

San Diego Community College District Curriculum and Instructional Council

Meeting and Retreat January 23, 2003
9:00 AM – 1:00 PM
Paradise Room
Red Lion Hanalei Hotel

APPROVED

MINUTES

PRESENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>)
Diane Glow	Articulation Officer – Miramar College
Paula Liska	Articulation Officer – City College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Sandy Schaffer	Faculty – CET

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Charlotta Grant	Curriculum Analyst, Instructional Services – District Office
Kim Laramie	Senior Secretary, Instructional Services – District Office

GUESTS:

Carolyn Buck	Articulation Officer – Mesa College
Mary Lee Meiners	Faculty – Miramar College
Jeff Mills	Systems Analyst, Instructional Services – District Office
Sandee Monks	Administrative Technician, Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office

Ken Fawson called the meeting to order at 9:04 AM.

I. MINUTES AND AGENDA

A. Approval of: December 12, 2002 Minutes

The minutes were approved M/S/P (Webb/Glow)

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B. Approval of: January 23, 2003 Agenda

The agenda was approved with the addition of Cosmetology 070 and 081 M/S/P (Dawes/Webb)

II. CURRICULUM REVIEW/APPROVAL

Items removed from consent agenda for discussion: A.) 2.1, 3.1, 7.2, 7.3, 9.1, 10.1

All other items were approved by consent. *M/S/P (Glow/Dawson)*

A. Approval of Curriculum (See Curriculum Summary for Details)

1. Animal Health Technology (ANHL)

- 1.1 **120 Comparative Physiological Anatomy**, Course Integration (Activation included). Proposed For College(s): Mesa. Effective: Fall 2003.

4. Cosmetology (COSM)

- 4.1 **070 Chemistry and Chemical Services**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City. Effective: Fall 2003
- 4.2 **081 Basic Business Practices**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City. Effective: Fall 2003

5. Diesel Technology (DIES)

- 5.1 **180 Steering, Suspension, and Driveline Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Summer 2003.
- 5.2 **190 Power Trains B (HDT)**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Spring 2003
- 5.3 **200 Mobile Hydraulic Systems**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Summer 2003
- 5.4 **230 Heavy Equipment Transmissions**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Miramar. Effective: Spring 2003

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6. Fashion (FASH)

- 6.1 145 Clothing Design Through Draping**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003

7. History (HIST)

- 7.1 120 Introduction to Asian Civilizations**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.
- 7.4 150 Native Americans in United States History**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar. Effective: Fall 2003
- 7.5 151 Native Americans in United States History**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa, Miramar. Effective: Fall 2003
- 7.6 175 California History**, Course Integration (Activation included). Proposed Changes: Integrated course outline, Title. Proposed For College(s): Mesa. Effective: Fall 2003

8. Italian (ITAL)

- 8.1 201 Third Course in Italian**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa. Effective: Fall 2003

11. Mathematics (MATH)

- 11.1 212 Children's Mathematical Thinking**, Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Spring 2003

12. Physical Education (PHYE)

- 12.1 240 Physical Education in the Elementary Schools**, Course Integration (Activation included). Proposed Changes: Integrated course outline, Course objectives, Outline of Topics. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003

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13. Vietnamese (VIET)

- 13.1 101 First Course in Vietnamese**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003

14. Work Experience (WORK)

- 14.1 272 General Work Experience (Parallel Plan)**, Course Deactivation (active at another College). Proposed For College(s): Mesa. Effective: Spring 2003
- 14.2 274 Occupational Work Experience (Alternate Plan)**, Course Deactivation (active at another College). Proposed For College(s): Mesa. Effective: Spring 2003

B. Approval of Centers for Education and Technology Curriculum

None

C. Approval of Program Changes

See Proposal Impact Reports for awards affected by the following course changes. Once courses changes are implemented, the programs will automatically be updated in CurricUNET:

- HIST 175

*** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION**

D. Distance Education (For Information Only)

None

E. Special Topics Courses (For Information Only)

None

F. Curriculum Items Removed From Consent Agenda

1. Art-Fine Art (ARTF)

- 2.1 210A Life Drawing I**, Course Integration (Activation included). Proposed Changes: Integrated course outline, Add advisory. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003. *Note: This item was deferred from the meeting of 12/12/2002.*

Action: Changes to align the course description with the CAN description were not made. Item deferred until next meeting and sent back to originating campus to review and make the necessary changes. *M/S/P (Tappen/Glow)*

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2. Chemistry (CHEM)

- 3.1 130 Introduction to Organic and Biological Chemistry**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003. *Note: This item was deferred from the meeting of 12/12/2002.*

Action: Changes were not completed on this item, deferred and sent back to originating campus for review and changes. *M/S/P (Lombardi/Tappen)*

7. History (HIST)

- 7.2 * 140 Women in United States History I**, New Course. Proposed For College(s): Mesa. Effective: Fall 2003
- 7.3 * 141 Women in United States History II**, New Course. Proposed For College(s): Mesa. Effective: Fall 2003

It was clarified that History 140 and 141 courses are electives and are part of a major and could meet General Education requirements. Guest Mary Lee Meiners of the Miramar Academic Senate, recommended that a department review (with current budget constraints) core courses that are part of major prior to approving new courses. She also recommended that CIC adhere to core curriculum standards. Mesa echoed Ms. Meiners' sentiments, but added that since budget issues change over time, that it should be a campus decision.

Action 1: History 140 and 141 were approved: 6 Ayes, 1 Opposed, and 2 Abstentions. *M/S/P (Tappen/Glow)*

Action 2: History 140 and 141 approved for District General Ed, District American Institutions, CSU and IGETC lists: 5 Ayes, 1 Opposed, 3 Abstentions. *M/S/P (Manzoni/Armstrong)*

9. Japanese (JAPN)

- 9.1 202 Fourth Course in Japanese**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed For College(s): Mesa. Effective: Fall 2003.

A redundancy in language was brought to the attention of the Council. Since "four years of high school Japanese" is stated in the prerequisite, the last sentence in the course description would be removed.

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Action: Item approved with the removal of the last sentence in the course description: “*Students with four years of high school Japanese are eligible to take this course.*” *M/S/P*

10. Legal Assistant (LEGL)

10.1 * 155 Employment Law, New Course. Proposed For College(s): City, Miramar. Effective: Fall 2003

Dr. Harada requested verification from City and Miramar that City was also planning to offer LEGL 155 via Distance Education at their campus for Fall 2003. City responded that this course would be offered via Distance Education at their campus in the Fall. They also confirmed Distance Education action was approved by their CRC Chair.

Action: Item approved. The Curriculum Summary will be changed to reflect LEGL 155 offered at City and Miramar Fall 2003. *M/S/P*

III. OLD BUSINESS

A. Review of Policy 5300 and Approval of Revision to Procedure 5300.2

Based upon the discussion at the last CIC meeting, a draft Procedures 5300.2 was brought back and distributed to the Council showing new draft language in Section 7.8.5. This section correlates with the approved changes in Policy 5300 regarding the Presidents’ role. After a brief discussion, it was suggested that Policy 5300 be docketed for the next Board of Trustees’ meeting and the wording of the procedures be deferred to the next meeting for action, pending some reworking of the wording.

Action: Policy 5300 will move forward and a docket will be prepared for the next Board of Trustee’s meeting. *M/S/P (Glow/Webb)*

B. Revision of Procedure 5300.2: Approval of Revised Non-aligned Courses

A draft Procedure 5300.2 Sections 1.1 and 7.1 adding new language regarding the approved non-aligned courses was discussed. Dr. Harada clarified what was meant by the term non-alignment as it pertains to this item.

Action: Approve new language in Sections 1.1 and 7.1 to read as follows: “... *revisions of courses in non-aligned programs, ...*” A revised draft will be distributed at the February 13 meeting. *M/S/P (Glow/Tappen)*

IV. OTHER BUSINESS

A. Information/Discussion

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1. Report on Completion of 2002 CIC Priorities/Action Plan

- Dr. Fawson thanked CIC and Instructional Services for their hard work and tremendous achievements over the past year. In addition to the accomplishments and items in the Action Plan, Instructional Services also engaged in entrepreneurial activities unique to this District.
- Dr. Fawson reported that 50% of the funding requests were funded last year.
- The funding for the 70/30 Course Updating/Integrating Project will end this year. A meeting with Vice Presidents and Curriculum Chairs will be scheduled as soon as possible to discuss realignment of the Project List to ensure that all tasks of this project are completed by June 30, 2003.

Action: 2002 CIC Priorities/Action Plan approved with name corrections on the title page of document. *M/S/P (Glow/Lombardi)*

2. Review and Approval of CIC Priorities for 2003-04

Draft CIC Priorities for 2003-04 were reviewed and discussed. A budget document was not attached to the 2003-04 Priorities because of the recent budget restraints and the conclusion of the 70/30 Project funding this year. Dr. Fawson reported that funds for the central infrastructure for CurricUNET and the IT support for the Decision Support System would come out of the Instructional Services budget.

Dr. Fawson will take the draft 2003-04 Priorities document and make the changes per Council recommendations and send out a draft before the next CIC meeting on February 13, 2003.

Also discussed for possible inclusion in the document were reviewing policies, alignment of certificates, and integrating multicultural content across the GE curriculum. Council members are encouraged to forward suggestions to Dr. Fawson to be included in the document.

Action: Revised document will be brought back to the next CIC meeting.

3. Review and Discussion of Units in Major for A.A. & A.S. Degrees

- a. A report was distributed showing the total number of the SDCCD A.A. and A.S. degrees and the average number of units required in major. A detailed matrix sorted by the total number of major units showed college, type of degree, program title, and degree title. This matrix distinguished programs that are aligned, similar, or unique to one campus.

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- Dr. Fawson explained that this report was compiled to assist the Council in examining our majors and general education requirements.
 - Transferring students are often disappointed to discover they have not taken courses that count for the major at their transfer college and they also find they must still fulfill many of their general education courses. A suggested goal is to align our District GE to CSU's.
 - The Council agreed this was a very useful report. Several members suggested that CIC examine similar programs for possible alignment. City College asked to have the matrix sorted by program area. All CIC members who request a copy sorted by program area will be sent an electronic copy.
- b. Diane Glow of Miramar College presented their recommendations to change the format of the Miramar catalog. The emphasis in their recommendation is to change the Table of Contents by making it more specific in defining ALL available degrees. They also recommend moving all transfer-related items to a separate section of the catalog (including the Transfer Studies Degrees, general education transfer patterns [CSU GE/IGETC], and all the major preparation transfer information that is currently located after each degree). The presentation was well received by the Council.

B. Announcements

1. The next CIC meeting is scheduled for Thursday, February 13, 2003 at 1:00 p.m. at the District Office Room 272. The curriculum deadline for the February 13, 2003 meeting is Friday, January 24, 2003.
2. Catalog deadline for curriculum changes that require CIC approval must be received by Instructional Services via CurricUNET notification no later than February 21, 2003 for approval at the March 13, 2003 CIC Agenda.

C. Handouts

1. Policy 5300 and Procedure 5300.2
2. Report on 2002 CIC Priorities and Accomplishments
3. Recommended CIC Priorities for 2003-04
4. 2002-2003 List of SDCCD A.A. and A.S. Degrees With Units in Major

V. ADJOURNMENT

The meeting was adjourned at 11:45 A.M. followed by lunch.