

San Diego Community College District Curriculum and Instructional Council

Meeting of April 28, 2016
2:00 PM
District Office
3375 Camino Del Rio S.
San Diego, CA 92108
Conference Room 220

Minutes

PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Service & Planning—District Office
Hess, Shelly	Dean, Curriculum and Instructional Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
Kilmer, Renee	Interim Vice President, Instructional Services—City
McGrath, Tim	Vice President Instructional Services — Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

ABSENT:

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Matthew, Esther	Interim Vice President, Instruction and Student Services, Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer—Mesa

STAFF:

Meredith, Jasmine	Senior Secretary, Curriculum & Instructional Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office

Guest:

Garton Ph.D., Nelli	Sr. Principal—LeSar Development Consultants
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San Diego Community College District Curriculum and Instructional Council

Shelly Hess called the meeting to order at 2:06 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 14, 2016, Minutes (*Action*)

<i>Recommend Approval of April 14, 2016 Minutes</i>
<i>Motion by Short</i>
<i>Second by Parsons</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, Kilmer, McGrath, Namdar Shelton</i>
<i>Abstained: Novell, Palma-Sanft</i>

B. Approval of April 28, 2016, Meeting Agenda (*Action*)

Kilmer moved to have guest speaker, Dr. Nelli Garton, speak after the approval of the April 28, 2016 meeting agenda. Hess added Item E, Review of GE Approval, under Curriculum Review and Item C, English 31–Information, under New Business.

Parsons walked-in the following courses:

- RADT: 101, 131, 190, 201, 210, 221, 230, 231
- POLI: 102

Shelton walked-in the following courses:

- PHOT: 150 (no lab), 180, 213, 218
- AS Nursing

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

C. Robert's Rules of Order (Dr. Nelli Garton)

Dr. Nelli Garton led a professional development discussion about Robert's Rules of Order. The following topics were discussed:

- The Fundamental Principles of Robert's Rules
- Keys to An Effective Meeting
- Role of the Chair
- Notice and Agenda

San Diego Community College District Curriculum and Instructional Council

- How To Make A Motion
- Different Types of Motions
- Debate Protocol

The committee recessed for five minutes after Dr. Garton's discussion.

The meeting resumed at 2:54 p.m. Kilmer left meeting at 2:56 p.m.

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

<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: Hopkins, McGrath, Namdar, Palma-Sanft, Parsons, Shelton</i>

B. Approval of Program Changes (*Action*)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Short</i>
<i>Second by Parsons</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Shelton</i>

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*)

No Continuing Education curriculum.

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

No Continuing Education programs.

San Diego Community College District Curriculum and Instructional Council

G. Approval of General Education (GE) (Information)

Hess presented the General Education Review Handout and mentioned that it will be brought back to the May 12, 2016 meeting for a vote. Palma-Sanft sought clarification about the handout being a running list of courses that were proposed in the 2015-2016 academic year to be proposed in the 2016-2017 academic year.

III. OLD BUSINESS

A. Curriculum Approval Calendar (Information)

Hess discussed the following pertaining to the curriculum approval calendar:

- Accreditation visits for the campuses are from March 13-March 17, 2017. There will not be a CIC meeting during that week.
- The fall 2017 schedule deadline is December 8, 2016
 - Proposals that are submitted after the fall schedule deadline will have a spring 2017 effective date.
 - If a proposal misses the deadline and an exception is needed, the proposals should be brought to the meeting before the curriculum reaches CIC or the proposal may be pulled during the meeting.
- The spring 2018 schedule deadline is May 11, 2017
- The summer 2017 schedule deadline is September 22, 2016

Short sought confirmation that proposals for fall 2017 are due to the District approximately two weeks prior to December 8, 2016 to be included in the catalog. Also, if the proposals do not have state approval, they may not make the catalog deadline even if it was submitted on time. Hess agreed.

IV. NEW BUSINESS

A. Combination of District Requirements 4 and 5

Short reported that Miramar is proposing to combine the existing District Requirements (DRs) 4 and 5 into one requirement titled Lifelong Wellness Education. He reviewed the existing DR 4 and 5 requirements and summarized Miramar's proposal.

Short reported the earliest finding of the origin of Requirements 4 and 5 date back to the 1970's. The assumption is that these requirements were made during the time Community Colleges were part of the K-12 system. Now, community colleges serve a much more diverse student body than when DR 4 and 5 were created, and it is therefore more important than before that students have the opportunity to choose the best way to develop their own personal health and wellness. He mentioned that a wide variety of disciplines now offer life-skills

San Diego Community College District Curriculum and Instructional Council

courses. In addition, the combined proposal recognizes the concept of wellness has changed. The proposal provides students with options for the requirement that will help them target what they personally need for their health and wellness.

The proposal is for a four-unit requirement, which is the same unit value as the current DR 4 and 5 requirements. Students will be allowed to select the units from six categories (must select units from at least two of the six categories). Parsons suggested the language should state “a minimum of four units” for clarity and consistency with existing catalog language.

Short mentioned that DRs 4 and 5 are required for all degrees except for transfer degrees. However, a benefit of Miramar’s proposal is that a greater variety of Area E courses will be available for students, potentially facilitating more associate degree completion by transfer students. Parsons mentioned some added benefits to the proposal are that it includes other subject areas, provides disabled students more options aside from physical education activity and that the addition of the psychology course category seems appropriate for mental health education.

Short requested that each curriculum chair take the proposal back to their campuses for discussion, feedback and voting as needed. Short will send the proposal and a modified PowerPoint presentation to CIC members.

B. English 31 (Information)

Hess reported while implementing the curriculum, the limitations on enrollment and the co-requisite of English 31 stated the same information. She informed the council the limitations on enrollment were removed administratively.

C. TAGA Course Designator Change to FILI (Action)

Parsons reported the program impact report showed approximately half of Mesa’s Associate Degrees for Transfer (ADT) that do not have C-ID approval would be impacted if TAGA was changed to FILI. Hess explained students would be impacted if the designator change took place without C-ID approval because the ADT would have the TAGA course attached (would no longer be offered) and would have the FILI course to take that has not yet been approved.

Norvell moved to wait to change TAGA to FILI until the courses in those impacted programs have C-ID approval. Parsons seconded.

San Diego Community College District Curriculum and Instructional Council

<i>Recommend Approval of Postponement of Designator Change from TAGA to FILI</i>

<i>Motion by Norvell</i>

<i>Second by Parsons</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Hopkins, McGrath, Namdar, Palma-Sanft, Shelton</i>
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<i>Abstained by Short</i>

D. Walk-Ins

- a. RADT 101, 131, 190, 210, 221, 230, 231; POLI 102 (Mesa)

Parsons reported the walked-in courses are for a change in effective date from fall 2017 to fall 2016.

<i>Recommend Approval of RADT 101, 131, 190, 210, 221, 230, 231; POLI 102 for Effective Date Fall 2016</i>

<i>Motion by Parsons</i>

<i>Second by McGrath</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Shelton, Short</i>

- b. RADT 201 (Mesa)

Parsons explained she walked-in RADT 201 for revision and for a Distance Education (D.E.) effective date of fall 2016.

<i>Recommend Approval of RADT 201 Effective Date Fall 2016</i>

<i>Motion by Parsons</i>

<i>Second by McGrath</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Shelton, Short</i>

- c. PHOT 150 (no lab), 180, 213, 218 (City)

Shelton requested an effective date of fall 2016. However, the courses were held because she did not verify that the courses had Curriculum Review Committee (CRC) approval for D.E.

- d. Nursing AS Degree (Mesa)

Shelton reported there were minor word changes for accreditation that were made that need to be reflected in the catalog.

San Diego Community College District Curriculum and Instructional Council

<i>Recommend Approval of Revision of AS Nursing Program Description</i>
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<i>Motion by Shelton</i>

<i>Second by Norvell</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Hopkins, McGrath, Namdar, Palma-Sanft, Parsons, Short</i>

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Mesa has 0 active not integrated courses.

B. CurricUNET Steering Committee (Hess)

Hess reported she will bring the proposal of changes to CurricUNET and the committee is working on implementation issues with the State Chancellor's Office. She reported the State Chancellor's Office is no longer allowing submissions of course outlines with other hours. The outlines must change to lab hours. Discussion Continued.

C. Student Services Council (Neault)

No Report.

D. State Academic Senate

Parsons reported the following:

- PCAH is still open for comment
- There was a change in Title 5 about unit to hour calculations:
 - In 2007, DCP hours were lost when Title 5 was refurbished
 - The Department of Ed. code codified the unit to hour calculation
- Clinical, DCP Courses, Co-operative work, etc. are being updated
- 75 hours for 1 unit DCP courses will be approved by the State Chancellor's Office
- Stand Alone approval has gone back to the districts

Discussion continued.

San Diego Community College District Curriculum and Instructional Council

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

Hopkins reported there was discussion at the CIO conference about the \$200 grant and that she is concerned about courses and programs stuck in the state inventory. Discussion continued.

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

Palma-Sanft reported the following:

- There will be C-ID re-training for C-ID reviewers
 - Comparability will be used rather than identical review
 - Re-training documents available online
- Statistics Descriptor Issue
 - There was a change in pre-requisite from only intermediate algebra to a more broad language that communicates comparability

Discussion Continued.

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

No Report.

H. Subcommittees (Bulger)

Hess reported the Policies and Procedures Subcommittee met. Bulger announced the committee is working on getting the Policies and Procedures approved as soon as possible.

I. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

A. The next meeting will be held Thursday, May 12, 2016, 2:00-4:00 p.m. at the District Office Conference Room 220.

B. 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.

C. Handouts:

1. April 28, 2016, CIC Meeting Agenda
2. Draft Minutes from the April 14, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

**San Diego Community College District
Curriculum and Instructional Council**

III. ADJOURNMENT

Bulger adjourned the meeting at 4:07 p.m.