

APPROVED

Meeting of October 13, 2005
2:00 PM – DISTRICT,
Room 272

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Benard, Mary	Dean, Business, Mathematics & Science – Miramar College (Proxy for Pam Deegan)
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Fritsch, Bob	Academic Senate Representative – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Lombardi, Jan	Curriculum Chair – City College
Luna, Carl	Academic Senate President – Mesa College
Manzoni, Ron	Vice President, Instruction – City College
Murphy, Carol	Curriculum Chair – Miramar College
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Parker, Juliette	Articulation Officer – Mesa College
Shaffer, Sandra	Academic Senate Representative – Continuing Education

ABSENT:

Deegan, Pam	Vice President, Instruction – Miramar College
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Yousofy, Ghazal	Senior Secretary, Curriculum & Instructional Services – District Office

GUEST:

Henne, Andrea	SDCCD Online Dean – District Office
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Myra Harada called the meeting to order at 2:07 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 22, 2005 Minutes

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

B. Approval of: September 22, 2005 Agenda

Added Items:
Class Schedules
Report from System Advisory Committee on Curriculum
Activation of a course that has a proposal in CurricUNET

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

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the Consent Agenda:
Culinary Arts/Culinary Management 111, Fundamentals of Cooking & Service for
Non-Majors

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

B. Approval of Program Changes

Laura VanHouten reported that the new Associate Degrees and Certificates of Achievement need applications submitted for state approval. Libby Andersen requested that Instructional Services notify Randy Barnes that these program changes have been CIC approved.

The program changes were approved by consent. **M/S/P (Lombardi, Andersen)**

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

*Culinary Arts/Culinary Management 111, Fundamentals of Cooking & Service for
Non-Majors*

Liz Armstrong requested deferral of this course for a future meeting. Mesa is finalizing the entire curriculum of this program and have not made decisions to offer this course.

III. OLD BUSINESS

A. Six-Year Review Demonstration

VanHouten demonstrated the Six-Year Review process added to CurricUNET. She showed the checkbox added to the course revision or integration proposal type which allows the user to indicate that the proposal also includes a six-year review. She also showed Council the six-year review criteria, the six-year review course revision instructions, and how to print a course outline, all of which are posted on CurricUNET. VanHouten also showed Council where Blooms Taxonomy is located in CurricUNET.

B. CIC Minutes Index

Ghazal Yousofy demonstrated how Council can use the CIC Minutes Index to search by topic for discussions and/or actions taken at previous CIC meetings. The CIC Minutes Index is posted on the Instructional Services' website along with the approved CIC Minutes, approved Curriculum Summaries, the Action List, the CIC Members and the CIC Calendar. VanHouten also noted the Resources for Curriculum Development link on the IS website which lists live links to the State Academic Senate's webpage, the State Chancellor's webpage, and other useful resources. The website address is <http://instsrv.sdccd.edu/>

C. District Research Council (Neault)

Lynn Neault deferred the District Research Council discussion to the next CIC meeting because it was postponed at Cabinet.

D. State Approval Procedure Draft

Myra Harada said that the State Approval Procedure Draft was created at a previous meeting but still had not been given to the Academic Senate Presidents. Bob Fritsch said he would put it in the newsletter, present it to the departments, and the Academic Senate Presidents will report back at the December 8th CIC meeting.

E. Educational Policy Review Committee

Harada reported that the Education Policy Review Committee met earlier that day and they changed their name to Educational Review Committee. Harada informed Council that they discussed units in residency and recency of coursework. Both issues will be presented to the faculty by the Academic Senate Presidents, and Student Services will provide more information on the frequency of the occurrence of these issues. Harada will also ask the sister colleges in Region 10 about their policies on recency of coursework.

Harada also reported that Instructional Services, Planning, and Technology is considering streamlining the catalog and class schedule production. She said the Vice Chancellor is creating a task force to discuss the District's and the colleges' responsibilities. Armstrong said she has major concerns regarding production changes

with both the catalog and the class schedules and requested to be a member of the task force discussing the topic.

F. Joint SSC/CIC meeting

Harada reported that the Joint SSC/CIC meeting previously scheduled for November 10, 2005 has been canceled. Neault noted the difficulties of scheduling a Joint SSC/CIC meeting and requested that the Educational Review Committee be the body to review joint issues. Harada said that the Educational Review Committee would discuss issues brought to CIC and could determine when a joint meeting would be necessary.

G. Advisory on Computer Skills

Harada distributed an advisory on computer skills that was presented at a previous CIC meeting, but Council had decided not to include it in the class schedules. She presented it again because of the recent discussion regarding students' unawareness of hybrid courses. Fritsch said that some students at Miramar felt at a disadvantage because they enrolled in classes unaware of the computer skills involved until the first day of class when it was too late to sign up for another class. Neault said that a general statement in the schedules had been created but recalled that some Council members felt it would discourage some students from taking these classes. Neault thought the information should be placed in the schedule immediately under the class section. Paula Gustin recalled that the reason why the statement was not put in the schedules was that the Council could not identify a contact to whom the students could direct questions.

Ron Manzoni felt this was a faculty issue and recommended printing icons in the class schedule that would define skills to alert students of the use of technology in that class. Harada suggested that the contact be the faculty member of record for the class.

Manzoni requested the topic be referred to the Academic Senate Presidents to present with a proposal.

H. Class Schedules

Sandra Shaffer requested that the Continuing Education ads be included in the combo schedule. She reported that many Continuing Education students are referred to the SDCCD colleges. Manzoni said that all ads had been deleted from the Combo schedule, including Continuing Education ads. Neault explained that the Combo schedule was reformatted into two columns and stripped of ads in order to reduce the number of pages. She said that in the future the goal is to discuss which pages should stay in the combo much earlier than the deadline date. Jeff Mills from Instructional Services will contact Valerie Edinger to discuss the Continuing Education ads.

IV. NEW BUSINESS

A. SDCCD Online – Andrea Henne

Harada introduced the new Dean of SDCCD Online, Andrea Henne. Henne gave Council a background of her experience with curriculum and instruction. She explained that she is preparing a business plan for SDCCD Online to project SDCCD Online's goals, objectives, and resources needed to reach those goals. She distributed a "Re-

Vision” handout that lists the benefits to students, benefits for SDCCD, and the Core Values and purpose of SDCCD Online. Henne said the idea of the revision is that SDCCD Online would be a service organization that the colleges and Continuing Education could rely upon to make their curriculum and online. She also distributed SDCCD Online’s newsletter. Armstrong recognized and thanked Henne for her leadership and encouragement.

Valerie Edinger requested that Henne include development of non-credit online courses. Henne informed Council that SDCCD Online plans on placing a few pilot courses on WebCT Vista to develop master courses for the Spring. Jan Lombardi recommended that faculty who are currently teaching online be involved in creating the master course.

Fritsch requested Henne email the SDCCD Online’s plan to the Academic Senate Presidents for further discussion. Andersen recommended adding ETi to the list of entities being provided SDCCD Online services. Andersen stated that each college has their master plan process and recommended that SDCCD Online use the colleges’ master plans to drive its master plan.

B. MOU Elements Draft

Andersen explained that the MOU Elements Draft, created by Duane Short and herself, included the MOU development cycle and the proposed approval process because of the lack of a standardized process for creating MOUs for transfer institutions. She reported that this draft was presented to the District Articulation Council meeting which included Transfer Center Directors who, will present it to shared governance groups in their colleges. The feedback will come to the December 7th DAC meeting. Andersen said that a final draft will be created and presented to the Chancellor once the feedback is received.

Neault recommended adding information about who can initiate a MOU. Harada also said that a list of questions to consider when creating a MOU has been drafted.

C. Report from System Advisory Committee on Curriculum

Andersen stated that the State Academic Senate had appointed her to the System Advisory Committee on Curriculum. The Advisory Committee came up with a series of goals and tasks that it wanted to accomplish. One was to set up a committee on curriculum that would review some important issues. She said some of the issues to discuss were Title V language on tutoring via distance education and a position paper that would move approval of stand-alone courses back to a local/regional decision. She reported that the position paper has been finished and is being presented to the Department of Finance. She said the process will take at least two years for it to move through all the approval levels. Andersen also suggested identifying and determining ways on approving stand-alone courses that are not approved under a program already.

D. Activation of a course that has a proposal in CurricUNET

Manzoni reported that CurricUNET does not allow two proposals for the same course simultaneously. He believed this was a limitation of CurricUNET. VanHouten said that allowing two proposals on the same course simultaneously would cause one proposal to

over-ride the other and corrupt data integrity. She said that in the past, when necessary, Instructional Services asked the college who created the proposal to add the college that requested activation and then have the proposal go through the approval process. Also, if the proposal had not been launched or had not been through the approval process very far, Instructional Services has asked the other college to remove the proposal, so the activation could be done first.

For Administration of Justice 101 and 102, VanHouten said she spoke with the faculty member and asked her to contact Miramar to ask the status of their proposal.

Benard asked for clarification if there was a prompter to let the originator of a course know if a proposal is ready to be launched. VanHouten reported that the system sends an email to the originator when a proposal is ready to be launched.

V. STANDING REPORTS

- A. Curriculum Updating Project (not reported)**
- B. CurricUNET Steering Committee (not reported)**
- C. Information Technology Council (not reported)**
- D. Student Services Council (not reported)**
- E. State Academic Senate (not reported)**
- F. CIO (Chief Instructional Officers) (not reported)**
- G. Articulation Officers (not reported)**

VI. ANNOUNCEMENTS

A. The next CIC meeting is October 27, 2005 at 2:00 PM at Mesa College, Room H117.

B. Handouts:

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summaries
- Action List Spreadsheet
- Six-Year Review Criteria
- State Approval Procedure Draft
- Advisory on Computer Skills
- Draft MOU Elements
- Curriculum Updating Project
- Inside SDCCD Online
- SDCCD Online – Re-Vision

VII. ADJOURNMENT

Harada adjourned the meeting at 3:55 pm.