

San Diego Community College District Curriculum and Instructional Council

Meeting of October 10, 2019
2:00 P.M.
City College
LRC Building Room 212
1313 Park Blvd.
San Diego, CA 92101

Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hensley, Linda	Dean, Humanities—Mesa College Proxy for Isabel O'Connor
Hess, Shelly	Dean, Curriculum Services—District Office (Acting Chair)
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Omae, Masahiro	Faculty—City College Proxy for Elizabeth Norvell
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Neault, Lynn	Vice Chancellor, Student Services—District Office
Palma-Sanft, Mara	Articulation Officer—Miramar College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Norvell, Elizabeth	Articulation Officer—City College

STAFF:

Escalante, Evelyn	Senior Secretary, Curriculum Services—District Office
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

San Diego Community College District Curriculum and Instructional Council

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

I. MINUTES AND AGENDA

A. Approval of: September 26, 2019, Minutes (Action)

<i>Recommend Approval of the September 26, 2019 Minutes</i>
<i>Motion by Short</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman,</i>
<i>Abstained: Hensley, Omae</i>

B. Approval of: October 10, 2019 Meeting Agenda (Action)

Miramar walked-in the following curriculum:

- FIPT 381P

Short requested to include in the agenda, under New Business, discussion on tracking matters being handled by the subcommittees.

Hoffman requested an agenda item addition, under Old Business, regarding the wording of Math and English prerequisites.

<i>Recommend Approval of the October 10, 2019 Meeting Agenda as Amended</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Fischthal, Gholson, Hensley, Hoffman, , Omae, Parker</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

Short requested to pull MATH 44 from the curriculum summary for discussion.

San Diego Community College District Curriculum and Instructional Council

<i>Recommend Approval of Curriculum Review as Amended</i>

<i>Motion by Boots</i>

<i>Second by Hoffman</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Fischthal, Gholson, Hensley, Omae, Parker, Short</i>
--

B. Approval of Program Changes (Action)

Hoffman requested to pull Art Fine Digital Associate of Arts from the program summary for discussion.

<i>Recommend Approval of Program Changes as Amended</i>

<i>Motion by Hoffman</i>

<i>Second by Short</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Boots, Fischthal, Gholson, Hensley, Omae, Parker,</i>

C. Math 44

Discussion: Short questioned the process for course proposals involving changes that affect other Colleges. The Math 44 proposal originated by City College included a distance education change for Mesa College. Short stated that although Mesa College's faculty requested City College to propose the change on their behalf, the process for distance education typically requires each college to initiate and create their own proposals. Additionally, each CRC should review and approve distance education proposals. Hoffman verified MATH 44 has not been reviewed by Mesa's CRC.

Title 5 requires separate approval for each distance education proposal. Due to Math 44 proposed changes for Mesa College have not gone through the appropriate approvals, the course was pulled.

D. Fine Art Program (Action)

Discussion: Hoffman explained in order to maintain degree title consistency, the Fine Art degree should be changed to: Fine Art Digital Art Associate of Arts.

<i>Recommend Approval Renaming Fine Art Degree as Amended</i>

<i>Motion by Gholson</i>

<i>Second by Hoffman</i>

San Diego Community College District Curriculum and Instructional Council

Final Resolution: Motion carries

Aye: Boots, Fischthal, Hensley, Hopkins, Omae, Parker, Short

III. OLD BUSINESS

A. LFGD Lifeguarding Subject Indicator

Hoffman and Boots declared their respective Mesa and City College constituents agree with the addition of Lifeguarding as a new subject indicator.

Hess announced Lifeguarding subject indicator will be added to CurricUNET.

B. Wording of Math and English prerequisites

Hess mentioned correspondence with VC Neault and her request to meet with the Council in order to discuss English and Math prerequisites and to receive clarification from the discipline faculty.

The Council continued discussing how to better convey enrollment requisites for English 101.

Hess suggested continuing the discussion at the next CIC meeting when VC Neault is in attendance.

IV. NEW BUSINESS

A. Coding CB25 and CB26

Hess communicated CB25 and CB26 are new codes that will be included in the Management Information System data to help track AB705 compliance. Hess explained the proposal was reviewed and approved by the District Articulation Council (DAC).

1. Hess discussed the following points regarding CB25:

- Courses that meet the following criteria will be coded as A: CSU General Education Breadth Area A2: Written Communication; CSU General Education Breadth Area A3: Critical Thinking; UC IGETC Area 1A: English Composition; UC IGETC Area 1B: Critical Thinking-English Composition; or Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four-year institution; or Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063.

San Diego Community College District Curriculum and Instructional Council

The following courses are recommended to be coded as A: ENGL 101, ENGL 105, COMS 160, ENGL 205, PHIL 100, PHIL 103, and PHIL 205.

- Courses that meet the following criteria will be coded as B: CSU General Education Breadth Area B4: Mathematics/Quantitative Reasoning UC IGETC Area 2: Mathematical Concepts and Quantitative Reasoning; or Course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution.

The following courses are recommended to be coded as B: BIOL 200, BUSE 101, BUSE 115, CISC 246, HEIT 256, MATH 104, MATH 107, MATH 109, MATH 115, MATH 116, MATH 118, MATH 119, MATH 121, MATH 122, MATH 141, MATH 150, MATH 151, MATH 210A, MATH 210B, MATH 245, MATH 252, MATH 254, MATH 255, POLI 201, and PSYC 258.

- Courses that meet the following criterion will be coded as C: Course is not transferrable to fulfill general education mathematics or quantitative reasoning at a four-year institution, but fulfills local general education requirements for Analytical Thinking or Mathematics Competency as outlined in Title 5 section 55063

Recommend the following courses are coded as C: BANK 103, CHEM 251, CISC 187, CISC 190, CISC 192, CISC 201, CISC 205, ECON 120, ECON 121, ENGE 151, ENGE 200, ENGE 240, ENGE 250, ENGE 260, MATH 215, MATH 57A, MATH 59, MATH 92, MATH 96, MATH 98, MFET 210, MFET 220, PHIL 101, PHYS 125, PHYS 126, PHYS 180A, PHYS 180B, PHYS 195, PHYS 196, and PHYS 197.

<i>Recommend Approval of CB25 Codes</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Fischthal, Gholson, Hensley, Hoffman, Hopkins, Omae, Parker</i>

2. Hess discussed the following points regarding CB26:

This element indicates whether a course is associated with another degree-applicable course for the purpose of providing the support necessary to complete the associated course.

Recommend the following courses are coded S:

ENGL 31, ENGL 21A, MATH 15A, MATH 15B, MATH 15C, MATH 15D

San Diego Community College District Curriculum and Instructional Council

<i>Recommend Approval of CB26 Codes</i>

<i>Motion by Hoffman</i>

<i>Second by Short</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Boots, Chavez, Fischthal, Gholson, Hensley, Hopkins, Omae, Parker</i>

B. Active/Not Offered Report

Hess shared the active/not offered course list, ranging from 2017 to Spring 2019. Hess explained this list contains courses that are active but have not been offered in 6 semesters. Hess recommended the Council to review the list to either offer or deactivate the courses. Hess pointed out the impact it could have on students if required courses are not being offered and how it would prevent students from completing programs.

C. Walk-ins

FIPT 381P

Discussion: Short explained this course will provide students the necessary preparation to take the California Firefighter I certification exam.

The testing component of the Firefighter program brings an extraordinary cost to the College; however this course will offer students the ability to prepare for the certification, graduate and have a pathway to become a firefighter through testing on their own.

<i>Recommend Approval of FIPT 381P Course</i>

<i>Motion by Gholson</i>

<i>Second by Parker</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Boots, Chavez, Fischthal, Hensley, Hoffman, Hopkins, Omae, Short</i>
--

D. Tracking Issues of Subcommittees

Short suggested to the Council to put in place a tracking mechanism in order to account for matters being handled by the Subcommittees. Short noticed the Subcommittee report that was included in the meeting package and acknowledged that report would provide with the information he was requesting.

V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

San Diego Community College District Curriculum and Instructional Council

Boots inquired about the discussion regarding the 6 units vs 18 units necessary in order to receive an ADT.

Hess stated the matter was an agenda item to be discussed at DGC on October 02, 2019; however, the meeting was canceled and the next meeting will take place on October 16, 2019.

VI. CIC SUBCOMMITTEE REPORTS

Hess reported the following Committee progress:

A. District Articulation Council

The District Articulation Council meeting held on October 2, 2019 discussed the following:

1. AP Chart: Mara Palma-Sanft discussed discrepancies found in the catalog AP chart due to the UC unit conversion changing from 2.7 to 2.6 units. After discussion, the AP chart will be updated and the new chart will be included in the second 2019-2020 catalog addenda/errata. The Council recommended sharing the issue with the Catalog Committee and forward recommendations to CIC.
2. CB 25(Course General Education Status) and CB 26 (Course Support Status): Articulation Officers reviewed and approved recommendations for CB 25 and CB 26 Code assignments to courses. The Council recommended forward recommendations to CIC for review and approval.
3. PERG 130 (UCTCA Approvals): Curriculum Services provided the example of PERG 130, an existing course proposed for fall 2020 for UCTCA. Curriculum Services shared their concern UCTCA approvals are effective in ASSIST the fall term, but results are not announced until late September/early October. The current business process in Campus Solutions does not allow changes to be made to course attributes once students are enrolled. Option 1, Curriculum Services follows the current business process. This option negatively impacts students because they will not know the course is approved for UCTCA. Option 2, change the Campus Solutions business process and update sections after students enroll in order for UCTCA to appear on their transcripts. The Council recommends sections to be updated by Curriculum Services after UCTCA approval has been received.

B. CurricUNET Steering Committee

The first calendar year meeting is scheduled on October 11, 2019. The committee will discuss and prioritize CurricUNET issues, Distance Education Titles, and recommendations for the curriculum management system.

San Diego Community College District Curriculum and Instructional Council

C. Educational Review Committee

No Report.

D. CIC Catalog Subcommittee

The subcommittee's next meeting will take place on October 11, 2019 where discussions will continue regarding the 2020-2021 Catalog, Addenda/Errata Criteria and timeline.

E. Subject Area Deans Subcommittee

The following meetings have been held:

- Subject Area Deans Meeting (8/30/2019)
- Anthropology (8/30/2019)
- Communication Studies (8/30/2019)
- Philosophy(8/30/2019)
- Political Science (8/30/2019)
- Accounting (9/13/2019)
- Economics (9/13/2019)
- Personal Growth (9/13/2019)
- Psychology (01/17/2019)

F. Policies and Procedures

The Policies and Procedures Committee have reported the following:

1. AP 5235 Faculty Development of Credit by Examination (Approved 9/18/2019) is undergoing District Governance Council review.
2. AP 5025 Philosophy and Criteria for Associate Degrees and General Education (Additional Discussion—10/2/2019) is undergoing District Governance Council review.
3. BP 5020 Curriculum Development (First Reading 9/26/2019; Second Reading 10/10/2019) is undergoing Board of Trustees review.
4. BP 5021 Career Technical Education (Formerly BP 6100, First Reading 10/10/2019) is undergoing Board of Trustees review.
5. AP 5050 Articulation is undergoing Campus review.
6. AP 5260 Prerequisites, Corequisites, Limitations on Enrollments, and Advisories is undergoing Campus review.
7. AP 0020.2 Instructional Council is undergoing Committee review.

San Diego Community College District Curriculum and Instructional Council

8. AP 5026 Philosophy and Criteria for Certificates (Change Number) is undergoing Committee review.
9. BP 5400 Community Service Programs review has been completed.
10. BP 5750 Use of Copyrighted Material review has been completed.

VII. STANDING REPORTS

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

Hess announced the next Regional Curriculum meeting will take place on November 2, 2019 at Los Angeles Pierce College. In addition, the Curriculum Institute meeting will take place at Riverside and when registration opens Hess will notify the Council.

B. Legislative Update (Bulger)

No Report.

C. Student Services Council (Neault)

No Report.

D. State Academic Senate

No Report.

E. Chief Instructional Officers (Bulger, Chavez, O'Connor, Fischthal, Hopkins)

Hopkins informed the next CCCCIO meeting will take place on October 24, 2019.

F. Articulation Officers (ADT/C-ID) (Norvell, Palma-Sanft, Parker)

No Report.

VIII. ANNOUNCEMENTS

- A. *The next meeting will be on Thursday, October 24, 2019 at 2:00 p.m. at District Office, Room 245, 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

- C. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 12, 2019.*

IX. ADJOURNMENT

<i>The meeting was adjourned at 3:24 pm</i>
<i>Motion by Boots</i>
<i>Second by Hopkins</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Fischthal, Gholson, Hensley, Hoffman, Omae, Parker, Short</i>