

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 22, 2021

2:00 P.M.

Zoom Meeting

## Approved Minutes

### PRESENT:

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
Hensley, Linda	Dean, Humanities—Mesa College, Proxy for Isabel O'Connor
Hess, Shelly	Dean, Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa College
Norvell, Elizabeth	Articulation Officer—City 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)

### ABSENT:

Cuaron, Berta	Acting Vice President, Instructional Services—Miramar College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College

### GUEST:

Payne, Desiree	Curriculum Analyst — College of Continuing Education
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### STAFF:

Escalante, Evelyn	Administrative Assistant, 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 2:05 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: April 8, 2021, Minutes

<i>Recommend Approval of the April 8, 2021 Minutes</i>
<i>Motion by Short</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Abstain: Hensley</i>
<i>Aye: Boots, Chavez, Fischthal, Hoffman, Norvell, Palma-Sanft, Parker</i>

### B. Approval of: April 22, 2021 Agenda

Walk-ins and CSU GE Ethnic Studies Area F were added to the agenda under New Business.

<i>Recommend Approval of the April 22, 2021 Meeting Agenda as amended</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hensley, Norvell, Palma-Sanft, Parker,</i>

## **I. CURRICULUM REVIEW/APPROVAL**

### A. Approval of Curriculum

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

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## B. Approval of Program Changes

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

## C. General Education/Transferability Actions

Hess provided information regarding the General Education/Transferability Actions for review and informed the council that voting on this item will take place next CIC meeting on May 13, 2021.

### III. OLD BUSINESS

#### A. Curriculum Calendar Discussion

Hess informed having met with Cabrillo College's curriculum representatives and reported the following: Cabrillo College has implemented their year-round schedule; their curriculum deadline is earlier in December; they're transitioning to an electronic catalog; and they're acquiring a new curriculum management system. Hess noted she will have a follow-up meeting in two weeks in order to map out their process.

#### B. Credit for Prior Learning

Hess informed having received volunteers to serve on the Credit for Prior Learning work groups. Hess added to have met with the implementation team and they identified a way to put CLP on the transcripts as required.

### IV. NEW BUSINESS

#### A. Board Request for Information

Hess informed one of the Board's goals is regarding ensuring the curriculum is anti-racist. This item was brought to the council in order to begin a discussion on the work that the colleges have started and how can Educational Services offer support.

Hoffman informed of Mesa College's Curriculum Equity and Excellence Review (CEER). The college is planning a 4-day summer program where 20 faculty will be

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trained to look at curriculum to be anti-racist, to improve equity on campus, and to bring an equity lens to the curriculum.

Short informed of Miramar's professional development training that's currently taking place. Short also informed that within the curriculum committee, they have crafted a change to the tech review subcommittee to add culturally responsive curriculum review. With this change, a new member, a diversity equity and inclusion subject matter expert, will join the committee in order to assist with the review.

Boots informed this issue will be discussed at City College curriculum retreat. Boots noted conversations have already taken place with Guided Pathways regarding the opportunity for curriculum committee members to work directly with curriculum originators for the inclusion of more equity.

Gholson noted Continuing Education is still discussing what's going to be implemented. This will involve tech review and a screening form; they plan to have something in place by the summer. Gholson also informed they will be attending the Career Noncredit Education Institute virtual event from April 30 to May 1, 2021.

Chavez suggested to for a Districtwide workshop to share what's being done at other colleges. Topham and Hess will look into the professional development from a district perspective.

## B. Walk-ins

Mesa walked in CHEM 103, RADT 50, RADT 70L, Radiologic Technology Associate of Science, and Radiologic Technology Certificate of Achievement.

Hoffman noted RADT 50, RADT 70L were pending region 10 approval.

***Recommend Approval CHEM 103, RADT 50, RADT 70L,  
Radiologic Technology Associate of Science, and Radiologic  
Technology Certificate of Achievement***

*Motion by Hoffman*

*Second by Short*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hensley, Norvell, Palma-Sanft, Parker*

Miramar walked in BLAS 100, BLAS 104, BLAS 150, BLAS 155, CHIC 110A, CHIC 135, CHIC 141A, CHIC 141B, CHIC 170, DIES 135, and AUTO 180T

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*Recommend Approval BLAS 100, BLAS 104, BLAS 150, BLAS 155, CHIC 110A, CHIC 135, CHIC 141A, CHIC 141B. CHIC 170, DIES 135, and AUTO 180T*

*Motion by Short*

*Second by Hoffman*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hensley, Norvell, Palma-Sanft, Parker*

## C. CSU FE Ethnic Studies Area F

Hess informed that none of the courses submitted for CSU GE Area F were accepted. Hess noted they are working on strategies on how to address this. Hess added that the majority of the California Community Colleges did not receive approvals for area F.

Parker reported the response received was vague, student learning outcomes were part of the review, and long time Ethnic Studies programs also received denials, therefore, there's concern regarding the reviewer's proper training. Parker noted they hope to have an appeal process initiated.

Topham informed Pamela Luster has reached out to state Chancellor Ortiz Oakley. Topham added Chancellor Carroll offered support in the appeal process.

## V. CIC SUBCOMMITEE REPORT

Hess reported the following:

*CurricUNET Steering Committee-* CPL feature is now live in CurricUNET and Marrone will send an email to faculty to request not to use it yet; SLOs have been added to the active courses; the committee is exploring a streamline process between Taskstream and CurricUNET.

*District Articulation Council-* the council had a robust Ethnic Studies discussion with deans and faculty from the three colleges where they supported Miramar's activation of Black Studies and Chicano Studies courses; there will be a follow-up subject area meeting.

DAC recommended for this year to use the external process for AP, IB and CLAP, and next year re-evaluate the process after there's more understanding on how the CSU and UC will accept standardized exams via CLP.

*Policies and Procedures-* There are policies and procedures being reviewed by campus constituents.

*Subject Area Meeting-* meetings continue to take place.

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## VI. STANDING REPORTS

### A. Educational Services Updates

Topham informed they recognize the challenges with the evaluation process, they know about the resolution that passed at Mesa College Academic Senate. Topham and Hess met with Mesa and City's counseling department meeting respectively in order to have conversations about the challenges and how they can continue to be addressed. Topham added there's a district committee, the Program Advisory Group, comprised of evaluators, counseling chairs, counseling supervisors, and transfer center supervisors. This group has discussed how to leverage resources at the district and across the colleges in order to address this issue. They are also looking at the possibility of automating some of the processes.

Hoffman stated Mesa College has two evaluators in their Curriculum Review Committee and suggested to have only one evaluator in order to alleviate some of the evaluator's schedule.

Short commented that while Miramar College has evaluators attend their Curriculum Review Committee and the Academic Standards meeting, he suggested to have an evaluator also attend tech review. Short explained the evaluator's expertise is needed in order recognize and avoid potential issues in the way the courses or degrees are designed with equivalencies, limitations, or enrollment.

Norvell informed City College has not had an evaluator in their Curriculum Review Committee in a long time.

Topham appreciated the information and suggestions from the colleges. She will inquire about having at least one evaluator in the Colleges' Curriculum Review Committee. Topham reiterated the goal is to make intentional and methodical changes to ensure the work done will be efficient and effective.

Topham also provided the following updates: she volunteered to sit on a statewide CIO title 5 review committee and invited the council to send their suggestions; title changes within Educational Services were submitted to the Board of Trustees; Institutional Research will now be a stand-alone department.

### B. State Academic Senate

Short informed Miramar College has moved forward with the new Business Administration 2.0 ADT. Short stated to have reached out to City and Mesa College' Business faculty, articulation officers, and curriculum chairs and he's waiting to hear back from them.

Hoffman stated the resolution on non-substantive program changes was approved at the Plenary area D and will be taken to the Statewide Academic Senate next.

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

Chavez informed to have attended the CIO conference this year. Chavez announced during the fall semester, City College will have a maximum of 25% of people being on campus. Chavez noted in-person classes are coming back in a volunteer fashion.

Fischthal added the CIO conference was in alignment with what's happening at the academic senate state. In addition, Fischthahl also reported under 25% of the College of Continuing Education will come back to campus.

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

Palma-Sanft reported on the CIAC conference where there has been discussion regarding the current legislation and the Ethnic Studies.

## VII. ADJOURNMENT

*The meeting was adjourned at 3:39 pm*