

San Diego Community College District  
Curriculum Instructional Council

**APPROVED**

Meeting of March 9, 2006  
2:00 PM – District,  
Room 272

**MINUTES**

**PRESENT:**

Andersen, Libby	Academic Senate Representative, Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
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> )
Parker, Juliette	Academic Senate Representative, Articulation Officer – Mesa College
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College

**ABSENT:**

Edinger, Valerie	Vice President, Instructional Services – Continuing Education
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**STAFF:**

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

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

*Myra Harada called the meeting to order at 2:07 pm.*

**I. MINUTES AND AGENDA**

**A. Approval of: February 23, 2006 Minutes**

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

**B. Approval of: March 09, 2006 Agenda**

Added to the agenda:  
Music 132B, Classical Guitar II

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

**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

Removed from the consent agenda:  
Chemistry 152L, Introduction to General Chemistry Laboratory  
Emergency Medical Technician 142, Special Problems in Field Internship

*The curriculum was approved by consent.* **M/S/P (Andersen, Lombardi)**

Removed from the consent agenda:  
English 253, Fundamentals of Fiction Writing

*Move to reconsider approval of curriculum with removal of English 253.*  
**M/S/P (Andersen, Shaffer)**

**B. Approval of Program Changes**

Removed from the consent agenda:  
Legal Assistant – Miramar College, PID#1120

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

**C. Approval of Continuing Education Curriculum**

None

**D. Curriculum Items Discussed**

*Chemistry 152L, Introduction to General Chemistry Laboratory*  
Laurie VanHouten said that the Math 096 advisory was changed to a prerequisite for the Chemistry 152 lecture course in order to maintain articulation with the four-year universities. That same notation was not made on the lab course. UCSD's equivalent course has pre-calculus as the prerequisite and SDSU's equivalent course has elementary algebra as the prerequisite. VanHouten requested clarification that Math 096 was sufficient. Duane Short said UCSD was confirming that all the Biology,

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

Chemistry, and Physics courses intended for the majors in those disciplines at UCSD have at least Math 096. Chemistry 152 is a gateway course.

*Chemistry 152L was approved with the prerequisite of Math 096.  
M/S/P (Deegan, Gustin)*

*Emergency Medical Technician 142, Special Problems in Field Internship*

Short said Emergency Medical Technician 142 is for students that have taken or are currently taking EMGM 166 and 168, whose field adviser requests them to do extra rotation. That option must be provided, but EMGM 166 and 168 cannot be a prerequisite as the students may receive a grade of incomplete for them. He recommended eliminating the prerequisite and placing a limitation of enrollment noting that prior approval by the EMGM director is required for verification that that the appropriate students are placed in this course. Lynn Neault said ISIS cannot support this and it must be done at the class level. She suggested having students enroll only by an add code process and not by open enrollment. Council decided that enrollment of a course cannot be restricted by an instructor's approval. Neault suggested stating "This course is designed for students who ..." in the course description. Elizabeth Armstrong added "This course is designed for students who need to complete the *x* number of hours obligation in this program." Short will reword the description and forward it to Instructional Services. Neault said the same wording must be included in for EMGM 351 and EMGM 353 also.

*Emergency Medical Technician 142, 351, and 353 were approved with the intent to remove the limitation of enrollment and change the course description to include "This course is designed for..." Short will forward rewording of description to Instructional Services.  
M/S/P (Short, Murphy)*

*English 253, Fundamentals of Fiction Writing*

VanHouten said the active course has a prerequisite of English 51 and an advisory of English 101 *or* English 105. She noted the prerequisite had been changed to English 101 *and* English 105. Council confirmed that the "and" was a typographical error. Instructional Services will correct the typographical errors in the prerequisites for English 253 and English 249.

*Approval of English 249 and English 253 with the prerequisite of English 101 "or" English 105, and Instructional Services will correct the Curriculum Summary.  
M/S/P (Andersen, Deegan)*

**E. Program Items Discussed**

*Legal Assistant – Miramar College, PID#1120*

Libby Andersen requested clarification on how changing the wording for the Legal Assistant program in the Miramar catalog affects the wording in City's catalog for the joint program. Ron Manzoni said that Miramar is the only ABA accredited institution in the District. The state has approved the joint program in which students may take the first Legal Assistant courses at City but must complete the other courses at Miramar in order to receive a degree. Since City is not an accredited ABA institution, it does not have the Legal Assistant program, it only has courses coordinated by Miramar.

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

Manzoni stated that students cannot receive a Legal Assistant degree from City. However, Neault recalled having awarded a Legal Assistant degree to a student from City, who then petitioned for a second degree from Miramar because their degree is ABA approved. She will follow-up. Manzoni stated that since City prints Miramar's program, the changes to the Miramar's catalog should also be reflected in City's catalog.

VanHouten spoke to Program Director, Darrell Harrison, who said students can get a degree from City, but without ABA approval for the program. She reported that the Legal Assistant program for City and Miramar are separate in CurricUNET because the description and wording for the program are different for the two colleges. Instructional Services requested that Harrison change the wording for City's catalog also, but it has not come to Instructional Services yet. Myra Harada said the catalog appears to indicate two programs. [The State Inventory assigns a different unique code for each program. MH]

Andersen said the Evaluators report that students have complained that the City catalog does not state that they are required to take courses at Miramar. Jan Lombardi stated that City's Curriculum Committee requested City to be referenced in the catalog. They requested a line be included in the catalog stating that students can take the first courses at City but must complete them at Miramar. Cassie Morton will discuss this with Harrison.

Pam Deegan said each college is responsible for verifying the accuracy of the information and that it is what the college wants in their catalog. Cassie Morton is responsible for verifying that the Legal Assistant Program information is accurate in the City Catalog. Andersen said she will meet with Lynn Miller from the State Chancellor's office in two weeks and she will put in a personal appeal for the approval of SDCCD college programs.

*Approval of Legal Assistant program at Miramar with clarification language in City's catalog.*  
**M/S/P (Andersen, Short)**

### **III. OLD BUSINESS**

#### **A. Music 132B, Classical Guitar II**

Paula Gustin said this proposal includes a course integration, a change in course title, and a change in advisory to prerequisite. Music 132A was approved at this meeting and Music 132B should be included in the catalog also.

*Approval of Music 132B at Mesa pending Instructional Services' Technical Review.*  
**M/S/P (Manzoni, Andersen)**

#### **B. Liberal Studies Statement for the Catalog**

Short said there are two different versions of the wording proposed for the Liberal Studies statement for the catalog. The wording is common in all the catalogs. Council reviewed the two versions. CIC was presented the first version at a previous meeting and had requested to reword it to make it more positive. Version two is the updated, more "positive" version. The Articulation Officers have presented these statements to

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

the campuses. Miramar likes the first version, but prefers the second version over the current wording in the catalog. They believe the first version is clearer than the second version. Andersen said City Evaluators like the second version. Armstrong said these statements were not presented at the Curriculum Committee at Mesa.

*Approval of adopting Version 2 for the Liberal Studies Statement for the catalogs.  
10 for, 0 against, 2 abstained. M/S/P (Deegan, Manzoni)*

**C. Action List – Recency of Coursework and Units in Residency**

Harada reported that CIC is awaiting Mesa and Miramar’s feedback regarding Recency of Coursework and Units in Residency. Armstrong requested having a written recommendation statement to which Mesa and Miramar could provide feedback. The Evaluators had requested guidance on whether they should be reviewing for recency. If recency is required, a baseline must be created indicating when an evaluator should forward the issue to the departments. Harada will follow-up with Neault. Andersen said the UC system says a textbook should not be any older than seven years. Harada said Title 5 #40401 governing CSU reads: “A campus may prescribe that particular requirements be met within as few as seven years of the date of award of the degree.” However, every CSU may have its own recency policy. Harada reminded Council that the units in residency issue centered on whether there was a need for creating a requirement of a specified number of units in the major to be taken at the college that grants the award. Currently, a student can receive an award from an SDCCD college without completing any units in the major at that college. The current residency requirement is that the student complete twelve-units at the college granting the award. Neault said this issue includes Certificates of Achievement also.

*Harada will work with Neault to create the recommendations to forward to Mesa and Miramar for feedback.*

**D. College-Level Transferable Courses**

Harada distributed the criteria for College-Level Transfer Courses that CIC approved in 2001, because of recent discussions about the numbering of courses. VanHouten will post the handout in CurricUNET. Armstrong requested for clarification on 300 numbered courses. The catalog labels them as typically being vocational, but when Armstrong tried to use a 300 number for a vocational course it was restricted to apprenticeship. Harada said they are for Apprenticeship and In-service courses. Armstrong said when students tried to register, they were rejected when they tried to enroll. She said the 300 range is a good way to identify Allied Health courses. Armstrong requested the 300 range be expanded to include courses that are occupational. Some occupational programs have courses that students take to maintain their license. Deegan indicated a course offered to maintain licensure is considered in-service and therefore a 300 number is appropriate. Gustin asked about how Instructional Services evaluates the fifth standard of the handout which indicates that a college-level transfer course requires critical thinking, computation, and English language skills that the college curriculum committees deem appropriate for a college course. VanHouten said Instructional Services questions course numbering if the course number does not match the transfer level selected on the course. Harada said Instructional Services does not judge content or rigor; the college Curriculum Review Committees have that responsibility.

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

**IV. NEW BUSINESS**

**A. 045L Deactivation**

Manzoni said he keeps getting 045L courses to deactivate. Short started deactivating 045L at Miramar. Manzoni said since only one generic 045L course was approved and none of the other courses had curriculum approval, an action by the Curriculum Committees should not be needed to deactivate them. Manzoni requested Instructional Services deactivate the 045L courses.

*Approval for Instructional Services to deactivate 045L, 046L, 047L generic courses District-wide. M/S/P (Manzoni, Armstrong)*

**V. STANDING REPORTS**

**A. Curriculum Updating Project**

There are 252 courses left to integrate.

**B. CurricUNET Steering Committee**

VanHouten reported that CurricUNET has a new feature that allows the users to sort the All Proposals section by subject area, originating college, and proposal type to narrow the proposals search. Users no longer have to search the entire list for courses they want to take action upon.

**C. Student Services Council**

Neault said Juliette Parker presented to SSC the option to remove prep for the major requirements for four-year schools from the catalogs. They discussed degree audit teams starting in Datatel. When transfer courses come from other institutions, evaluators sometimes treat them differently. The Evaluators will identify the courses they use differently and present them to Neault, who will forward them to Harada for resolution. Harada will forward them to the Articulation Officers to resolve on each campus.

Andersen said one of the concerns at a recent County Region 10 meeting was a course equivalency across Region 10. Evaluators are creating an equivalency grid. The County Region 10 requested a meeting with the Articulation Officers within the region to review this equivalency grid in order to include faculty in the decision-making. Harada said that the discrepancies will be forwarded from Student Services to Instructional Services, who will disseminate to the Articulation Officers. Andersen said the discrepancy for the English 101 courses at Southwestern and Grossmont has been presented to the District's English Department faculty and the Articulation Officers.

Neault said the English/Math Graduation Requirements will be discussed at the Joint SSC/CIC on March 23<sup>rd</sup>.

**D. State Academic Senate**

Andersen informed Council of a bill coming from Assembly Member, Carol Liu, for local approval of stand-alone courses. She received an email from LeBaron Woodyard of the State Chancellor's Office that included a letter that may be printed and sent to the members of the committee with a change in language in Title V to allow these courses

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

to be locally approved. Initially they had written the assembly bill without including the letter.

**E. CIO (Chief Instructional Officers)**

Deegan said there is a joint conference with the CSSOs next week in Riverside. She said there is a proposed change to increase the Math/English graduation requirement, and some faculty members in occupational disciplines are against it. The Academic Senates have voted, Andersen reported City's Senate voted in favor of it. Neault said there was general support. If the change is approved then there are some logistics that need to be discussed at the joint meeting.

Deegan recalled the issue of computer labs not counting for apportionment. Carol Bogue-Feinour from the Vice Chancellor of Educational Services will come to discuss the mechanism of how to collect apportionment and meet all the requirements. Miramar is writing a credit model and Mesa is writing a non-credit model to review the options available. Armstrong said she will create a noncredit course but was not sure if it is possible to implement it at Mesa because of logistics and a lack of facilities. Deegan thinks it will be easier and cheaper to have the computer lab without faculty and not collect apportionment.

**F. Articulation Officers (not reported)**

**VI. ANNOUNCEMENTS**

**A. The next CIC meeting is March 23, 2006 at 2:00 PM at the Miramar, Room A201. The Joint SSC/CIC meeting is March 23, 2006 at 9:00 AM – 11:00 AM at the District, Room 245.**

**B. Handouts:**

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summaries
- Liberal Studies Statement for the Catalog
- College-Level Transferable Courses
- Curriculum Updating Project

**VII. ADJOURNMENT**

*Harada adjourned the meeting at 3:38 pm.*