

# San Diego Community College District Curriculum and Instructional Council

**APPROVED**

Meeting of November 13, 2008  
2:00 PM—District Office, Room 245

## MINUTES

### **PRESENT:**

Andersen, Libby  
Benard, Mary  
Craft, William  
Flor, Shirley  
Hess, Shelly  
Lombardi, Jan  
Murphy, Carol  
Parker, Juliette  
Short, Duane  
  
Vincent, Bill  
Weaver, Roma

Articulation Officer—City College  
Acting Vice President, Instruction—City College  
Acting Vice President, Instruction—Mesa College  
Curriculum Chair—Mesa College  
Dean, Curriculum & Instructional Services—District Office  
Curriculum Chair—City College  
Curriculum Chair—Miramar College  
Articulation Officer—Mesa College  
Academic Senate Representative, Articulation Officer—Miramar  
College  
Vice President, Instruction—Miramar College  
Curriculum Chair—Continuing Education

### **ABSENT:**

Bergland, Yvonne  
Ellison, Brian  
Lee, Otto  
Matthew, Esther  
Neault, Lynn

Dean, Instructional—Mesa College  
Vice President, Instruction & Student Services—Continuing Education  
Vice Chancellor, Instructional Services and Planning— District Office  
Academic Senate Representative —Continuing Education  
Vice Chancellor, Student Services—District Office (*Ex Officio*)

### **STAFF:**

Ficken, Amanda  
  
VanHouten, Laurie

Acting Senior Secretary, Curriculum & Instructional Services—District  
Office  
Curriculum Analyst, Curriculum & Instructional Services—District Office

### **GUESTS:**

Chandler, Scott  
Jeffcoat, Kendra  
Nadler, Kristy

Observer from San Diego State University  
Observer from San Diego State University  
Observer from San Diego State University

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:08 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: October 23, 2008 Minutes

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

### B. Approval of: November 13, 2008 Agenda

*The agenda was approved.* M/S/P (Lombardi/Murphy)

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

### A. Approval of Curriculum

Removed from the consent agenda:  
Chemistry 110, Chemistry in Society  
Chemistry 110L, Chemistry in Society Laboratory  
Electronic Systems 225, Microcontrollers  
Electronic Systems 225L, Microcontrollers Laboratory

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

### B. Approval of Program Changes

No Program changes.

### 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: Chemistry 110, Chemistry in Society; Chemistry 110L, Chemistry in Society Laboratory; Electronic Systems 225, Microcontrollers; Electronic Systems 225L, Microcontrollers Laboratory

*Chemistry 110, Chemistry in Society; Chemistry 110L, Chemistry in Society Laboratory*

Duane Short requested that these courses be tabled, as they were not discussed or approved by the Miramar Curriculum Committee and there is a chance that Miramar might want to activate them.

Jan Lombardi agreed that she did not recall these courses being discussed at City, either.

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Shirley Flor stated that these courses were developed by Paula Gustin for non-science majors.

Hess recommended that these courses be tabled and brought back for discussion at the December 11 CIC meeting, giving Miramar and City a chance to review them.

Libby Andersen informed the council that these courses were also on the GE approval list to be discussed later in the meeting.

Short recommended approving them for GE, since the only issue is whether the other colleges want to activate it.

Laurie Van Houten stated that the Council cannot approve GE for courses that have not been otherwise approved.

It was decided that the Council will review these courses at a future meeting, and review the GE submission in May 2009.

*Action: Chemistry 110, Chemistry in Society and Chemistry 110L, Chemistry in Society Laboratory were tabled for review by City and Miramar's Curriculum Review Committees and be placed on the December 11 CIC agenda.*

*Electronic Systems 225, Microcontrollers; Electronic Systems 225L, Microcontrollers Laboratory*

Short stated his concern that these courses seem to significantly overlap with both Mecomtronics 206 and Computer and Information Science (CISC) 71. All three courses deal with Microcontrollers and seem to teach the same material, yet they have different subject designators, TOP codes, and qualifications. He expressed his concern that the Council may not be doing its job to prevent the duplication of courses.

Van Houten responded that these courses are intended to replace the Mecomtronics course, which will be deactivated. She continued that there have been extensive discussions between City and Miramar regarding CISC 71, and it has been decided because of the approach taken to the material, the content is different enough as to justify multiple courses.

Short asked if a limitation should be placed for students who have taken the Mecomtronics courses. Van Houten responded the course was never actually offered, so there is no need.

*Action Electronic Systems 225, Microcontrollers and Electronic Systems 225L, Microcontrollers Laboratory were approved at City College.*

M/S/P (Short/Lombardi)

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### III. OLD BUSINESS

#### A. Math 95/English Title 5

Hess updated the Council on the status of the meetings that had been taking place to discuss the Math 95 and English basic skills changes. She informed the Council there is a meeting on Thursday, November 20 to discuss the English competency requirement and will include not only English faculty, but others representing Philosophy, Technical Writing, and Business.

She continued there had been meetings to discuss the Math requirements, as well. Mathematics 95 will be revised to a basic skills course, including a number change to designate as such. The primary concern in passing this revision quickly is to allow Student Services time to change the assessments. She also informed the Council there will be two new courses coming to CIC for their consideration, Math 84 and 85. One is a Geometry course, while the other is a course in Practical Careers.

Shirley Flor announced she had received concerns about students who had previously taken Math 95; will it satisfy their graduation requirement?

Hess responded these students had catalog rights; as long as their enrollment is continuous after taking the course, it will satisfy their requirements.

Lombardi informed the Council that the Academic Senate is looking at recoding its numbering system for Basic Skills. It will also be recommending different rubrics in order to develop a matrix that makes it easier to evaluate students' vertical success in Math and English courses.

Hess replied that the Math and English faculty are aware of these rubrics, and have used them during the revision of these courses.

William Craft added this had been a topic of discussion at the recent State CIO meeting; due to the huge differences in how the current rubrics are being interpreted, students that test the same are being placed at different levels depending on the college. There is a push for statewide standardization and conformity.

Hess asked if the changes discussed will impact fall 2009, or if we have more time. Lombardi responded that the changes would go into effect in 2010.

#### B. Significant Lapse of Time Policy

Hess announced that the first meeting of the Significant Lapse of Time Policy Subcommittee would be the following day, Friday November 14<sup>th</sup>.

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## IV. NEW BUSINESS

### A. General Education Course Approval

Removed from the consent agenda:

Chemistry 110, Chemistry in Society

Chemistry 110L, Chemistry in Society Laboratory

Photography 205, Travel Photography

Administration of Justice 102, Criminal Law I

Administration of Justice 106, Diversity and Community Relations

Administration of Justice 193, Concepts of Criminal Law

Administration of Justice 230, Constitutional Law I

*All other curriculum on the District and Transfer General Education Patterns list was approved.* M/S/P (Short/Benard)

*Chemistry 110, Chemistry in Society; Chemistry 110L, Chemistry in Society Laboratory*

Because these courses were not approved, they will not be considered for GE at this time.

*Photography 205, Travel Photography*

Andersen informed the Council she does not think this course is appropriate for either of the CSU GE areas that it is being proposed for, as the CSU GE criteria are very specific. Because this course is largely occupational, it does not meet the established criteria.

*Action: Photography 205, Travel Photography was removed from the District and Transfer General Education Patterns list.* M/S/P (Andersen/Lombardi)

*Administration of Justice 102, Criminal Law I; Administration of Justice 106, Diversity and Community Relations; Administration of Justice 193, Concepts of Criminal Law; Administration of Justice 230, Constitutional Law I*

Andersen stated her belief that the Administration of Justice courses do not meet the criteria for the District's Social and Behavioral Sciences requirement as defined by Title 5.

Short responded these courses were proposed for the District Transfer General Education Patterns list based on courses previously approved by CSU and UC. He listed numerous schools that had courses equivalent to ADJU 102 approved for CSU GE and IGETC. He understands Andersen's concerns regarding the District's General education; however, it did not seem to make sense to propose the courses for CSU GE, IGETC, and UC, and not for the District GE.

Lombardi asked Short if he felt that the courses would satisfy District GE. Short responded that Miramar had taken care to select courses that were theoretical in nature as opposed to practical or technical. Bill Vincent stated he agreed with Short's interpretation that the courses did meet the criteria.

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Andersen responded her primary concern involved the District's General Education; just because a course is acceptable for GE at the UCs or CSUs does not mean it is acceptable for the District, as there are different Title 5 requirements governing the different schools.

Short stated that he understood Andersen's concern that the categories are different, but he feels that is in the best interest of the students that the District align as much of its General Education as possible with the UCs and CSUs; it makes it very complicated for students if they get GE credit from the CSU or UC, but not from us. He continued that there are other occupational courses on the list for General Education approval that are not being contested.

The Council continued discussing the issue.

*Action: Administration of Justice 102, Criminal Law I; Administration of Justice 106, Diversity and Community Relations; Administration of Justice 193, Concepts of Criminal Law; and Administration of Justice 230, Constitutional Law I were approved for the District and Transfer General Education Patterns.*

M/S/P (Short/Parker)

## V. STANDING REPORTS

### A. Curriculum Updating Project (Van Houten)

Van Houten directed the Council to look at the handout that listed the number of courses left to be integrated. She said that a number of integrations had been approved earlier in the meeting, so these numbers should go down further.

### B. CurricUNET Steering Committee (Van Houten/Weaver)

Van Houten announced the Steering Committee met last Monday. The focus of the meeting was refining the Distance Ed process, including discussion of adding new technologies for contact with students and removal of old ones, and changing how the frequency of contact is reported.

### C. Student Services Council (Neault)

No report.

### D. State Academic Senate

Lombardi announced the Academic Senate met earlier in November and discussed ways to define the A.A. and A.S. degrees statewide. While they acknowledged it would be a messy process, they have passed a resolution to discuss suggesting a Title 5 revision. She continued someone had asked the Senate for a definition, as different states have different standards for the validity of these degrees. The Senate is now at a point where they want to make a recommendation.

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Lombardi also repeated her earlier announcement that the Senate has revised its rubrics for Basic Skills. She announced that Student Learning Outcomes (SLOs) were also discussed. The Senate decided to collect samples from schools around the state (who are willing to submit them) to form a library collection for access by other schools. She also noted the Senate reaffirmed its position that SLOs should not be used in faculty evaluations (despite the recommendation of accrediting bodies).

Additionally, there was considerable discussion regarding TBAs (“to be announced” used in scheduling), but no resolutions at this point. William Craft explained a legal opinion issued by the State Chancellor’s Office interpreted TBAs as meaning each student will arrange specific hours with the instructor that they will attend at the same time each week. As such, anyone supervising a lab section would need to have the same qualifications as the person teaching the TBA course. This can have significant impacts in the way that attendance is counted, meaning differences in funding. Solutions were also discussed, such as making such courses Distance Education or hybrids to allow students the same flexibility. To do so, the topics must be very specifically spelled out in the syllabus.

Lombardi also mentioned to the Council that there was a resolution passed regarding grading and academic dishonesty. The Senate will investigate faculty legal and professional rights and obligations concerning academic dishonesty. This includes options for grading, disciplinary action, definitions of academic dishonesty, a statement of best practices, and an explanation of student rights. Additionally, the Senate is seeking clarification regarding legal opinion, L 95-31 which limits the ability of local faculty to fail a student for a single academic dishonesty incident. The Senate is seeking an appropriate Title 5 change to address faculty concerns.

### E. Chief Instructional Officers (Benard, Bergland/Craft, Ellison, Lee, Vincent)

Vincent informed the Council of the recent discussion regarding Distance Education authentication that took place at the recent CIO meeting. Mary Benard added one of the issues is the fact similar authentication is not required for on-campus students. Lombardi mentioned the Academic Senate had passed a resolution calling for equality in authentication standards. Benard stated there are two issues at stake: 1) academic honesty; and 2) impersonation.

Hess informed the Council the emphasis in online authentication is due to recent changes in the Higher Education Act. Craft supported that statement, saying Otto Lee had told him he had spoken with Barbara Beno; she should be clarifying with people in Washington what the accreditation committee should be doing to ensure compliance, as the language currently says that they will do so without saying how.

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## F. Articulation Officers (Andersen, Parker, Short)

Short reported the articulation officers are still working on LDTP. They have completed an analysis of the number of students who would be affected if the District fully participates, and will present the information at a future meeting. Andersen and Parker gave further examples of the issues surrounding LDTP, including the fact that the focus is no longer on admissions but articulation, and how that might affect students.

Andersen reported the evaluators and Transfer Center Directors attended the most recent District Articulation Council meeting, allowing the group to discuss common issues and catalog information. The articulation officers are working to update articulation agreements.

## VI. ANNOUNCEMENTS

A. The December 11, 2008, meeting will be held at the District Office, room 210.

B. Handouts:

1. November 13, 2008 CIC Meeting Agenda
2. Draft Minutes from the October 23, 2008 CIC meeting
3. Curriculum Summary
4. Curriculum Updating Project

## VII. ADJOURNMENT

*Hess adjourned the meeting at 3:29 p.m.*