

San Diego Community College District Curriculum and Instructional Council

Meeting of December 12, 2019
2:00 P.M.
District Office
Conference Room 220
3375 Camino Del Rio South
San Diego, CA 92108

Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Chavez, Matilda	Vice President, Instructional Services—City College
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
Jarrell, Jan	Dean, English as a Second Language —Continuing Education proxy for Michelle Fischthal
Neault, Lynn	Vice Chancellor, Student Services—District Office
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer— Mesa College
Shoemaker, Ryan	Dean, Exercise Science—Mesa College, proxy for Isabel O'Connor
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education

GUESTS:

Payne, Desiree	Curriculum Analyst—Continuing Education
Omae, Masahiro	Faculty—City College
Velez, Manuel	Academic Senate President- Mesa College
Hixon, Catrina	Director, Student Services—District Office
Wilker, Rachel	Business Systems Analyst, Human Resources—District Office

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

Bulger called the meeting to order at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 14, 2019, Minutes (Action)

<i>Recommend Approval of the November 14, 2019 Minutes</i>
<i>Motion by Short</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Norvell, Palma-Sanft, Shumaker</i>

B. Approval of: December 12, 2019 Meeting Agenda (Action)

The Council reviewed the agenda and requested the addition of Subject Designator and Catalog Review Committee Update to the agenda under New Business.

<i>Recommend Approval of the December 12, 2019 Meeting Agenda as Amended</i>
<i>Motion by Gholson</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Hopkins, Jarrell, Norvell, Palma-Sanft, Parker, Short, Shumaker</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

Norvell requested to pull ENGL 105 for discussion.

<i>Recommend Approval of Curriculum</i>
<i>Motion by Hoffman</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hopkins, Jarrell, Palma-Sanft, Parker, Short, Shumaker</i>

San Diego Community College District Curriculum and Instructional Council

ENGL 105 Discussion:

Norvell pulled ENGL 105 to note that City College updated the textbook information as requested by Mesa.

<i>Recommend Approval of ENGL 105</i>
<i>Motion by Norvell</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Palma-Sanft, Parker, Shumaker</i>

B. Approval of Program Changes (Action)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Short</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Norvell, Palma-Sanft, Shumaker</i>

C. Approval of Continuing Education Curriculum (Action)

<i>Recommend Approval of Continuing Education Curriculum</i>
<i>Motion by Short</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Norvell, Palma-Sanft, Shumaker</i>

D. Approval of Continuing Education Program Changes (Action)

The Council discussed and agreed to change the program title from Certificate of Completion Cloud Solutions Associate Program to Certificate of Completion Cloud Solutions AWS-Associate in order prevent students from confusing this certificate for an Associate degree.

<i>Recommend Approval of Continuing Education Program Changes as Amended</i>
<i>Motion by Boots</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hopkins, Jarrell, Norvell, Palma-Sanft,</i>

San Diego Community College District Curriculum and Instructional Council

Parker, Short, Shumaker

III. OLD BUSINESS

A. Assigning Courses to Disciplines

Bulger informed the council that Rachel Wilker and Catrina Hixon were present at the meeting as Human Resources and Student Services representatives, respectively. Wilker and Hixon had been invited to participate in the discussion regarding assigning courses to disciplines and the actions being taken by Human Resources to facilitate the process.

Bulger started by explaining that the Curriculum and Instructional Council along with faculty have concerns regarding the current assignment of faculty to disciplines. Bulger added that during a meeting with Betty Robles Leal and VC Surbrook it was agreed that Human Resources would create a competency report to identify faculty exceptions for discipline assignment. Bulger informed that the Council wanted to have a conversation with Human Resources regarding the procedure for this document.

Wilker inquired regarding the frequency of disciplines not matching a subject area. The council explained the existence of courses assigned to more than one discipline. Hess gave example of a Business course that has both Business discipline and Law discipline assigned. Hess noted that currently, there are more than 214 courses districtwide that have two or more disciplines assigned.

Wilker suggested for Human Resources to manually update faculty exceptions in Campus Solutions. Neault interjected to raise concerns, she communicated that making changes in the scheduling process could result in errors. Neault stressed the need for a long term solution.

Short inquired if it would be possible to change the field in Campus Solution from subject area to disciplines and code the faculty by disciplines. Neault agreed to make the changes after the prerequisites/corequisites issue has been solved. Neault stated her belief to solve this issue would require reverting to the previous process by manually assigning faculty in the schedule and student system. This way, system alignment would not have to be forced.

Bulger stated the need for another meeting with Human Resources outside of the CIC meeting to consider options and work on a process to solve this issue. Wilker recommended having a Campus Solutions representative at the meeting. Boots suggested including a curriculum chair to be present at the meeting as well.

The council will be updated on the progress.

IV. NEW BUSINESS

A. Curriculum and Instructional Council Committee Descriptions

San Diego Community College District Curriculum and Instructional Council

Bulger pointed out the recommendations done by Policies and Procedures Committee regarding the Curriculum and Instructional Council Subcommittees. Hess informed the council of the proposed changes made to the document in order to create consistency throughout the document. Changes included committee titles such as Curriculum Management Committee and Instructional Management Committee in place of Curriculum Committee and Educational Review Committee, respectively. Hess requested for the Articulation Officers to review the District Articulation committee. Hess informed this recommendation will be brought back next meeting for discussion and subsequent vote.

Neault suggested adherence to the Districtwide Governance Committee Handbook, by clearly indicating these committees are tied to and report to CIC. Neault mentioned the academic senate requested this to assure appropriate faculty representation in the committees.

B. Walk-ins

- City Walked in the following Curriculum and Programs:

CHIL 133, CHIL 135, CHIL 151, ENGL 036, INWT 186, INWT 200, INWT 205, MFET 107, PHOT 102A, PHOT 102B, PHOT 102C, PHOT 102D, PHOT 103, POLI 201, POLI 31, PSYC 31, PSYC 258, Dance Certificate of Performance, Broadcast News Certificate of Performance, Broadcast News Certificate of Achievement, Film Production Certificate of Achievement, Video Production Certificate of Performance, Video Production Certificate of Achievement, Liberal Arts and Sciences: Visual and Performing Arts Associate of Arts Degree, Introduction to Manufacturing Certificate of Performance, Manufacturing Fundamentals Certificate of Achievement, Energy Analysis and Consultation Associate of Science, Energy Analysis and Consultation Certificate of Achievement, Selected Studies Associate of Arts Degree, Business Management and Organization Certificate of Performance, Communications Certificate of Performance, and Business Administration Emphasis – Cox Associate of Science.

Boots requested courses POLI 21, POLI 201, PSYC 31, and PSYC 258 to be pulled for discussion.

<i>Recommend Approval of the Curriculum:</i>
<i>Motion by Short</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Hoffman, Hopkins, Jarrell, Norvell, Palma-Sanft, Parker, Shumaker</i>

POLI 21, POLI 201, PSYC 31, and PSYC 258 Discussions:

San Diego Community College District Curriculum and Instructional Council

Boots communicated that courses POLI 31, PSYC 31 were created as support courses to allow students who test into the M30 level to be able to register for POLI 201 and PSYC 258, respectively.

Omae explained course POLI 31 is designated to build the skills for course POLI 201. Omae added that students who have taken POLI 201 and transferred to Universities have struggled. Omae believes that is in the students' best interest to allow them access to these support courses.

Parker noted that Mesa College believes the POLI 31 and PSYC 31 are not being represented in the way that title 5 states. Parker continued to explain that as an equity effort, the courses need to be represented as one way requisite as opposed to corequisite.

Hess stated that an agreement has not been reach regarding the language to be utilized for ENLG 31, perhaps once that is resolved, the same language could be applied to these courses.

The council agreed to vote on these courses and revisit the language in the future to assure all courses remain consistent. The language for these courses will be discussed outside of the CIC meeting and should be finalized by February 2020.

<i>Recommend Approval of POLI 21, POLI 201, PSYC 31, and PSYC 258 :</i>
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<i>Motion by Gholson</i>

<i>Second by Norvell</i>

<i>Opposed: Parker</i>

<i>Abstained: Hoffman</i>

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

<i>Aye: Boots, Chavez, Hopkins, Jarrell, Palma-Sanft, Short, Shumaker</i>

- Mesa Walked in the following Curriculum:

RADT 105 and EDUC 211

Hoffman requested to pull course EDUC 211. In order to allow for changes to the course outline, this course will be walked in at the next meeting on February 13, 2020.

<i>Recommend Approval of RADT 105:</i>

<i>Motion by Short</i>

<i>Second by Norvell</i>

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

San Diego Community College District Curriculum and Instructional Council

Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Palma-Sanft, Parker, Shumaker

- Miramar Walked in the following curriculum:

EXSC 126C and EXSC 126D

Hoffman requested the courses to be held until the Exercise Science Subject Area meeting has taken place and an agreement regarding the course hours has been reached.

Short explained the importance of the course changes to be included in the 2020-2021 Catalog. Short stated there were no objections to the proposed changes and assured that if a decision to change course hours is reached, courses would be revised to reflect the changes.

Shumaker expressed that approving the revised curriculum would signify the approval of the hours as well, and since faculty is in current disagreement with the hours, Mesa will not approve the revisions.

The council explained that whether the revision receives approval or not, course hours would not be impacted, given that the course revision did not include changes to the hours.

Short requested to withdraw the proposal and instead propose the revision to reflect Distance Education only and no other changes.

Recommend Approval of Distance Education for EXSC 126C and EXSC 126D

Motion by Short

Second by Norvell

Opposed: Parker and Shumaker

Final Resolution: Motion carries

Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Palma-Sanft

C. Subject designator

Gholson informed Continuing Education is proposing a new subject designator: High school Equivalency Preparation (HSEP). This new indicator would be used to differentiate courses that aid in the preparation for the High school Equivalency test and are part of the adult basic education. Gholson requested for the Council to make a motion to implement the new subject designator.

San Diego Community College District Curriculum and Instructional Council

Recommend Approval of the HSEP Subject indicator

Motion by Short

Second by Norvell

Final Resolution: Motion carries

Aye: Boots, Chavez, Gholson, Hoffman, Hopkins, Jarrell, Palma-Sanft, Parker, Shumaker

D. Catalog Review Committee Update

Bulger informed the Council that the Catalog Review Committee met on December 3, 2019 to discuss the electronic catalog and bring recommendation to CIC for the following steps. The Catalog review committee recommended the following:

1. Fact finding: research background information and what process is unitized to develop a catalog at other institutions. This step would take place from December 2019 to January 15, 2020.
2. Gain preliminary input from end users: surveying constituents' needs.
3. Identify a workgroup of 5-8 individuals Districtwide: the working group will develop and execute a detailed project plan, timeline and outcomes. Members should be identified by January 31, 2020.

Bulger added the Committee will meet on February to review the fact finding and discuss methods to gather responses from end users and subsequently give recommendation regarding the Electronic Catalog's progress.

Bulger requested the Council to examine DIGARC, CourseLeaf, and eLumen, as those are the top system management contenders that have been implemented by local and state colleges.

Hoffman inquired about the funding of this project. Bulger noted there will be a cost to implement a new system. The source of funding and cost will be discussed once the new system to be implemented has been identified.

The Council agreed with the recommendations given by the Catalog Review Committee, VC Bulger will convey this information to the Chancellor's Cabinet

Hess added that after reviewing the Catalog production timeline, the Committee requested the increase of time for PDF review to two weeks instead of one week. In addition, the Committee requested the reduction of review time for the blue line given that this stage is only for blatant errors. Moreover, reducing the blue line review time is necessary to meet the deadline.

In addition, Hess the District Council Articulation recommended removing the UC limitation in the 2020-2021 Catalog due to the difficulty to maintain accurate

San Diego Community College District Curriculum and Instructional Council

information for students. In order to eliminate confusion, it was recommended to replace the information with a “UC Transfer Limitations. See a counselor” statement that is currently used for other courses such as Exercise Science.

Parker objected to this recommendation claiming she believed further discussion was to take place and it was her understanding that an agreement had not been reached. Parker added a meeting with counselor should take place in order to take into account their opinion on the matter.

Hess stated the recommendation to remove UC limitations and C-ID list from the catalogs will be tabled for next meeting.

V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

A. Credit for Prior Learning

Bulger informed the Council of the new title 5 changes regarding credit for prior learning. In order to abide by the new regulation, Bulger advised the Council to assign one of the CIC committees the task of outlining the procedure for students to earn credit for prior learning. The Council agreed to designate the procedure to the Instructional Management Committee and subsequently enlist the Policies and Procedures Committee to assist with the language.

B. Prerequisites and Corequisites Enforcement

Bulger requested to revisit the options generated at the last CIC meeting to assure that the Council agrees with the following options:

1. Drop students with previously failed prerequisites who were provisionally admitted to courses.
2. Manually enroll students to classes.

The Council raised no objections to the options discussed.

VI. CIC SUBCOMMITTEE REPORTS

A. Subcommittee Report Summary

Hess reported the following recommendations from CurricUNET Steering Committee:

1. Use criteria for walk-ins to determine which proposals should be manually defaulted after 5 days.
2. Program CurricUNET to allow Tech Review Liaison to review and update TOP Codes and SAM Codes on new and revised proposals.
3. CIC require necessary program documents be added to CurricUNET before they are approved.

San Diego Community College District Curriculum and Instructional Council

4. CIC ensure five criteria are used to approve curriculum (appropriateness to mission, need, curriculum standards, adequate resources, and compliance).
5. Research upgrade options— CurriCUNET Meta and other vendors.

VII. STANDING REPORTS

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

No Report

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)

No Report

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

No Report

VIII. ADJOURNMENT

<i>The meeting was adjourned at 4:06 pm</i>
<i>Motion by Boots</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hoffman, Hopkins, Jarrell, Palma-Sanft, Parker, Short, Shumaker</i>