

San Diego Community College District Curriculum and Instructional Council

Meeting of March 8, 2018
2:00 PM
District Office
Conference Room 245

Draft Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Acting Chair for CIC/Dean, Curriculum Services—District Office
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
McGrath, Tim	Vice President, Instructional Services — Mesa College
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer— Mesa College
Short, Duane	Curriculum Chair—Miramar College
Spradley, Minou	Acting Vice President, Instructional Services—City College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

GUEST:

Caesar, Cassondra	Acting Director, CAL Grants—Continuing Education
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San Diego Community College District Curriculum and Instructional Council

Hess called the meeting to order at 2:07 p.m.

I. Minutes and Agenda

A. Approval of: February 22, 2018 Minutes (*Action*)

The council reviewed and approved the February 22, 2018 minutes.

<i>Recommend Approval of the February 22, 2018 Minutes</i>
<i>Motion by Norvell</i>
<i>Second by McGrath</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gustin, Hopkins, Namdar, Palma-Sanft, Short, Spradley</i>
<i>Abstain: Parker</i>

B. Approval of the March 8, 2018 Meeting Agenda (*Action*)

Walk-ins were added to the agenda. Miramar held their MATH 096 walk-in for the March 22, 2018 CIC meeting.

<i>Recommend Approval of the March 8, 2018 Meeting Agenda as Amended</i>
<i>Motion by Boots</i>
<i>Second by Spradley</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Short</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

<i>Recommend Approval of Curriculum Review</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Spradley</i>

San Diego Community College District Curriculum and Instructional Council

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

COMP 655, COMP 656, and COMP 657 were pulled for discussion.

<i>Recommend Approval of Continuing Education Curriculum as Amended</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Spradley</i>

C. Approval of Continuing Education Program Changes (*Action*)

The Certificate of Completion: Cybersecurity Analyst Program and the Certificate of Completion: Cyber Threat and Response Program were pulled for discussion.

D. Pulled Curriculum Discussion: COMP 655, COMP 656, COMP 657, Certificate of Completion: Cybersecurity Analyst Program, and Certificate of Completion: Cyber Threat and Response Program

The Cybersecurity faculty at City College requested to meet with the Cybersecurity faculty at Continuing Education (C.E.) to discuss concerns about overlap of curriculum. A Cybersecurity discipline meeting will be scheduled by District Curriculum Services. Cybersecurity Faculty from City College and Continuing Education will be invited to address curriculum issues.

III. OLD BUSINESS

A. Walk-In Agreements Criteria (*Discussion/Information*)

The council reviewed and edited the walk-in agreements criteria. The criteria will be brought back to the March 22, 2018 CIC meeting for a vote of approval.

San Diego Community College District Curriculum and Instructional Council

B. District Graduation Requirements Memo (*Action*)

The colleges reported no objections from their campuses in regards to the proposed recommendations by Student Services to the District Graduation Requirements.

<i>Recommend Approval of the Recommendations from Student Services for the District Graduation Requirements</i>
<i>Motion by Gustin</i>
<i>Second by Spradley</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Short</i>

IV. New Business

A. General Education Catalog Description (*Information*)

A suggestion to change the District General Education description of ‘Physical Sciences’ to ‘Physical Science,’ to be consistent with the CSU and IGETC catalog description of ‘Physical Science.’ The council decided not to change the description, reasoning that ‘Physical Sciences’ accounts for the different sciences that are listed under the catalog description. Also, the District has a subject area of ‘Physical Science’ and should not be confused with the CSU and IGETC General Education catalog description.

B. Substantive Change of CTE Awards (*Information*)

It was shared that if the State Chancellor’s Office sees a change to an award as a substantive change, colleges are required to submit their Career Technical Education (CTE) degree to the regional workforce for recommendation. In addition to the new practice, the colleges must provide new labor market information, regional occupation, and recommendations.

The council agreed to push-back against the new practice. They reasoned that the software used by the State Chancellor’s Office may incorrectly determine an award change as substantive, thus causing duplicative work for the colleges as they are now required to re-submit supporting documentation.

San Diego Community College District Curriculum and Instructional Council

C. Walk-Ins: (Action)

Miramamar College:

1. EXSC 242B—Distance Education (DE) only proposal (hybrid/partially online only), fall 2018 start date
2. EXSC 282—Six-year review, including DE proposal (hybrid/partially online only), fall 2018 start date
3. EXSC 285—DE only proposal (hybrid/partially online only), fall 2018 start date
4. EXSC 286—DE only proposal (hybrid/partially online only), fall 2018 start date

Short explained that the theory aspect of the course will be taught through distance education and the demonstrations of how to use equipment will be in person. A minimum of 24 hours is spent face-to-face.

Recommend Approval of EXSC 242B/EXSC 285/EXSC 286 for DE only (hybrid/partially online only) and EXSC 282 for six-year review, including DE proposal (hybrid/partially online only).

Motion by Palma-Sanft

Second by Spradley

Final Resolution: Motion carries

Aye: Boots, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Parker, Short

City College:

1. ELAC 005A English Language Grammar—Low-Intermediate/Intermediate; New course
2. ELAC 00B English Language Grammar—High-Intermediate/Advanced; New Course
3. English Language Acquisition, Certificate of Performance; New Program

Recommend Approval of ELAC 005A/ELAC 005B/English Language Acquisition, Certificate of Performance

Motion by Spradley

Second by Short

Final Resolution: Motion carries

Aye: Boots, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Parker

San Diego Community College District Curriculum and Instructional Council

City requested approval of a new subject area, BCAS, for their apprenticeship curriculum proposed by the Black Contractors Association. The council discussed the development process of apprenticeship curriculum and the pros and cons of walking-in and approving subject area indicators that do not describe a subject.

<i>Recommend Approval of the BCAS Subject Indicator</i>
<i>Motion by Spradley</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Hopkins, Namdar, Norvell, Palma-Sanft</i>
<i>Opposed: McGrath, Parker, Short</i>

City walked-in the following BCAS curriculum:

1. BCAS 080—Construction Safety; New Course
2. BCAS 081—Construction Mathematics I; New Course
3. BCAS 082—Construction Mathematics II; New Course
4. BCAS 083—Construction Blueprint Reading I; New Course
5. BCAS 084—Construction Blueprint Reading II; New Course
6. BCAS 085—Carpenter Apprentice I; New Course
7. BCAS 086—Carpenter Apprentice II; New Course
8. BCAS 087—Carpenter Apprentice III; New Course
9. BCAS 088—Carpenter Apprentice IV; New Course
10. BCAS 300—Construction Safety; New Course
11. BCAS 302—Construction Mathematics I; New Course
12. BCAS 303—Construction Mathematics II; New Course
13. BCAS 307—Construction Blueprint Reading I; New Course
14. BCAS 308—Construction Blueprint Reading II; New Course
15. BCAS 310—Carpenter Apprentice I; New Course
16. BCAS 312—Carpenter Apprentice II; New Course
17. BCAS 314—Carpenter Apprentice III; New Course
18. BCAS 316—Carpenter Apprentice IV; New Course
19. Construction Trade Option, Certificate of Achievement; New Program
20. Construction Apprenticeship, Certificate of Achievement; New Program

Hess reminded the council that there is no guarantee that the curriculum will be effective fall 2018 because they have to go through the approval process. McGrath motioned that a subcommittee of members from City College and Miramar College be formed to address issues regarding apprenticeships before they are brought to CIC for approval.

San Diego Community College District Curriculum and Instructional Council

*Recommend Approval of BCAS:
080/081/082/083/084/085/086/087/088/300/302/303/307/308/310/312/314/316;
Construction Trade Option, Certificate of Achievement; Construction
Apprenticeship; Motion to form a subcommittee of members from City
College and Miramar College for Apprenticeships.*

Motion by McGrath

Second by Hopkins

Final Resolution: Motion carries

*Aye: Boots, Fischthal, Gustin, Namdar, Norvell, Palma-Sanft, Parker, Short,
Spradley*

II. STANDING REPORTS

A. Local and State—Curriculum Streamlining Process (Bulger/Hess)

The council reviewed the recommendations from the curriculum chairs to streamline the curriculum approval process. Clean copies of the document will be sent to the curriculum chairs. Feedback on the recommendations from the colleges will be brought back to the March 22, 2018 CIC meeting.

B. Curriculum Updating Project (Hess)

No report.

C. Legislative Update (Bulger)

Hess reported that a second reading of Title 5 changes will be reviewed by the State Chancellor's Office in March. Changes to work experience will be part of the review.

D. CurricUNET Steering Committee (Hess)

No report.

E. Student Services Council (Neault)

No report.

F. State Academic Senate

It was reported that the State Academic Senate is continuing their focus on Guided Pathways.

San Diego Community College District Curriculum and Instructional Council

G. Chief Instructional Officers (CIO) (Bulger, Fischthal, Hopkins, McGrath, Spradley)

The Vice Presidents of Instruction are working on with their respective workgroups regarding assessment in English, ELAC/ESOL, and Mathematics.

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

No Report.

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

No report.

J. Subcommittees (Bulger)

The Policies and Procedures subcommittee is currently working on Phase III policies and procedures. Hess will work on scheduling a meeting for the Catalog Committee.

K. ERP Implementation (Bulger)

No Report.

III. ANNOUNCEMENTS

The next meeting will be on meeting on Thursday, March 22, 2018 at the District Office in Room 245. **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.**

IV. ADJOURNMENT

The meeting was adjourned at 3:24 p.m.