

**San Diego Community College District  
Curriculum Instructional Council**

**Approved**

**Meeting of May 13, 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
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
Lynn Neault <i>Officio</i> )	Assistant Chancellor, Student Services – District Office ( <i>Ex</i>
Helen Webb	Academic Senate Representative – Miramar College

**ABSENT:**

Jim Vincent	Counselor – CET
-------------	-----------------

**STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

**GUEST:**

Carolyn Buck	Articulation Officer – Mesa College
--------------	-------------------------------------

*Kendra Jeffcoat called the meeting to order at 2:11 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: April 22, 2004 Minutes**

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

**B. Approval of: May 13, 2004 Agenda**

*The agenda was approved as modified. M/S/P (Webb/Andersen).*

**San Diego Community College District**  
**Curriculum Instructional Council**

**II. CURRICULUM REVIEW/APPROVAL**

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

*Items removed from consent agenda for discussion:*

None

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

**Accounting (ACCT)**, 199 Accounting Laboratory

**Biology (BIOL)**, 110 Introduction to Oceanography

**Biology (BIOL)**, 120 The Environment of Man

**Chemistry (CHEM)**, 100 Fundamentals of Chemistry

**Child Development (CHIL)**, 175 Infant-Toddler Growth and Development

**Dramatic Arts (DRAM)**, 103 Acting for Non-Majors

**Dramatic Arts (DRAM)**, 132 Beginning Acting

**Dramatic Arts (DRAM)**, 133 Intermediate Acting

**Fashion (FASH)**, 175 Computer Fashion Design I: Adobe Photoshop

**Fashion (FASH)**, 176 Computer Fashion Design II: Adobe Illustrator

**Geography (GEOG)**, 101 Physical Geography

**Geography (GEOG)**, 101L Physical Geography Laboratory

**Geology (GEOL)**, 101 General Geology Laboratory

\***History (HIST)**, 131 Latin America Before Independence

**History (HIST)**, 154 Ancient Egypt

**Mathematics (MATH)**, 035 Prealgebra

\***Travel and Tourism (TRAV)**, 120 Travel Agent's Computer Technology

*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**

*Motion to approve program changes. M/S/P (Manzoni/Andersen).*

Computer Technical Illustration – revise program

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

**Curriculum**

None

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

**D. Distance Education (For Information Only)**

None

**San Diego Community College District**  
**Curriculum Instructional Council**

**E. Special Topics Courses (For Information Only)**

None

**F. Curriculum Items Removed From Consent Agenda**

None

**G. Curriculum Items Added to Agenda**

*The following courses were submitted for approval prior to technical review by Instructional Services and CIC made the motions below without reviewing documentation. The original submission deadline for catalog inclusion was March 16, 2004. Instructional Services will expedite the following requested curriculum actions, pending resolution of any technical issues:*

**Psychology (PSYC), 258 Behavioral Science Statistics**

**ACTION:** Motion to approve Psychology 258 prior to Instructional Services' technical review with the understanding that the course had been approved by college CRC and should be included in the Fall schedule.

**M/S/P (Andersen/Glow).**

**Speech (SPEE), 180 Intercultural Communication**

**ACTION:** Motion to approve Speech 180 prior to Instructional Services' technical review with the understanding that the course had been approved by college CRC and should be included in the Fall schedule. **M/S/P (Lombardi/Andersen).**

**Anthropology (ANTH), 102 Introduction to Physical Anthropology**

**ACTION:** Motion to approve Anthropology 102 prior to Instructional Services' technical review with the understanding that the course had been approved by college CRC and should be included in the Fall schedule.

**M/S/P (Webb/Deegan).**

**Multimedia (MULT), 137 Introduction to 3D Animation I**

**ACTION:** Motion to approve Multimedia 137 prior to Instructional Services' technical review with the understanding that the course had been approved by college CRC and should be included in the Fall schedule.

**M/S/P (Webb/Deegan).**

**Chicano Studies (CHIC), 230 Chicano Art**

**ACTION:** Motion to approve Chicano Studies 230 with the understanding that relevant issues will be discussed prior to the next CIC meeting on May 27. Mesa will make any technical adjustments in a timely manner.

**M/S/P (Deegan/Conrad).**

## **San Diego Community College District Curriculum Instructional Council**

### **III. OLD BUSINESS**

#### **A. Frequency of Dropping Students for Nonpayment**

Kendra Jeffcoat stated that Lynn Neault presented information from the report *Drop for Non-Payment Report Spring 2004* at Student Services Council. Neault stated that the statistical data is informative and the report indicates a significant departure from previous District procedure regarding dropping students for non-payment. Students who fail to pay will disappear from rosters without a designation of drop or withdrawal. Neault stated that a potential challenge of implementing the new procedure will be to inform faculty that class rosters may initially include students who have not paid. It was suggested that faculty reference online rosters for the most current information and that faculty inform students that their enrollment is subject to payment.

Neault will consider use of an online notice that indicates the number of students included on the roster whose enrollment is pending payment. This would advise faculty of potential vacancies that may become available for students waiting to enroll in the course. Neault suggested that Vice Presidents inform faculty that students will be *deleted* rather than *dropped* from rosters.

**ACTION:** Vice Presidents to inform faculty of the non-payment deletion procedure effective Fall 2004. Copies of the report are available from Student Services.

#### **B. Certificates of Completion**

Jeffcoat stated that Procedure 5300.2 requires two courses for the award of a Certificate of Completion. Myra Harada provided examples in which one course currently earns a Certificate of Completion. Harada requested the Council clarify its intention regarding Certificate of Completions and suggested that CIC consider whether the requirement should be based on a number of units, number of courses, or determined by other criteria. The Council agreed to address this topic in the fall.

Neault addressed the issue of posting Certificates of Completion on transcripts. It was agreed that Deans will be required to review the accuracy of top codes and that Instructional Services will provide Student Services an annual list of new certificates.

Deegan inquired regarding the applicability of courses from other institutions toward Certificates of Completion. The Council previously

## **San Diego Community College District Curriculum Instructional Council**

agreed that substitutions within the district were permissible, but will return in the Fall to this question of whether outside courses could earn certificate credit.

### **C. American Institutions**

Per a phone conversation with Jo Service of CSU, Harada was informed that District American Institution combinations have been approved by CSU. Written confirmation is forthcoming from CSU. Service suggested that SDCCD should consider combining Political Science 102 with the second half of American Institutions course sequences as well as the first half.

### **D. Policy 5300.2 General Education**

The preamble language disseminated at the April 22 CIC meeting is currently under review at the Colleges. Van Houten will provide the Council with an electronic copy of the proposed language.

### **E. 2004-05 CIC Calendar**

An updated Draft Calendar was distributed. CRC dates from Miramar have been incorporated. Instructional Services requested City and Mesa provide dates to be included on the calendar. Information from City and Mesa should be emailed to Angela Chopra as soon as possible. Final approval of the calendar is scheduled for the final meeting on May 27 prior to summer.

## **IV. NEW BUSINESS**

### **A. Fee Proposals for High School**

Neault reported that Student Services is proposing to eliminate waiving tuition fees for high school students taking District courses. Exceptions may be made for high school students participating in special District programs such as accelerated college and joint degree awards.

**ACTION:** Motion to take high school fee proposal to Cabinet for consideration. Neault will inform CIC of Cabinet action. M/S/P (*Glow/Webb*).

## **San Diego Community College District Curriculum Instructional Council**

### **B. Policy Regarding Ws**

Neault reported that the District is in compliance with all of the provisions regarding repetition, with the exception of Ws. As discussed at the CIC meeting on April 22, Student Services Council has proposed a District policy that limits the number of permissible Ws. Ws will now be counted as a substandard grade for repeatability purposes. Vice Presidents may allow additional repeats but for apportionment purposes any combination of four substandard grades is the proposed limit. Physical Education courses have been reviewed and there is no disproportional impact upon the department. The proposal will go to Senates for approval and return to CIC in late October.

### **C. Catalog Rights**

Harada reported that discussion has taken place among the Evaluators regarding District definition of Catalog Rights. Harada requested confirmation from CIC that Catalog Rights are intended to be an agreement whereby students have the option of using the catalog year at the time of entrance or the catalog year upon graduation and that their continual enrollment will guarantee Catalog Rights regardless of changes in requirements made during the time enrolled. To fulfill the continual enrollment requirement, courses need not be limited to those at

SDCCD but can be taken at other institutions as well. The Council agreed that the topic of Catalog Rights is a local decision and noted that a change made to a program while the student is enrolled could result in the students using the catalog year consistent with his/her graduation year.

### **D. Course Review Options in CurricUNET**

Ron Manzoni requested clarification regarding course review in CurricUNET Version 2. Manzoni requested that one check box be available to simplify the six-year review process. Harada indicated that Instructional Services has requested Governet create a separate process for Distance Education and the textbook review processes as to avoid delays from simultaneous proposals. Diane Glow asked that a separate process also be created for activation only. Laura Van Houten will discuss with Governet the Council's desire to create individual process for integration, activation, and course review.

## **San Diego Community College District Curriculum Instructional Council**

### **E. Articulation with Charter Oak**

Representatives from Bridge Point/Charter Oak made a presentation about their institution at Student Services Council and proposed a course-to-course articulation agreement with SDCCD and requested to rent classroom space at college campuses. Charter Oak State College has accreditation but Bridge Point consultants provide classroom instruction. Student Services referred the topic to CIC for consideration. Liz Armstrong stated that absent articulation conflicts, campus logistics are highly problematic. The consensus of the Council is to decline articulation with Charter Oak and recommend that they establish a broad policy to accept SDCCD courses for transfer. Jeffcoat will convey the sentiments of the Council to representatives at Charter Oak.

## **V. STANDING REPORTS**

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

Pam Deegan reported that COLA funds for community colleges may increase with the forthcoming budget.

There is varied speculation regarding potential realignment of the community college system.

The Chancellor's office appears to be attempting to redefine its role as a support system rather than a compliance office.

July 15-17 a Curriculum Institute will take place in San Jose.

The 2% proposal rule appears to be progressing to the Governor's Office. As discussed during previous reports, to be in compliance with the proposed bill no more than 2% of a college's courses shall be in non-degree applicable subjects with the exclusion of basic skills. Colleges that have not complied have been contacted by the state. Neault requested details from Deegan and suggested that Student Services look at SDCCD's percentage to confirm that the District will be compliant in the future.

The status of California Virtual College (CVC) is pending. CVC is currently funded through next year.

Glow reported that CAN money is likely to be available for articulation officers. There are a number of colleges that do not allocate that funding

## **San Diego Community College District Curriculum Instructional Council**

to articulation officers. To avoid this problem, colleges may be requested to indicate specifically the category and function that the funding supported. CAN money should not be used to supplant the salaries of articulation officers, but rather to enhance their budgets.

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

Van Houten distributed a handout clarifying the criteria used by Instructional Services to create curriculum integration reports. Van Houten noted that CIC approval of action counts as an update. Van Houten offered to send the report electronically to give members various document sorting options.

### **C. CurricUNET Version 2**

Van Houten reported that Instructional Services continues to test and populate Version 2. At the CIC meeting on May 27 a brief demonstration of Version 2 will be made and Steve Thyburg with Governet will participate by conference call. Van Houten will coordinate with Andersen, Lombardi, Gustin, and Glow to schedule additional testing times.

Van Houten has confirmed the following training sessions during flex-days: August 23 at City from 2:30 to 4:00, August 24 at Miramar from 1:00 to 3:00, and August 27 at Mesa from 9:00 to 11:00 for CRC and 12:00 to 2:00 for faculty. Additional training sessions during the Fall semester will be scheduled. Van Houten encouraged the Council to invite classified staff who frequently work with CurricUNET.

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

The final Hybrid meeting concluded that the scheduling of hybrid courses will be at the discretion of the Vice Presidents and the only detail that needs to be finalized in conjunction with Student Services is the exact language to be included in schedules. A hybrid course has been defined as a course with 50% or less of its instruction conducted electronically.

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

IT Council is drafting a broad statement regarding the need for the District to establish a stable resource for the replacement of technology. Kevin Bastian and Jeffcoat will be formalizing a policy proposal and presenting it to Cabinet.

**San Diego Community College District**  
**Curriculum Instructional Council**

**F. State Academic Senate**

None

**G. Student Services Council**

Neault distributed a draft of a Class-Talk Survey that will provide valuable information to Student Services. Neault will provide copies of the previous survey that indicated a need for additional tutorial services. Andersen suggested that a future student survey include questions pertaining to student technology competency.

**VI. ANNOUNCEMENTS**

A. The next CIC meeting is May 27, 2004 at 2:00 PM in District room 300. The curriculum deadline was Friday, April 30, 2004.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Course Integration Update
5. General Education Task Force Report and Preamble
6. Catalog Rights, Title 5 and SDSU Catalog
7. Academic Freedom Catalog Language
8. Certificates of Completion: District Procedure
9. Draft Curriculum Approval Calendar
10. Draft Proposal Regarding Ws (Student Services)
11. Draft Enrollment Fees for High School Students (Student Services)
12. Draft Class-Talk Survey (Student Services)

**VII. ADJOURNMENT**

*Jeffcoat adjourned the meeting at 4:07 p.m.*