

**APPROVED**

**Meeting of May 26, 2005  
2:00 PM – District,  
Room 272**

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Conrad, Gail	Academic Senate President – Mesa College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Gustin, Paula	Curriculum Chair – Mesa College
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Lombardi, Jan	Curriculum Chair – City College
Pesce, Sandra	Interim Dean for Online – Miramar College
Tortorici, Marianne	Interim Vice President, Instruction – City College
Shaffer, Sandra	Academic Senate Representative – Continuing Education

**ABSENT:**

Deegan, Pam	Vice President, Instruction – Miramar College
Glow, Diane	Curriculum Chair – Miramar College
Mosteller, Pat	Professor, Instructional Leader, College of Emeriti, Older Adult Research Office – Continuing Education
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Webb, Helen	Academic Senate Representative – Miramar College

**STAFF:**

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

*Otto Lee called the meeting to order at 2:04 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: May 12, 2005 Minutes**

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

## **B. Approval of: May 26, 2005 Agenda**

*The agenda was approved.*

## **II. CURRICULUM REVIEW / APPROVAL**

### **A. Approval of Curriculum**

*Removed from the Consent Agenda:*

Photography 141, Introduction to Digital Photography

*All other items were approved by consent.*

**M/S/P (Lombardi, Andersen)**

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

Marianne Tortorici recommended establishing a method to record the program changes sent to the state. Elizabeth Armstrong replied that last fall, they sent a list to Instructional Services and kept a list for the colleges. She requested continuing this process and updating when there is a program change.

*Items approved by consent.*

**M/S/P (Andersen, Lombardi)**

### **C. Approval of Continuing Education Curriculum**

None

### **D. Curriculum Items Discussed**

*Photography 141, Introduction to Digital Photography*

Laurie VanHouten reported that the course number 141 was already used in the 1980s and recommended changing the course number. Tortorici suggested changing the course number to the next available odd number because she said there is a distinction between the even and odd number courses.

*Motion to approve changing the Photography course number to the next available odd number.*

**M/S/P (Lombardi, Tortorici)**

### **E. Approval of G.E. & Transferability**

VanHouten said the list of GE & Transfer proposals includes new courses or courses with a new area to be submitted for GE transfer patterns. Armstrong presented the need for a method of recording that keeps track of what has been submitted and what still needs to be submitted. VanHouten stated the need for Articulation Officers to identify which courses from the colleges need to go on GE transfer pattern list so Instructional Services is not making the determination. Armstrong requested to have for review a complete list of all courses being submitted for GE or transfer, including courses that were previously approved for other colleges and now are being activated. Harada mentioned that this list can include the transferability areas and all of the other specific information on the Articulation Officers list which they can share with the VPs. Harada said that the District Articulation Council will inform and remind Council of what must also be on the list.

Libby Andersen requested adding HIST 123, 141, 142 to the list for City. Armstrong requested adding PHYN 120 for CSU GE, IGETC, UC Transfer as approved for Mesa.

Andersen removed MCTR 120A, 120B, 120C from the G.E/Transferability list.

*All other items were approved as G.E/Transferability Actions.*

*M/S/P (Shaffer, Andersen)*

#### **F. G.E. & Transferability Items Discussed**

##### *MCTR 120A, 120B, 120C*

Andersen stated that each course has a lot of technology, which limits their ability to have the breadth expected for a survey course for General Education. She encouraged Council to combine MCTR 120A, 120B, and 120C as a package under District General Education because students would have the necessary breadth with three courses. She mentioned that a Physics faculty member believed that with three courses students would have knowledge comparable to Physics 120A. Jan Lombardi said the Mecomtronics Instructor, the Dean, and the Math Chair considered these courses comparable to the Physics courses.

Armstrong asked about the prerequisites for Math 181. She believes MCTR 120A and 120B should be packaged, not 120C. Lombardi recommended inviting someone from Mecomtronics to come to CIC to explain the courses. She mentioned Carlos Delalama wanted to come.

Harada noted that the courses are already articulated course-to-course at three CSUs.

*Move to defer to Fall and invite the parties involved to explain/justify the logic and put on August 17 CIC agenda. Lombardi will contact Carlos Delalama.*

*M/S/P (Lee, Lombardi)*

#### **G. Site Supervisor Deactivation (Mesa)**

Harada reported that Mesa requested that the Site Supervisor deactivation be made effective Fall 2005, instead of Spring 2005. She said it will be placed on the Board docket and by end of summer.

*Otto Lee and Sandra Pesce exited.*

### **III. OLD BUSINESS**

#### **A. Certificates—Recency of Coursework**

Harada mentioned that this was discussed at the last CIC meeting and Council still needs to take action. Armstrong noted the need for consultation with the Academic Senates at the colleges and requested Council to come up with a recommendation on how many years back a course must have been taken for which students may apply for certificates, including Associate degrees. She requested setting direction and a reasonable length of time for coursework to be approved.

Armstrong suggested setting a 7 to 10 year time-span to allow students to receive a Certificate or Associate Degree. She said this will be directed to the senates and should come back to CIC by October with recommendations. Armstrong recommended asking the evaluators to come to CIC in September or October. Senates will send it to the appropriate committee.

#### **B. Certificates of Completion—non-SDCCD coursework**

Harada stated the use of non-SDCCD coursework for Certificates of Completion was discussed in previous CIC meetings and asked clarification on the direction. Armstrong said the colleges need to be consulted on this issue. She explained that no substitutions for non-SDCCD coursework would be allowed except by petition. She also mentioned that the current policy covers the issue and reported that 5300.2 will stand as written.

#### **C. Units in Residency – Ad Hoc Committee**

Lombardi, Paula Gustin, Armstrong, a Miramar representative, and a Student Services representative will make up the Ad Hoc Committee. Armstrong requested the VPIs rotate in representation at the Ad Hoc Committee because of other obligations at other Committees. She also reported that the Ad Hoc Committee will start in September and she will create an email to the Ad Hoc Committee members.

#### **D. Copyright & Captioning**

Gail Conrad reported that there is money available for one more year until June 2006 to caption already existing collections of videos/dvd's and explained that each campus has captioning equipment. She indicated that the process for ordering new videos is that the faculty must either purchase captioned material or ask for a transcript in order to get the videos captioned. She also expressed the importance of faculty having a legal copy of the videos to caption.

Conrad also reported that the collection in the LRC does not include all videos that the faculty use. She said most faculty have their own videos especially at Mesa because of the large adjunct faculty population. Armstrong called to take this information to a subcommittee to follow-up with Lynn Neault, Student Services.

#### **E. Integration of New Courses (Andersen)**

Andersen presented the course outlines for CISC 182, 187, and 193 to illustrate that Student Learning Outcomes (SLOs) are not being written to minimum standards. She recommended revisiting the issue on how and if SLOs should be included in outlines. She reported that most faculty replaced the objectives with the SLOs.

Gustin said she would like to talk to the originator and requested that another layer not be added to CurricUNET. Tortorici reported that each campus has different SLOs. Harada mentioned that some community colleges have separate course objectives and SLOs. Armstrong believed this is a formatting issue. Andersen stated the issues are faculty object to the way SLO's are written, that objectives should be measurable, and that CISC 182 & 197 be proposed for UCTA. Armstrong suggested someone talk with George to correct the SLOs.

#### **IV. NEW BUSINESS**

##### **A. Labor Market Information for Board Docket**

Harada handed out an example of a recent Board Docket to show the format and asked Council to ask Department Chairs or Deans to supply Council with some of this information. Armstrong mentioned that it was agreed at the Ad Hoc Committee that the Board Docket will be part of the packet that is developed for the state program application. Harada said it also needs to be done for stand-alone courses and said 5300 states that this report must be submitted for every stand-alone course. Tortorici requested amending 5300 because she believed it is a lot of work for one course. Armstrong said the Ad Hoc committee will look at the Policy and Procedures. Andersen requested putting this back on the agenda for August 17 meeting.

#### **V. STANDING REPORTS**

##### **A. Curriculum Updating Project**

VanHouten reported that 284 courses are left for integration. Andersen requested an electronic copy.

##### **B. CurricUNET Steering Committee**

VanHouten reported that the Steering Committee will meet at least once this summer to continue to work on improving Version 2 and discussing six-year review, implementation in CurricUNET. Recommendations will be presented at CIC in the fall. They worked on new Help Text for conditions for prerequisites and program rules and created a mock page of six-year review for the next meeting. Instructional Services will be finalizing the conversion from Version 1 to 2 and revising reports for easier readability.

##### **C. Information Technology Council**

None

##### **D. Student Services Council**

Conrad reported that Student Services has finalized the Grade Challenge Policy agreeing to two years during which the students may challenge their grades and faculty would have to keep the supporting documents. She also mentioned that the withdrawal counts as a repetition of a course and those students who maximized their four-time attendance will be grandfathered in one more course.

##### **E. State Academic Senate**

Conrad said Wheeler North is the new Area Representative for the Academic Senate and Gary Holton is the At-Large State Senate Representative at Mesa.

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

Tortorici reported that City's graduation is Friday and that Pam Deegan is now the President of the CIO organization. She also mentioned that the system website for strategic planning is very informative and helpful for faculty.

### **G. Articulation Update**

To update the Council on the CSU Lower-Division Transfer Pattern (LDTP), Andersen explained that the Articulation Officers were told that the first 30 majors would be on the LDTP website, but they aren't there yet. She said they have picked 6 units which are the first 45 system-wide for these 30 majors but they have not picked the additional 15 units which are CSU specific. She mentioned that they may not do this, that impact on additional articulation will be minimal. The plan is for the first 30 to be determined by the end of June and the next 30, next year. This plan should take care of a majority of the majors at the CSU, but they are having difficulty at the faculty level. The Community College system is expected to fund their part of California Articulation Numbering System (CAN) so the articulation officers should still receive their CAN money. There was some discussion of keeping CAN.

Armstrong recommended adding reports from the Articulation Officers to the CIC Standing Reports Section of the agenda. Harada requested that the college representatives alert Council of any events that conflict with future CIC meeting dates.

## **VI. ANNOUNCEMENTS**

A. The next CIC meeting is August 17, 2005 at 1:00 PM in Room 335 at the District Office.

B. The curriculum deadline for the August 17, 2005 meeting is Saturday, May 28, 2005. This is the curriculum deadline for the Spring 2006 printed schedule.

C. Handouts:

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summary
- Certificate of Completion
- Current Captioning Practices
- Course Outlines 182, 187, 193
- Board Docket
- Curriculum Updating Project
- Approved Six-Year Review Criteria
- Approved 2005-06 Calendar
- CIC GE /Transferability Actions

*Armstrong adjourned the meeting at 3:45 pm*