

# San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of May 24, 2007  
2:00 PM – City, RM B-104

## MINUTES

### **PRESENT:**

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

### **ABSENT:**

Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & Technology – District Office
Manzoni, Ron	Vice President, Instruction – City College
Neault, Lynn	Vice Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Shimazaki, Leslie	Faculty Representative – Continuing Education

### **GUEST:**

Anderson, Libby	Interim Dean, Arts and Humanities – Miramar
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### **STAFF:**

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

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*Liz Armstrong called the meeting to order at 2:02 p.m.*

## **I. MINUTES AND AGENDA**

- A. Approval of: May 10, 2007 Minutes

*The minutes were approved.*

M/S/P (*Short/Gustin*)

- B. Approval of: May 24, 2007 Agenda

Added to the Agenda:

Administration of Justice 308, Leadership Theory and Practice

Child Development 175, Infant-Toddler Growth and Development

Consumer Studies 110, Personal Financial Management

English 205, Critical Thinking and Intermediate Composition

English 215, English Literature I: 800-1799

Medical Assisting 106, Principles of Infection Control and Sterile Technique

Military Science 120, Military Justice, Ethics, and the Law of Armed Conflict

*The agenda was approved as amended.*

M/S/P (*Teegarden/Short*)

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

- A. Approval of Curriculum

Removed from the consent agenda:

Mecomtronics 120A (MCTR)

*All other items were approved by consent.*

M/S/P (*Teegarden/Lombardi*)

- B. Approval of Program Changes

*All programs were approved.*

M/S/P (*Short/Murphy*)

- C. Approval of Continuing Education Curriculum

*All Continuing Education Curriculum was approved.*

M/S/P (*Murphy/ Lombardi*)

- D. Curriculum Item Removed:

Jan Lombardi removed Mecomtronics 120A from the consent agenda. The course was not ready for the Council to consider it at this time. The course will be brought back to a later CIC meeting for approval.

## **III. OLD BUSINESS**

- A. Prerequisite Requirements for Anthropology 265B

Paula Gustin did not have an update for the Council regarding Anthropology

265B because she had not received feedback from Juliette Parker. She will email

Carol Murphy with information when she receives a response form Parker on

prerequisites at the university level in regards to Anthropology 265B.

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Action: Gustin will email Murphy with information when she receives a response from Parker on prerequisites at the university level in regards to Anthropology 265B.

## B. Accounting Courses

Murphy asked Gustin if the course outlines for accounting that were sent back for changes were expanded. Gustin believed that the changes were made, but she had not reviewed them. As soon as Gustin reviews them she will approve them. Gustin asked Laurie Van Houten if the courses would go back through CurricUNET. Van Houten responded that if they were at level seven (the originating college's curriculum committee), then once approved the courses would move forward to level eight (other colleges' curriculum committees). Gustin continued that she had spoken with Juliette Parker, Mesa's Articulation Officer, and asked her if there was an urgency to approve the courses and Parker responded that there was not as long as the Council did approve the courses early in the fall semester.

Short interjected that the council should review Political Science 101 and 102 as potential courses to meet the American Institutions requirement. Liz Armstrong responded that the plan is to host a meeting at Mesa, on June 5, 2007, from 10:00 am until 12:00 pm to come to consensus on the outlines. She plans to invite the Political Science faculty from City, Miramar, Mesa, the Articulation Officers, the appropriate Department Chairs, the Vice Presidents of Instruction and anyone else who should be present. The main issues to be addressed are how to incorporate the history component into the political science curriculum without causing the outline to be too lengthy and to incorporate the CSU's requirement into the curriculum. Armstrong explained the timeline is tight due to articulation purposes, as the courses must be approved by October.

## IV. NEW BUSINESS

### A. Curriculum Walked-In

Armstrong invited a council member from Miramar to present Miramar College's walked in curriculum to the Council.

#### *Administration of Justice 308, Leadership Theory and Practice*

Murphy explained that ADJU 308 is a new course. It is equivalent to Military Science 110 and Miramar would like it to be approved at the same time as Military Science 120. The courses will be co-listed in the catalog.

#### *Consumer Studies 110, Personal Financial Management*

Murphy explained to the Council that MCAS Miramar has requested that Miramar College teach CONF 110 on the military base. She stated that this is a course activation proposal.

#### *Military Science 120, Military Justice, Ethics, and the Law of Armed Conflict*

Murphy explained that MILS 120 missed the curriculum deadline by one day when the other Military Science courses had already been approved. She stated that this is a new course proposal.

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Armstrong asked Murphy who articulates the Military Science courses. Duane Short answered the Military Science courses are for enlisted service members. The program is intended to meet a new requirement for the enlisted service members to earn an Associate Degree in order to be eligible for promotion to the senior enlisted ranks. Short continued that they have been in close consultation with the military. Similar courses are taught at the CSU and UC systems in the Military Science Departments. Although this is an occupational program, Short expects the courses to be approved for transfer elective credit or for articulation with other Military Science courses offered at CSU and UC campuses in the ROTC departments.

*Approval of Administration of Justice 308, Leadership Theory and Practice; Consumer Studies 110, Personal Financial Management and Military Science 120, Military Justice, Ethics, and the Law of Armed Conflict for Miramar College, pending tech review.* M/S/P (Lombardi/ Weaver)

Armstrong invited a Council member from Mesa to present Mesa College's walk in curriculum to the Council.

*Child Development 175, Infant-Toddler Growth and Development*

Gustin explained that the CHIL 175 proposal is for distance education only. She stated that there are many courses online and they are expanding.

*English 205, Critical Thinking and Intermediate Composition*

Gustin explained that the ENGL 205 proposal is for distance education only. She informed the Council that the course went back to the Miramar Curriculum Committee for consultation, which came down to a vote, and now they want to offer the courses online.

*English 215, English Literature I: 800-1799*

Gustin explained that the ENGL 215 proposal is for distance education only.

Van Houten pointed out that the effective term for both English 205 and English 215 was for the summer session. She asked if that was correct and Gustin replied that Mesa does want the distance education approved for Summer 2007. Gustin explained that the discussion on these courses took some time and Mesa would like to offer them via distance education in the summer semester.

Armstrong informed the Council that every time a distance education course comes through the Mesa Curriculum Committee they have a fairly extensive discussion on how to fill out the section for distance education. She went on to explain that she and Gustin have decided to clarify the section that needs to be completed. The concern they have had is that some courses have come through stating "as needed" for instructor contact types, which does not constitute the regular effective communication that is required. She feels that there is not enough guidance given for completing these sections of distance education. Armstrong and Gustin plan to recommend changes in CurricUNET and provide some guidance to the CurricUNET Steering Committee for review.

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Gustin explained that there is an issue with specificity and how the courses are written. Murphy agreed there is an issue that needs to be resolved.

*Approval of Child Development 175, Infant-Toddler Growth and Development; English 205, Critical Thinking and Intermediate Composition; English 215, English Literature I: 800-1799 for Mesa College, pending technical review.  
M/S/P (Short/Murphy)*

*Medical Assisting 106, Principles of Infection Control and Sterile Technique*  
Gustin explained to the Council that there is a new person in charge of the Medical Assisting curriculum and she requested that the MEDA 106 course proposal be expedited. Gustin stated that the course was held for technical review by the curriculum committee, which requested changes be made to the course. The new instructor in charge of the curriculum has a huge volume of curriculum that she is in charge of and it took her a little while to make the changes discussed at technical review. Gustin went on to explain that essentially the lecture and lab courses are being combined into one course. Additional lecture time has been added and the title was changed to more accurately reflect what is being taught in the class.

Gustin asked Van Houten if the request for approval was realistic. Van Houten commented that this is a revision that has many components and intricacies. She asked Gustin if the department could teach the old courses, MEDA 100 and 210 in the fall. Gustin replied that the old courses could be taught, but she felt urgency to approve MEDA 106. Van Houten asked if the changes were the result of an accreditation issue. Gustin commented that the revisions were a way of cleaning up the changes made a few years back and a way to streamline the program. Gustin explained that the new person in charge does not think the number of courses within the program is necessary and wants to decrease the number of courses in the program. She said there are other courses in the program that will be deleted or deactivated. Gustin explained that they are struggling with Medical Assisting and Dental Assisting programs because they are constantly being asked to revise and recombine units and it is hard to look at the big picture. Armstrong interjected that another issue is they are struggling with the issue of finding full time faculty. Gustin asked if the Council would approve the course with the understanding that she would work with Van Houten and if it doesn't seem feasible to approve it for fall then Mesa will not proceed with it.

Terrie Teegarden commented that courses in the allied health fields are regulated by the state. She asked what the state is requiring and does the state want the two courses combined. She said that maybe the Council needs to look at this course as a special case. Gustin explained that 99% of what they change is a result of requests from the state. Van Houten explained that the state does not recognize a method of instruction that combines lecture and lab.

*Approval of the course pending documentation of the need for the course revision and accreditation information from the state and technical review.  
M/S/P (Teegarden/Murphy)*

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Gustin stated that once Mesa has a curriculum writer, one of the major things that person will be tackling is vocational programs. She continued that it has been hard to manage the large blocks of curriculum from vocational programs for the last few years and having a curriculum writer will help the district office as well as the college.

## V. STANDING REPORTS

### A. Curriculum Updating Project

Van Houten explained that the report on the curriculum updating project shows how many course integrations are left. She indicated that the number of courses left to integrate went down from 235 to 231. Gustin asked Van Houten to explain why courses are removed from the list. Van Houten explained when course outlines are revised and integrated or a course is deactivated they are removed from the list.

### B. CurricUNET Steering Committee

Van Houten updated the Council on what the committee did at the last meeting. The Committee reviewed the program area changes that were implemented in the CurricUNET test site. They were able to look at the screens that were developed and made minor recommended changes. The process of splitting up the programs by award is moving along well. She informed the Council that over the summer, the District Instructional Services office would be working to complete data cleanup once the data base structure has been solidified. The Steering Committee would be meeting one more time in June and working with the goal of having a training session in early fall. The committee will train distinct faculty who will be the point people for other faculty on campus to go to for help.

### C. Student Services Council

No report.

### D. State Academic Senate

Teegarden informed the Council that the Basic Skills workshop will be at Mesa on August 24, 2007. Armstrong explained she received an email stating each college could send 15 people which should include people in particular roles on campus and therefore attendance is by invitation only.

### E. Chief Instructional Officers

No report.

### F. Articulation Officers

No report.

## VI. ANNOUNCEMENTS

A. The August 23, 2007, CIC meeting will be a virtual meeting.

B. Proposals for the August 23, 2007, virtual CIC meeting will be due to Instructional Services by June 4, 2007.

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- C. Proposals for the September 13, 2007, CIC meeting will be due to Instructional Services by August 24, 2007.
- D. The approval process for CurricUNET will be placed on hold starting June 4, 2007, and will resume on August 23, 2007. However, faculty will be able to create proposals during the summer.
- E. Handouts:
  - 1. Today's CIC Meeting Agenda
  - 2. Draft Minutes from last CIC meeting
  - 3. Curriculum Summary
  - 4. Continuing Education Curriculum Summary
  - 5. Curriculum Updating Project
  - 6. CIC Action Lists

Armstrong asked each college if they would like to give a report on their college's goals for the 2007-2008 academic year. Lombardi informed the Council that City College had a very busy year with curriculum and next year will be a busy year with curriculum as well.

Murphy explained that the number one goal of Miramar's Curriculum Committee is to have a meeting with the new chair for Fire Science to discuss a new strategy to deal with course revisions. Armstrong added that it was good information to share. Murphy stated that too many courses were being submitted all at once and then they would just sit in the CurricUNET approval queue. She added that Short had suggested to the Administration of Justice department that breaking up the courses by how many they had, how much time they had to revise them, and then dividing them evenly would help with completing and moving the courses along. Murphy said that she would like to do this with Fire Science to help them revise their courses.

Armstrong welcomed Libby Andersen to the meeting.

Gustin informed the Council that she, Juliette Parker and the curriculum writer would be taking an active approach with the courses that need to be integrated. She stated that most of the courses fall under small departments, with one or few faculty members and they would determine how they can assist them.

Mesa's second goal is to cleanup the catalog and program pages to make sure that all of the units and courses are accurately reflected. Kit Foster asked Gustin if the curriculum writer would help with the analysis of the catalog. Gustin thinks the curriculum writer could help with the input into CurricUNET.

Valerie Edinger informed the Council that Continuing Education's goal is implementing CurricUNET. She saw a copy of the Chancellor's goals and objectives for 2007-2008 and one goal is articulation of credit/non-credit, which would be one of their goals as well.

Edinger educated the Council that with SB361 enhanced funding for noncredit college and career preparation classes, CE submitted 38 programs and 175 courses, which were estimated to be 76% of their total FTES. She continued that the goal was

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to have the credit and the noncredit funding levels exactly the same for those types of classes.

Edinger stated that when writing new curriculum for programs they will be in career and college preparation classes, which benefits the entire District.

Van Houten told the Council that the District Instructional Services office was in the process of screening for the Dean of Instructional Services. She continued that IS had a list of projects to complete during the summer semester.

Teegarden announced that she would not be on the Council for the 2007-2008 academic year and her replacement will be Juliette Parker.

### **VII. ADJOURNMENT**

*Armstrong adjourned the meeting at 3:03 p.m.*