

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of May 13, 2010  
2:00 PM—District Service Center,  
First Floor Conference Room

## 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
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lombardi, Jan	Curriculum Chair —City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education
Werle, Kathy	Vice President, Instruction—Miramar College

### **ABSENT:**

Matthew, Esther	Academic Senate Representative —Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

### **STAFF:**

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

Fierro, David	Academic Senate Representative—City College
Lauria, Danielle	Program Director, Medical Assisting—Mesa College
Norvell, Elizabeth	Curriculum Coordinator— Mesa College, Curriculum Support—City College
Parsons, Michelle “Toni”	Future Curriculum Chair—Mesa College
Walker, Tracey	English Faculty—Mesa College

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

Shelly Hess welcomed everyone and invited the Council and guests to introduce themselves.

*Otto Lee arrived at 2:04 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: April 22, 2010 Minutes**

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

### **B. Approval of: May 13, 2010 Agenda**

Added to the Agenda:

Nursing 140, Foundations of Nursing  
Nursing 141, Pharmacology for Nursing  
Nursing 142, Medical Surgical Nursing I  
Nursing 143, Pharmacology for Nursing II  
Nursing 144, Medical Surgical Nursing II  
Nursing 145, Pharmacology for Nursing III  
Nursing 146, Maternal-Child Health Nursing  
Nursing 147, Pharmacology for Nursing IV

*Roma Weaver arrived at 2:06 p.m.*

Photography 200A, Photographic Lighting Techniques  
Agriculture 100, Principles of Sustainable Agriculture  
Agriculture 102, Sustainable Urban Agriculture Practice  
Radio and Television 141, Radio News Production  
Black Studies 100, Introduction to Black Studies  
Certificate of Achievement, Human Services Adult/Gerontology Track

Allied Health 48, Basic Skills for Health Care Careers  
Architecture 230, Sustainability in the Built Environment  
English 265B, Accelerated Reading, Writing and Reasoning  
Dental Assisting 136, Dental Radiography II  
Certificate of Achievement-General Education

Automotive Technology 51, Quick Service Lube, Pre-Delivery Inspection  
Technician  
Automotive Technology 51A, Quick Service Lube, Pre-Delivery Inspection  
Technician Module I  
Automotive Technology 51B, Quick Service Lube, Pre-Delivery Inspection  
Technician Module II  
Automotive Technology 51C Quick Service Lube, Pre-Delivery Inspection  
Technician Module III

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

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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum

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

### B. Approval of Program Changes

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

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

No Continuing Education program changes.

### E. General Education Course Approval

Libby Andersen requested that Gender 101, Introduction to Gender Studies, be added to the list for District General Education, Area D. It had previously been approved and submitted for CSUGE and IGETC, but was accidentally left off of the District General Education List.

*All curriculum on the District Transfer General Education Patterns list was approved, with the addition of Gender Studies 101.* M/S/P (Benard/Flor)

## III. OLD BUSINESS

### A. CIC Calendar

Amanda Ficken-Davis presented the Draft 2010-2011 CIC Calendar. She pointed out that since the last meeting, the calendar was modified to include a second joint meeting date with Student Services Council, and the Summer 2011 and Fall 2011 schedule deadlines.

*The Curriculum Approval Calendar for the 2010-2011 academic year was approved.* M/S/P (Werle/Andersen)

### B. Policy Update

Hess announced that most of the draft policies approved by the Council were going to the Board today for a first reading. The policies going to the Board are 5020 Curriculum Development, 5025 Philosophy and Criteria for Associate Degree and General Education, 5050 Articulation, 5070 Auditing and Auditing Fees, 5100 Graduation Requirements for Degrees and Certificates, 5235 Credit by Exam, and 5250 Prerequisites and Corequisites. Draft policy, 5040 Library Services, was pulled due to the need for further research and discussion regarding the role of the colleges and Continuing Education. Hess hopes to bring the remaining Instructional Services policies to the Council in the fall.

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Hess informed the Council the Policies and Procedures subcommittee will meet once more this semester to begin looking at policies. Those revisions will also come to the Council starting in the fall. One of the procedures to be developed will be regarding procedure development and approval.

Otto Lee thanked the members of the subcommittee and the Council for their hard work and assistance in taking the policies through the process.

Duane Short asked if the proposed revisions to Title 5 regarding policies for prerequisites and corequisites would affect the draft policy currently before the Board. Hess replied our policy is broad enough that it should not be affected; instead, it will affect our future procedures.

### **IV. NEW BUSINESS**

#### **A. Proposed Revisions to the Title 5 Regulations: Policies for Prerequisites, Corequisites and Advisories**

Hess reminded the Council that at the last meeting, Vice Chancellor Lynn Neault had informed them about a proposed revision to Title 5 that will be going before the Board of Governors change the prerequisite policy and procedures to allow community college districts to establish prerequisites, corequisites, and advisories based on content review on a course-by-course or program-by-program basis, removing the need for validation studies for cross-disciplinary prerequisites.

At the last VPI/PSS joint meeting there was a discussion about the change and its impact on students. The faculty at the three colleges can agree to continue our current process, or choose to adopt the changes. Hess reminded the Council that very few, if any cross-disciplinary prerequisites have ever been validated as statistically significant.

Mary Benard stated her understanding that the state Academic Senate is working on guidelines for conducting content review. We can still implement our current procedures and be within Title 5 guidelines, but the change is permissive. Should we elect to conduct content review for prerequisites, we would have to change our procedures. Hess reiterated that the policy is broad enough that this Title 5 change will not affect it.

Jan Lombardi added that she had participated in a webcast on this issue, and it seems that we can leave our current plan in place if the faculty decides that is what they want to do. The July curriculum institute will have a half day of training for curriculum chairs dealing specifically with this issue. Lombardi added that she has heard considerable interest from the faculty in having content review. She reminded the Council that this has not passed the Board of Governors yet, so this discussion is presumptive, but pointed out that the research for prerequisite validation does not take into consideration students who withdraw; it is possible that the students who could benefit from prerequisites are dropping themselves rather than failing, which could be skewing the validation studies.

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David Fierro asked if it is mostly the English and math faculty who have expressed an interest in content review. Lombardi responded it has mostly been Biology faculty hoping to be able to add English and math prerequisites to their courses.

Hess pointed out that this could have an impact on enrollment in the future when demand is not as high as it is now; once prerequisites are established, they must go through the curriculum process to be removed.

Michelle “Toni” Parsons stated that as a math faculty member she has been following this discussion at the state level. Her understanding is that the statistical analysis came through due to equity issues dealing with basic skills and related issues. In her experience however, students also want prerequisites in place to ensure that students do not withdraw or fail because they were not adequately prepared, thus taking seats from students who are and who need the classes to graduate on time.

Parsons continued that it is her understanding that when a prerequisite is overridden by a faculty member for one class, that same prerequisite is then clear for all future classes that student takes. She is concerned that this is a dangerous precedent because it may set students up to fail. She feels this is something that should be discussed as we look at a possible transition to content review and the creation of more prerequisites.

Brian Ellison added that the Vice Presidents of Student Services have talked about this quite a bit. There are very good arguments both for and against this. He reiterated Hess’s concern that adding more prerequisites will affect enrollment; further, it may cause collateral issues with basic skills instruction. This may impact the structures of the colleges and Continuing Education as we recognize that more of our students (about 70%) have basic skills needs, especially as more courses are designated basic skills.

Short supported Parsons’s concern about the implementation of this procedure. He added that in the last year, there has been a very large discussion about prerequisites, especially in light of the LDTP discussions. A lot of universities have stated that almost all of their classes require Mathematics 96 and English 48 and 49 as prerequisites, as those are supposedly prerequisites for admissions. The assumption then is that all transfer level courses share these prerequisites. In their minds, this discussion is then unnecessary. He continued that maybe this is not an all or nothing issue; there might be some middle ground.

Libby Andersen expressed her concern that many transfer level teachers are frustrated that students enter the class without some of those English basic skills; as such, the faculty are having to cover a lot of that English before they can even get to the course content.

*Tim McGrath arrived at 2:32 p.m.*

Juliette Parker reminded the Council that some of the changes to prerequisites could impact articulation; hopefully this will be considered.

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Ellison gave another example of the ripple effect of adding prerequisites. Title 5 has designated a limit on the number of basic skills courses that we can claim apportionment for each student taking. By adding more and more prerequisites, we will burn through the limit correctly. There needs to be a discussion about how we address basic education. This does not necessarily have to be an extension of credit courses.

Hess thanked everyone for their comments. She reminded them that no decision would be made today. There are a lot of things to be taken into consideration for next year. She warned them that this discussion would be continued.

### B. ASCCC Spring Plenary—Resolutions 9.01 S10 and 9.02 S10

Hess informed the Council that at the 4/17/10 plenary session the State Academic Senate passed two resolutions. The first, 9.01 S10, encourages local Academic Senates to consider a system-wide policy template regarding the use of International Baccalaureate exams for meetings Associate Degree general education requirements. This will be brought through articulation to the Academic Senates next year. The second resolution, 9.02 S10, encourages college to honor GE courses from any California Community College. This will be a huge but timely discussion. This will be a topic for our new General Education subcommittee to discuss.

Lombardi added that at the recent plenary session there was also a discussion that could affect how we assess. The Senate's proposal states that local academic senates need to keep control of the process.

Parsons added that she is part of a group discussing the changes to the process. A grant has been received from the Gates Foundation and HP to develop a (non-mandated) computer based state wide assessment test and database. This will allow us to use assessment scores from other colleges (still establishing our own cutoffs). This will also allow students to upload high school and other test scores in one database for reference by all colleges. One major benefit is that the state will pay for the test, to be administered by in-house assessment personnel.

*Daniel Igou arrived at 2:43 p.m.*

### C. Walked-In Curriculum

Hess invited City to walk in their curriculum.

*Nursing 140, Foundations of Nursing; Nursing 141, Pharmacology for Nursing; Nursing 142, Medical Surgical Nursing I; Nursing 143, Pharmacology for Nursing II; Nursing 144, Medical Surgical Nursing II; Nursing 145, Pharmacology for Nursing III; Nursing 146, Maternal-Child Health Nursing; Nursing 147, Pharmacology for Nursing IV*

Lombardi explained that Nursing is rewriting the entire program to bring it up to date and reflect the recommendations of its accreditation agency. These are all

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new first-year courses to be offered starting in the fall. New second year courses will be submitted next year to allow students currently in the program to complete it.

*Action: Nursing 140, Foundations of Nursing; Nursing 141, Pharmacology for Nursing; Nursing 142, Medical Surgical Nursing I; Nursing 143, Pharmacology for Nursing II; Nursing 144, Medical Surgical Nursing II; Nursing 145, Pharmacology for Nursing III; Nursing 146, Maternal-Child Health Nursing; and Nursing 147, Pharmacology for Nursing IV were approved for activation at City College pending technical review. M/S/P (Short/Flor)*

*Agriculture 100, Principles of Sustainable Agriculture; Agriculture 102, Sustainable Urban Agriculture Practice*

Lombardi announced these were the first of a new series of courses coming through; the rest of the courses and the program should be coming to CIC in the fall. Benard added that the courses and program are grant funded.

Short reminded City that there was a limit to the number of standalone courses that could be approved in each TOP code; this has caused Miramar problems as they wait for programs to be approved.

*Action: Agriculture 100, Principles of Sustainable Agriculture and Agriculture 102, Sustainable Urban Agriculture Practice were approved for activation at City College pending technical review. M/S/P (Benard/Lombardi)*

*Radio and Television 141, Radio News Production*

Lombardi presented RTVC 141. She stated the primary revision was the change from prerequisites to advisories. The Council discussed concerns about the course's repeatability; ultimately, Lombardi withdrew the proposal at this time.

*Photography 200A, Photographic Lighting Techniques*

Lombardi presented the course revision. It included a change to the prerequisite and to the number of units.

*Action: Photography 200A, Photographic Lighting Techniques was approved for activation at City College pending technical review. M/S/P (Short/Flor)*

*Black Studies 100, Introduction to Black Studies*

Lombardi presented the Distance Education only proposal.

*Action: Black Studies 100, Introduction to Black Studies was approved for Distance Education at City College pending technical review. M/S/P (Flor/Benard)*

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*Certificate of Achievement, Human Services Adult/Gerontology Track*  
Lombardi presented the program deactivation; this is part of a realignment of the Human Services program at City.

*Action: Certificate of Achievement, Human Services Adult/Gerontology Track, was approved for deactivation at City College pending technical review.*

M/S/P (Short/Andersen)

Hess invited Mesa to walk in their curriculum  
*Allied Health 48, Basic Skills for Health Care Careers*  
Flor reminded the Council that she had attempted to walk this course in to the last CIC meeting. Danielle Lauria, Mesa's Director of Allied Health, attended to address concerns raised at the last meeting regarding the assessment levels. She described the new levels. Lombardi pointed out that the advisory included the language "completion of or concurrent enrollment in" meaning that students may take the course before completing that level. It was decided this language should be changed before activation.

*Action: Allied Health 48, Basic Skills for Health Care Careers was approved for activation at Mesa College pending technical review, with the removal of "completion of or concurrent enrollment in" from the advisories.*

M/S/P (Lombardi/Parker)

### *Architecture 230, Sustainability in the Built Environment*

Flor announced that this was a new course, created from a grant. It is currently standalone, but eventually will be part of a program.

*Action: Architecture 230, Sustainability in the Built Environment was approved for activation at Mesa College pending technical review.*

M/S/P (Benard/Andersen)

### *Dental Assisting 136, Dental Radiography II*

Flor informed the Council that this course is being revised to add a new corequisite. This course is used both by students in the Dental Assisting program and students working in the field who need to recertify.

*Action: Dental Assisting 136, Dental Radiography II was approved for activation at Mesa College pending technical review.*

M/S/P (Andersen/Lombardi)

### *English 265B, Accelerated Reading, Writing and Reasoning*

Flor announced that this course is being offered as an experimental course combining English 48 and 49. It has been a joint effort between City and Mesa. She invited Tracey Walker, an English faculty member from Mesa, to present further. Walker discussed the perceived need and construction of the class.

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Short asked where students who complete the class would go next in the course progression; would they need to retake the assessment test to be eligible for 101? Walker responded that a very small group of students would initially take this course. Upon completion, the faculty will allow students to challenge the prerequisite for future courses.

Short also expressed his concern about the lack of requisites; does this mean the course is broad enough that people at any skill level can take it? Walker responded that they are working closely with the counseling departments to ensure that the students who enroll are a good fit.

Tim McGrath added that counselors will help explain to students what their options are. This allows us to try something new in Basic Skills learning, and possible increase the options available to students.

*Otto Lee left at 3:12 p.m.*

Short pointed out that the course is listed as Grade Only. Since it is an experimental course, it can only be offered a maximum of two times. If a student fails the course, it is possible that they will never have the option to retake it and clear the F from their transcript, and do not have the option to take it credit/no credit. Walker understood the concern, and offered to add the credit/no credit option.

Lombardi asked for assurance that there will be research into placement levels for students taking the course to make sure we can better assess their success.

*Action: English 265B, Accelerated Reading, Writing and Reasoning was approved for activation at City College and Mesa College pending technical review, with the addition of a Credit/No Credit grading option.*

*M/S/P (Werle/Parker)*

### *Certificate of Achievement-General Education*

Flor pointed out that this is a certificate currently offered by both City and Miramar. They would like to activate it. Short noted that the State Chancellor's Office has a very particular title that they want to see, and recommended that Mesa change it prior to submission to match what City and Miramar have in their catalogs (no specific title was stated).

*Action: Certificate of Achievement-General Education was approved for activation at Mesa College pending technical review, with a title revision to match what City and Miramar have.*

*M/S/P (Benard/Andersen)*

Hess invited Miramar to walk in their curriculum  
*Automotive Technology 51, Quick Service Lube, Pre-Delivery Inspection Technician; Automotive Technology 51A, Quick Service Lube, Pre-Delivery Inspection Technician Module I; Automotive Technology 51B, Quick Service Lube, Pre-Delivery Inspection Technician Module II; Automotive Technology 51C Quick Service Lube, Pre-Delivery Inspection Technician Module III*

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Daniel Igou stated that these courses are similar to the AUTO 53 series approved earlier in the meeting. The proposals include a course revision and the creation of three course modules to allow high school and college students to take the course at a local high school (and fit into the high school schedule).

*Action: Automotive Technology 51, Quick Service Lube, Pre-Delivery Inspection Technician; Automotive Technology 51A, Quick Service Lube, Pre-Delivery Inspection Technician Module I; Automotive Technology 51B, Quick Service Lube, Pre-Delivery Inspection Technician Module II; Automotive Technology 51C Quick Service Lube, Pre-Delivery Inspection Technician Module III were approved for activation at Miramar College pending technical review.*

M/S/P (Andersen/Short)

Hess invited City to submit its proposal to revise the General Education Course Approval list approved earlier.

Lombardi moved to amend the list to include AGRI 100 as follows:  
CSUGE: Area D7: Social Science-Interdisciplinary Social or Behavioral Science  
IGETC: Area 4G: Interdisciplinary, Social & Behavioral Sciences  
District General Education: Area B1: Natural Sciences-Life Sciences  
UC Transfer Course: Yes

*Roma Weaver left at 3:24 p.m.*

*Brian Ellison left at 3:24 p.m.*

Short expressed concern that the District General Education section was so different than the CSUGE and IGETC lists. Andersen suggested submitting it for area D instead. Short asked whether agriculture is a social science. Lombardi explained that the focus is on urban farming and sustainability. Short recommended approval, but asked that if the CSU and UC systems changed the category that CIC be informed so we can more appropriately align our GE.

*Action: Agriculture 100, Principles of Sustainable Agriculture, was approved for the District GE list with the understanding that if CSU or IGETC have changes that it will be brought back to CIC to determine that it is correctly placed for our local District requirements.*

M/S/P (Short/Andersen)

## V. STANDING REPORTS

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

No report.

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

No report.

### C. Student Services Council (Neault)

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No report.

## D. Joint Meeting Agenda Items

Hess asked if there were any joint meeting agenda items. The Council responded prerequisites and assessment.

## E. State Academic Senate

Nothing further to report.

## F. Chief Instructional Officers (Benard, Ellison, Lee, McGrath, Werle)

No report.

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

Short reported that the CUS system had come up with an update to how they are going to use Advanced Placement and CLEP examinations in awarding credit for their courses. We list this for information purposes in our catalogs; Duane will send it to the District Office of Instructional Services to make sure it is correct.

## VI. ANNOUNCEMENTS

### A. Handouts:

1. May 13, 2010 CIC Meeting Agenda
2. Draft Minutes from the April 22, 2010 CIC meeting
3. Curriculum Summary
4. General Education Course List
5. CIC Calendar
6. Proposed Revision to the Title 5 Regulations Handout
7. ASCCC Spring Plenary Handout
8. Curriculum Updating Project

## VII. ADJOURNMENT

*Meeting adjourned at 3:28 p.m.*