San Diego Community College District
Curriculum and Instructional Council

> **Meeting of November 12, 2015**
> **2:00 PM**
> **District Service Center**
> **1544 Frazee Road**
> **San Diego CA 92108**
> **First Floor Conference Room**

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
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Silva, Chris	(Proxy for Duane Short) – Miramar

ABSENT:

Ellison, Brian	Vice President Instruction and Student Services, Continuing Education
Kilmer, Renee	Interim Vice President, Instructional Services—City
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President Instructional Services — Mesa
Neault, Lynn	Vice Chancellor, Student Services—District Office
Short, Duane	Curriculum Chair—Miramar

STAFF:

Meredith, Jasmine	Acting Senior Secretary, Curriculum & Instructional Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

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

I. MINUTES AND AGENDA

A. Approval of: October 22, 2015, Minutes *(Action)*

Recommend Approval of Minutes
Motion by Shelton
Second by Parker
Abstained by Parsons
Final Resolution: Motion Carries
Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Silva

B. Approval of November 12, 2015, Meeting Agenda *(Action)*

Parsons announced Mesa would like to walk in the following:
   Added to the Agenda:
   - Walk-Ins
     A. MUSI 158A (Mesa)
     B. MUSI 158B (Mesa)
     C. Business Management Associate Degree (Mesa)
     D. Business Management Certificate of Achievement (Mesa)
     E. Liberal Arts and Studies, Business Studies, Associate of Arts (Mesa)
     F. Liberal Arts and Studies, Economics, Associate of Arts (Mesa)

Recommend Approval of Agenda as Amended
Motion by Parsons
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Norvell, Parker, Shelton, Silva

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum *(Action)*

Recommend Approval of Curriculum
Motion by Norvell
Second by Parker
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Palma-Sanft, Parsons, Shelton, Silva

B. Approval of Program Changes *(Action)*

Recommend Approval of Program Changes
Motion by Shelton
Second by Parsons
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Parker, Silva

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

Recommend Approval of Upper Division Curriculum
Motion by Parker
Second by Norvell
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Palma-Sanft, Parsons, Shelton, Silva

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

Recommend Approval of Upper Division Program Changes
Motion by Parsons
Second by Norvell
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Palma-Sanft, Parker, Shelton, Silva

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

Recommend Approval of Continuing Education Curriculum
Motion by Norvell
Second by Shelton
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Palma-Sanft, Parker, Parsons, Silva

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

Recommend Approval of Continuing Education Program Changes
Motion by Shelton
Second by Parsons
Final Resolution: Motion carries
Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Parker, Silva

Kilmer joined the meeting at 2:27 p.m.

G. Approval of G.E./Transfer *(Action)*

Recommend Approval of G.E./Transfer
Motion by Palma-Sanft
Second by Norvell
Final Resolution: Motion carries
Aye: Hopkins, Kilmer, Namdar, Parker, Parsons, Shelton, Silva

G.E./Transfer was discussed and voted on during the New Business discussion

The G.E./Transfer courses were pulled for discussion by Palma-Sanft. Palma-Sanft explained COMS 170 was approved by CIC in the past and should have an asterisk next to its name, indicating it was approved for U.C. Transfer. Palma-Sanft noted that there is an asterisk for PHIL 104A in the UC Transfer column, but there is not an asterisk next to PHIL 104A under the IGETC pattern column. Palma-Sanft continued by explaining that BUSE 120 should not have an asterisk because the proposal with Area E G.E. content was not approved by CIC in the past. Hess mentioned she will discuss what the asterisk means with Radley. Parker explained that BUSE 120 was walked in by Mesa at the CIC meeting on October 08, 2015 and it was approved. City also asked that BUSE 120 be approved for their campus at the October 8th meeting. Parker continued by explaining that BUSE 120 also has the CSU G.E. breadth. Parker mentioned the CSU G.E. content was in the proposal. Parker further explained when Short informed her he did not see the content, Mesa went back and reviewed the proposal and saw they did not have the correct information. Parker confirmed the proposal for CSU G.E. was there initially.

H.   Approval of Upper Division G.E./Transfer (Action)

Recommend Approval of Upper Division G.E./Transfer
Motion by Parsons
Second by Shelton
Final Resolution: Motion carries
Aye: Hopkins, Kilmer, Namdar, Norvell, Palma-Sanft, Parker, Silva

Upper Division G.E./Transfer was voted on during the New Business discussion

III.   OLD BUSINESS

IV.   NEW BUSINESS
A. Policies and Procedures Priorities (Information)

Hess reported the Policies and Procedures Subcommittee met in October and reviewed all of the policies and procedures for Community College League of California and accreditation. The subcommittee arranged the policies and procedures in order of priority:
- Priority 0: Hess explained the procedures with a priority of zero indicate that these procedures are currently in place. These procedures are awaiting approval from City college.
- Priority 1: Credit by Examination:
  A. : Distance Education
  Hess explained Distance Education needs accreditation. Hess explained the accreditation is important for the substantive change report colleges are working on for distance education. Hess reported there is a draft procedure in place and she will check with Jane Wright to see if she has anything developed. If not, Hess stated she will work with Kats Gustafson, Dean of Online and Distributed Learning, to add all the components required by Accrediting Commission for Community and Junior Colleges. Parsons reported there is a discussion on Mesa's campus to offer more distance education and hybrid courses. Parsons continued to report that Mesa has a few language courses coming out as hybrid courses. Parsons suggested bringing this to the attention of the Academic Senate to assist with redefining and clarifying the differences between hybrid and fully-online courses to help with articulation.
  Hess explained there are some definitions of hybrid and fully-

online taken from Title 5 and some definitions are provided by the Department of Education. Hess assured that the correct definitions will be in the procedures.

Bulger mentioned this discussion must be in conjunction with distance education areas because they work with faculty and all colleges. Bulger encouraged Hess to invite Gustafson to work on the distance education piece of policies and procedures.

Parsons requested more clarity in course outlines. Parsons reasoned that when articulation officers try to articulate the language of the course, there is some confusion between hybrid, fully-online and partially-online.

Bulger explained this language has an impact on transfer and some completion of degrees and certificates if colleges state those parameters for courses in terms of being hybrid, partially or fully-online. Bulger continued to explain that Instructional Services will help with these definitions by examining the best practices around the country and in the state of California.

Hopkins inquired about articulating with the universities, does it matter to them whether the courses SDCCD offer are hybrid, partial or fully-online? Parker explained when reporting if a course is hybrid or partially-online, the district says it is fully-online. Parker continued to explain there is an impact on private schools and there are some UC departments that will not accept fully-online courses because depending on the department, the method of instruction matters.

Hess mentioned she will bring this issue up at a District Articulation Council meeting for articulation input.

   B. : Assessment of Prior Learning
Hess explained this will be done through portfolio based assessment and will help with clearing requirements.

   C. : Multiple and Overlapping Enrollment
Hess explained the new changes to SB288 wanted to be included. Hess reported she will work with Policies and Procedures Subcommittee and Student Services.

- Priority 2: Second highest priority
- Priority 3: Medium Level Priority
- Priority 4: Hess explained auditing and auditing fees are not allowed by the district.
- Question Marks:
    A. Delineation of Functions
        - Hess explained there is a current procedure for the delineation of functions and it is possible it is not exactly what is required. Hess reported she will investigate more into this subject.
    B. Standards of Scholarship / Delegation
        - Hess explained this area is incorporated in current Student Services procedures

C. News Media
- Hess explained this area needs development and is also incorporated in current Student Services procedures.
- Priority X: Currently exists in Student Services.

Bulger asked the council if there are any policies or procedures that should be in a different order of priority. Shelton stated she will check to make sure the top four priorities on the list have been approved. Parsons reminded the council Mesa approved the top four priorities. Discussion continued.

B. Effective and Efficient Curriculum Processes – White Paper (Information)

The White Paper was tabled for the December 10, 2015, CIC meeting for Short to discuss. Hess explained Short wanted to bring the White Paper to CIC to discuss which committee can review and implement into processes.
Bulger suggested CIC look at the areas that are currently being worked on and need work on. Parsons and Norvell suggested this be discussed at the next CIC meeting under Old Business. Discussion continued.

C. Walk-Ins (Action)

1. MUSI 158A and 158B (Mesa)

Parsons explained MUSI 158A and MUSI 158B were walked in because they were revised for G.E. approval. Both courses are used to double-count in order to get the Music ADT under 60 units.

2. Business Management Associate Degree (Mesa), Business Management Certificate of Achievement (Mesa), Liberal Arts and Studies - Business Studies – Associate of Arts (Mesa) and Liberal Arts and Studies – Economics – Associate of Arts (Mesa)

Parsons explained the programs were updated for the new BUSE 120 course, BUSE 190 and other business changes that were asked to be brought in by Mesa. Parsons continued to explain that all the changes in the aforementioned programs are the same: Adding the BUSE 120, BUSE 190 and removing deactivated courses.
Palma-Sanft inquired whether the BUSE 120 added to the proposed programs is the new proposal with the G.E. included. Parsons confirmed, explaining that Mesa conducted their own technical review and realized the BUSE 120 course that was approved was not complete and certain changes were not retained in CurricUNET. Parsons reported Paula Gustin and

Howard Eskew added the CSU language into the proposal and somehow this was not reflected in the proposal. Parsons stated the BUSE 120 that was approved by the council at the October 08, 2015, meeting has been slightly modified to include the CSU G.E. Parsons inquired if the course needs approval once more and noted it has been approved by Mesa's CRC.

Hess explained BUSE 120 is currently being revised and the revision will come back to CIC. Hess sought clarification that Mesa wanted to add BUSE 120 to the programs. Hess explained how BUSE 120 is approved is how it be reflected for all other impacted areas of curriculum. Hess reported BUSE 120 is being submitted to the state for approval and then it will be revised by Instructional Services. Hess explained the changes Mesa had made to the BUSE 120 proposal do not impact state approval; they impact G.E. approval and articulation.

Palma-Sanft explained for articulation purposes, BUSE 120 will have to be submitted with the new changes. Hess agreed, explaining BUSE 120 will come through as a revision. Parker explained BUSE 120 needs to be submitted before the CSU G.E. deadline.

Bulger proposed a virtual vote on approving the revised BUSE 120 proposal once each member has the opportunity to review the changes to the proposal. Bulger explained if the virtual vote does not produce a productive vote, the BUSE 120 proposal will be brought back to the December 10, 2015, meeting.

Recommend Approval of MUSI 158A, 158B, Business Management Associate Degree, Business Management Certificate of Achievement, Liberal Arts and Studies - BUSE Studies – Associate of Arts, AND Liberal Arts and Studies – Economics – Associate of Arts
Motion by Parker
Second by Norvell
Final Resolution: Motion carries
Aye: Hopkins, Kilmer, Namdar, Palma-Sanft, Parsons, Shelton, Silva

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I.   **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

No Report.

B. CurricUNET Steering Committee (Hess)

No Report.

C. Student Services Council (Neault)

No Report.

D. ADT (Bulger)

No Report.

E. State Academic Senate

Parsons reported all resolutions about the Bachelor's degree passed in original form. Parsons continued to explain Mesa attempted to input an amendment to obtain local G.E. pattern approval which was voted down in a close vote. Parsons also reported the G.E. pattern for the Bachelor's degree will be CSU or IGETC for lower-division with at least six upper-division. Parsons equated the latter as six extra units equates to students having to take two extra classes Parsons continued to report that a C-ID resolution passed to make descriptors for alternate intermediate algebra courses. Parsons explained this allows Math 92 to stay as a prerequisite to statistics and should receive C-ID approval. Discussion continued.

F. Chief Instructional Officers (Bulger, Ellison, Hopkins, Kilmer, McGrath)
No Report.

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

Parker reported that the resolution, presented during the ASCCC fall plenary session, to add C-ID course approval information on CCC transcripts passes.

Parker announced that she currently serves as the Chair-Elect of SCIAC and will become Chair during the next academic year.

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

Discussed above.

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I. Subcommittees (Bulger)

No Report.

J. ERP Implementation (Bulger)

Hess reported effective fall 2016 there will be the opportunity for designator changes.

K. Walk-In Tracker (Bulger)

Bulger presented a walk-in tracker which will be discussed periodically as an examination of walked-in curriculum.

II. **ANNOUNCEMENTS**
A. The next meeting will be held Thursday, December 10, 2015, 2:00-4:00 p.m. at the District Service Center in the First Floor Conference Room.
B. **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.**
C. Handouts:
1. November 12, 2015, CIC Meeting Agenda
2. Draft Minutes from the October 22, 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 3:23 p.m.