

**APPROVED**

**Meeting of September 8, 2005  
2:00 PM – CITY,  
Room B-104**

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Figueroa, Daphne	Chair of Math & Science – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Glow, Diane	Dean, Arts and Humanities – Miramar College (acting articulation officer)
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
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> )
Shaffer, Sandra	Academic Senate Representative – Continuing Education

**ABSENT:**

Mosteller, Pat	Professor – Continuing Education
Webb, Helen	Academic Senate Representative – Miramar College

**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

*Myra Harada called the meeting to order at 2:08 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: August 17, 2005 Minutes**

*The minutes were approved.* **M/S/P (Lombardi, Deegan)**

**B. Approval of: September 8, 2005 Agenda**

Added Curriculum:

Chemistry 100, Fundamentals of Chemistry

Chemistry 251, Analytical Chemistry

Dramatic Arts 136, History of Canonized Theatre-Ancient Greece to the Restoration

Dramatic Arts 137, History of Canonized Western Theatre-Restoration to the Present

Added Items:

Report from Ad Hoc Committee on 5300.2 Review

Report from the System Advisory Committee on Curriculum

*The agenda was approved as amended.*

**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

None

**B. Approval of Program Changes**

None

**C. Approval of Continuing Education Curriculum**

None

**D. Curriculum Items Discussed**

*Chemistry 100, Fundamentals of Chemistry*

*Dramatic Arts 136, History of Canonized Theatre-Ancient Greece to the Restoration*

*Dramatic Arts 137, History of Canonized Theatre-Restoration to the Present*

Jan Lombardi requested City's distance education be approved for Spring Intercession offering for the following: Chemistry 100, Dramatic Arts 136, and Dramatic Arts 137.

*Motion to approve and review for distance education at City.*

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

*Chemistry 251, Analytical Chemistry*

Daphne Figueroa requested activation for Chemistry 251 for Spring at Miramar. She explained that this course is important because it is the highest level chemistry course

taught in the district. She reported that Miramar has just purchased equipment for the course. Mesa usually offers Chemistry 251 in the fall but not in the spring. She indicated that there is a transferability issue and thought wording could be put in the syllabus to alert students.

Diane Glow said Miramar will send the course to the UC system right away to try and get UCTCA approval for this academic year (2005-06). She said she would give permission for Instructional Services to put it in Oscar or she would call Sheila Lau, Articulation Analyst at UC Office of the President, to put it in Oscar since it is already approved at City and Mesa. She said Miramar would submit the course for IGETC and CSUGE later.

Ron Manzoni said it is very likely that the course will be approved for transfer GE at Miramar because it is already approved for transfer GE at City and Mesa. He suggested having City or Mesa offer that session if transfer GE at Miramar does not get approved. Pam Deegan requested activation approval at Miramar with the provision that if Chemistry 251 does not get approved for UC transferability at Miramar by the beginning of the Spring semester, then Mesa or City would teach it on Miramar's campus and would then receive the FTES.

*Motion to approve the activation at Miramar pending UC transfer approval. If the course does not get UC transfer approval, it will be offered by City or Mesa at Miramar's campus and City or Mesa will receive the FTES.*

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

### **III. OLD BUSINESS**

#### **A. Recency of Coursework**

#### **B. Units in Residency**

Myra Harada reported that the last discussion about Recency of Coursework and Units in Residency, Council decided on creating a subcommittee with Student Services and Instruction. Lynn Neault said these are two separate issues. She said one came from evaluators as students requested Certificates for courses taken many years ago. The other issue also came from evaluators that there is no residency requirement for the Certificates. Council mentioned that this was already taken to the Joint SSC/CIC meeting and should be acted on immediately.

Henry Ingle reported that the Chancellor suggested Council convene a working committee to look at the content that goes in the schedules and catalogs. He said Council needs to develop consistent policies and procedures, create an ad hoc committee, and report back to Cabinet by October on the responsibilities of each department. Neault and Elizabeth Armstrong recommended having separate subcommittees for the catalogs & schedules and the policy & content subcommittee. Armstrong suggested the ad hoc committee be constituted for one year to address issues that come up during the year. There was consensus that the committee does not set policies; it reviews and makes recommendations. Manzoni requested having three senate presidents or designee, one articulation officer who reports back to the articulation council, a counselor, an evaluator, one Vice President of Instruction, one

Vice President of Student Services, Instructional Services Manager, and support staff. Neault will give names of the evaluator, the counselor, and the VP of Student Services. Harada reported that Instructional Services will contact the Senate Presidents and ask them whether they will come or assign a designee.

In regards to Certificates of Completion, Armstrong recalled that the decision about use of non-SDCCD coursework was to allow it by exception only. Van Houten added that the policy would remain as is and students would appeal through their college academic review/standards committee.

Deegan suggested creating a list of policy changes and actions taken at CIC meetings as a mechanism to keep track of them and as a reminder to conduct necessary follow-ups. Harada reported that Instructional Services indexes minutes making it easier to reference actions taken at the CIC meetings and that Instructional Services will post the index on the website. Neault suggested creating an operational memo with the actions taken. Ingle suggested creating a FYI annual memo for the Trustees. Van Houten mentioned that at the present time changes to the policy 5300 are approved by the Chancellor before they can take effect.

Motion to set up the Joint Subcommittee on Educational Policy Review to include three Academic Senate Presidents or designee, one Articulation Officer, a Counselor, an Evaluator, a Vice President of Instruction, a Vice President of Student Services, the Instructional Services Manager, and an Instructional Services Support staff member.  
*M/S/P (Deegan, Murphy)*

### **C. Labor Market Information**

Harada reported that this was introduced at the last CIC meeting in May and requested clarification for creating board dockets for vocational courses. She said Instructional Services does not study labor market information and should receive that information from the colleges. Harada said when program packets are created for state approval, labor market information is required but that according to the Education Code, it is the program that needs labor market information, not the courses. Harada indicated that Kathie Ness in the board docket office said labor market information for single courses is provided now, but had not been provided in the distant past. Manzoni said he does not see value in labor market information for individual courses. Armstrong thought that policy 5300 states that District Instructional Services is a liaison between the colleges and the District Research and Planning office for providing the data for such actions. Harada reported that that function is not being exercised except for prerequisite validation. Council agreed Labor Market Research is not needed for individual courses; therefore it will no longer be submitted to the Board for individual courses.

Neault said the research office is planning on having a District Research Council this year. Ingle mentioned that in the meeting with the VPIs there was discussion regarding outsourcing for quick turn-around research. Neault recommends waiting for the college research positions.

Ingle requested areas from the colleges where they need research conducted. Deegan reported that the short-term research area she is interested in is for submission of program approvals. Manzoni stated that there are questions regarding who is taking the courses that are offered at ECC so that they can schedule classes to meet the students' needs. Armstrong said she is interested in enrollment research, the different profiles of students (new vs. returning), student data by program or by discipline over a period of time to analyze the effect on FTES. Neault said she will bring the draft of the District Research Committee composition to the next meeting to review the goals for the year.

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

##### **A. Student Learning Outcomes (SLOs)**

Ingle reported that the Chancellor has requested that Instructional Services focus on SLOs. He was asked to aggregate the information and give the district a report on the impact of learning.

Harada indicated that some faculty were rewriting course objectives to resemble student learning outcomes. Paula Gustin said she felt confident that the decision to change the course objective to SLOs was a good decision based on information she received at the Curriculum Institute over the summer. However, Carol Murphy said that calling course objectives student learning outcomes is not accurate. Ingle agreed and said SLOs are the larger, life-skills impact of the education, the residual learning. Manzoni said that the typical objectives for a course, if written as measurable, will serve as SLOs, which are different from program SLOs, general education SLOs, and institutional SLOs. Ingle recommended revisiting the topic of SLOs. Deegan said it is difficult to find common SLOs for the three colleges because the SLOs were developed differently at each college.

Armstrong reported that Mesa has an all-day workshop on SLOs scheduled for October 14.

##### **B. A List of Distance Education Courses on CurricUNET (Libby Andersen)**

Andersen distributed a list of Distance Education (DE) GE Courses she generated from CurricUNET on July 6th. She said she was interested in determining if the courses were approved for DE and what delivery methods were approved. She was especially interested in District GE and CSUGE approved courses.

Harada mentioned that Instructional Services is working on updating the approved Distance Education report. Van Houten informed the Council that there used to be only one place on CurricUNET to store DE information, but now there is a separate place for each college. Currently, Instructional Services is verifying that the DE was approved by CIC and is updating CurricUNET to reflect the modality that Instructional Services has on record. She said the next step is to provide a report of all the DE courses, the modality in which they are being offered and which ones need to be updated to reflect the technology used to deliver the courses. Van Houten reported that Instructional Services is almost finished updating the DE list posted on the web. Instructional

Services is also checking on courses that have been designated as DE on CurricUNET but are not designated as DE on ISIS.

Deegan asked for clarification about hybrid courses. Manzoni said a course is hybrid if it is less than 50% online and does not require curriculum approval for DE. Manzoni requested that the schedules make a note of hybrid courses as information to the student.

Ingle noted the interest of offering online degrees. Deegan recommended creating a matrix in the catalog to help students identify the required courses they need to take. Armstrong suggested identifying an appropriate counselor to help research the transferability of that degree, and Manzoni suggested including an evaluator. City, through their strategic planning grant, is creating an online counseling program. Manzoni reported that presently students can take courses at all three colleges and choose where they want their degree. He said the home campus is not chosen until the student graduates. Andersen will work with Instructional Services to finalize the DE list and will review it with evaluators and counselors.

Ingle stated the motivation for creating an online degree is to serve military education and international education.

**C. Catalog Errata (Pam Deegan) (NOT DISCUSSED)**

**D. Schedule a Joint CIC/SSC meeting**

Council recommended having a Joint CIC/SSC meeting on November 10<sup>th</sup> from 1pm-3:30pm.

**E. Directions on how to update textbooks (Manzoni)**

Manzoni said that textbooks need to be updated and faculty have not been able to update them in CurricUNET. Van Houten replied that she will talk with Governet for the capability of updating textbooks at any time in CurricUNET.

Andersen requested a process for the three colleges to come to an agreement without extending the approval process. This topic will be added to the next agenda.

Harada reported that Van Houten's procedure for the Six-Year Review will be finalized at the next CurricUNET Steering Committee meeting.

**F. Other Discussions**

Deegan suggested discussing CIC functions at the next CIC meeting.

**V. STANDING REPORTS**

**A. Curriculum Updating Project (NOT REPORTED)**

## **B. CurricUNET Steering Committee**

Gustin asked about the support and response Instructional Services gets from Governet. Harada reported that Instructional Services has an excellent working relationship with Governet and that Instructional Services has a priority list for modifications and have a very reasonable maintenance agreement. Gustin said the Steering Committee made a list of major changes they wanted made but the changes were not made to CurricUNET. Van Houten said that the issue is not the turn-around with Governet; the Steering Committee had not agreed on the language and procedure to give to Governet. Van Houten said that the draft of how changes were to be made was ready to go in the summer, but the Steering Committee meeting was canceled because of vacations. The next Steering Committee meeting will be on September 15<sup>th</sup>.

Lombardi recommended that the Steering Committee not bring back the operationalizing of the changes to CIC. The process of making changes to CurricUNET will be speeded up if we eliminate going back and forth between the Steering Committee and CIC.

Andersen noted that the CurricUNET Steering Committee was looking at policy 5300 to determine what changes need to be made to the policy as a result of the flow in the approval process and will refer other issues regarding 5300.2 to the Educational Policy Review Subcommittee.

## **C. Information Technology Council (NOT REPORTED)**

## **D. Student Services Council (NOT REPORTED)**

## **E. State Academic Senate**

Andersen reported that Charlie Klein at the state chancellor's office has retired. The Systems Advisory Committee on Curriculum is drafting a decision paper recommending stand-alone courses be locally approved.

Deegan noted that there is a new committee that is a helpful resource to go to when programs get hung up in the state approval process.

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

Deegan also reported that Irvine Valley College's accreditation will be jeopardized and all their funding withdrawn because they have not sent program changes to the state for approval. The CIOs are working with academic senates to get clarification.

Deegan said that there have been some Title 5 changes that have been proposed: apportionment changes, changing language about online tutoring, and the instructional

materials fee for online. She requested help with working on the Title 5 changes and Ingle suggested emailing the SDCCD Online Dean, Andrea Henne.

**G. Articulation Officers (NOT REPORTED)**

**VI. ANNOUNCEMENTS**

**A. The next CIC meeting is September 22, 2005 at 2:00 PM at City College, Room B103.**

**B. Handouts:**

Today's CIC Meeting Agenda  
Draft Minutes from last CIC meeting  
Units in Residency  
Labor Market  
Curriculum Updating Project  
Who's Who

**VII. ADJOURNMENT**

*Ingle adjourned the meeting at 4:30 pm*