

# San Diego Community College District Curriculum and Instructional Council

Meeting of March 26, 2020  
2:00 P.M.  
District Office  
Zoom Meeting

## Minutes

### **PRESENT:**

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Erreca, Lori	Dean, School of 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
Norvell, Elizabeth	Articulation Officer—City College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar 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

*Bulger called the meeting to order at 2:02 p.m.*

## I. MINUTES AND AGENDA

### A. Approval of: February 27, 2020, Minutes

<b><i>Recommend Approval of the February 27, 2020 Minutes</i></b>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker</i>

### B. Approval of: March 12, 2020, Minutes

<b><i>Recommend Approval of the March 12, 2020 Minutes</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft, Parker</i>

### C. Approval of: March 26, 2020 Meeting Agenda

Boots requested the addition of the following Walk-ins from City :

- Microsoft Technology Specialist, Certificate of Performance
- HUMS 75
- ANTH 210

<b><i>Recommend Approval of the March 26, 2020 Meeting Agenda as amended</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft, Parker</i>

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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum

Hoffman requested to pull LBAS 100 for discussion.

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

LBAS 100 Discussion:

Boots explained to the council LBAS 100 is a Climate literacy course under several disciplines that would allow to teach climate literacy from each discipline's perspective. In addition, Boots informed that a Certification would be created for the faculty in order to learn the basics of climate literacy to be able to teach the course.

Hoffman raised concerns regarding the transferability of the course and the certification for faculty.

Short suggested that instead of listings all disciplines, this course should be listed under Work Experience, since it encompasses all disciplines.

Hess informed that HR had been informed of this course due to the multiple disciplines it would and fall under. Hess added that it should be made clear to students that this course would not be repeatable .

Short informed the council that the CSU system delegated to the Colleges the authority to designate which courses are transferable. Therefore, if the Colleges consider a course to be baccalaureate level based on that criteria given by the CSU, then CSU will accept the course.

The council agreed to discuss this course with their respective colleges and bring it back next meeting.

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## B. Approval of Program Changes

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

## C. Approval of Continuing Education Curriculum and Program Changes

Hoffman requested to pull the following CE curriculum for discussion:

FDNT 501, FDNT 618, FDNT 119, FDNT 661, FDNT 662, FDNT 663, FDNT 664,  
Certificate of Completion Baking and Pastry I, Certificate of Completion  
Baking and Pastry Arts II, Certificate of Completion Culinary Nutrition, and  
Certificate of Completion Introduction to Hospitality

Gholson stated that the Culinary Arts faculty from Mesa and Continuing Education had not been able to meet and therefore has created difficulties in the communication.

Hoffman informed that Mesa's faculty had concerns regarding these courses since they seem to be duplicates of existing courses at Mesa and thus would result in the college and CE competing for students.

The council agreed to bring back these courses and programs once the Culinary Arts subject area meeting has taken place on April 24, 2020 to begin conversations regarding these matters.

## III. OLD BUSINESS

### A. Labor Market Pipeline Challenge Presentation

Bulger requested the council for their input on the presentation given on February 27, 2020 by Tina Ngo Bartel regarding the Labor Market.

Short informed the big takeaway from the presentation was that the Center of Excellence is able to provide reports that can be used to determine if the need really exist before building a program.

Boots declared the presentation was really informative and hopes for Ngo Bartel to give the presentation at City's Curriculum Review Committee meeting.

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Hoffman noted relaying the information from the presentation to Mesa's Curriculum Review Committee and inquired regarding changes to the Colleges' current process for Labor Market Analysis.

Hess informed the council the new PCAH states that the Regional Consortia has to approve the programs before the curriculum is submitted to the college. Hess will send the council a checklist from the analysis between the 6<sup>th</sup> edition and 7<sup>th</sup> edition PCAH in addition to the memo from the California Chancellor's Office.

## B. Catalog Committee/DAC Recommendation: UC Limitations Statement

Hess informed the council that the Catalog Committee and DAC recommended the removal of the UC limitation on the Catalog due to the difficulty in maintaining accurate information for students and replace it with a general statement that instructs students to either see a counselor or visit Assist.

Parker suggested consulting the counselors for a statement recommendation. Parker and Palma-Sanft will contact their respective college's counselors for recommendations.

This issue will be brought back for the next meeting.

## C. Catalog Committee/DAC Recommendation: C-ID List

Hess informed the council another recommendation from the Catalog Committee and DAC was the removal of the C-ID List on the Catalog.

<i>Recommend Approval to remove C-ID List form the Catalog</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Parker</i>

## IV. NEW BUSINESS

### A. Instructional Continuity (Corona Virus/COVID-19)

Bulger asked the council if there were any instructional or curricular matters that needed to be addressed.

Erreca expressed concern regarding the syllabi that were changed in order to move classes online and how this may affect students in the future, should a university request syllabus from a particular class.

Parker informed that the course outline is what is sent to the Universities. Parker noted that The CSU Chancellor's Office and the UC President's office stated that

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they would honor articulation agreements for students going from an in person format to an online format.

## B. Policies and Procedures

Hess informed the council the Policies and Procedures subcommittee finished reviewing AP 0020.2 Instructional Council, AP 5026 Philosophy and Criteria for Certificates, AP 5103 Work Experience, BP 5400 Community Service Programs, and BP 5750 Use of Copyrighted Material. These policies and procedures once approved by CIC to move forward, would go back to the colleges for constituent review.

<b><i>Recommend Approval for AP 0020.2, AP 5026, AP 5103, BP 5400, and BP 5750 to move forward to the next approval step</i></b>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma- Sanft, Parker</i>

## C. Walk-ins

1. City College
  - Microsoft Technology Specialist ,Certificate of Performance
  - HUMS 75
  - ANTH 210

<b><i>Recommend Approval Microsoft Technology Specialist Certificate of Performance, HUMS 75, and ANTH 210</i></b>
<i>Motion by Hoffman</i>
<i>Second by Erreca,</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

## V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

### A. Modification of Graduation Requirements

Hess informed the council that Student Services are noticing a number of petitions to make modifications for the same major, and requested for CIC to come up with a process to alleviate multiple petitions.

The council agreed to delegate this matter to the Educational Review Committee to investigate the petitions and the petition form. In addition, the council agreed

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for the CurricUNET Steering Committee to design a degree with the recommended course and the acceptable substitute courses.

## B. CTE Transitions Credit by Exam Agreements—Deactivating Courses

Bulger informed the council that students could be impacted if a course with a credit by exam agreement is deactivated.

Short informed the council that the new credit by exam procedure to be implemented by fall, will require the course to be approved for credit by exam in CurricUNET before it can be offered. This way, credit by exam agreements could be verified in CurricUNET before any deactivations are proposed.

## C. Service Learning/Field Studies

Short commented that the Policies and Procedures Subcommittee is reviewing procedures that relate to this issue. Short requested to the council to delegate this matter to the Policies and Procedures Subcommittee.

Hess added that Exercise Science, in addition to other subject areas, requested guidance from CIC regarding the hours and credits issue. Hess suggested this issue to be added to Service Learning and the Field Studies.

The council had no objections to Policies and Procedures to review these issues and bring back recommendations to CIC.

## D. Credit for Prior Learning

Hess informed the council that the Educational Review Committee discussed credit for prior learning and identified the need to create a Board Policy that is legally required by December 2020. Hess requested CIC to assign Policies and Procedures Subcommittee the task of developing the policy.

The council had no objections to Policies and Procedures being assigned to develop the credit for prior learning policy.

## VI. CIC SUBCOMMITTEE REPORTS

Hess informed some of the subject area meetings were canceled and future meetings will be held via Zoom.

## VII. STANDING REPORTS

### A. Legislative Update (Bulger)

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Bulger informed the council of the Senate Bill 874, the Baccalaureate Bill to expand the number of Baccalaureate degrees the Community Colleges can offer in addition to making the current 15 degrees permanent.

Bulger also informed regarding AB 2764, which relates to the courses offered at the military bases and the removal of restriction for open access in order for the Colleges to offer classes on the bases.

## VIII. ADJOURNMENT

<i>The meeting was adjourned at 4:11 pm</i>
<i>Motion by Hoffman</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>