

San Diego Community College District Curriculum and Instructional Council

Meeting of March 27, 2003
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Yvonne Bergland	Dean - Mesa College (<i>Proxy for Liz Armstrong and Will Tappen</i>)
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
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Jim Smith	Vice President, Instructional Services – CET
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Paula Liska	Articulation Officer – City College
Sandy Schaffer	Faculty – CET
Will Tappen	Curriculum Chair – Mesa College

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:

None

Ken Fawson called the meeting to order at 1:05 PM.

I. MINUTES AND AGENDA

A. Approval of: March 13, 2003 Minutes

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

B. Approval of: March 13, 2003 Agenda

The agenda was approved with addition M/S/P (Lombardi/Glow)

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion: A.) 2.1

All other items were approved by consent. M/S/P (Smith/Manzoni)

1. Architecture (ARCH)

1.1 *240 Landscape Irrigation Course Deactivation (not at any College) Proposed For College(s): Mesa. Effective: Fall 2003.

1.2 *245 Landscape Construction Layout Course Deactivation (not at any College) Proposed For College(s): Mesa. Effective: Fall 2003.

2. Art-Graphic Design (ARTG)

2.2 *206 Advanced Typography New Course Proposed For College(s): City. Effective: Fall 2003.

3. Mathematics (MATH)

3.1 141 Precalculus Course Integration (Activation included) Proposed Changes: Integrated course outline Distance Education Approval Proposed For College(s): City, Mesa, Miramar. Effective: Summer 2003.

B. 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:

- ARCH 240, 245.

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

C. Distance Education (For Information Only)

1. Education (EDUC)

1.1 203 Service Learning for Introduction to Literacy Distance Learning - No Other Action Proposed For College(s): Mesa. Effective: Fall 2003.

Action: No action, information only. Distance Education Guidelines will be emailed to Council members.

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D. Special Topics Courses (For Information Only)

None

E. Curriculum Items Removed From Consent Agenda

1. Art-Graphic Design (ARTG)

2.1 *126 Intermediate Digital Media New Course Proposed For College(s): City. Effective: Fall 2003.

Myra Harada raised the issue of the necessity for the last sentence of the course description. The sentence, *“The course is tailored to the student in graphic design”* may cause more confusion than illumination for some students.

Harada also raised the issue of clarification with standardizing the repetition language of the course. Ron Manzoni explained that because different platforms were used, the repetition language was acceptable for this course.

Action: Approve Art-Graphic Design 126 with the removal of the last sentence: *“The course is tailored to the student in graphic design.” M/S/P (Manzoni/Glow)*

III. OLD BUSINESS

A. Repetition of Vocational Courses – (Implementation Guidelines)

1. Ken Fawson distributed a copy of the memo he sent to the Vice Presidents outlining suggestions relating to the establishment of an operational procedure for the action taken at the March 13, 2003, meeting by CIC on repeatability of vocational courses. In summary the procedure was separated into two categories:

- Vocational Courses – Applied Skill Development

Courses would follow the same pattern for repeatability as PE and other activity courses which students gain additional skill by repeating learning activities. These courses be repeatable up to the maximum established.

- Vocational Courses – Using New Hardware or Software Applications

Laboratory courses which students would gain additional knowledge and/or skill by repeating the course using new hardware or software applications. The Vice President would block repetition of these courses, pending approval. The course description would clearly indicate repeatability criteria and a statement would be included in CurricUNET indicating implementation of new hardware or software applications.

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It was suggested that a field be added to the course outline on CurricUNET to record technology changes that trigger course repeatability.

A course outline for a jazz class developed by Mira Costa College to address repeatability was distributed. The document provides a detailed description of what the expected learning outcomes are upon each course repetition.

Action: No action. Fawson requested that the committee working on the drop-down menu for repeatability of activity and vocational courses review the suggestions discussed today.

2. Fawson raised the issue of repeatability of vocational lecture/lab combination courses and the action that CIC took on Machine Technology 150 at the last meeting. At that meeting, CIC decided to approve the lecture/lab combination course as submitted. Ron Manzoni reported the faculty is willing to separate Machine Technology 150 into lecture and lab components.

Following extensive discussion on process for reconsideration of action at the last meeting it was moved:

Action 1: To suspend Roberts Rules of Order and take action on Machine Technology 150 today. *M/S/P (Smith/Glow)*

Action 2: To add Machine Technology 150 to agenda for discussion and action. *M/S/P (Manzoni/Dawes)*

Action 3: To reconsider the action taken on Machine Technology at the March 13, 2003, meeting and rescind the repeatability value approved. *M/S/P (Manzoni/Deegan)*

Action 4: To approve Machine Technology 150 as originally submitted (with lecture and lab repeatability) at the March 13, 2003 meeting. *M/S/F (Manzoni/Tappen)*

Action 5: To approve Machine Technology 150 as originally submitted at the March 13, 2003 meeting but with removal of repeatability. *M/S/P (Smith/Bergland)*

B. Selected Studies – Review Procedures

Harada presented a status report on the Selected Studies procedures incorporating the suggestions made by Council members at the last meeting. The following suggestions were offered to CIC for their consideration in determining the direction the Council would like to take issue:

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1. Move forward with the Selected Studies subcommittee's recommendation presented at the previous CIC meeting (incorporating changes), and implementation of the Academic Standards Review process. The State Chancellor's Office minimum conditions review should provide clearer guidelines than are presently available. Or,
2. Select an alternate direction to take with this degree, (e.g., explore Interdisciplinary Studies, which would be a transfer degree and would not encompass the terminal vocational degree that was originally sought). We could deactivate the Selected Studies AA altogether.

Harada shared that with the introduction of TOP codes in the third phase of the MIS, it could be possible to associate one course with more than one program even though, currently, only one TOP code may be reported with any one course.

Mesa, City and Miramar Senates are in support of the Selected Studies subcommittee's recommendation of implementing an academic review process in anticipation of the minimum conditions review.

Harada reminded Council members that they were also approving catalog language.

Action: To adopt and move forward with the procedures recommended by the Selected Studies subcommittee. *M/S/P (Glow/Manzoni)*

C. CurricUNET Language Change: "From Objectives To Expected Student Learning Outcomes"

City, Mesa and Miramar Senates and CRC committees were in favor of the language change from "objectives" to "student learning outcomes" on the outline template in CurricUNET. It was requested that the word "expected" (referenced above) be removed.

Action: To approve the change in language with the removal of the word "expected" on the standard outline templates in CurricUNET. *M/S/P (Manzoni/Webb)*

D. General Education Task Group

Fawson reported on a meeting with Chris Dawes and Libby Andersen of City College regarding their Senates' concern that the General Education Task Group was being formed only with the individuals of the Selected Studies subcommittee. The concern expressed by the Senate was that there would not be sufficient representation of both vocational and academic program areas. Fawson recommended that the committee be reformed requesting that the Senates make the appointments to the General Education Task Group consisting of one faculty member from an academic area and one from a vocational area and an articulation

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officer and/or counselor. The task group will also include members of CIC and an evaluator. Names of persons interested in serving on the General Education Review Task Group were submitted to the Miramar and Mesa Senates for consideration and approval. Fawson requested that if a Senate has already taken action and appointments have been made, that Council members move those names forward. The first meeting date will be determined when all appointments have been made.

Fawson requested that Council members forward suggestions and ideas regarding the general education review to him to be included for discussion at the next CIC meeting.

Action: To send a memo to the Senates requesting appointments to the General Education Review Task Group to include a faculty member each from academic and vocational areas, and an articulation officer and/or counselor. The names of the members of the Selected Studies subcommittee have also been submitted for consideration. *M/S/P (Smith/Glow)*

E. Approved CIC Priorities

Action: No action, information only. Approved CIC Priorities were distributed.

F. Policy 5300 – Board Approved

Action: No action, information only. Approved Policy 5300 was distributed.

IV. NEW BUSINESS

A. Transfer Studies (New Language)

Fawson stated that there has been some confusion and misinterpretations regarding the CSU transfer pattern for the Transfer Studies degree. In item 2 of the outline, the word “*electives*” in the first sentence appears to be misleading and causing some interpretation problems. Fawson stated that it was never intended to mean “*complete 20 – 21 semester units of preparation for the major or electives or courses in a discipline or related disciplines ...*” as the sentence has been interpreted. The electives were included because in many instances 20 – 21 units in a transfer preparation for the major are not available and Title 5 requires “*18 units in a discipline or related discipline.*” Fawson recommended that the word “*electives*” be removed from the sentence.

Diane Glow stated that she would like to see a statement that says “*...electives if necessary....*” Fawson stated that “*electives*” should be tied in some way to preparation for the major or tied to courses in the discipline or related discipline.

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To have “electives” stand alone as a statement, gives the impression that they can be packaged into an 18-21 unit major.

Discussion ensued regarding the interpretation of what constitutes a major. What constitutes the major as written in the updated 2001 Chancellor’s Office Curriculum Standards Handbook seems to be different from the language in Title 5. Glow and Fawson will review the two documents and make a recommendation to CIC at the next meeting.

Jim Smith contributed further clarification to the transfer pattern language *“Where there are not 18 units in preparation for the major, those units may be completed by taking courses in the discipline or a related discipline.”*

Manzoni requested that a statement be included that all requirements for the major as defined by SDCCD must be completed.

Fawson stated that this was a good time to look at cleaning up the language and to make it clearer for students and staff. Council members were requested to take this issue back to their colleges for review and forward suggestions to him for the next CIC meeting.

Action: Because catalog preparation is underway, Council members are requested to send ideas and suggestions to Fawson as soon as possible.

B. Legal Opinion On Repeatability of “Ws” (added to agenda by Lynn Neault)

A recent opinion from Ralph Black, General Counsel, states that “W’s” cannot be repeated. Fawson reported that there is a great deal of concern by the CIOs around the State regarding this interpretation and opinion. A request has been sent to the State Chancellor’s Office via the CIO organization for additional discussion and clarification. The interpretation as it stands will significantly impact the FTES apportionment in many districts because of the number of students, for a variety of reasons, who drop out of courses.

Action: No action, this issue will be brought back to the next CIC meeting as an informational item.

STANDING REPORTS

A. Curriculum Integration Project

No report was given.

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B. Information Technology Council

No report was given.

C. Student Services Council

No report was given.

D. State Academic Senate

Dawes reported that he recently reviewed an article regarding the Real Cost Project from the State Senate. This project takes a look at what it would cost a mythical college of 25, 000 students in apportionment, FTES, etc. Dawes encouraged Council members to access a copy of the article on the State Senate website for further details.

Dawes also reported that the State Senate has been talking about the three resolutions that came down from the Fall Plenary sessions on upgrading math and English criteria for education. Dawes stated that the Academic Senates have initiated discussions of this subject and would appreciate input.

Glow reported that the California Intersegmental Articulation Council Conference held in San Diego March 24 – 25 was a great success even with the problem of last minute cancellations due to current budgetary constraints. The conference Key Note Address was given by Susan Hackwood, Executive Director of the California Council on Sciences and Technology. In the Address she stated that California has the lowest ratio of counselors to students on all levels in the nation. Hackwood provided statistical evidence that California is not producing students in science and technology. The conference also offered breakout sessions on ASSIST and Teacher Preparation.

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

Charlotta Grant distributed the following announcements:

- The transfer of data from the old to the new servers will take place next weekend. CurricUNET will be unavailable from 5:00 pm Friday, April 4, 2003 through Sunday, April 6, 2003. It is anticipated that CurricUNET will be fully operational on Monday, April 7, 2003.

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- Testing of the CurricUNET Modification to allow CRC Chairs to select and approve multiple proposals is ready. This feature has been added to the Vice President and IS Analyst levels. Steve Thyberg of Governet would like to provide a training session prior to the feature being turned on. Council members are requested to contact him directly via email thybert@mail.govenet.net to schedule training.
- CurricUNET was presented and well received at three conferences in March, The League for Innovations in Phoenix Arizona; CIAC in San Diego; and TechEd in Ontario, California.

G. Announcements

1. The next CIC meeting is scheduled for Thursday, April 10, 2003, at 1:00 p.m. at the District Office Room 272. The curriculum deadline for the April 10, 2003 meeting is Friday, March 21, 2003.
2. Harada announced that the College of DuPage has drawn up a contract with Governet to purchase a CurricUNET license.

B. Handouts

1. Repetition of “W’s” – Legal Opinion E 03-08
2. Selected Studies Procedure
3. CIC Priorities
4. Approved Policy 5300
5. Integration Report
6. Minutes of the SDSU-SDICCA Task Force on Transfer
7. Dance Course Outline - Sample

V. ADJOURNMENT

The meeting was adjourned at 3:05 P.M.