

# San Diego Community College District Curriculum Instructional Council

**Approved**

Meeting of March 11, 2004  
2:00 PM District Room 272

## MINUTES

### **PRESENT:**

Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Libby Andersen	Academic Senate President – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Carolyn Buck	Articulation Officer – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Diane Glow	Curriculum Chair – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College
Sandy Schaffer	Academic Senate – CET

### **ABSENT:**

Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

### **GUEST:**

Lisa Curtin	Director of Military Education
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*Kendra Jeffcoat called the meeting to order at 2:05 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: February 26, 2004 Minutes**

*The minutes were approved. M/S/P (Andersen/Shaffer).*

### **B. Approval of: March 11, 2004 Agenda**

*The agenda was approved as amended. M/S/P (Deegan/Andersen).*

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## II. CURRICULUM REVIEW/APPROVAL

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

*Items removed from consent agenda for discussion:*

None

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

- Art-Fine Art (ARTF), 120 Native American Indian Art
- Art-Fine Art (ARTF), 190A Black and White Art Photography
- Art-Fine Art (ARTF), 195A Ceramics I
- Art-Fine Art (ARTF), 195B Ceramics II
- Art-Fine Art (ARTF), 195C Ceramics III
- \*Art-Fine Art (ARTF), 195D Porcelain Ceramics
- Art-Fine Art (ARTF), 196 Clay and Glaze Technology
- Art-Fine Art (ARTF), 197A Handbuilding Ceramics I
- Art-Fine Art (ARTF), 197B Handbuilding Ceramics II
- Chemistry (CHEM), 100 Fundamentals of Chemistry
- Chemistry (CHEM), 100L Fundamentals of Chemistry Laboratory
- Chemistry (CHEM), 231 Organic Chemistry I – Lecture
- Chemistry (CHEM), 231L Organic Chemistry I – Laboratory
- \*Computer and Information Sciences (CISC), 110 Microcomputer Applications
- \*Computer and Information Sciences (CISC), 122 Evaluation and Installation of Computer Hardware
- \*Computer and Information Sciences (CISC), 123 Evaluation and Installation of Computer Software
- \*Computer and Information Sciences (CISC), 125A Inside the Computer Unit
- \*Computer and Information Sciences (CISC), 125B Computer Hardware Lab
- \*Computer and Information Sciences (CISC), 126A Intermediate Spreadsheet Development I
- \*Computer and Information Sciences (CISC), 127 Computer Hardware Industry Training
- English (ENGL), 056 College Reading and Study Skills II
- Filipino Studies (FILF), 100 Filipino American Experience
- Fire Protection Technology (FIPT), 112 Fundamentals of Fire Protection Chemistry
- Music (MUSI), 121 Intermediate Voice
- Music (MUSI), 240 Advanced Voice Class I
- \*Nursing Education (NRSE), 130B End of Life Care – Comfort
- Russian (RUSS), 101 First Course in Russian
- \*Sheet Metal (SHEE), 075B Level IV Sheet Metal/HVAC
- Speech Communications (SPEE), 104 Advanced Public Communication
- \*Trolley, San Diego (TROL), 302 San Diego Trolley Light Rail Vehicle II
- \*Trolley, San Diego (TROL), 303 San Diego Trolley Light Rail Vehicle III

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- \*Water and Wastewater Technology (WATR), 044 Supervised Tutoring in Water/Waste Water Technology
- \*Water and Wastewater Technology (WATR), 101 Fundamentals – Water/Wastewater
- \*Water and Wastewater Technology (WATR), 102 Calculations in Water and Wastewater Technology
- \*Water and Wastewater Technology (WATR), 104 Basic Hydraulics
- \*Water and Wastewater Technology (WATR), 106 Introduction to Electrical and Instrumentation Process
- \*Water and Wastewater Technology (WATR), 110 Laboratory Analysis for Water/Wastewater Technology
- \*Water and Wastewater Technology (WATR), 112 Basic Plant Operations: Water Treatment
- \*Water and Wastewater Technology (WATR), 114 Basic Plant Operations: Wastewater Treatment
- \*Water and Wastewater Technology (WATR), 117 Advanced Plant Operations: Water Treatment
- \*Water and Wastewater Technology (WATR), 120 Advanced Plant Operations: Waste Water Treatment
- \*Water and Wastewater Technology (WATR), 130 Water Distribution Systems
- \*Water and Wastewater Technology (WATR), 132 Wastewater Collection Systems
- \*Water and Wastewater Technology (WATR), 134 Mechanical Maintenance

*Note: See Proposal Impact Reports for certificates and degrees that may be affected by above course changes. Once course changes are implemented, programs will automatically be updated in CurricUNET.*

### **B. Approval of Program Changes**

- \*Business Studies, Computer Technology Software Applications Emphasis  
Business Studies, Small Business Management Emphasis  
Labor Studies
- \*Water and Wastewater Technology

### **C. Approval of Centers for Education and Technology (CET) Curriculum**

None

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

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## III. OLD BUSINESS

### A. Frequency of Dropping Students for Nonpayment

Lynn Neault will provide a report at the March 25 meeting.

### B. Discipline Dean Roles

Jeffcoat reported that a letter from Ken Fawson in March 1999 indicated that Discipline Deans were to ensure the completion of the following activities:

- 1) Updating/integrating course outlines for each assigned disciplines
- 2) Completing content review and scrutiny for those disciplines that have not completed this task
- 3) Coordinating course numbering review and revision
- 4) Addressing other Districtwide discipline issues as they arise for existing courses/programs, such as articulation (CSU, UC, IGETC), executive orders, compliance with state mandates, pre and corequisites, etc.

Jeffcoat requested that the role of discipline deans be clarified and updated. Glow stated that as another six-year review cycle begins it is appropriate that the Council consider the role of Discipline Deans and encouraged review to be viewed as a component of faculty professional responsibility. Andersen indicated that City was down thirty-two full-time faculty members and course review would progress slowly. Deegan suggested that removing the Discipline Dean assignments may initiate progress. Lombardi and others agreed that a mediator is necessary to facilitate the review process. Manzoni stated that the District's unique integration requirements make course outlines comparable to those of other districts and suggested that minimal review is required to update a course.

The Vice Presidents of Instruction will meet to consider how the Discipline Dean assignments can be more efficiently distributed.

### C. Political Science 102 (Added to Agenda by Gail Conrad)

Conrad expressed concern regarding the change made to the Political Science 102 combination requirement for American Institutions. Concerns were raised regarding how new students as well as students who have completed Political Science 102 will be notified of the change. Aware that articulation changes regularly occur, Harada reported that CSU will grant a grace period for students and further clarification from CSU is expected in April.

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Carolyn Buck suggested that Instructional Services prepare a clarification notice regarding the recent change to the American Institutions combination requirement and distribute the document to the colleges. Andersen inquired whether a pop-up notice on the student website could inform students of the requirement. Additionally,

Andersen questioned whether a report could be created identifying all students who have taken Political Science 102 and notify them directly. Manzoni suggested adding a notice to the summer class schedule. Jeffcoat will discuss student notification with Lynn Neault.

## **IV. NEW BUSINESS**

### **A. Advanced Placement as Elective Credit**

Buck indicated that evaluators have expressed concern regarding Advanced Placement courses that do not currently appear on the District approval list. The Council agreed that the AP course exams need to be obtained by Instructional Services and reviewed by faculty to determine whether the District will accept the courses for transfer credit.

### **B. Faculty Service Areas**

Beverly Dean has requested the assistance of Jeffcoat and Harada to update the human resources list of faculty service areas for disciplines. The Vice Presidents of Instruction indicated that there was already a process in place to determine faculty service areas. The Vice Presidents will work with Jeffcoat and Dean to clarify FSA and minimal qualification questions.

## **V. STANDING REPORTS**

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

Deegan distributed two handouts that were pertinent from the recent meeting in San Francisco and drew the Council's attention to the following sections:

*Criteria For Allocation of Funds 7.1* – Budget Act language for 2003-04 requires the Board of Governors to do the following:

“The board of governors shall adopt criteria for the allocation of funds appropriated in Schedule (1), Apportionments, and Schedule (3), Growth for Apportionments, so as to assure that courses related to student needs for transfer, basic skills, vocational/workforce training, [and ESL] are accorded the highest

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priority, and are provided to the maximum extent possible within budget funds. The chancellor shall report on the adopted criteria... by February 1, 2004”

It is believed that districts whose courses in non-degree applicable subjects exceeding 2% of the total course offerings may be subject to budget cuts. Districts need to be aware that mislabeling in MIS jeopardizes apportionment. Jeffcoat will review with Neault how SDCCD is categorizing courses. Concern was expressed regarding the role of the Department of Finance.

*California Community Colleges, Governmental Relations and External Affairs  
Division, 2003-04 Legislative Bill Analysis:*

“SB 905 eliminates the current restriction on summer concurrent enrollment of high school students in community colleges known as the ‘5% law’. This existing law states that K-12 school ‘principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation’. SB 905 also eliminates other provisions related to summer concurrent enrollment.”

Deegan reported that this bill is relevant to Concurrent Enrollment and/or Special Admissions. Due to pending legal action against thirty-eight California colleges, a cautious approach is to not offer courses on high school campuses even if offered to all students.

### **B. Curriculum Updating Project**

Darlene Shumaker stated that Instructional Services will continue to track the six-year review updating of courses but will discontinue the integration progress reports.

### **C. General Education Task Group**

Liz Armstrong reported that the GE Task Group expects to finalize a policy statement by the next CIC meeting and bring recommendations to the council.

### **D. Hybrid Course Committee Update**

None

### **E. Information Technology Council**

Jeffcoat reported that IT Council is developing a strategic plan to proactively support and update technology district wide. Each college provided information regarding hardware, software, warranties, and technical support needs. The District needs to acknowledge the priority of technology as it relates to instruction.

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Jeffcoat was asked to provide an update at the next CIC meeting regarding the status of a district policy concerning use of all electronic communications and privacy issues.

The Cabinet agreed to include a statement in catalogs and schedules that access to district computers and equipment is limited to staff and students.

## **F. State Academic Senate**

A list of pros and cons regarding raising the English and Math requirements is available at the State Academic Senate website under Curriculum Committee resources.

<http://www.academicsenate.cc.ca.us/ExecCom/Committees/CurriculumCmte.htm>

## **G. Student Services Council**

None

## **VI. ANNOUNCEMENTS**

A. The next CIC meeting is March 25, 2004 at 2:00 PM in room 272. The curriculum deadline for the March 25 meeting was Friday, March 5, 2004. The curriculum deadline for the April 22 meeting is April 2.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Curriculum Updating Project
5. Contact List
6. Resources Available on IS website
7. Criteria For Allocation of Funds
8. 2003-04 Legislative Bill Analysis – SB 905, Special Admissions

## **VII. ADJOURNMENT**

*Jeffcoat adjourned the meeting at 4:02 p.m.*