

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of April 8, 2010
2:00 PM—District Office, Room 245

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Lombardi, Jan	Curriculum Chair —City College
McGrath, Tim	Vice President, Instruction—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Igou, Daniel	Curriculum Chair—Miramar College
Matthew, Esther	Academic Senate Representative —Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Parker, Juliette	Articulation Officer—Mesa College
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office
Werle, Kathy	Vice President, Instruction—Miramar College

STAFF:

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
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GUESTS:

Henne, Andrea	Dean, Online and Distributed Learning—District Office
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Shelly Hess called the meeting to order at 2:02`p.m.

Hess announced that the Military Services and Education Coordination draft policy had been removed from the agenda at the request of Dr. Lisa Curtin, Director of Military Education. It will appear at a future meeting.

I. MINUTES AND AGENDA

A. Approval of: March 25, 2010 Minutes

The minutes were approved. M/S/P (Short /Benard)

B. Approval of: April 8, 2010 Agenda

Added to the Agenda:
Psychology 201, Academic and Career Opportunities in Psychology

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

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:
Physics 100, Introductory Physics

The remaining curriculum was approved by consent. M/S/P (Benard/Andersen)

B. Approval of Program Changes

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

C. Approval of Continuing Education Curriculum

The curriculum was approved by consent. M/S/P (Andersen/ Benard)

D. Approval of Continuing Education Program Changes

The programs were approved by consent. M/S/P (Andersen/Weaver)

E. Curriculum Items Discussed

Physics 100, Introductory Physics

Shirley Flor announced to the Council that Juliette Parker would like to pull this proposal due to concerns that offering a laboratory course online might create articulation problems similar those experienced with Biology 107. She would like to hold the proposal until she has a chance to have the Mesa Physics faculty review it.

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Jan Lombardi clarified that the course is a lecture/lab combination and that only the lecture portion would be online. Duane Short reminded the Council of a similar situation where a fully online course caused articulation problems, but a hybrid course was approved.

Flor reiterated that Parker's concern is that not all institutions have the resources to review whether the course is a hybrid, so the "online" designation may be an issue despite the in-person lab.

Andersen informed the Council that she was the curriculum chair when this proposal went to City's curriculum committee. As the articulation officer, she worked with the originator to ensure that the explanation of the in-person lab showed that only the lecture portion was online. The explanation highlights the requirement of weekly contact as part of the proposal. While we don't know what institutions like USC might do, City feels how the course is organized will satisfy any concerns.

Flor added that Parker also made a suggestion to split the course into two, separating the lecture and lab. This would clarify the issue. Flor reiterated that Parker would like to make sure the faculty has a chance to review it. Andersen responded that she does not see a need for this, as the only thing that this proposal changes is the pedagogy. City does not expect there to be a concern based on the UC and CSU standards. USC and other private colleges can ask for a review of the course outline and syllabus should they have concerns.

Lombardi moved to table Physics 100 until the April 22 meeting.

Short asked that any conversation take place prior to the next meeting, as the articulation officers will be at a conference and therefore not in attendance.

*Action: Physics 100, Introductory Physics, was tabled until the April 22 meeting.
M/S/P (Lombardi/McGrath)*

III. OLD BUSINESS

B. Instructional Policies

The Council began to review the draft instructional policies until Cathy Hasson could arrive. Hess reminded the Council this is the third reading for the *Program, Curriculum and Course Development* draft policy. The draft policy has been clarified to replace "degree and certificate" anywhere the word "program" was used. The policy is intentionally broad and specifics will be clarified in the corresponding procedure. Mary Benard recommended revising the draft policy title to remove "Program". After further discussion, the draft policy was renamed *Curriculum Development*. It was determined this draft policy is ready for submission to the District Governance Council.

*Action: The draft policy Curriculum Development was approved for submission to the District Governance Council.
M/S/P (Benard/ Andersen)*

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A. Self-Assessment on Shared Governance Structure (Hasson)

Cathy Hasson informed the Council she had returned to share the results of the self assessment it recently underwent. She reviewed the process with the Council and presented the results of the survey and a draft of the action plan/contribution report. The information was based on the survey, completed by 7 people. It included verbatim comments and recommended actions.

The Council reviewed the report and discussed the results and recommended actions. Hasson asked the Council to further review the report and make any changes they felt necessary. The final report is due April 23. Hess announced she would look at the report and bring it back to the April 22 meeting for final review.

B. Instructional Policies

The Council resumed review of the draft policies. The Council reviewed *Philosophy and Criteria for Associate Degree and General Education*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Philosophy and Criteria for Associate Degree and General Education was approved for submission to the District Governance Council.
M/S/P (Andersen/Benard)

The Council next reviewed the draft policy *Library Services*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Library Services was approved for submission to the District Governance Council.
M/S/P (McGrath/Andersen)

The Council next reviewed the draft policy *Articulation*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Articulation was approved for submission to the District Governance Council.
M/S/P (McGrath/Andersen)

Finally, the Council reviewed the draft policy *Graduation Requirements for Degrees and Certificates*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Graduation Requirements for Degrees and Certificates was approved for submission to the District Governance Council.
M/S/P (Short/McGrath)

C. CIC Calendar

Hess asked the Council to please send the District Office of Instructional Services a list of anticipated curriculum committee dates by April 15 for inclusion in the 2010-2011 CIC calendar.

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D. CCCCCO Inventory Update

Hess informed the Council that City has completed their training for the CCCCCO Inventory. Continuing Education has scheduled theirs; to date, Mesa and Miramar have not.

IV. NEW BUSINESS

A. Instructional Policies

Hess presented the draft policy *Community Service Programs* for a first reading. It will be brought to the April 22 meeting for a second review.

B. Walked-In Curriculum

Psychology 201, Academic and Career Opportunities in Psychology

Andersen informed the Council that this course is currently active at Mesa. Due to changes in enrollment management at SDSU, City would like to activate the course for psychology majors. Any psychology student transferring to SDSU without the course is considered to not have completed the preparation for the major, and loses Tier 1 transfer status. The course is being walked in to make the articulation window. The course has also been revised in compliance with the six year review process.

Tim McGrath added that there is a huge demand for the course, and that very few area schools currently offer it.

Action: Psychology 201, Academic and Career Opportunities in Psychology, was approved for activation at City College pending technical review.

M/S/P (McGrath/Short)

V. STANDING REPORTS

A. Curriculum Updating Project (Van Houten)

No report.

B. CurricUNET Steering Committee (Van Houten/Weaver)

Hess announced the Steering Committee recently met and reviewed action items from last year that have not been updated. They are working on that, and several other issues.

C. Student Services Council (Neault)

No report.

D. State Academic Senate

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No report; a plenary session will meet this month.

- E. Chief Instructional Officers (Benard, Ellison, Lee, McGrath, Werle)

No report.

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

Short reminded the Council the articulation officers will not be at the next CIC meeting.

Andersen called attention to a recent Union-Tribune editorial written by the Chancellor and Presidents of the Grossmont-Cuyamaca Community College District about the number of sections they have had to cut due to the budget crisis.

VI. ANNOUNCEMENTS

- A. The April 22nd CIC meeting will be held at the District Office, Room 245.
- B. The first draft of the catalogs will be delivered to the colleges next Tuesday, April 13.
- C. Handouts:
1. April 8, 2010 CIC Meeting Agenda
 2. Draft Minutes from the March 25, 2010 CIC meeting
 3. College Curriculum Summary
 4. Continuing Ed Curriculum Summary
 5. Program Curriculum and Course Development
 6. Philosophy and Criteria for Associate Degree and General Education
 7. Library Services
 8. Articulation
 9. Graduation Requirements for Degrees and Certificates
 10. Community Service Programs
 11. Curriculum Updating Project

VII. ADJOURNMENT

Hess adjourned the meeting at 3:25 p.m.