

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CURRICULUM INSTRUCTIONAL COUNCIL**

Meeting of
May 9, 2002, 1:00 p.m.
District Office, Room 272

APPROVED

MINUTES

PRESENT:

Libby Andersen	Curriculum Chair – City College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Kenneth Fawson	Assistant Chancellor, Instructional Services – District Office
Diane Glow	Articulation Officer – Miramar College
Sandy Shaffer	Past Academic Senate President – CET
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College
Yvonne Bergland	Dean, Instructional Services/Economic Development – Mesa College (for Marianne Tortorici)

STAFF:

Charlotta Grant	Curriculum Analyst, Instructional Services – District Office
Myra Harada	Manager, Instructional Services – District Office
Janet Harris	Senior Clerical Assistant, Instructional Services – District Office

ABSENT:

Paula Liska	Articulation Officer – City College
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office
Marianne Tortorici	Interim Vice President, Instruction – Mesa College

I. MINUTES AND AGENDA

A. Approval of April 25, 2002 Minutes

The minutes of April 25, 2002 were approved, as amended. **M/S/P**

B. Approval of May 9, 2002 Agenda

The agenda of May 9, 2002 was approved, as amended. **M/S/P**

II. CURRICULUM REVIEW AND APPROVAL

Items removed from the consent agenda for discussion are in *Section B (below)*.

A. Curriculum Reviewed and Approved by Consent

The following curriculum was approved by consent. **M/S/P**

2. Construction Electronic System Technician (CEST)

2.1 301A Introduction to Construction Electronic Systems Technician I

New Course Proposed For College(s): City. Effective: Fall 2002

2.2 301B Introduction to Construction Electronic Systems Technician II

New Course Proposed For College(s): City. Effective: Fall 2002

3. Computer And Information Sciences (CISC)

3.1 132 Intermediate Local Area Networking

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City, Mesa. Effective: Fall 2002

3.2 265H Convergent Network Technologies: Local Area Networks (LANs)

Special Topic/Experimental Course Proposed For College(s): City. Effective: Spring 2002

4. Cosmetology (COSM)

4.1 060 Facials, Hairstyling and Haircutting

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5. Electrical (ELEC)

5.1 065A Intermediate Electrical Construction I

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5.2 065B Intermediate Electrical Construction II

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5.3 070A Advanced Electrical Construction I

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5.4 070B Advanced Electrical Construction II

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5.5 075A Electrical Construction Specialties I

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

5.6 075B Electrical Construction Specialties II

Course Revision and/or Integration (Activation Included)

Proposed For College(s): City. Effective: Fall 2002

6. English (ENGL)

- 6.1 **205 Critical Thinking and Intermediate Composition**
Distance Education - No Other Action
Proposed For College(s): City. Effective: Fall 2002
- 6.2 **210 American Literature I**
Course Revision and/or Integration (Activation Included) Proposed
For College(s): City, Mesa, and Miramar. Effective: Fall 2002
- 6.3 **211 American Literature II**
Course Revision and/or Integration (Activation Included) Proposed
For College(s): City, Mesa, and Miramar. Effective: Fall 2002

7. Library Science (LIBS)

- 7.1 **101 Information Literacy and Research Skills**
Course Revision and/or Integration (Activation Included) Proposed
For College(s): City, Mesa, and Miramar. Effective: Fall 2002

8. Medical Assisting (MEDA)

- 8.1 **105 Fundamentals Human Anatomy and Physiology**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): Mesa. Effective: Fall 2002

9. Plumbing (Construction Trades) (PLBG)

- 9.1 **060B Introduction To Plumbing II**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 9.2 **065A Intermediate Plumbing I**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 9.3 **065B Intermediate Plumbing II**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 9.4 **070A Advanced Plumbing II**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 9.5 **070B Advanced Plumbing II**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 9.6 **075A Plumbing Construction Specialties**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002

- 9.7 **075B Plumbing Code**
New Course Proposed For College(s): City. Effective: Fall 2002
- 9.8 **340 Plumbing Code**
New Course Proposed For College(s): City. Effective: Fall 2002

10. Pipefitting (Construction Trades) (PLPF)

- 10.1 **080 Introduction To Pipefitting**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 10.2 **085 Intermediate Pipefitting**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Spring 2002
- 10.3 **090 Advanced Pipefitting**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002

11. Psychology (PSYC)

- 11.1 **101 General Psychology**
Distance Education - No Other Action Proposed For
College(s): City, Mesa, and Miramar. Effective: Summer 2002
- 11.2 **230 Psychology of Lifespan Development**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): Mesa, Miramar. Effective: Fall 2002

12. Sheet Metal (SHEE)

- 12.1 **060B Level I Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 12.2 **065A Level II Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 12.3 **065B Level II Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 12.4 **070A Level III Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002
- 12.5 **070B Level III Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002

- 12.6 **075A Level IV Sheet Metal**
Course Revision and/or Integration (Activation Included)
Proposed For College(s): City. Effective: Fall 2002

13 Tagalog (TAGA)

- 13.1 **101 First Course in Tagalog**
Course Activation (Currently active at another college)
Proposed For College(s): Miramar, Mesa. Effective: Fall 2002

M/S/P

B. ITEMS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION

1. Biology (BIOL)

- 1.1 **106 Principles of Biology - Laboratory**
Distance Education - No Other Action
Proposed For College(s): Miramar. Effective: Fall 2002

Discussion: It was mentioned that there are references to sections in the course description that are not listed in the objectives. Clarification was given that it is not required to update outlines for distance education-only actions. Any concerns should be directed to discipline deans, school deans, and vice presidents.

Action: Since distance education actions come to CIC for information purposes only, Dr. Fawson requested that future curriculum summaries show campus distance education approvals separately for information only.

2. Non-Credit Curriculum Review and Approval

A motion was made to approve all non-credit curriculum that was submitted from CET on a separate list of green colored sheets distributed in the 5/3/02 mailouts.

Action: Non-credit curriculum was approved.

III. OLD BUSINESS

A. Repeatability (Diane Glow)

Recently, Diane Glow (Miramar) and Libby Andersen (City) met to draft course outline repeatability language, which was distributed for review. Dr. Fawson asked that the draft be reviewed in more detail to insure compliance with Title 5 regulations and suggested that the CurricUNET Steering Committee work up input screens for CIC review. Language will be drafted to accommodate vocational courses. It was clarified that a course can be repeated for a maximum of 3 times (4 times total), but there must be student petitions for additional repeats by DSPS students.

IV. STANDING REPORTS

A. Integrated Outlines Update (70/30 Project)

Myra Harada mentioned that due to an error in the last status report, we are currently only at 55 aligned, integrated courses (not 63, which was previously reported). It was also mentioned that *aligned* courses refers to courses offered at three **or** two colleges and *non-aligned* courses are only offered at one campus. Discussion followed about which courses should be counted toward the 70/30 project.

Other discussion: Charlotta Grant reminded the Council that the CurricUNET approval workflow timeline goes into a hold pattern during holidays and the summer semester (no 10-day defaults occur).

Working on course integrations may be counted toward FLEX credit.

Action: Dr. Fawson indicated that for this academic year, the 70/30 course integration project will include integrations of courses that are currently active, re-activated courses, and new courses. Courses will now be counted when they are at the launched stage in CurricUNET.

B. Information Technology Council Report

No report was given.

C. Student Services Council Report

Myra Harada reported that Lynn Neault would like to be present to address CIC regarding the Wait List issue that was discussed at SSC. A handout distributed at SSC was given out showing numbers of disqualified students. A reminder was given to enlist faculty to use the online grading system. During our present budget crunch, its use will help eliminate the staff time and paperwork involved in the paper-grading system.

D. State Academic Senate

Libby Andersen reported that a preliminary draft of what will be inserted into Title 5 on *information competency* was presented. Each district will be allowed to make their own decisions about implementation. At this point the language only addresses associate degrees and not certificates of achievement. Any SDCCD decisions made would be the same for all three colleges because it would change the “aligned” graduation requirements. The State Academic Senate has also passed a resolution to look into increasing the English and mathematics competency graduation requirements. Dr. Fawson recommended that senators urge the State Academic Senate to consider standards required at the UC and CSU systems during their assessment, rather than standards that could compromise articulation.

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

Charlotta Grant reported that a model syllabus was identified for use in the development of a CurricUNET syllabus template. The development process will be addressed at the CurricUNET Steering Committee, and implementation is planned for the fall 2002 semester. She asked that any comments, suggestions, feedback, and/or additional templates be emailed to her.

Dr. Fawson reported that the first CurricUNET license has been sold to Cuyahoga College in Cleveland, Ohio. Governet has been demonstrating the system in California and expects to have additional colleges on board soon.

V. OTHER BUSINESS

A. Information / Discussion

2. Fast-Tracked CurricUNET Curriculum Proposals (Kenneth Fawson)
Proposals that had, in the past, seemed to bypass the approval process in order to get on the CIC agenda, were actually paper proposals that had already been signed and approved by all college curriculum committees. These were referred to as “fast-tracked” but were actually simply entered into CurricUNET by IS or college faculty/staff and placed on the CIC agenda for action. It was clarified that fast-tracking proposals through CurricUNET is not done by staff, but by originators who contact the various people in the approval process and ask them to review and take action sooner than the 10-day maximum approval time given.
3. National University Articulation Meeting (Kenneth Fawson)
Dr. Fawson reported a successful meeting hosted at National University on May 1st, which several CIC members attended. The purpose of the meeting was to discuss a process for improved articulation of general education and transfer courses with SDCCD. On August 23rd we would invite faculty and deans from our top transfer disciplines to attend a working session with National University to begin course-to-course curriculum mapping in the major.
4. 2002-03 CIC Calendar (Hand Out)
Myra Harada asked everyone to review the dates for next years’ CIC meetings. It was agreed to stick with two meetings in September. CIC members were asked to notify Myra Harada with any corrections needed. The final version will be approved at the next CIC meeting.

B. Announcements

1. Dr. Fawson indicated that at the next CIC meeting there would be a nomination for CIC representation on the Student Services Council for next year.
2. Dr. Fawson reminded everyone that the next CIC meeting would be at ETTC Room 107 (2 doors down from the district office building). The exact address for ETTC is 3773 Camino Del Rio South. Park in the District parking area because there is no parking available at ETTC.

VI. ADJOURNMENT

The meeting was adjourned at 3:00 p.m.