

# San Diego Community College District Curriculum and Instructional Council

Meeting of May 8, 2003  
1:00 PM – District Room 272

**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 ( <i>Proxy for P. Deegan &amp; H. Webb</i> )
Paula Liska	Articulation Officer – City 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> )
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

### **ABSENT:**

Sandy Schaffer	Faculty – CET
Jim Smith	Vice President, Instructional Services – CET

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Kim Laramie	Senior Secretary, Instructional Services – District Office
Jeff Mills	Systems Analyst, Instructional Services – District Office
Darlene Shumaker	Administrative Technician Instructional Services – District Office

### **GUESTS:**

Carolyn Buck	Articulation Officer – Mesa College
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*Ken Fawson called the meeting to order at 1:03 PM.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: April 24, 2003 Minutes**

*The minutes were Approved M/S/P (Glow/Lombardi)*

### **B. Approval of: May 8, 2003 Agenda**

*The agenda was approved as corrected and with addition M/S/P (Glow/Webb)*

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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum

*Items removed from consent agenda for discussion: A.) 3.2*

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

#### 1. Child Development (CHIL)

**1.1 202 Administration of Early Childhood Programs** Course Integration (Activation included) Proposed Changes: Discipline/Subject indicator, Course objectives, Course objectives, Prerequisite Corequisite Advisory, Prerequisite Corequisite Advisory, Reading or Writing level, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation, Method of Instruction, Texts/Supplies Proposed For College(s): Mesa, City, Miramar. Effective: Fall 2003.

#### 2. Fire Protection Technology (FIPT)

**2.1 309R Refresher, Emergency Medical Aid** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Miramar. Effective: Fall 2003.

#### 3. History (HIST)

**3.1 115A History of the Americas I** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa. Effective: Summer 2003.

#### 4. Medical Assisting (MEDA)

**4.1 115 Pathophysiology** Course Integration (Activation included) Proposed Changes: Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation, Method of Instruction Proposed For College(s): Mesa. Effective: Fall 2003.

**4.2 145 Directed Clinical Practice** Course Integration (Activation included) Proposed For College(s): Mesa. Effective: Fall 2003.

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## 5. Physical Therapist Assistant (PHYR)

- 5.1 120 Physical Therapy Techniques II Course Integration (Activation included) Proposed For College(s): Mesa. Effective: Spring 2004.

### 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:

- MEDA 145
- PHYR 120

#### 1. Architecture

- 1.1 Urban Forestry Program Revision Proposed For College(s): Mesa. Effective: Fall 2003.

### III. Centers For Education and Technology

None

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

### IV. Distance Education (For Information Only)

None

### V. Special Topics Courses (For Information Only)

None

### VI. Curriculum Items Removed From Consent Agenda

#### 1. History (HIST)

- 3.2 115B History of the Americas II Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa. Effective: Summer 2003.

Myra Harada reported that CSU Advisory Committee on General Education have completed their evaluation of coursework on American Institutions and found that History 115B does not have a textbook or required reading specifically related to California. Will Tappen reported that the course outline could be strengthened and meet the articulation with the CSU system by adding an additional textbook to the current list of textbooks.

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**Action:** To approve History 115B course with the addition of California: An Interpretive History by James J. Rawls and Walton Bean to the list of textbooks for the course. In addition, evaluate the course based on the current CSU American Institutions criteria requirements. *M/S/P (Tappen/Glow)*

## VII. OLD BUSINESS

### A. Generic 045L and 046L Courses

Harada reported that in order to accommodate Mesa's request and have the Generic 045L and 046L courses approved for summer, the courses have had Instructional Services assistance to take them through the approval system in time to have them brought back for final approval at today's meeting.

**In regard to 045L the following changes were made to the course outline:**

- SECTION I
  - GRADE will be: *"No Grade/O Units"*
  - The last sentence of the Course Description will read: *"This course may be repeated as necessary with different companion subject-matter courses."* And,
  - LAB HOURS PER WEEK will reflect *"0 – Infinity"*
- SECTION II – 2
  - Will read: *"The student will be graded only in the companion course."*

**In regard to 046L the following changes were made to the course outline:**

- SECTION I
  - GRADE will be: *"No Grade/ O Units"*
  - The Course Description will read: *"This is an open entry/open exit supplemental course designed to assist students to succeed in completing non-computer instructional assignments in a companion course. This course may be repeated as necessary with different companion subject-matter courses."*
  - LAB HOURS PER WEEK will reflect *"0 – Infinity"*
  - OBJECTIVES: Number 1 will read: *"Apply basic lab skills as related to his/her subject area."* With the deletion of text *"non-computer media"* Number 4 will read: *"Develop basic skills necessary to perform in the companion course."*

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- SECTION II – 1A
  - Number 1 will read: *“Independent work on learning materials related to the companion course.”*
- SECTION II – 2
  - Will include: *“The student will be graded only in the companion course.”*

**Action:** Accept the changes made to 045L as noted and activate the course at Mesa. In addition, accept 046L as a new course with changes activated at all three colleges effective summer 2003. *M/S/P (Glow/Webb)*

### B. Transfer Studies Language

At the previous CIC meeting several suggestions were presented regarding draft Transfer Studies Associate Degree catalog language. Harada compiled those suggestions and a revised draft document was emailed to the Vice Presidents and CRC chairs for presentation to college curriculum committees for review and approval.

Diane Glow reported that Miramar does not support the language as presented. Will Tappen reported that Mesa’s curriculum committee was not enthusiastic about the language, but definitely felt this was an improvement

Ken Fawson stated that that requirements that must be completed for a Transfer Studies major are a general education pattern of 39 units, any undergraduate preparation for the major required by the transfer institution, and any electives in that discipline that relate to the major, for a total of 60 units. The purpose of the Transfer Major is to provide to students who declare transfer, a pattern of courses that is clear and concise and prevents taking redundant courses. It was also clarified that the intent of this section in the catalog is to expect students to have 18 units in a specific discipline or related discipline in addition to the general education pattern.

Chris Dawes suggested that maybe there should be a statement at the beginning of the process that if a student is going to obtain a Transfer Studies degree they must declare a major up front.

After discussion it was decided:

**Action:** Accept the revised language as proposed so that it is included in this year’s catalog and improve the language for clarity next year. 8 Ayes, 1 Abstention. *M/S/P (Manzoni/Tappen)*

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### C. “Target Audience” – Course Descriptions

Tappen reported at the last CIC meeting only the CRC Chairs had been able to meet and that they were in agreement that a sentence identifying a target audience should be included in the course descriptions of all integrated course outlines whenever feasible. The CRC Chairs also agreed that the term “*research paper*” would not be used unless the course has at least an advisory of English 101. When a course does not require an advisory of English 101, an alternate phrase will be used. It was announced that there is general agreement with the CRC Committees that “target audience” would be appropriate for the course description and that the term “research paper” would not be identified unless there was an advisory of English 101.

**Action:** No action information only.

### D. Courses Active – Not Offered

Articulation Officers compiled a list of major preparation courses from each college that are active but not offered in the past three years. Harada clarified that if the courses are in the catalog our students are held responsible by the receiving institution for fulfilling the major preparation. Paula Liska reported Engineering 210 and 250, necessary for preparation for the major at SDSU, are in the catalog but are not offered at City.

Dawes inquired if the list of courses would increase in light of the current budgetary climate. Fawson said this is a campus issue, not a CIC determination.

Lynn Neault reported that SDSU is willing to extend a two-year grace period in regard to this issue if they are made aware of the situation, so as not to overly impact students. In order to correspond with the SDSU cycle, and to assist students, Neault inquired if we could implement a two-year review cycle. Because the list of courses active but not offered has dwindled, the Council felt that such action would be manageable.

The question arose about the deactivation of major preparation courses that have not been offered for the past three years. It was suggested that deactivation take place automatically, without campus committee reviews. No resolution was made.

**Action:** No action at this time.

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## E. Transferability

Harada requested direction from the Council regarding the proposal to determine course transferability actions once a year rather than individually as they come through the system. A list would be compiled of all courses to be moved forward through IGETC, CSU and UC to be placed on the transfer list as they relate to general education only once per year, probably in November.

Liz Armstrong inquired whether there would be adequate time to review course outlines if they were all received at one time. Jan Lombardi reported that City's CRC was in favor of the proposal. Ron Manzoni and Pam Deegan concurred that their colleges were in favor of the proposal. Deegan also stated that we would achieve consistency if all the courses were reviewed at the same time.

**Action:** There was general agreement to complete transferability of all courses at the November CIC meeting since IGETC and CSU are submitted in December each year.

## VIII. NEW BUSINESS

### A. Business Programs

Glow reported that the Business Administration Program at Miramar College was unintentionally deleted from the catalog. Glow is recommending that leadership be taken by the chairs in those areas to bring the faculty together at all three colleges to develop a common understanding of the preparation provided by each program award in CBTE and CISC.

Fawson voiced a concern regarding the inability of students to transfer among colleges because of the uniqueness of each college's business curriculum, one of our most popular transfer programs. Fawson said this would be a good time to review the business programs. Armstrong concurred and would also like to see course content reviewed to ensure the courses relate to jobs. Harada reported that UCSD Extension offers many computer/business courses and has indicated they are interested in articulating them with us. The Vice Presidents and business faculty from the three colleges will meet to discuss this issue in the fall.

### B. American Institutions

Fawson reported that he met with the District Articulation Council and Vice Presidents regarding the memo from Jolayne Service, Dean of Academic Program Planning at the State Chancellor's office. The memo addressed courses reviewed certification of the United States History, Constitution and American Ideals requirement by the CSU Advisory Committee on General Education. Attached to the memo was a grid reflecting specific areas needing revision. Fawson

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expressed his concern for the short timeline – January 2004 – to make revisions to the courses especially because the courses had been submitted in 1999, four years ago.

Fawson reported that Myles Clowers of City College has volunteered to take the lead on the revisions of History 109, 110 and Political Science 102. Tappen reported that Mesa's History department is aware of the problems and will be meeting to discuss the issues with these courses. He will consult with Mesa's History faculty and inform Fawson if there is any problem with Clowers completing the initial work on the revisions. Fawson requested recommendations from the Vice Presidents regarding who will be the lead on the revisions of the Chicano Studies and Black Studies courses. Manzoni stated he will forward the issues to City's discipline deans and report back to Fawson.

Harada reiterated that CSU is requesting that we cease certifying any remaining unrevised courses by Spring 2004. Harada has tried to make contact with CSU to extend the deadline, but to date has not received a response back from CSU. The Articulation Officers reported that Ms. Service had stated on several occasions that the colleges would have two years to respond from the date of the evaluation letters. It was requested that the version of the course outlines that were reviewed by CSU four years ago be provided to the staff working on the revisions.

### C. Certificates of Completion (*Added to the Agenda by Liz Armstrong*)

Armstrong reported that students are prevented from receiving Certificates of Completion because 5300.2 procedures prohibit substitutions or modifications. If the college cannot offer a particular course because enrollment cannot support it, students are denied the certificate, perhaps for years.

Neault clarified that the intent of the procedural language was to preclude using coursework from another institution, not to prohibit use of substitutions from among District coursework. Glow recommended that the issue be addressed by a clarifying statement from CIC that interprets the procedure for the use of the Evaluators.

**Action:** CIC in their review of the certificates of completion policy interprets sections 10.1.13 – 10.1.16 as it relates to the transfer of units. CIC reaffirms earlier discussion that there needs to be some flexibility for courses taken within the District to substitute one course for another if related to the certificate of completion. Clarifying language will be brought back to the next meeting.

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## D. 2003-2004 CIC Calendar

The draft CIC calendar for 2003-2004 was reviewed. City and Mesa curriculum committee meeting dates were not included because those dates have not yet been confirmed. Harada pointed out that because of where the dates fall, there is one less CIC meeting for the upcoming year. After discussion it was decided to schedule Joint SSC/CIC meetings tentatively for Fall and Spring: November 6<sup>th</sup> in the morning and March 25<sup>th</sup> in the afternoon. The 2003-2004 Calendar will be updated to include City's and Mesa's CRC meeting dates and the changes discussed. CIC also noted the change from May 6, 2004 and May 20, 2004 meetings to May 13, 2004 and May 27, 2004.

**Action:** The calendar will be brought back to the next CIC meeting for approval.

## STANDING REPORTS

### A. Curriculum Integration Project

No report.

### B. Information Technology Council

No report.

### C. Student Services Council

**Dual Admissions.** Neault reported that there was a joint meeting with the CIO's and CSSOs at SDSU the previous Friday to discuss Dual Admissions and the Transfer Studies Degree. Neault reported that there is still an issue with the mechanics of the processes. She also reported that pre-evaluation of student transcripts will be facilitated in late summer, when we will be able to access the SDSU web page for non-articulated courses and how SDSU has applied them. These courses are evaluated per student as needed. Once a course is evaluated it is added to the database.

Neault reported that we still have not settled the issue of the full articulation of English 51 with SDSU's Rhetoric and Writing Studies (RWS) 92A. We have maintained that English 51 should be accepted by SDSU for Dual Admission purposes without our having to create special sections, different reading assignments, and a different final exam graded by SDSU faculty.

### D. State Academic Senate

None

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## **E. CIO (Chief Instructional Officers)**

None

## **F. CurricUNET Update**

Fawson requested that a status report be presented at the next CIC meeting regarding the issues with the dropdown menus previously requested in CurricUNET.

## **G. Announcements**

1. The next CIC meeting is May 22, 2003 at 1:00 PM in Room 272. The curriculum deadline for the May 22, 2003 CIC meeting is Friday, May 2, 2003.
2. Harada reported that 90 curriculum summaries were received after the deadline for the May 22, 2003 CIC Meeting. Instructional Services will complete as many as can be done before the meeting; the rest will have to wait until next semester.

## **A. Handouts**

1. Generic 045L and 046 Courses
2. Courses Active – Not Offered
3. Transfer Studies Outline and Draft Language
4. American Institutions – Catalog Language
5. Integration Report
6. 2003-2004 CIC Calendar

## **IX. ADJOURNMENT**

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