

San Diego Community College District Curriculum and Instructional Council

Meeting of February 11, 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 |
| 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 |
| Smith, Wendy | Faculty—Mesa (Proxy for Juliette Parker) |

ABSENT:

| | |
|------------------|---|
| Kilmer, Renee | Interim Vice President, Instructional Services—City |
| Marrone, Erica | Curriculum Analyst, Curriculum & Instructional Services—District Office |
| 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 |
| Scott, Carmen | Curriculum Technician, Curriculum & Instructional Services—District Office |

San Diego Community College District Curriculum and Instructional Council

Stephanie Bulger called the meeting to order at 2:08 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 10, 2015, Minutes (*Action*)

Short made changes to the discussion of DJRN 100 on page 5.

| |
|--|
| <i>Recommend Approval of Minutes as Amended</i> |
|--|

| |
|------------------------|
| <i>Motion by Short</i> |
|------------------------|

| |
|--------------------------|
| <i>Second by Parsons</i> |
|--------------------------|

| |
|---------------------------|
| <i>Abstained by Smith</i> |
|---------------------------|

| |
|---|
| <i>Final Resolution: Motion Carries</i> |
|---|

| |
|--|
| <i>Aye: McGrath, Namdar, Norvell, Palma-Sanft, Shelton</i> |
|--|

B. Approval of February 11, 2016, Meeting Agenda (*Action*)

1. Parsons walked in the following:

- MULT: 112, 114, 116
- PHYR: 210, 215, 220, 225, 225L, 230, 240, 250, 260, 260 L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297
- Physical Therapy AS Degree
- PHYR (Deactivations): 66, 66L, 77, 78, 78L, 80

Quorum lost at 2:07 p.m.; Quorum gained at 2:10 p.m.

| |
|---|
| <i>Recommend Approval of Agenda as Amended</i> |
|---|

| |
|--------------------------|
| <i>Motion by Parsons</i> |
|--------------------------|

| |
|--------------------------|
| <i>Second by Norvell</i> |
|--------------------------|

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

| |
|---|
| <i>Aye: McGrath, Namdar, Palma-Sanft, Smith, Shelton, Short</i> |
|---|

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

| |
|--|
| <i>Recommend Approval of Curriculum</i> |
|--|

| |
|------------------------|
| <i>Motion by Short</i> |
|------------------------|

| |
|--------------------------|
| <i>Second by Parsons</i> |
|--------------------------|

| |
|---------------------------|
| <i>Abstained by Smith</i> |
|---------------------------|

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

| |
|---|
| <i>Aye: McGrath, Namdar, Norvell, Palma-Sanft, Smith, Shelton</i> |
|---|

San Diego Community College District Curriculum and Instructional Council

Parsons pulled the following courses from the consent agenda for discussion:

- GEOG: 101, 102, 104, 154
- MUSI 103

Short pulled the following courses from the consent agenda for discussion:

- ARTF: 190A, 191, 194

GEOG: 101, 102, 104, 154:

Parsons explained GEOG 101, GEOG 102, GEOG 104, and GEOG 154 are proposed for distance learning and inquired about the change in their effective date to spring 2017. Hess explained the aforementioned courses did not make the fall 2016 deadline and curriculum that are approved after the deadline requires approval from the Vice President of Instruction (VPI). Hess explained VPI approval is needed because of the timing of implementation. Hence, a VPI must submit a recommendation to have the courses effective earlier.

Parsons reported Mesa's Geography faculty requested to offer the courses in the second half of the spring 2016 semester. She inquired about alternative ways to implement courses for distance learning aside from a code change in ISYS. Hess explained there are alternative ways to implement courses for distance learning that will be discussed at the next meeting on February 25, 2016.

Parsons requested the courses be effective for summer 2016. McGrath gave verbal approval for GEOG 101, GEOG 102, GEOG 104 and GEOG 154 to be effective summer 2016. McGrath stated he will meet with Hess about the implementation process.

MUSI 103:

MUSI 103 is approved for Distance Education (or Distance Learning) for spring 2017.

***Recommend Approval of GEOG 101, GEOG 102, GEOG 104,
GEOG 154 and MUSI 103***

Motion by Parsons

Second by Short

Final Resolution: Motion carries

Aye: McGrath, Namdar, Norvell, Palma-Sanft, Smith, Shelton

ARTF: 190A, 191, 194

Short noticed the subject of ARTF 190A, 191 and 194 is Fine Art and not Photography and the discipline is Art and not Photography or Photography Technician. Short also noticed the TOP code for the aforementioned courses is sculpture. Short was concerned with students not being able to find the courses in the schedule because they are listed under Fine Art. Also, the course discipline prevents photographers from teaching the course and having the wrong TOP Code could affect accounting purposes at the district. Short requested clarification.

Parsons explained these art courses have been listed as described by Short for a long period of time. She mentioned the ARTF courses were six-year revisions and updates. The PHOT designator came out a few years ago and was first used by City when they combined their PHOT courses together. Parsons explained Mesa does not use the PHOT designator and that all art is listed under ARTF.

San Diego Community College District Curriculum and Instructional Council

Norvell explained faculty at Mesa traditionally wanted their Fine Art Photography courses kept separate from City's CTE Photography courses. She suggested the comparison of outlines to distinguish that PHOT is a more technical subject versus Fine Art, a more academic study. McGrath stated he and Parsons will speak with faculty about the discipline piece and get the TOP Code corrected.

The courses were tabled for discussion at the February 25, 2016 CIC meeting.

| |
|---|
| <i>Recommend Approval to Table ARTF 190A, 191, 194</i> |
|---|

| |
|--------------------------|
| <i>Motion by McGrath</i> |
|--------------------------|

| |
|------------------------|
| <i>Second by Short</i> |
|------------------------|

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

| |
|--|
| <i>Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Parsons, Shelton, Smith</i> |
|--|

Hopkins joined the meeting at 2:25 p.m.

B. Approval of Program Changes (*Action*)

| |
|---|
| <i>Recommend Approval of Program Changes</i> |
|---|

| |
|--------------------------|
| <i>Motion by Parsons</i> |
|--------------------------|

| |
|------------------------------|
| <i>Second by Palma-Sanft</i> |
|------------------------------|

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

| |
|---|
| <i>Aye: McGrath, Namdar, Norvell, Shelton, Short, Smith</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*)

| |
|---|
| <i>Recommend Approval of Continuing Education Curriculum</i> |
|---|

| |
|------------------------|
| <i>Motion by Short</i> |
|------------------------|

| |
|--------------------------|
| <i>Second by Norvell</i> |
|--------------------------|

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

| |
|---|
| <i>Aye: McGrath, Namdar, Palma-Sanft, Parsons, Shelton, Smith</i> |
|---|

San Diego Community College District Curriculum and Instructional Council

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

Recommend Approval of Continuing Education Program Changes

Motion by Short

Second by Parsons

Final Resolution: Motion carries

Aye: McGrath, Namdar, Norvell, Palma-Sanft, Smith, Shelton

III. OLD BUSINESS

A. Effective and Efficient Curriculum Process—White Paper (Information)

Short reported the White Paper is from the Academic Senate for California Community Colleges. He suggested a subcommittee be formed to review and discuss the document, particularly the Multi-College District item. Parsons reported the White Paper has gone through revisions and will be officially adopted at plenary in April. Bulger and Short agreed to have the subcommittee meet in April to review the official document. Bulger requested volunteers to serve on the subcommittee and bring back recommendations.

Short, Norvell, McGrath, Parsons and Hess will serve on the subcommittee to review and discuss the official White Paper in April.

B. Discussion of Asterisk in General Education (G.E.) Transfer (Discussion)

Short explained the Transfer G.E. chart is used to vote on approving the G.E. aspect of courses. The asterisk indicated a course had been approved for G.E. in the past. Short continued to explain that approval of courses does not approve the G.E. and that G.E. is approved in a separate meeting. Short requested clarification of what the asterisk represents now.

Radley agreed she will revise the chart and will add an asterisk on courses that were approved for G.E. in the past. Short recommended the chart distinguish between courses that were approved for G.E. in the past and those that need G.E. approval. Parsons suggested splitting the chart into two sections: one half showing courses that need G.E. approval and the other half showing courses that have already been approved for G.E.

Bulger recommended taking the chart to the next articulation officer meeting and

San Diego Community College District Curriculum and Instructional Council

bringing back recommendations to CIC.

C. Definitions of Hybrid, Partially and Fully-Online (Discussion/Information)

Hess presented a document from Kats Gustafson that explained the differences between Hybrid, Partially and Fully-Online courses. Hess reported Hybrid, Partially and Fully-Online courses need to be approved by a curriculum committee. Hess explained the following:

- Hybrid:
 - On campus instruction is less than 50% and online instruction is greater than 50%.
- Partially-Online
 - Courses have at least one class meeting or examination on campus. Online instruction is greater than 50%
- Fully-Online:
 - No campus instruction; Students do not need to come to the campus.

Hess stated she will include the definitions in the course approvals and will include web-enhanced, 100% of instruction is delivered on-campus using the internet to post assignments and resources.

Norvell suggested the definitions be included in the techniques. Short recommended the definitions be referred to the CurricUNET Steering Committee to re-code the definitions into CurricUNET. Hess stated she will take the document to the next District Articulation Council meeting to discuss the articulation piece.

D. C-ID Math Descriptors (Information)

Norvell began the appeal of Math 119 and made some changes to the course outline provided by City's math faculty. She explained a new descriptor came out that parallels C-ID 110, the new statistics course. Norvell reported the new descriptor does not have a prerequisite of MATH 92.

Palma-Sanft explained MATH 119 is causing some dilemmas for program revisions. She reported MATH 119 is not approved for C-ID and therefore cannot be used in any new or revised Associate Degrees for Transfer (ADT's). Palma-Sanft stated MATH 92, without the required technology, is sufficient for articulation partners. Parsons explained C-ID is working on this issue and MATH 111 allows alternative intermediate algebra prerequisite which exists in the state.

The council continued the discussion of the C-ID Math Descriptors.

San Diego Community College District Curriculum and Instructional Council

IV. NEW BUSINESS

A. CIC 2014-2015 Assessment Survey

Bulger presented the 2014-2015 Assessment Survey results. Short explained that the assessment questions do not apply to CIC. McGrath reported research questions are done for generic purposes. McGrath suggested questions that assess the work of CIC and make any corrective actions would best apply to the council.

B. 6th Edition Draft of PCAH (Information)

Hess reported the 6th Edition PCAH Draft is open for review and feedback from the council. She explained the 6th Edition PCAH separated the technical and “How To” sections and that Non-Credit has its own section. Parsons mentioned there are to guidelines that will be coming out along with the 6th Edition PCAH. Parsons reported there is no reference to directed clinical practice hours due to hours to units issue. The council continued the discussion.

C. English 031 (Information)

Parsons and Smith discussed the issue of how to implement English 031. Parsons reported the following:

- English 031 will have a co-requisite of English 101
- The course outline will clearly state that English 031 and English 101 will be taught as a Learning Community by the same instructor.
- The Learning Community course outline is in the process of being created.

Parsons stated that a student who signs up for English 031 will be signing up for the Learning Community of English 031 and English 101. She explained Learning Communities are through the admissions office, meaning when a student signs up for the Learning Community, the separation into two CRN's happens through the admissions office. However, if a student drops either English 031 or English 101, they automatically drop both courses. That way, a student cannot enroll in the Learning Community, drop English 031, and attempt to enroll in just English 101.

Parsons explained Mesa does not agree that any prerequisites of English 101 need to be changed. She mentioned English 031 does not fit the definition of a requisite for 101 because English 031 is intended as a supplementary course for English 101.

Short asked if all students who will enroll in English 031 will also meet one of the existing prerequisite options to enroll in English 101. Parsons stated that students in English 101 will not meet any of the prerequisites for English 101 but

San Diego Community College District Curriculum and Instructional Council

will be enrolled in English 101 anyway by virtue of their concurrent enrollment in English 031. Short stated that this is the definition of a requisite and therefore English 101 must have ENGL 031 added as a requisite option. Parsons stated that Mesa does not want to modify English 101 because they are concerned that adding English 031 as an additional requisite option will result in the course losing its existing articulation. Short suggested that Mesa could create a separate five-unit English course that combines the content of English 031 and English 101: That new course could then be proposed for articulation, which would eliminate the risk to English 101. Parsons explained that Mesa does not want to pursue this option because it would delay when ENGL 031 can be offered.

Short explained that universities require us to list all requisite options on our course outlines because they use that information to help make articulation decisions. He believes that it would be an ethical violation for us to create an additional requisite option for ENGL 101 but then conceal the fact from reviewing universities. Sanft and Norvell agreed with this interpretation. They also confirmed that the UC and CSU systems allow a “grace period” of one year so that community colleges can fix any problems before a course loses its articulation status. Council members then discussed adding ENGL 031 to ENGL 101 as a requisite option with the understanding that it would be removed from ENGL 101 during the “grace period” and no longer offered if its presence would result in ENGL 101 losing articulation. Parsons and McGrath agreed to bring this idea back to Mesa for discussion.

The council agreed the goal of English 031 is to help students reach transfer-level English and agreed to discuss it further at the next CIC meeting.

D. Walk-Ins (Action)

Mesa

1. MULT 112; MULT 114; MULT 116 (MESA)

Parsons explained the courses were approved by Mesa in November, going through technician review and were to be on the February 11, 2016 curriculum summaries. However, the advisor board contacted Mesa and informed the college that they have changed their software from Flash to Unity Software. This caused a change in the title and needs to make the catalog deadline. McGrath agreed to the changes and to put forth the courses for the catalog deadline. Hess agreed to add the courses to the catalog.

Recommend Approval of MULT 112, MULT 114, MULT 116

Motion by Short

Second by Norvell

San Diego Community College District Curriculum and Instructional Council

Final Resolution: Motion carries

Aye: Hopkins, McGrath, Namdar, Palma-Sanft, Parsons, Shelton, Smith

2. PHYR 210, PHYR 215, PHYR 220, PHYR 225, PHYR 225L, PHYR 230, PHYR 240, PHYR 250, PHYR 260, PHYR 260, PHYR 260L, PHYR 263, PHYR 266, PHYR 266L, PHYR N275, PHYR 275L, PHYR 280, PHYR 292, PHYR 294, [HYR 297, Physical Therapist Assistant Associate of Arts Degree, Deactivation of : PHYR 66, PHYR 66L, PHYR 77, PHYR 78, PHYR 78L, PHYR 80

Parsons reported the physical therapist standards are changing and therefore the course numbering needs changing and the courses need to be transferable. The courses are updated according to new standards and need to be effective fall 2016.

3. Recommend Approval of PHYR 210, PHYR 215, PHYR 220, PHYR 225, PHYR 225L, PHYR 230, PHYR 240, PHYR 250, PHYR 260, PHYR 260, PHYR 260L, PHYR 263, PHYR 266, PHYR 266L, PHYR N275, PHYR 275L, PHYR 280, PHYR 292, PHYR 294, [HYR 297, Physical Therapist Assistant Associate of Arts Degree, Deactivation of : PHYR 66, PHYR 66L, PHYR 77, PHYR 78, PHYR 78L, PHYR 80

Motion by Short

Second by Palma-Sanft

Final Resolution: Motion carries

Aye: Hopkins, McGrath, Namdar, Norvell, Parsons, Shelton, Smith

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No Report.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee had a virtual meeting and discussed recommendations to program sections and Student Learning Outcomes on course outlines. Discussion continued.

San Diego Community College District Curriculum and Instructional Council

C. Student Services Council (Neault)

Bulger reported a VPI meeting will take place on February 19, 2016.

D. ADT (Bulger)

Bulger reported four new ADT templates were released:

- Child and Adolescent Development (8/1/2017)
- Global Studies (8/1/2017)
- Public Health (8/1/2017)
- Social Justice Studies (8/1/2017)

Two ADT's were revised:

- Communication Studies
- Sociology

E. State Academic Senate

Parsons reported Plenary will be on April 21, 2016 and the Curriculum Institution will be in Anaheim. Discussion continued.

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

No Report.

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

No Report.

H. C-ID (Norvell, Palma-Sanft, Parker)

Discussed above.

I. Subcommittees (Bulger)

Hess reported the Policies and Procedures Subcommittee met on February 11, 2016 and discussed Academic Freedom and Distance Education.

J. ERP Implementation (Bulger)

San Diego Community College District Curriculum and Instructional Council

No Report.

II. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, February 25, 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. February 11, 2016, CIC Meeting Agenda
 - 2. Draft Minutes from the December 10, 2015, CIC Meeting
 - 3. Curriculum Summaries
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project

III. ADJOURNMENT

Bulger adjourned the meeting at 4:01 p.m.