

# San Diego Community College District Curriculum and Instructional Council

**APPROVED**

**Meeting of September 11, 2008  
2:00 PM—District Office—Muir  
Location, Z-405**

## **MINUTES**

### **PRESENT:**

Andersen, Libby  
Benard, Mary  
Bergland, Yvonne  
Craft, William  
Flor, Shirley  
Hess, Shelly  
Lee, Otto  
Lombardi, Jan  
Murphy, Carol  
Neault, Lynn  
Parker, Juliette  
Short, Duane

Articulation Officer—City College  
Acting Vice President, Instruction—City College  
Dean, Instructional —Mesa College  
Acting Vice President, Instruction—Mesa College  
Curriculum Chair—Mesa College  
Dean, Curriculum & Instructional Services—District Office  
Vice Chancellor, Instructional Services and Planning— District Office  
Curriculum Chair—City College  
Curriculum Chair—Miramar College  
Vice Chancellor, Student Services—District Office (*Ex Officio*)  
Articulation Officer—Mesa College  
Academic Senate Representative, Articulation Officer—Miramar  
College  
Vice President, Instruction—Miramar College  
Curriculum Chair—Continuing Education

### **ABSENT:**

Ellison, Brian  
Matthew, Esther  
VanHouten, Laurie

Vice President, Instruction & Student Services—Continuing Education  
Representative, Academic Senate—Continuing Education  
Curriculum Analyst, Curriculum & Instructional Services—District Office

### **STAFF:**

Ficken, Amanda

Acting Senior Secretary, Curriculum & Instructional Services—District  
Office

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:03 p.m.*

## **I. INTRODUCTIONS AND OVERVIEW**

Members of the Council introduced themselves. Shelly Hess briefly reviewed the CIC Overview handout that was given to the Council. She explained the logistics and the committee membership.

## **II. MINUTES AND AGENDA**

### **A. Approval of: May 22, 2008 Minutes**

*The minutes were approved as amended. M/S/P (Andersen/Bergland)*

### **B. Approval of: September 11, 2008 Agenda**

Added to the Agenda:

Health Information Technology 155C, Current Procedural Terminology (CPT)  
Coding

Physical Therapist Assistant 143A, Directed Clinical Practice

Radiologic Technology 244, CT and MRI Imaging

*The agenda was approved as amended. M/S/P (Andersen/Bergland)*

## **III. CURRICULUM REVIEW/APPROVAL**

### **A. Approval of Curriculum**

Removed from the consent agenda:

Computer Business Technology 143 (CBTE)

Computer Business Technology 152 (CBTE)

*All other items were approved by consent. M/S/P (Andersen/Parker)*

### **B. Approval of Program Changes**

*The programs were approved by consent. M/S/P (Lombardi/Bergland)*

### **C. Approval of Continuing Education Curriculum**

No Continuing Education curriculum.

### **D. Approval of Continuing Education Program Changes**

No Continuing Education program changes.

### **E. Curriculum Items Discussed: Computer and Business Technology 143 and 152.**

*Computer Business Technology 143, Intermediate Microsoft Excel and Computer Business Technology 152, Beginning Microsoft Access*

Juliette Parker stated these courses were pulled because of significant overlaps between CBTE 143 and 140, and CBTE 152 and 151. The department chair at Mesa told her a meeting was held between the originating Miramar faculty and

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the Mesa faculty, and that there was no agreement between them on how to best proceed. She stated she knows that City suggested a meeting between all three campuses to coordinate and discuss. Parker followed she does not feel that CBTE 142 and 152 have the 50% difference in content that is required to justify a new course being created.

Carol Murphy stated these courses have been held up for a long time. She stated Karen Owens, Mesa's department chair, worked with the Miramar originator to develop the course. Parker stated Owen said that they met, but there was no agreement. Murphy stated Miramar felt there was an understanding that the existing one unit courses would be deactivated in favor of these new 2 unit courses, which would be consistent with other CBTE courses.

Hess interjected it seems this issue will not be resolved today; therefore, she recommends the campus faculty get together and discuss this, and their resolution be brought for discussion to the next CIC meeting.

Murphy expressed her concerns these courses have been repeatedly held up. Otto Lee asked the Vice Presidents if they were okay with taking the lead and involving the CBTE deans, as these courses could impact both the major and other CBTE courses. As such, he felt the deans, specifically the discipline dean, should be involved in the decisions, because so far it has been individual faculty members discussing the issue.

Murphy asked the Council make sure that they meet between now and the next Council meeting.

Duane Short he felt there was some urgency, as he believes that City and Miramar had already deactivated the one unit courses that CBTE 143 and 152 are intended to replace.

The Council continued their discussion until Hess assured them she would coordinate the meeting between the three campuses. It was resolved this issue would be discussed again at the beginning of the next meeting.

#### **IV. OLD BUSINESS**

##### **A. LDTP: SDSU and Accounting Courses**

Short provided an overview of the evolution and status of the Council's current position regarding LDTP. When LDTP was first proposed, the District opted to refrain from submitting curriculum via LDTP and wait and see what issues came to light and how they would be resolved; many other districts took the same approach. The problems have continued, and we still have not submitted. The District is now faced with SDSU's Accounting Department announcing they will not accept courses not submitted through this process. Recent discussions with personnel from SDSU have made it clear that courses not submitted in this way will not be accepted, which may cause problems for our students.

Lynne Neault stated she recently met with Sandra Cook from SDSU, who told her the person making that statement did not have the authority to make that decision.

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Parker countered the person who made the statement is the LDTP coordinator; it is possible she has information from the state that Sandra Cook does not have access to.

Neault replied this issue has been discussed in a broader, statewide context. The CSUs have been told LDTP must go into effect in Fall 2009, but added the process is not very organized. She is concerned if the District continues to refrain from submitting courses via LDTP, an opportunity may be missed.

Libby Andersen informed the council that Executive Order 918, which created LDTP, was originally intended as a way to transfer, not to replace course to course articulation, as the SDSU Accounting Department is currently attempting to do.

Neault replied it is her belief that the faculty will define the process. The District can try and fight it, but the CSUs ultimately define our relationship, and we may miss the opportunity if we do not start submitting courses. She told the Council during her recent conversation with Sandra Cook, she proposed keeping course to course articulation for San Diego area students, while putting in place LDTP for nonlocals. While SDSU feels LDTP should trump such articulation agreements, they know it is not a good idea as we make up half of their transfer students.

Short stated that the CSUs may not support maintaining two separate articulation lists. He explained he feels that the District has three options at this point: 1) Continue boycotting and not submit courses for LDTP; 2) Submit courses, but only when we have no other option (which makes sense for us in the short term, but could be bad if it is ever decided that all course must be submitted because we will have to submit many at once); and 3) Jump in and fully participate with LDTP submissions.

Parker expressed her concern the third option could cause us to lose articulation with other colleges. She is concerned the LDTP process has a lot of flaws, and feels the articulation officers have come up with good suggestions to try and fight the CSUs mandates.

Andersen clarified the articulation officers brought this issue before the Council because they wanted everyone to be up to date as to what is going on. She stated the Accounting courses are ready to be submitted, but the articulation officers wanted their concerns to be known. She further stated it was hoped by bringing it before the Council, those members who are also members of the Chancellor's Cabinet could bring the articulation officer's concerns to the Cabinet in hopes higher level administrators would have more avenues for addressing these issues, such as legal options and discussion with SDSU's President Weber.

Parker expressed her concern students would be admitted to SDSU needing accounting for another major. She suggested making a written recommendation with our concerns. We don't know if changing a course for LDTP approval will impact other majors that also require that course.

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Hess summarized there are a lot of issues to resolve, and asked Short if he needed a recommendation today regarding the accounting courses.

Short confirmed he did, as the deadline was forthcoming. In keeping with the ideal of refraining from submitting courses via LDTP he suggested submitting the courses to LDTP with a statement that the District was doing so only because SDSU was making us.

Neault recommended the decision to include such a statement should be referred to Cabinet. She also recommended revisiting our decision to refrain from participating in LDTP in light of the CSUs new directives.

Andersen views the actions as separate; she recommended submitting to LDTP, and separately working to lodge a complaint.

The Council continued discussion of the possible pros and cons of continuing to refrain from participating in LDTP and of including a protest statement in its submissions.

William Craft asked whether Cabinet is aware that we are not participating in LDTP; asking them for support could backfire if they are unaware of the issues.

Lee asked the articulation officers to work to compile a thorough background and history of the issue, including strategic statements to ensure the Cabinet and College Presidents are behind the Council's decision.

Short summarized today he is asking the Council 1) should the articulation officers submit Accounting 116A and 116B for LDTP, and 2) should they include a statement at this time?

Hess clarified to the Council they do not have to decide today whether to fully participate in LDTP or not, only whether to submit the accounting courses, and whether a statement is necessary.

Neault stressed that she does not want to jeopardize our working relationship with SDSU by including such a statement, as they are the more powerful party in our relationship.

Lee stated his position that the District should concede the battle for this round of courses, but emphasized he hoped to take this issue to Cabinet to get their backing and to strategize, especially if SDSU decides to expand their mandate from Accounting to other courses, etc.

Hess concluded we will work on fact finding, including a meeting with Lee and the articulation officers, and will return this issue to the agenda for later discussion. In the meantime, the accounting courses should be submitted at this time.

*Action: The submission of Accounting 116A and 116B via LDTP without comment was approved. M/S/P (Andersen/Bergland )  
8 for, 0 against, 3 abstained*

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## B. SSC Joint Meeting Agenda Items

Neault stated her belief the joint CIC-SSC meeting should be dedicated to recent Title 5 changes regarding repetition and redress. She stated the recent language changes were all permissive, meaning the District must create policies if we would like to allow these changes. Neault hopes via discussion, she can get a sense of whether the leadership is behind creating such policies. She also wants to make sure everyone is aware of the restrictions. Neault emphasized the District is currently in compliance, but wants to know if we want to change policies to give students more options in case of extenuating circumstances.

Jan Lombardi asked for a copy of the changes. Neault affirmed that she would send a summary of the changes and their implications, and clarified all of these changes are part of Part 2 of the recent Title 5 revisions, in effect now.

The council continued discussion.

Neault asked the joint meeting start early, at 1:30, to ensure there would be enough time to fully discuss the changes prior to the Board Meeting.

## V. **NEW BUSINESS**

### A. Non-transferrable Individualized Instruction Courses

Hess explained to the Council there are currently courses designated 296 that are degree level transferable Individualized Instruction courses. A recommendation has been received from one of the colleges to create an equivalent course that is not transferable for pairing with a basic skills-level course.

Short clarified it may not be something that Miramar wants to pursue, but rather it is something he had asked about to see if it was an option.

Lombardi informed the Council City had already created such a course to pair with some of its basic skills English courses.

Hess stated City's courses would be reviewed, and item would then be brought back for the Council's consideration.

### B. Catalog

Hess proposed to the Council a revision of the college catalogs, including a change to the fonts, look and feel in order to make it seem more contemporary.

Andersen recommended having a graphic design or journalism instructor review the current catalog and give their professional opinion as to what would work best.

Short asked that samples be created and brought to the Council for review by the campuses.

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Lombardi informed the Council that City's Academic Council had formed a catalog committee, and asked that they be kept in the loop as revisions were made.

### C. Math 95/English Title 5

Hess directed the Council to a handout she had prepared explaining some recent Title 5 changes. She pointed out that English 51 and 56 had already been reviewed and been designated as non degree-applicable. She emphasized the need to review all of the degree-applicable English courses to make sure they fulfill the requirement of composition; the handout includes other courses that currently fulfill the English graduation requirement.

Short states the section of Title 5 listed at the top of the handout did not deal with what Hess was asking the Council to consider.

Lombardi expressed her concern that not all of the courses that fulfill the English competency requirements have the same requisites.

Hess clarified that the handout dealt with competency; specifically, she was hoping to get the Council to begin to review Business 119, English 101, English 105, English 205, and Technical Writing 101 to ensure that those courses have the composition piece required by Title 5. She stated the reason these needed revisions are being brought up now are to make sure that people are aware of the deadlines to review them. Any changes to the courses on the handout, particularly to Mathematics 095, need to be approved at the December 11, 2008, CIC meeting to ensure that all pieces (catalog changes, Student Services changes) are in place for the 2009-2010 school year.

Neault reminded the Council that Mathematics 95 has not officially been changed to basic skills yet. Hess confirmed there had been discussion, but no proposals had yet reached CIC.

Short suggested that the handout be revised to include additional Title 5 requirements, so that council members can bring it to their campuses to get a consensus on what the colleges think.

Hess clarified that the purpose of the discussion and handout was to give everyone enough warning that these changes need to be made soon.

Neault asked for an update on a Mathematics course for Career Technical courses that was to be equivalent to Math 96.

Andersen clarified the discussion of making Math 98 course equivalent to Math 96 has been tabled, but that for now Math 98, which is not offered at all campuses, meets the requirement for graduation.

Neault suggested having a District-wide meeting of the deans of Mathematics and English to make sure that these discussions get going, and to make sure that the requirements are standardized across the three campuses.

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Hess recommended Lee be in charge of ensuring there is coordination between the campuses.

Andersen stated the need for a clear definition of “Transfer Level English” such as how many words, what kind of skills, etc.

Lombardi pointed out the ECCTYC is starting to create guidelines.

Andersen recommended involving the English faculty in the discussion. She also explained to the Council that Philosophy 101, which currently fulfills the District’s competency in mathematics, has been removed from the math section for CSU GE.

Lee asked the curriculum chairs if the people working on the Basic Skills Initiative (BSI) are reporting to the chairs how they are progressing, as he saw similarities in the goals of the two groups. The curriculum chairs informed Lee that there are different people working on these two projects.

Neault stated she felt it was the same assignment, and all groups needed support to achieve their goals.

Lee asked for clarification that no one from the BSI has communicated their progress to the curriculum committees.

Lombardi clarified while the BSI came from the requirement to raise requisites for Math and English, the people deciding what is transfer level are not the same as those defining basic skills.

The Council recommended a committee be created and meet repeatedly to make progress on this issue so it would meet the timelines. Hess stated she and Lee would work with the Vice Presidents of Instruction to establish who should be on the committee to define what a transfer level Math or English course is, and to make sure they meet. She clarified the issue would be left on future agendas for continued discussion.

Short asked for clarification that two separate groups would meet, one for Math and one for English.

Lombardi requested the curriculum chairs from each campus be included in one or both of these groups. Short added that the articulation officers would also like to be included.

Mary Benard asked for clarification the Vice Presidents of Instruction should be working on a list of names. Hess replied that she and Lee would be working with them to coordinate the groups.

### **D. Stand alone training**

Hess reminded the Council that stand alone training certification is due to the State by September 30.

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### E. Curriculum Walked—In

Hess invited Mesa to present their walked-in Curriculum.

Shirley Flor explained that several Allied Health Courses were being revised for accreditation purposes. They could not be moved during the summer so they were not at Instructional Service's level in CurricUNET in time for this meeting, but it is urgent that they be approved.

#### *Physical Therapist Assistant 143A, Directed Clinical Practice*

Andersen asked for clarification as to whether there was a change in content for PHYR 143A. Flor responded that the emphasis was changed by the accrediting body.

Neault asked about students that had completed the course when it was 4 units (the proposal would revise it to 5 units); would they have to repeat the course?

Flor responded she thought that they would need to repeat the whole course.

Murphy pointed out the hours are listed differently in different parts of the outline. She asked if it was possible for the students who had taken the course previously to just make up the difference in hours, such as with an Independent Study course. Neault announced it would need to be clarified for systems purposes.

Hess asked if these questions need to be answered before the Council could approve the courses.

Andersen recommended a limitation on enrollment for students who had completed PHYR 142B, which this course would be replacing.

Neault detailed a similar issue the District has previously had with American Sign Language courses. She stated because of this, she feels that the Council should wait to approve these courses until the issues have been resolved.

Hess made clear that the course could still be offered in the spring as required for accreditation even if it was not approved at the current meeting.

#### *Health Information Technology 155C, Current Procedural Terminology (CPT) Coding*

Flor announced this course had been modified to add a prerequisite.

The Council discussed whether the prerequisite was appropriate as it was stated, or if it should be changed to an advisory. Yvonne Bergland clarified that for accreditation purposes, the course must be a prerequisite, as the knowledge is required to succeed in this class. The Council discussed the appropriate way to phrase that in the course outline.

Quorum disbanded at 3:40.