

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 9, 2017  
2:00 PM  
Miramar College  
President's Conference Room  
N-206

## Minutes

### PRESENT:

Alder, Kate  
Bulger, Stephanie  
Gustin, Paula  
Hess, Shelly  
Hopkins, Paulette  
McGrath, Tim  
Namdar, Donna  
Norvell, Elizabeth  
Palma-Sanft, Mara  
Parker, Juliette  
Shelton, Deanna  
Short, Duane

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

### ABSENT:

Boots, Jennifer  
Kilmer, Renee  
Marrone, Erica  
Neault, Lynn

Curriculum Co-Chair—City College  
Interim Vice President, Instructional Services—City College  
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

### GUEST:

Elmone, Shaunna

Administrative Technician—Miramar College

# San Diego Community College District Curriculum and Instructional Council

Vice Chancellor Bulger called the meeting to order at 2:06 p.m.

## I. MINUTES AND AGENDA

### A. Approval of: December 8, 2016, Minutes (*Action*)

The council reviewed and approved the December 8, 2016 minutes.

<b><i>Recommend Approval of December 8, 2016 Minutes</i></b>
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<i>Motion by McGrath</i>
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<i>Second by Palma-Sanft and Short</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Alder, Gustin, Hopkins, Namdar, Norvell, Shelton</i>
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<i>Abstained: Parker</i>
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### B. Approval of the February 9, 2017, Meeting Agenda (*Action*)

Norvell requested to pull FASH 123 from the curriculum consent agenda.

<b><i>Recommend Approval of the February 9, 2017 Meeting Agenda</i></b>
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<i>Motion by Short</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, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Parker, Shelton</i>
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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

<b><i>Recommend Approval of Curriculum Review</i></b>
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<i>Motion by Short</i>
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<i>Second by Norvell</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Alder, Gustin, Hopkins, McGrath, Namdar, Palma-Sanft, Parker, Shelton</i>
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Norvell explained that FASH 123 is similar to DRAM 143, a course offered at City and Mesa. She requested to pull FASH 123 to avoid duplication of DRAM 143. She mentioned that City and Miramar were unaware of FASH 123 and that the Chairs at City and Mesa are aware of the course, but have not yet reviewed it. Gustin will work with Norvell on FASH 123. Norvell will notify Curriculum Services when the course is ready to be brought back for approval.

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B. Approval of Program Changes (*Action*)

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

Short reminded the committee that at the December 8, 2016 meeting, he requested to pull Miramar's Business Administration Associate in Science for Transfer degree due to uncertainty of when MATH 119 will be approved for C-ID. He explained that Miramar would like to move forward with the degree and has decided to remove MATH 119 and replace it with BUSE 119, Business Communications, which is approved for C-ID.

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*)

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

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

<b><i>Recommend Approval of Continuing Education Programs</i></b>
<i>Motion by Short</i>
<i>Second by McGrath</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Alder, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Parker, Shelton</i>

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## III. OLD BUSINESS

### A. Tech Review— 12/8/2016 Walk-Ins (Information)

Hess reported the following courses and programs did not pass technical review:

- REAL 166
- ESCR 101
- SOLR 150
- SOLR 150A
- PHOT 259A
- PHOT 259B
- Black and White Photography, Certificate of Performance
- Commercial Photography, Certificate of Performance

Hess mentioned that faculty are working on the changes.

### B. Active Not Offered Report (Information)

Hess reminded the council that the Active Not Offered report is sent in September and that Curriculum Services is starting curriculum for the next cycle. She reported that Student Services discovered that some students are unable to complete their programs because some of the courses in those programs are not being offered. She advised the committee to review the courses in the report. If the courses are program applicable, she recommended that the colleges offer the courses or perform program revisions. She explained that students are being impacted and suggested that the Chief Instructional Officers mention to the State Chancellor's Office at their next conference the issue of removing Associate Degrees for Transfer (ADTs) and the impact it has on students.

### C. SLOs in CurricUNET (Information)

Hess reported that the Student Learning Outcomes (SLOs) are incorporated into CurricUNET. However, the following issues occur:

- SLOs will not remain in place when a revision is done on a course.
- All of the SLOs from each college are assigned to every college  
OR
- All the SLOs are being removed

To remedy the situation, Hess explained that the issues have to be fixed manually and that she will bring back brainstormed ideas on how to fix revisions moving forward.

Hess mentioned that for accreditation purposes, she worked with Governet to re-upload the SLOs to all active courses. She reported that this has been done for City and Mesa and that she is waiting for Miramar's file. Hopkins reported the file will be completed

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soon. Hess also mentioned that the SLOs will be added to the course reports. After accreditation, she recommended to brainstorm how to add SLOs to revised and pending courses.

Hess submitted a ticket to Governet for the following:

Searching as a guest user allows a person to view all of the curriculum. She requested to have that cleaned up so that a search only shows active courses. She recommended to have accreditors perform a search without logging in to view the active courses. She reported that she works with the colleges to ensure all active records have SLOs. If not, they can notify her.

Hess will add student learning outcomes and course learning outcomes. She will email the colleges with instructions on how to search without logging in and will discuss with the CurricUNET Steering Committee how to deal with course revision issues.

## D. Subject Area Change: LEGL to PARA (Miramar)

Short reminded the council that the term “Legal Assistant” is different than “Paralegal” and that Miramar trains paralegals, not legal assistants. Since Miramar changed the name of the degree they would like to change the name of the courses. City and Mesa have not yet discussed the change in their Curriculum Review Committees (CRCs).

Since PARA is not offered at City or Mesa and only needs mention at their CRCs, the following took place:

McGrath motioned to accept the subject area change from LEGL to PARA; Seconded by Norvell.

*Recommend Approval of LEGL to PARA*

*Motion by McGrath*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Alder, Gustin, Hopkins, Namdar, Palma-Sanft, Parker, Shelton, Short*

## IV. NEW BUSINESS

### A. Chancellor’s Office Curriculum Inventory (COCI) Roll Out Schedule (Information)

Hess reported the following:

- Governet Dark has been delayed from January 27, 2017 to Friday, February 10, 2017
  - Colleges and Continuing Education will not have access to curriculum inventory

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- Governet Dark will end on March 20, 2017
- Items in the queue that have not been approved will be denied
  - After March 20, 2017 the colleges may re-submit the items that were denied
  - Hess downloaded all the data for courses and programs
  - Hess and Short discussed that there will be one proposal in the curriculum inventory queue for Miramar's Business Administration ADT that will keep its position in the queue and will be updated with what was approved at today's meeting
- Hess will bring back information on the following:
  - Will the Chancellor's Office be reviewing submitted curriculum during the Governet Dark period so that the curriculum can move forward when the inventory opens?
  - Will the Chancellor's Office start reviewing Phase III or continue to concentrate on Phase I?

### B. Streamlining Curriculum Process (Information)

In November 2016, the Vice Presidents of Instruction (VPIs) signed a certification form for credit courses to be automatically approved, and sent it to the State Chancellor's Office. However, while implementing the process, there was concern about blanket approval for all credit courses. The memo clarified the following:

- All credit course proposals submitted on or after January 1, 2017 will go straight to the control number stage
  - This is an automatic approval
  - Requires no separate review
- Proposals in the queue before January 1, 2017
  - Chancellor's Office will perform a cursory review
- Exceptions to the automatic approval apply to the following:
  - Cooperative Work Experience
  - Public Safety courses
  - Any course with TOP Codes: 2105.5, 2133, 2133.5

Hess mentioned that the Chancellor's Office is looking for ways to streamline the following approval processes: credit programs, non-credit programs, Public Safety, Cooperative Work Experience and ADTs. She reported that the State Chancellor's Office wants to have more discussion with the California State University (CSU) before they make any changes to the ADTs.

The council discussed the following:

- The Target Audience Statement is preventing Fire/Public Safety courses from receiving automatic approval
  - Short crafted a few statements and will be shared by Hess
- Parker suggested that programs with licenses should have priority for review to meet determined timelines

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- McGrath offered the following points:
  - If courses are submitted correctly, it will be easier to take responsibility for the programs
  - It is the responsibility of the council to be accountable for what is approved at CIC meetings and knowing what will not be approved by the State Chancellor's Office.

## I. **STANDING REPORTS**

### A. Curriculum Updating Project (Hess)

- Scott reported that City's: HUMA 202, PERG 025 and PERG 030 have been removed from the report.
- Norvell reported that AIRE 138 and AIRE 139 are at City's CRC level to be reviewed

### B. CurricUNET Steering Committee (Hess)

No report.

### C. Student Services Council (Neault)

No Report.

### D. State Academic Senate

- The Southern Regional Meeting will be on April 1, 2017
- Plenary will be in April
- 2017 Curriculum Institute is open for registration

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

- McGrath mentioned to the CIO group to propose that they add a CIO to the C-ID group.

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

Southern Conference at the end of February.

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

No Report.

### H. Subcommittees (Bulger)

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Hess reviewed the Policies and Procedures Phase II handout. She explained that the subcommittee will request faculty and administrative expertise in the forthcoming meetings.

Phase I Administrative Procedures have been approved and signed and will be posted on the District's website in a week.

## I. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be: Thursday, February 23, 2017 at the District Office in Conference Room 220.

**All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC, before they may be published in the college catalog.**

### A. Handouts:

1. February 9, 2017, CIC Meeting Agenda
2. Draft Minutes from the December 8, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCCD C-ID Project

## III. ADJOURNMENT

Bulger adjourned the meeting at 3:03 p.m.