

APPROVED

**Meeting of September 22, 2005
2:00 PM – CITY,
Room B-103**

MINUTES

PRESENT:

Andersen, Libby
Benard, Mary
Fritsch, Bob
Gustin, Paula
Ingle, Henry

Lee, Otto
Lombardi, Jan
Manzoni, Ron
Murphy, Carol
Neault, Lynn
Parker, Juliette
Shaffer, Sandra

Articulation Officer – City College
Dean, Business, Mathematics & Science – Miramar College
Academic Senate Representative – Miramar College
Curriculum Chair – Mesa College
Vice Chancellor, Instructional Services, Planning and Technology –
District Office
Dean, Business, Computer Studies and Technology – Mesa College
Curriculum Chair – City College
Vice President, Instruction – City College
Curriculum Chair – Miramar College
Vice Chancellor, Student Services – District Office (*Ex Officio*)
Articulation Officer – Mesa College
Academic Senate Representative – Continuing Education

ABSENT:

Armstrong, Elizabeth
Deegan, Pam
Edinger, Valerie
Glow, Diane
Luna, Carl

Vice President, Instruction – Mesa College
Vice President, Instruction – Miramar College
Vice President, Instructional Services – Continuing Education
Dean, Arts and Humanities – Miramar College
Academic Senate President – Mesa College

STAFF:

Harada, Myra
VanHouten, Laurie
Yousofy, Ghazal

Manager, Curriculum & Instructional Services – District Office
Curriculum Analyst, Curriculum & Instructional Services – District Office
Senior Secretary, Curriculum & Instructional Services – District Office

Myra Harada called the meeting to order at 2:00 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 8, 2005 Minutes

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

B. Approval of: September 22, 2005 Agenda

Added Items:
Action List
Draft of State Approval Process Procedures
Hybrid Courses
CurricUNET Operations
Schedules

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

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
Culinary Arts/Culinary Management 150, Cultural Foods
History 168, The United States in Vietnam
Speech Communications 135, Interpersonal Communication

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

B. Approval of Program Changes

None

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Culinary Arts/Culinary Management 111, Fundamentals of Cooking & Service for Non-Majors
Approval of this course was deferred to the next CIC meeting. It requires further review by the Mesa Curriculum Review Committee.

Culinary Arts/Culinary Management 150, Cultural Foods

Paula Gustin requested approval for this course with removal of the CSU GE area D1 and area D3 from the proposal.

Motion to approve activation at Mesa with removal of CSU-GE area D1 and D3 from the proposal
M/S/P (Gustin, Andersen)

History 168, The United States in Vietnam

Gustin requested approval with removal of CSU GE.

Motion to approve activation at Mesa with removal of CSU GE from the proposal
M/S/P (Gustin, Lee)

Speech Communications 135, Interpersonal Communication

Jan Lombardi stated that the course description needs to be revised because of its length. Carol Murphy agreed and said she would have the course description revised for the next CIC meeting.

Motion to revise course description by the next CIC meeting.
M/S/P (Murphy, Lombardi)

III. OLD BUSINESS

A. Catalog Addendum (Deegan)

Mary Benard stated the need for the legal assistant program to have certain language in the description of the program emphasis because it is an ABA approved program. Myra Harada explained that the program changes did not make the 2005-06 catalog because they came after the catalog deadline and contained changes that required CRC approval. Ron Manzoni suggested posting the corrections on the online version of the catalog. Harada also mentioned that in the past flyers were used to update students of changes to the catalog. Instructional Services will provide Bernard and Darryl Harrison a copy of the program pages in the 2006-07 catalog.

B. District Research Council

Lynn Neault requested deferment of this topic to the next meeting.

C. Updating Textbooks in CurricUNET

Libby Andersen suggested updating textbooks in CurricUNET from a list up to the top ten textbooks from the bookstore for a course listed. Manzoni believed CurricUNET should allow faculty to enter the current textbooks for a course at anytime. Andersen noted that in the past there was a rule that a course must first be integrated in order to activate it, but then later activation without integration was allowed. As a result, there are old courses that have old textbooks. We risk a loss of articulation for that course because of obsolete textbooks.

Harada recalled having worked with the bookstore in the past to upload the top ten most popular textbooks for a course, but that the project was shelved because of faculty

objection to the method. Bob Fritsch noted the importance of the course outline labeling the textbooks as recommended only.

VanHouten said she will bring it to the CurricUNET Steering Committee and Gustin requested to have VanHouten ask Governet if it is possible to automatically load a list of textbooks into CurricUNET. Ingle recommended updating CurricUNET with updated textbooks every two years. VanHouten reported that CurricUNET has the capability to update textbooks on activation-only proposals, but not distance-ed only proposals. She said faculty could email Instructional Services with the updated textbooks for a course and Instructional Services will update CurricUNET with that information, while a technology solution is investigated.

Gustin said for highly changing fields like the computer sciences and vocational courses, the six-year review is not effective. She believed the demands of these fields are not being met. She said vocational courses have outside accrediting issues that require immediate changes with which CurricUNET does not respond well. Harada said that Instructional Services met with Mesa to manage the complexity of their vocational program changes. She will also put the item on the CurricUNET Steering Committee agenda.

Motion to investigate the feasibility of producing a report from CurricUNET of textbooks that are more than five years old for ongoing distribution to the department chairs of the institution(s) offering the course and/or a download from Nebraska Books into the CurricUNET text that are currently listed for student use by course in all three colleges and populating the course outline with up to the top ten popular selected textbooks. Prepare a written report to go to the Academic Senate Presidents of the possible ways to update that part of the course outline without a proposal.
M/S/P (Lombardi, Murphy)

D. Educational Policy Review Committee

Instructional Services will send out an email to find the availability of the Educational Policy Review Committee members to schedule a meeting.

E. Action List

See below

F. CIC Functions (Deegan)

Gustin distributed a template for an action list to illustrate a method of keeping track of the issues that need follow-up. This will show Council at what step in the process the issues are and what other necessary steps must be taken. Harada said that Instructional Services has a method of Indexing CIC minutes. The CIC Indexed Minutes are posted on the Instructional Services' website allowing a user to search by topic for a discussion and/or actions taken at CIC meetings. Ingle recommended having an annual report with the actions taken, resolved issues, and as issues in progress. Benard said that Pam Deegan requested a mechanism of maintaining and collecting the information by process-mapping.

Instructional Services will demonstrate the use of the CIC Index minutes Index at the next CIC meeting and will start using the Action List.

G. Draft of State Approval Process Procedures

Andersen said last year Council noted a number of programs that did not have state approval. She said an Ad Hoc committee drafted state approval procedures that identify a process that would happen parallel to the approval process in CurricUNET. She said it was presented to CIC, changes were made, and she requested it be brought back to CIC with the changes.

H. Hybrid Courses

Murphy said Miramar's Curriculum Committee which includes some DSPTS members were concerned with students enrolling in courses without knowing that they are hybrid. Murphy requested that the schedules note that a course is hybrid in an attempt to make students aware. Andersen recalled that in another meeting Council created a note to students in the schedules that all students should have access to a computer to do assignments as any course could involve technology. Neault recalled that Council decided not to put it in the schedules.

Ingle reported that this issue has come up in Cabinet and an Ad Hoc committee has been established to review some issues including some policy for course development.

I. CurricUNET Operations

Manzoni suggested that CurricUNET not permit total units to be populated with a number less than 18 units when it calculates total units for an associate degree. Lombardi said there should be some way to over-ride some things in CurricUNET, and VanHouten informed Council that there are ways to over-ride the total units. Lombardi will give the specific example to VanHouten to review.

J. Schedules

Ingle distributed a memo from Jeff Mills stating that the Spring Combo schedule has become too large to bind. Neault reported that the spring combo is 185 pages more than expected and would cost \$3.85 each to mail. She requested reducing the pages in the combo by taking out the ads and reformatting it into two columns. She reported that the combo goes on the web next week. Ingle suggested that someone from each college look at their section in the combo schedule, mark-up the sections that need to be taken out, and send the marked-up schedule to Instructional Services by Tuesday of next week. Ingle also proposed decentralizing schedule production.

IV. NEW BUSINESS

A. Student Assessment Scores (not discussed)

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 13, 2005 at 2:00 PM at the District, Room 272.

B. Handouts:

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summaries
- Action List Spreadsheet
- Spring Combo Schedule Memo
- College Curriculum Review Committee Members in CurricUNET

VII. ADJOURNMENT

Ingle adjourned the meeting at 3:46 pm.