

San Diego Community College District Curriculum and Instructional Council

Meeting of February 11, 2021

2:00 P.M.

Zoom Meeting

Approved Minutes

PRESENT:

Ascione, Lou	Acting Vice President, Instructional Services—Miramar College
Boots, Jennifer	Curriculum Chair—City College
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—College of Continuing Education
Gholson, Richard	Curriculum Chair—College of Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa 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
Topham, Susan	Vice Chancellor, Educational Services—District Office (CIC Chair)

GUEST:

Payne, Desiree	Curriculum Analyst — College of Continuing Education
Perman, Amertah	Dean, Career Education and Workforce Development —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

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Topham called the meeting to order at 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 10, 2020, Minutes

<i>Recommend Approval of the December 10, 2020 Minutes</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Ascione, Boots, Chavez, Fischthal, Gholson, Norvell, O'Connor, Palma-Sanft, Parker</i>

B. Approval of: January 28, 2021 Minutes (Virtual)

<i>Recommend Approval of the January 28, 2021 Minutes</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Ascione, Boots, Chavez, Fischthal, Gholson, Norvell, O'Connor, Palma-Sanft, Parker</i>

C. Approval of: February 11, 2021 Agenda

Hoffman requested the addition of walk-in to the agenda.

<i>Recommend Approval of the February 11, 2021 Meeting Agenda as amended</i>
<i>Motion by Gholson</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Ascione, Boots, Chavez, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Parker</i>

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I. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

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

B. Approval of Program Changes

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

C. Approval of College of Continuing Education Curriculum

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

D. Approval of College of Continuing Education Curriculum Program Changes

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

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III. OLD BUSINESS

A. Film, Journalism, and Media Production—FJMP

Boots reminded the council this new designator will replace RTVF and DJRN

<i>Recommend Approval of FJMP designator for Film, Journalism, and Media Production</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Ascione, Boots, Chavez, Fischthal, Gholson, Norvell, O'Connor, Palma-Sanft, Parker</i>

B. State requirements for non-substantial changes to awards

Short stated they're waiting to hear back from the CCCCCO regarding the change in the PCAH that referred to the non-substantial changes to awards. Short reminded the council how the new PCAH requirements for program revision, even for non-substantial changes, require the submission of several documents and inquired to the state if this change was indeed intended.

Hess informed receiving a response from CCCCCO Dean, Raul Arambula, in which he stated all new and modifications to programs need to meet the requirements listed in the PCAH.

Perman added the academic senate is aware of how much work is required to provide the awards' supporting documentation, and they believe providing all necessary documentation is important since it can impact student outcomes.

Short inquired if this issue should be brought to the attention of each college's academic senate. Boots agreed and Hoffman suggested the Curriculum Chairs to create a resolution to bring to their respective academic senates for support.

IV. NEW BUSINESS

A. SOC Codes

Perman explained to the council the importance of SOC codes and how they relate to labor market information, that in turn provide justification of the programs value to the workforce.

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Hess informed that due to the COE request for a list of the colleges' SOC codes she created a file compiling all SOC information available from state submissions or from the SOC-CIP-TOP crosswalk. Hess noted Perman requested each institution to begin a thorough review to assure programs have correct SOC code assignments. Hess informed the goal of having SOC codes in CurricUNET.

Topham noted they want to assure all the information is inputted correctly in Campus Solutions in order to be able to create accurate reports for MIS and Perkins and ensure the District receives proper funding.

B. Monthly Updates on Regional Program Recommendations Decisions

Perman informed the Regional Consortium meets each month to review CTE programs for subsequent recommendation. Perman added her department will begin providing monthly updates on what is discussed in the meetings to create transparency and assured these updates will not replace the formal process for curriculum. Perman provided and explained the updates from the December 2020 meeting, the January 2021 meetings, and the Regional Career Education Program Recommendation process and resources.

C. PERG 32 Administrative Deactivation

Hess informed the council of the need for an administrative deactivation of course PERG 32. Hess noted this course was created in 2001, never offered, and recently it had been generating an error in the MIS report.

D. Proposed Service Learning (SERV) subject area

Short informed the council of Miramar's desire to continue to offer service learning in a compliant way. Short noted in the class portion of this course, students would learn theory of service learning, and then for the homework portion outside of class, students would be actually performing the service learning itself out in the Community. Short added that 4-5 disciplines would be assigned to the course. Short will bring this back for subsequent CIC approval.

E. Proposed Audio Production and Engineering (AUDI) subject area

Short informed Miramar College would like to create the AUDI designator for audio engineering. Short explained how this subject area is different from MUSI and MUSC.

F. Walk-Ins

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1. Mesa walked-in the following curriculum:

CACM 110, CACM 110A, CACM 110B, CACM 211, CACM 212, CACM 214, CACM 215, CACM 292, CACM 130, CACM 131, CACM 140, CACM 160, NDTE 121, NDTE 140, NDTE 150, NDTE 260, Culinary Arts Management AS/CA, Culinary Arts/Culinary Management Associate of Science, Culinary Arts/Culinary Management Certificate of Achievement, Dental Assisting (RDA, CDA) Certificate of Achievement, Dental Assisting (RDA, CDA) Associate of Science, Dental Office Administration Certificate of Achievement, Neurodiagnostic Technology Certificate of Achievement, and Neurodiagnostic Technology Associate of Science

Recommend Approval of CACM 110, CACM 110A, CACM 110B, CACM 211, CACM 212, CACM 214, CACM 215, CACM 292, CACM 130, CACM 131, CACM 140, CACM 160, NDTE 121, NDTE 140, NDTE 150, NDTE 260, Culinary Arts Management AS/CA, Culinary Arts/Culinary Management Associate of Science, Culinary Arts/Culinary Management Certificate of Achievement, Dental Assisting (RDA, CDA) Certificate of Achievement, Dental Assisting (RDA, CDA) Associate of Science, Dental Office Administration Certificate of Achievement, Neurodiagnostic Technology Certificate of Achievement, and Neurodiagnostic Technology Associate of Science

Motion by Short

Second by Norvell

Final Resolution: Motion carries

Aye: Ascione, Boots, Chavez, Fischthal, Gholson, Hoffman, O'Connor, Palma-Sanft, Parker

V. CIC SUBCOMMITTEE REPORT

No Report

VI. STANDING REPORTS

A. Educational Services Updates

Topham reported working with the VPIs and VPSS on a document to clarify the process of EWs due to COVID-19. Topham reported Educational Services continue to merge and informed evaluations will be under Hess's purview.

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Hess added the Competency Based Education was approved by the Board of Governors in November.

B. State Academic Senate

No Report

C. Chief Instructional Officers (Topham, Chavez, O'Connor, Fischthal, Ascione)

No Report

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

Palma-Sanft inquired about Area F courses being an added to the addendum. Hess informed that if the decision to approve the courses for area F is not reached before the catalog goes to print, area F will be added in the catalog and the courses would be added to the addendum.

VII. ADJOURNMENT

The meeting was adjourned at 3:30 pm

Motion by Boots

Second by Gholson

Final Resolution: Motion carries

Aye: Ascione, Chavez, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Parker, Short