

San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of October 12, 2006
2:00 PM – DISTRICT,
Room 272

MINUTES

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
Foster, Kit	Interim Vice President, Instruction – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Lombardi, Jan	Curriculum Chair – City 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>)
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College
Teegarden, Terrie	Academic Senate Representative – Mesa College
Weaver, Roma	Academic Senate Representative – Continuing Education

STAFF:

Harada, Myra	Dean, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Nasca, Shannon	Senior Secretary, Curriculum & Instructional Services – District Office

ABSENT:

Edinger, Valerie	Vice President Instruction – Continuing Education
Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & Technology – District Office

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

Myra Harada called the meeting to order at 2:06 pm.

I. MINUTES AND AGENDA

A. Approval of: September 14, 2006 Minutes

The minutes were approved. **M/S/P (Armstrong, Teegarden)**

B. Approval of: October 12, 2006 Agenda

The agenda was approved. **M/S/P (Teegarden,)**

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Curriculum was approved by consent. **M/S/P (Lombardi, Manzoni)**

B. Approval of Program Changes

Program changes were approved by consent. **M/S/P (Lombardi, Weaver)**

C. Approval of Continuing Education Curriculum

None

III. OLD BUSINESS

A. CISC 071 (Murphy)

Approved on consent agenda.

B. English & Math Associate Degree Requirement – Update (Teegarden)

Terrie Teegarden updated the Council on what Mesa is doing to address the change in degree requirements from the State. The issue has been taken to the Academic Senate. Vocational Education Programs have been invited to join in the development of a math course that can be used to meet degree requirements for vocational programs. Teegarden said the next step is to invite all chairs of departments affected by the new requirement to discuss developing a new course to fulfill the degree requirements without requiring intermediate algebra. If there is no response or no interest, intermediate algebra will be used. Ron Manzoni stated that whatever is decided will be effected at all the colleges and that district-wide discussion will be needed. He stated that a decision does not need to be made until Fall of 2009 and statewide discussions have not yet taken place yet. Teegarden believes that it is not too early to start meeting and discussing the issue. Manzoni said that other courses like Business 119 and Business 101 need to be reviewed to ensure they meet the new requirements. Elizabeth Armstrong agreed that everyone needs to be informed about the new requirements and their implications before we decide what to do with the curriculum.

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

Carol Murphy mentioned the idea of scheduling flex workshops in January. She also shared that she went to a meeting for CMC3 math organization for Southern California. The State Academic Senate talked about the new math requirements and mentioned there will be a website with good examples of what some other colleges are already doing. Some are already requiring intermediate algebra for an Associate's degree. Harada asked if there has been dialogue with the English Department and Murphy and Teegarden said no, but they would include the English requirements in future campus discussions.

Lynn Neault presented data on students who received degrees with the CSU transferable math vs. non-transferable math and gave a handout to the Council. Those who are receiving their degrees are taking a higher level of math than the required minimum. Neault asked about the students that we are losing because they cannot pass the math requirement, but these data were not included.

IV. NEW BUSINESS

A. Fine Art 101 (Short)

Duane Short asked the Council if they would approve Fine Art 107 for CSUGE and IGETC submission for both Mesa and Miramar. Harada told Short that the Council considers courses for G.E. at the last meeting in May and asked him if he was proposing that the Council consider the course G.E. submission now. Manzoni said that at the last CIC meeting the Council decided when a course was being activated that had already been approved for G.E., it would be appropriate to approve submission for G.E. at the same time. Manzoni said if it is a new G.E. proposal it needs to be reviewed separately in May. Short explained the difficulty with reviewing new G.E. only once a year. The Council agreed to review new G.E. twice a year. Short will propose the times that best fit the submission deadlines.

Action: Short will decide on two dates for course G.E. approval and will bring it back to the Council at the next meeting.

B. Program Area Redesign in CurricUNET (Steering Committee)

Armstrong reported that Mesa is re-designing the programs in their catalog. Some programs are listed under their department rather than the discipline. For example, physical sciences, the chemistry, engineering, physical sciences and physics programs are listed under Physical Sciences rather than their respective disciplines. The purpose is to make it easier to find the discipline in the catalog if you are someone who is not familiar with the organization of the college. The first level is to redesign and clean-up the listing over the next eighteen months. VanHouten asked Armstrong if this would also be implemented into CurricUNET and Armstrong said yes.

VanHouten explained that CurricUNET would be re-designed to list programs by their discipline rather than by departmental umbrellas in order for the approval process to function properly and for extracting data and tracking more easily.

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

Gustin expressed her concern regarding problems when maneuvering through the program pages in CurricUNET. VanHouten announced that a meeting with Governet and the Steering Committee would take place after the next CIC meeting to discuss improving the program program feature in CurricUNET. Gustin has been working colleagues on possible program layouts for CurricUNET and strongly suggests linking together course changes with the program change.

C. Course Abbreviations (Manzoni)

Manzoni stated the course title abbreviations in ISIS in the schedule are not consistent from college to college. The course title in ISIS appears on the student transcript. VanHouten said that CurricUNET & ISIS titles are consistent based on what the faculty enter for the abbreviation in their CurricUNET proposal. She discovered that what is in ISIS is sometimes changed in the printed schedule. Neault stated that there were a couple levels for overrides, which are the CD screen in ISIS, which would be printed in the schedule and then again at the schedule production level. Manzoni noted that switching to the two column format of the schedule has increased the number if abbreviations. Harada stated that a “Style Sheet” will be created by Instructional Services, which will then be submitted to the Council. Harada mentioned that there have been complaints about the course titles being cut-off in the online schedule. Neault stated that they are revamping the online schedule.

D. Curriculum Reporting for the California Community Colleges (CRCC) Project (Manzoni)

The State Chancellor’s office has asked the Vice Presidents to confirm and correct, if needed, every course offered by the colleges. In 1992, the State Chancellor’s office started entering submitted courses of instruction into a database. Each time a course was revised, they would also enter the revision into their system resulting in two or more versions of the course in the system with the same name but no indication of which was current. The same problem exists for programs. Harada offered data assistance from Instructional Services.

Gustin stated that one of her curriculum committee members noticed that the same course had three different course descriptions online. Neault explained that the online course descriptions come from CurricUNET directly into the online schedule. VanHouten stated that every semester the data is refreshed. Gustin will bring an example of the course descriptions to the next CIC meeting.

Discussion ensued regarding basic skills courses. There maybe some courses in our inventory that are basic skills but are not identified as basic skills. It was suggested that a workgroup be formed to review the criteria for basic skills and then we will need to look at the curriculum to see what may need to be changed.

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

V. STANDING REPORTS

A. Curriculum Updating Project

VanHouten stated that courses left for integration are included on the Six-Year Review Report in CurricUNET.

B. CurricUNET Steering Committee

VanHouten stated that the Steering Committee is working on the issues that Gustin brought up regarding programs.

C. Student Services Council (no report)

D. State Academic Senate (no report)

E. CIO (Chief Instructional Officers) (no report)

F. Articulation Officers

The new physics courses were approved. AO's are working on articulating new courses for all colleges in the district.

VI. ANNOUNCEMENTS

A. The next CIC meeting is October 26, 2006.

B. Handouts:

Today's CIC Meeting Agenda

Draft Minutes from last CIC meeting

Curriculum Summaries

Curriculum Updating Project

Board docket deadline dates

CurricUNET Users Group Conference Materials

CIC Action List

Curriculum Reporting for Community Colleges (CRCC)

Degree Information & Distribution of degrees Awarded (Neault)

VII. ADJOURNMENT

Harada adjourned the meeting at 3:39 pm.