. **Legislative Update (Bulger)**
  - 1. **Title 5, § 55050 Credit for Prior Learning (2<sup>nd</sup> Read, BOG Agenda, September 16-17)**
  - 2. **SB-1348 Postsecondary Education Allied Health Professional Clinical Programs Reporting Compliance**
  - 3. **AB 720 Funding: Instructional Service Agreements with Public Safety Agencies**
- C. Student Services Council (Neault)
- D. **State Academic Senate**
- E. **Chief Instructional Officers (Bulger, Chavez, O'Connor, Fischthal, Hopkins)**
- F. **Articulation Officers (ADT/C-ID) (Norvell, Palma-Sanft, Parker)**

## VIII. ANNOUNCEMENTS

- A. *The next meeting will be on Thursday, September 26, 2019 at 2:00 p.m. at the District Office, Room 375, 3375 Camino del Rio South, San Diego, CA 92108*
- B. *Reminder, the 2020-2021 Catalog Deadline is Thursday, December 12, 2019. All new programs and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC/ACCJC, before they may be published in the college catalog.*

# San Diego Community College District Curriculum and Instructional Council

## IX. ADJOURNMENT

<i>The meeting was adjourned at 3:56 pm</i>
<i>Motion by Boots</i>
<i>Second by Fischthal</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gholson, Hoffman Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>