

San Diego Community College District Curriculum and Instructional Council

Meeting of May 14, 2020

2:00 P.M.

Zoom Meeting

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
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

ABSENT:

Knox, Ramon	Interim Vice Chancellor, Student Services —District Office
-------------	--

GUESTS:

Caine, Matthew	Exercise Science, Faculty—Miramar College
Payne, Desiree	Curriculum Analyst, Instructional Services—Continuing Education

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 2:04 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 23, 2020, Minutes

Hoffman requested the change of a typo in the minutes.

<i>Recommend Approval of the April 23, 2020 Minutes as amended</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Abstain: Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft,</i>

B. Approval of: May 14, 2020 Meeting Agenda

<i>Recommend Approval of the May 14, 2020 Meeting Agenda</i>
<i>Motion by Gholson</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

The following courses were pulled for discussion:

AMSL 120, AMSL121, AMSL 220, AMSL 221, CHIC 130 and CHIC 138

San Diego Community College District Curriculum and Instructional Council

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

B. Approval of Program Changes

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

C. Approval of Continuing Education Curriculum

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

D. Approval of Continuing Education Program Changes

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

San Diego Community College District Curriculum and Instructional Council

E. General Education/Transferability Actions

Parker requested the addition of BLAS125B for area C2.

*Recommend Approval of General Education/Transferability Actions
as amended*

Motion by Norvell

Second by Parker

Final Resolution: Motion carries

*Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins,
O'Connor, Palma-Sanft, Short*

F. AMSL 120, AMSL121, AMSL 220, AND AMSL 221

Discussion: Short brought to the attention of the council, a suggestion that could be advantageous for all the colleges in the future. Short stated that providing detailed documentation on what should be taught online and face to face would be beneficial to future faculty by having a guide on how to teach partially online courses. In addition, Short stated that having this information could also help maintain articulation.

Parker stated that some departments provide detailed information in their proposals and that she believes any potential articulation issues could be resolved.

Norvell stated that having that language would be a good practice to help instructors.

Palma-Sanft agreed that having a record of what techniques are to be used has been helpful, especially given the current emergency situation. Palma-Sanft suggested discussing this further to possibly set a minimum standard or template in order to have consistency across the district.

The council decided to continue the discussion regarding the level of detail for distance education at a later time for next steps.

*Recommend Approval of AMSL 120, AMSL 1221, AMSL 220, AND
AMSL 221*

Motion by Hoffman

Second by Parker

Final Resolution: Motion carries

*Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Norvell,
O'Connor, Palma-Sanft, Short*

San Diego Community College District Curriculum and Instructional Council

G. CHIC 130 and CHIC 138

Discussion: Boots stated the courses were pulled due to contact and interaction hours missing from the proposal. Boots mentioned a previous agreement on minimum standards for stating contact and interaction hours.

Hoffman and Parker stated not recalling the agreement.

Short reminded the council that about 2 years ago, the state and federal standards changed to require contact hours between instructors and students. The agreement was made between the colleges to provide the minimum standards. Short noted this requirement was never voted on by CIC nor the Academic Senate because it was required by law.

Parker indicated she doesn't believe CIC has the authority to mandate faculty on how they wish to list Distance Education information.

Short responded that title 5 gives the curriculum committees the authority to approve or disapprove curriculum; however, it's not up to the faculty to decide what should be listed in the course proposal.

The council agreed to continue the discussion regarding level of detail related to distance education at a later time.

<i>Recommend Approval of CHIC 130 and CHIC 138</i>
<i>Motion by Hoffman</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Short</i>

III. OLD BUSINESS

A. Distance Education Information

Hess explained the information sheet was discussed during the previous meeting and was brought back as an action item to recommend for adoption.

The council discussed and agreed to table the Distance Education Information sheet.

San Diego Community College District Curriculum and Instructional Council

<i>Recommend to table Distance Education Information</i>
<i>Motion by Hopkins</i>
<i>Second by O'Connor</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Norvell, Palma-Sanft, Parker, Short</i>

IV. NEW BUSINESS

A. 2020-2021 CIC Calendar

Hess presented to the council the 2020-2021 CIC and CRC meeting calendar.

<i>Recommend Approval of the 2020-2021 CIC Calendar</i>
<i>Motion by O'Connor</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, Norvell, , Palma-Sanft, Short</i>

B. Plan for Emergency Online DE Approval—Process and Standards

Short stated this item was brought up for the council to discuss if there is an interested in pursuing a plan in order to provide faculty with the tools or resources necessary to be able to teach a course online in a way that would maintain the quality of the course or lab. Short communicated to the council what transpired at a webinar regarding the Distance Education plan for approving DE proposals using state and federal DE standards and criteria.

Short further explained the following plan actions being taken by other colleges:

1. Usage of the Online Education Initiative (OEI) rubric to verify each proposal each DE proposal against the rubric.
2. Having faculty provide full narratives and how to achieve the learning objectives for the courses that might be difficult to offer 100% online.
3. Having DE coordinators review each proposal, if needed, work with the originator before it goes to the curriculum committee for approval.
4. Deciding which courses need to be synchronous only.

Short informed the council of Grossmont College's website on how to prepare emergency proposals, how to screen for standards, and the process for curriculum committee review.

San Diego Community College District Curriculum and Instructional Council

Norvell, Hopkins, Chavez and Palma-Sanft individually stated how beneficial it would be for all the colleges to contribute and bring this plan to fruition.

O'Connor, Parker and Hoffman stated Mesa has adhered to the standards in place for distance education course approvals. Parker and Hoffman suggested continuing this discussion in the future. Parker suggested including this item to the Subject Area meeting agenda to allow the discussion among departments.

Short requested if Bulger could express the District's position on alignment in the Distance Education proposals. Bulger stated that the District does not hold a position and defers to the policies and procedures within the District to be able to govern the work. Bulger remarked each institution is separately accredited and believes the standards of accreditation are going to be met at the same time. Bulger stated it would be a good idea to be prepared and have a smaller group get together and have conversations regarding Distance Education.

C. Hours and Units

Hess reminded the council this document had been previously provided to the council for review. Hess further explained the recommendations brought to the council for voting:

Other Hours

- 1) Keep "Other Hours" title in CurricUNET
- 2) Review courses that have been approved with other hours. Recommendation for noncompliant courses:
 - a) Revise course with compliant lecture/lab hours;
 - b) Change to Independent Study or Work Experience; or
 - c) Deactivate courses
 - d) Deactivate Supplemental Instruction courses

Hours and Units Standards

- 1) Criteria for non-standard hours:

When faculty develop courses with non-standard hours and units they are required to add a statement in CurricUNET to justify the need for additional hours. CRC and CIC will review and approve the justification.
- 2) Criteria for increments below 0.5 units in lecture/lab combo courses

Faculty are encouraged to develop courses based on the need to satisfy the learning objectives, outcomes, and content of the course: total contact hours and total homework/outside of class hours. The total units for the course should have minimum unit increment of 0.5 units.

Parker and Hoffman stated Mesa had not reviewed the documents.

Hess notified she would send the documents again with the addition of the courses that would be impacted.

This discussion will be brought back.

San Diego Community College District Curriculum and Instructional Council

D. Walk-Ins

1. City walked-in the following curriculum:

EXSC 142, EXSC 145, EXSC 280, EXSC 281, EXSC 282, HUMA 106, HUMA 201, MATH 57A, MATH 115, MATH 245, MATH 252, MATH 210A, MATH 210B, PHIL 205, PHOT 211, PHOT 217, MUSC 70, MUSC 152, MUSI 116A, MUSI 116B, SPAN 215, and SPAN 216

Hoffman asked if approving DE is within the council's purview. Norvell stated the council has always voted on DE, and it's indicated in the administrative procedure.

O'Connor stated previous CIC curriculum summaries reflected "Reviewed" instead of "Approved" under distance education proposals. Hess informed that's the format used on the approved summaries and CIC votes on all curriculum, even walk-ins.

Hoffman claimed he did not review the proposals because he was unable to find them in CurricUNET. Boots assured the proposals were present in CurricUNET. Short was able to log in to CurricUNET during the meeting and confirm the proposals were there.

Recommend Approval of the EXSC 142, EXSC 145, EXSC 280, EXSC 281, EXSC 282, HUMA 106, HUMA 201, MATH 57A, MATH 115, MATH 245, MATH 252, MATH 210A, MATH 210B, PHIL 205, PHOT 211, PHOT 217, MUSC 70, MUSC 152, MUSI 116A, MUSI 116B, SPAN 215, and SPAN 216

Motion by Short

Second by Norvell

Final Resolution: Motion carries

Abstain: Hoffman and O'Connor

Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Palma-Sanft, Parker

2. Mesa walk-ins:

Short voiced various concerns over the emergency proposals being walked-in to CIC. Short pointed out that these walk-in proposals, by definition, are skipping some of the approval process.

Short noted that EXCS 118 and EXCS 119, proposing American Red Cross CPR certification, requires an in-person assessment, therefore, can't be taught fully online.

San Diego Community College District Curriculum and Instructional Council

Short proposed the approval of the DE proposals only, with the exception of EXCS 118 and EXCS 119.

Recommend Approval of the Online proposals: ARCH130, ARCH226, ARTF150A, ARTF155A, ARTF155B, BIOL180, BLDC55, BLDC70, BLDC75, BLDC95, CHIC190, CHIC210, CHIL111, CHIL121, CHIL165, CHIL176, ECON220, ENGL237, EXSC124A, EXSC124B, EXSC124C, EXSC124D, EXSC125A, EXSC125B, EXSC125C, EXSC125D, EXSC135A, EXSC135B, EXSC135C, EXSC135D, EXSC136A, EXSC136B, EXSC145A, EXSC145B, EXSC145C, EXSC145D, EXSC166A, EXSC166B, EXSC166C, EXSC166D, EXSC230A, EXSC230B, EXSC231A, EXSC231B, EXSC232A, EXSC232B, EXSC233A, EXSC233B, EXSC234A, EXSC234B, EXSC235A, EXSC235B, EXSC236A, EXSC236B, EXSC237A, EXSC237B, EXSC238A, EXSC238B, EXSC239A, EXSC239B, EXSC240, EXSC243A, EXSC243B, EXSC244A, EXSC244B, HIST105, HIST120, HIST130, HIST131, INTE130, MATH92, MATH122, MATH210A, MATH210B, MATH245, MATH252, MUSI110, MUSI117, MUSI118, MUSI119, MUSI125, MUSI174A, MUSI174B, MUSI174C, MUSI174D, MUSI274A, MUSI274B, MUSI274C, MUSI274D, PHIL101, PHIL106, PHYR225, PHYR225L, PHYR230, PHYR263, PHYR275L, POLI103, POLI140, RADT50, VTAH115, VTAH135, VTAH140, VTAH145, VTAH155, and VTAH225

Motion by Short

Second by Norvell

Final Resolution: Motion carries

Abstain: Boots

Aye: Chavez, Gholson, Hopkins, Palma-Sanft, Parker

Recommend Approval of the Emergency proposals: ARCH100, ARCH115, ARCH141, ARCH170, ARCH172, ARCH173, ARCH175, ARCH205, ARCH220, BIOL100, BIOL107, BIOL115, BIOL160, BIOL200, BIOL205, BIOL210A, BIOL210B, BIOL215, BIOL230, BIOL235, BIOL250, BLDC61, CACM110, CACM131, CACM201, CACM210, CACM211, CACM292, CHIL160, CHIL270, COMS101, COMS103, COMS104, COMS111, COMS117A, COMS117B, COMS117C, COMS117D, COMS135, COMS160, COMS170, COMS180, DENA54L, DENA58L, DENA83A, DENA117L, DENA129L, DRAM70, DRAM71, DRAM100A, DRAM100B, DRAM104A, DRAM104B, DRAM119, DRAM132, DRAM133, DRAM200A, DRAM200B, DRAM204A, DRAM204B, ELAC15, ELAC16, ELAC23, ELAC25, ELAC26,

San Diego Community College District Curriculum and Instructional Council

ELAC35, ENGL31, EXSC139A, EXSC139B, EXSC139C, EXSC139D, EXSC140A, EXSC140B, EXSC140C, EXSC140D, EXSC141A, EXSC141B, EXSC141C, EXSC147A, EXSC147B, EXSC147C, EXSC147D, EXSC148A, EXSC148B, EXSC148C, EXSC148D, EXSC270, FASH270, GEOG101L, GERM102, GISG270, HOSP270, HUMA102, HUMA103, HUMA104, HUMA118, HUMA119, HUMA201, HUMA205, HUMA210, INTE105, INTE110, INTE112A, INTE115, INTE200, INTE205, INTE210, INTE215, INTE270, JAPN210, JAPN211, MUSI116A, MUSI116B, MUSI120, MUSI121, MUSI123A, MUSI123B, MUSI123C, MUSI123D, MUSI135A, MUSI135B, MUSI158A, MUSI158B, MUSI190, MUSI201, MUSI202, MUSI205A, MUSI205B, MUSI206A, MUSI206B, MUSI209A, MUSI209B, MUSI209C, MUSI209D, MUSI216A, MUSI230A, MUSI230B, MUSI230C, MUSI230D, MUSI240, MUSI241, MUSI253A, MUSI253B, MUSI253C, MUSI253D, MUSI257A, MUSI257B, MUSI257C, MUSI257D, MUSI258A, MUSI258B, MUSI259A, MUSI259B, MUSI259C, MUSI259D, MUSI268A, MUSI268B, MUSI269A, MUSI269B, NUTR270, PHYR291, PHYR295, RADT190L, RADT201L, RADT256A, RADT256C, RADT257A, RADT257C, RUSS102, SPAN125, SPAN202, VIET101, VIET102, VTAH100A, VTAH145L, VTAH155L, VTAH227, VTAH270, WORK270, and WORK272

Motion by Hoffman

Second by O'Connor

Final Resolution: Motion carries

Abstain: Hopkins, Norvell, Chavez and Palma-Sanft

Aye: Gholson and Parker

Opposed: Short and Boots

3. Miramar walked-in the following curriculum:

CHIL 160, CHIL 161, CHIL 176, COMS 103, COMS 135, COMS 170, EMGM 296, EMGM 350, EMGM 050A, EMGM 105A, FIPT 322B, FIPT 323B, MATH 245, MUSI 150A, MUSI 158A, MUSI 158B, MUSI 268A, MUSI 268B, POLI 103, PSYC 230, and SUST 101

Recommend Approval of CHIL 160, CHIL 161, CHIL 176, COMS 103, COMS 135, COMS 170, EMGM 296, EMGM 350, EMGM 050A, EMGM 105A, FIPT 322B, FIPT 323B, MATH 245, MUSI 150A, MUSI 158A, MUSI 158B, MUSI 268A, MUSI 268B, POLI 103, PSYC 230, and SUST 101

San Diego Community College District Curriculum and Instructional Council

Motion by Short

Second by Hoffman

Final Resolution: Motion carries

Aye: Boots, Chavez, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker,

V. ANNOUNCEMENTS

Hess informed the council the Curriculum Institute Conference in July, 2020 will be held virtually.

VI. ADJOURNMENT

The meeting was adjourned at 4:57 pm

Motion by O'Connor

Second by Gholson

Final Resolution: Motion carries

Aye: Boots, Chavez, Hoffman, Hopkins, Norvell, Palma-Sanft, Parker, Short