

San Diego Community College District Curriculum and Instructional Council

Meeting of December 8, 2016
2:00 PM
District Office
Conference Room 220
3375 Camino del Rio S.
San Diego, CA 92108

Minutes

PRESENT:

Alder, Kate
Boots, Jennifer
Bulger, Stephanie
Gustin, Paula
Hess, Shelly
Hopkins, Paulette
Kilmer, Renee
McGrath, Tim
Namdar, Donna
Norvell, Elizabeth
Palma-Sanft, Mara
Robertson, Charlotta
Shelton, Deanna
Short, Duane

Vice President of Instruction—Continuing Education
Curriculum Co-Chair—City
Vice Chancellor, Instructional Services—District Office
Curriculum Chair—Mesa College
Dean, Curriculum Services—District Office
Interim Vice President, Instructional Services—Miramar
Interim Vice President, Instructional Services—City
Vice President, Instructional Services — Mesa
Curriculum Chair—Continuing Education
Articulation Officer—City
Articulation Officer—Miramar College
Articulation Officer—Mesa
Curriculum Co-Chair—City
Curriculum Chair—Miramar

ABSENT:

Marrone, Erica
Neault, Lynn

Curriculum Analyst, Curriculum Services—District Office
Vice Chancellor, Student Services—District Office

STAFF:

Meredith, Jasmine
Radley, Michelle
Scott, Carmen

Senior Secretary, Curriculum Services—District Office
Curriculum Technician, Curriculum Services—District Office
Curriculum Technician, Curriculum Services—District Office

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Vice Chancellor Bulger called the meeting to order at 2:00 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 10, 2016, Minutes (*Action*)

The council reviewed and approved the November 10, 2016 minutes.

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| <i>Recommend Approval of November 10, 2016 Minutes</i> |
| <i>Motion by Short</i> |
| <i>Second by McGrath</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Alder, Boots, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Robertson, Shelton</i> |
| <i>Abstained: Kilmer</i> |

B. Approval of November 10, 2016, Meeting Agenda (*Action*)

Shelton walked in the following courses and programs:

- AGRI 120
- BIOL 101
- ESCR 101
- PHOT 100/109/135/143/165/180/181/259A/259B
- REAL 166
- SUST 102
- SOLR 150/150L
- Philosophy Associate in Arts for Transfer Degree
- Network Security, Certificate of Performance
- Special Effects (FX) Makeup, Certificate of Performance
- Theatrical Glamour for Media, Certificate of Performance
- Black and White Photography, Certificate of Performance
- Commercial Photography, Certificate of Performance
- Digital Photography, Certificate of Performance
- Freelance Photography, Certificate of Performance
- Film, Television, and Electronic Media, Associate in Science for Transfer Degree
- Community Health Work, Certificate of Performance
- Youth Development Work, Certificate of Performance
- RTVF 107/124/151/153/112/125/143
- DMPR 154/155/156/157
- JOUR 206
- Broadcast News, Associate of Science Degree

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- Digital Media Production, Certificate of Performance
- Digital Media Production, Certificate of Achievement
- Film Production, Associate of Science Degree
- Film Production, Certificate of Performance
- Film Production, Certificate of Achievement
- Video Production, Associate of Science Degree
- Video Production, Certificate of Performance
- Video Production, Certificate of Achievement
- Futures Studies, Associate of Arts Degree

Gustin walked in the following programs:

- Spanish, Associate of Science Degree
- Biology, Associate in Science for Transfer Degree

Short requested to add item D: Approval of PARA Designator to the agenda.

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| <i>Recommend Approval of Agenda as Amended</i> |
| <i>Motion by Short</i> |
| <i>Second by Norvell</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Alder, Boots, Gustin, Hopkins, Kilmer, McGrath, Namdar, Palma-Sanft, Robertson, Shelton</i> |

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

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| <i>Recommend Approval of Curriculum Review</i> |
| <i>Motion by Short</i> |
| <i>Second by Norvell</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Alder, Boots, Gustin, Hopkins, Kilmer, McGrath, Namdar, Palma-Sanft, Robertson, Shelton</i> |

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B. Approval of Program Changes (*Action*)

Short pulled Miramar's Associate in Science in Business Administration for Transfer Degree for discussion.

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| <i>Recommend Approval of Program Review</i> |
| <i>Motion by Short</i> |
| <i>Second by Robertson</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Alder, Boots, Gustin, Hopkins, Kilmer, McGrath, Namdar, Norvell, Palma-Sanft, Shelton</i> |

Short explained that Miramar has been waiting for approval of the Associate in Science in Business Administration for Transfer Degree for two years. However, it has not been approved due to MATH 119 not approved for C-ID. He explained Miramar does not want to send the degree to the Board because if MATH 119 is approved, they want the last submission to be approved. Therefore, he requested the degree be withdrawn and held at the District Level.

C. Approval of Upper Division Curriculum (*Action*)

No upper division curriculum.

D. Approval of Upper Division Program Changes (*Action*)

No upper division program changes.

E. Approval of Continuing Education Curriculum (*Action*)

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| <i>Recommend Approval of Continuing Education Curriculum</i> |
| <i>Motion by Alder</i> |
| <i>Second by Kilmer</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Boots, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Robertson, Short, Shelton</i> |

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F. Approval of Continuing Education Programs (*Action*)

Recommend Approval of Continuing Education Programs

Motion by Short

Second by Gustin

Final Resolution: Motion carries

*Aye: Alder, Boots, Hopkins, Kilmer, McGrath, Namdar, Norvell,
Palma-Sanft, Robertson, Shelton*

III. OLD BUSINESS

A. CTE Regional Dean Review Process (Discussion)

The regional dean review process was brought back for discussion for input from the Vice Presidents of Instruction. The previous discussion was about the timing of approval.

Short shared that Miramar's Curriculum Review Committee decided to review the regional and state application with the curriculum proposal at the technical review stage. This way, their Technical Review Committee can review the course proposal and documents from the State and upload to the curriculum proposal.

Gustin reported the State is headed to 30 day review.

Alder suggested that the Regional Deans review the labor market information and check for duplication. The council discussed the news that the State Chancellor's Office may grant the community colleges local control of curriculum, to allow technicians to spend more time on reviewing programs.

IV. NEW BUSINESS

A. Code Alignment Pilot Project (Information)

The Academic Senate, State Chancellor's Office and CTE Date Unlock are working with the CTE Deans to review codes for programs and courses. They noticed some programs have the wrong codes; they will review the data, come back with recommendations for alternative or better TOP code use. Alder requested to know how much of her budget should be set aside for the project. Hess will ask Career Technical Education Dean, Lorraine Collins, and report back to Alder.

B. Chancellor's Office Curriculum Inventory (Information)

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Hess reported that the San Diego Community College District (SDCCD) is one of twenty-five California community colleges to participate in the pilot program of the new Chancellor's Office Curriculum Inventory (COCI). She mentioned that the pilot colleges meet virtually on Wednesdays. Hess reported the following:

- Phase I: Proposals that are not approved in the queue will be denied (temporarily) as data is moved from the old inventory to the new inventory after January 27, 2017
- January 27, 2017-February 17, 2017: Government Dark; There will be no access to submit anything to the old or new inventories

Hess recommended to gather program information now, to be prepared for submission in February. She also reported that regional curriculum approval meetings are planned for early January to focus on curriculum at 25 colleges. Hess requested participation from the campuses to test the new COCI.

C. Approval of CTET Designator (Mesa)

Gustin reported that the CTET designator is for Career Technical Education tutoring and will be used to track how many students use the tutoring service. She explained the designator is a split from the career 044's and would like City and Miramar to take the designator back to their CRCs for approval.

The following motion was made:

If City and Miramar want to adopt the designator, they can email their approval.

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| <i>Recommend Approval of 044 for all CTE Programs with the option for City and Miramar to adopt the designator</i> |
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| <i>Motion by McGrath</i> |
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| <i>Second by Palma-Sanft</i> |
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| <i>Final Resolution: Motion carries</i> |
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| <i>Aye: Alder, Boots, Gustin, Hopkins, Kilmer, Namdar, Norvell, Robertson, Short, Shelton</i> |
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D. Approval of PARA Designator (Miramar)

Short explained that Miramar offers a Paralegal certificate and program and the courses in the program are in the LEGL subject area. He mentioned that a paralegal is someone different than a legal assistant and Miramar trains paralegals. Hence, he requested to establish the PARA designator to convert courses from LEGL to PARA and for City and Mesa to take the designator back to their CRCs.

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E. Walk-Ins

1. Mesa

- a. Gustin walked in the Associate in Science in Biology for Transfer Degree because it is needed for accreditation and submission to the state.

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| <i>Recommend Approval of Associate in Science in Biology for Transfer Degree</i> |
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| <i>Motion by Kilmer</i> |
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| <i>Second by McGrath</i> |
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| <i>Final Resolution: Motion carries</i> |
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| <i>Aye: Alder, Boots, Gustin, Hopkins, Namdar, Norvell, Robertson, Palma-Sanft, Shelton, Short</i> |
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- b. Gustin walked in the Associate of Arts Degree in Spanish due to the removal of Spanish 101 from the major requirements. The course was removed because of issues with waiving the equivalent course students completed in high school or if students already have the knowledge.

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| <i>Recommend Approval of Associate of Arts Degree in Spanish</i> |
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| <i>Motion by Short</i> |
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| <i>Second by Kilmer</i> |
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| <i>Final Resolution: Motion carries</i> |
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| <i>Aye: Alder, Boots, Gustin, Hopkins, McGrath, Namdar, Norvell, Robertson, Palma-Sanft, Shelton</i> |
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2. City

- a. AGRI 120
 - i. Deactivation; Duplicate of AGRI 107
- b. BIOL 101
 - i. Norvell explained BIOL 101 is a course that is only offered at City and was in the old Sustainability program that was deactivated because it did not receive Chancellor’s Office approval. She mentioned modifications were made to the course for the new Sustainability program as preparation

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for San Diego State University's Sustainability Bachelor of Arts Degree. Approval is needed to submit to San Diego State University for Articulation in April. The program will be launched in fall 2018.

- c. ESCR 101
 - i. Deactivation
- d. REAL 166
 - i. Deactivation
- e. PHOT 100/109/135/143/165/180/181
 - i. Shelton explained the PHOT courses are walked in due to course revisions to fit industry needs.
- f. Black and White Photography, Certificate of Performance; New Program
- g. Commercial Photography, Certificate of Performance; New Program
- h. Digital Photography, Certificate of Performance; New Program
- i. Freelance Photography, Certificate of Performance; New Program
- j. PHOT 259A/259B
 - i. Shelton reported PHOT 259A and 259B are new portfolio courses
- k. SUST 102
 - i. Deactivation; There is an impact on the Philosophy Associate Degree for Transfer.
- l. SOLR 150; SOLR 150L
 - i. Separated solar from air
- m. Network Security, Certificate of Performance
 - i. Shelton explained the new certificate is for strong workforce training demands.
- n. Special Effects (FX) Makeup, Certificate of Performance
 - i. New Program for workforce training
- o. Theatrical Glamour for Media, Certificate of Performance
 - i. New Program for workforce training
- p. Film, Television, and Electronic Media, Associate of Science for Transfer Degree
 - i. New program to create an Associate of Science in Film, Television and Electronic Media for Transfer Degree
- q. Community Health Work, Certificate of Performance and Youth Development Work, Certificate of Performance
 - i. Revised and shortened to meet industry needs
- r. The indicators for RTVF 107, 124, 151, and 153 changed to DMPR 107, 124, 151, 153 respectively. The following courses and programs were impacted:

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- i. DMPR 154, 155, 156, 157; JOUR 206
- ii. Broadcast New, Certificate of Performance
- iii. Didigital Media Production, Certificate of Performance
- iv. Digital Media Production, Certificate of Achievement
- v. Film Production, Associate of Science Degree
- vi. Film Production, Certificate of Performance
- vii. Film Production, Certificate of Achievement
- viii. Video Production, Associate of Science Degree
- ix. Video Production, Certificate of Performance
- x. Video Production, Certificate of Achievement
- xi. Futures Studies, Associate of Arts Degree
- s. RTVF 112, 125, 143
 - i. Going to C-ID for approval

Recommend Approval of AGRI 120 (Deactivation); BIOL 101 (Revision); ESCR 101 (Deactivation); PHOT 100/109/135/143/165/180/181 (Revisions); PHOT 259A and 259B (New courses); REAL 166 (Deactivation); SUST 102 (Deactivation) and impact; SOLR 150/150L (Revision); Network Security Certificate of Performance (New); Film, Television, and Electronic Media Associate in Science Degree for Transfer (New); Community Health Work, Certificate of Performance (Revision); Youth Development Work, Certificate of Performance (Revision); Special Effects (FX) Makeup, Certificate of Performance (New); Theatrical Glamour for Media, Certificate of Performance (New); Black and White Photography, Certificate of Performance (New); Commercial Photography, Certificate of Performance (New); Digital Photography, Certificate of Performance (New); Freelance Photography, Certificate of Performance, (New); RTVF 107/124/151/153 (Revisions); RTVF 112/125/143 (Revisions).

Motion by Gustin

Second by McGrath

Final Resolution: Motion carries

Aye: Alder, Boots, Hopkins, Kilmer, Namdar, Norvell, Robertson, Palma-Sanft, Shelton, Short

II. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No report.

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B. CurricUNET Steering Committee (Hess)

No report.

C. Student Services Council (Neault)

No Report.

D. State Academic Senate

No Report.

E. Chief Instructional Officers (Bulger, Matthew, Hopkins, Kilmer, McGrath)

No Report.

F. Articulation Officers (Norvell, Palma-Sanft, Robertson)

No Report.

G. ADT/C-ID (Norvell, Palma-Sanft, Parker)

No Report.

H. Subcommittees (Bulger)

Hess reported that the Policies and Procedures Subcommittee are working on Phase II–Non-Accreditation related policies and procedures. She will bring a list of the Phase II Policies and Procedures to the February 9, 2017 meeting.

I. ERP Implementation (Bulger)

No Report.

III. ANNOUNCEMENTS

The next meeting will be a virtual meeting on Thursday, January 26, 2017
All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC, before they may be published in the college catalog.

A. Handouts:

1. December 08, 2016, CIC Meeting Agenda
2. Draft Minutes from the November 10, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project

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5. TMC Tracker
6. SDCCD C-ID Project

IV. ADJOURNMENT

Hess adjourned the meeting at 3:05 p.m.