

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 9, 2012  
2:00 PM—District Office, Room 375

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Buckley, Jerry	Vice President, Instruction—Miramar College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Lombardi, Jan	Co-Curriculum Chair—City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Parsons, Michelle	Curriculum Chair—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

### **ABSENT:**

Shelton, Deanna	Co-Curriculum Chair—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )

### **STAFF:**

Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Vallido, Lea	Acting Senior Secretary, Curriculum & Instructional Services—District Office

### **Guest:**

Henne, Andrea	Dean, Online and Distributed Learning – District Office
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Shelly Hess called the meeting to order at 2:06 p.m.

## I. MINUTES AND AGENDA

- A. Approval of: December 8, 2011 Minutes

*The minutes were approved.*

MSP (Short/Andersen)

- B. Approval of: December 8, 2011 Agenda

Added to the Agenda: Walk-In Course  
ACCT 121: California Income Tax

Delete section E under Curriculum Review/Approval section of Agenda.

*The agenda was approved as amended.*

MSP (Andersen/Buckley)

## II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Removed from the consent agenda:

*BIOL 135: Biology of Human Nutrition*

*HUMA 102: Introduction to the Humanities II*

Mary Benard arrives at 2:11 p.m.

*Approval of curriculum as amended.*

MSP (Igou/Short)

*In addition to pulling BIOL 135 and HUMA 102, amend the approval to also pull  
CHEM 111 and CHEM 111L*

MSP (Short/Parsons)

Otto Lee arrives at 2:12 p.m.

- B. Approval of Program Changes

*The programs were approved by consent.*

MSP (Lombardi/Igou)

- C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

- D. Approval of Continuing Education Program Changes

No Continuing Education programs.

Pulled Curriculum:

*BIOL 135: Biology of Human Nutrition*

Jan Lombardi stated changes in terminology were needed. Libby Andersen further explained that additional content and objectives were needed to better prepare it to be proposed to the CSU GE area E. Shelly Hess asked Lombardi and

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Andersen if they would like to table the course for the next meeting, and both members agreed.

*Action: BIOL 135 is tabled until the next CIC meeting*

MSP (Lombardy/Andersen)

*HUMA 102: Introduction to the Humanities II*

Lombardi would like to review it and asked to be tabled for next CIC meeting.

*Action: HUMA 102 is tabled until the next CIC meeting.*

MSP (Short/Andersen)

*CHEM 111: Chemistry in Society*

*CHEM 111L: Chemistry in Society Laboratory*

Duane Short explained the proposal was to activate these courses at Miramar, and due to the timing and the amount of time it takes for these courses to be sent and have the proper approvals, the result of its status will not be available until April of 2013. Unless there is a pressing need to offer these courses before that time, Miramar has supported the proposal to change the starting dates for these two courses to Fall of 2013. The discussion continues.

Andersen recommended re-visiting the CIC decision in regards to course approval procedures in order to prevent future confusions. Hess agreed to bring the issue back to a future CIC meeting for discussion.

*Action: The changes for CHEM 111 and CHEM 111L have been approved.*

MSP (Short/Benard)

### III. OLD BUSINESS

#### A. Gainful Employment

Hess presented a follow-up on her meeting with the VPIs on Gainful Employment. She announced the result of the meeting was a recommendation to create an approval flow chart that outlines every step of the program approval process (Hess hands out a draft of the flow chart to the committee members, the same flow chart was sent to VPIs for review).

*Juliette Parker arrives at 2:21 p.m.*

Hess explains the purpose of the flow chart is to clarify some confusion regarding Gainful Employment and the approval process. A narrative will be provided with the chart which will explain each step and what's involved in the process. Hess further stated the idea was to collect the requirements for the programs and incorporate them with CurricUNET to assist the College faculty with the process. Members of the council expressed their opinions and suggestions for the flow chart and the discussion continues.

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*Tim McGrath arrives at 2:29 p.m.*

## IV. NEW BUSINESS

Walk – In Courses:

*ACCT 121: Income Tax Return Certification*

Daniel Igou explains the importance of the course in getting the required California certification in professionally preparing tax returns, and Miramar would like to have the ability to offer this certification course to the state in order for students to acquire future jobs. Straight activation is what Miramar's asking for. Andersen shares how students from City earn this certification by taking certain classes and points out the descriptions written in the City catalog. The discussion continues.

*Action: ACCT 121 has been approved by consent. MSP (Short/Lombardi)*

## V. STANDING REPORTS

### A. Curriculum Updating Project (Plourde)

Plourde reported that the numbers remains the same at 120.

### B. CurricUNET Steering Committee (Plourde /Weaver)

No update. Plourde stated a meeting is still in the process of being organized and scheduled sometime this semester. She announced the new "Change Cr report" and "Change program report" icons found in CurricUNET.

### C. Prerequisite Subcommittee (Hess)

No report.

### D. Student Services Council (Neault)

No report.

### E. SB 1440 (Lee)

Lee distributes copies of the tracking grid to the members and explains its contents. He announced the five new TMC degrees that San Diego State has accepted (*Sociology, Administration of Justice, Physics, Art History, and Political Science*), totaling 8 approved TMC degrees by SDSU. Lee explains the State TMCs that were accepted by San Diego State were their preferred choice within the list of choices that were presented to them in order to suit the programs they offer.

Lee asked for the committee's updates and feedback.

Mesa: Michelle Parsons expressed her thoughts on the Theatre Arts TMC and stated that it's something that does not suit Mesa's Drama department, mainly

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because of the Youth Theatre emphasis that was chosen by San Diego State, which is not the emphasis at Mesa. She also brought up when Kris Clark reviewed the TMC list, noted that there were several courses that SDSU didn't offer, much less Mesa, resulting in Clark's hesitation in moving forward with the Theatre Arts TMC. Parsons mentioned she's putting together the Math and History and should be available soon.

Short asked Lee for clarification in the definition of the terms: "under review," "not offered," and "under development" based on the tracking sheet presented. Lee explained from his understanding, "not offered" were subjects the Colleges do not have degrees in. Short used Political Science as an example for clarification. He explained while Miramar does offer the entire curriculum in Political Science, the faculty have never developed a separate degree because it's already encompassed within their Social and Behavioral Sciences degree. He stated it is *possible* to create one. Lee clarified he understood it the other way around in which a degree can be offered in a particular discipline, though he has yet to check the courses, Lee understands that in certain cases like Miramar, there are courses offered to obtain a Political Science degree and it's simply a matter of program approval to offer it as an Associate in Arts and Political Science. Short asked if what Lee wants to know is if Miramar already has a degree in Political Science or is it possible for Miramar to create one. Lee responded it's up to the College faculty if they desire to do so.

Lee expressed his interest in hearing the feedback from the discipline faculties in order to have a clearer understanding of where the Colleges and faculty stands on the issue. He also stated the information he presents derives from informal meetings and/or in passing with VPs, Deans, and other sources, and he wishes to be accurate and get updates at CIC.

Lombardi asked for clarification on what the recommendations for local degrees are, and Lee responded with two types: 1) SDSU would choose from a list of courses and recommends Community College students take those specific courses because it fits SDSU's 1440 and 2) recommendation is related to GE pattern, which SDSU suggests students to take specific courses to satisfy a certain course pattern because it would double count for the Major and GE.

Parsons and Benard inquired about the template recommendations and Lee was more than happy to send the template to the CIC members.

City: Andersen expressed her thoughts and concerns regarding the TMCs starting with History: She stated the faculty does not believe that language is more important than the other history courses, and believe the format as established TMC is the format that would be expected to be filled out in the way it is. However, they are looking at developing the TMC with the three levels of the various languages with an asterisk next to the course to indicate SDSU's preference. She also hopes to create a possible program description in CurricUNET to indicate the note. Political Science: According to Andersen, the faculty has denied this due to the fact that the first course (the COR) is a three unit combination of their 101 and 102. This limits their ability to propose it for C-ID approval. City faculty are concerned it will never be passed by C-ID. Lee

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thought this to be interesting and was surprised the issue wasn't communicated properly. Math: the faculty is interested and is in support of it. However, they would like to insert a note about the Science emphasis to clearly notify students the degree doesn't go with the applied Math/other Math emphasis found in SDSU catalog. Andersen wished for the same comment be put in Theatre Arts.

Andersen stated that City does not have administration of Justice, but already has Psychology and Communications Studies TMC degrees. Additionally, Physics, Sociology and Art History has not yet been discussed.

Among the colleagues Andersen has spoken with, she stated the biggest concern of everyone was time. Andersen is concerned, because they're going to need help not only with the proposal for CurricUNET, but submitting the proposal into the inventory, and other follow ups. Hess stated her office volunteered to help with the Inventory process and anything else they need assistance with.

Miramar: Igou reported he approached the Chair of Miramar's History department and is very interested in developing the TMCs, and a meeting with all History faculty members is scheduled for the 24<sup>th</sup> of February. Math has not yet been discussed and the Administration of Justice meeting is scheduled as well.

Lee thanks the committee for their input, updates and feedback.

### **F. Joint Meeting Agenda Items**

Hess informs the committee of the postponed Joint Meeting due to the absence of key member from the Student Services individuals. The new meeting schedule will be announced as soon as information is available. Hess announced the current items to be discussed: Assessments, Prerequisites, and SB 1440.

Andersen expressed her disappointment on the postponed Joint meeting.

Michelle Parsons reported on an email received from the Chancellor's Office with comments and concerns regarding repeatability. Response from the Chancellor's Office on the subject was to do nothing about repeatability. A brief discussion continues.

### **G. Chief Instructional Officers (Buckley, Benard, Ellison, Lee , McGrath)**

Vice President Jerry Buckley gave a brief self background in response to Andersen's request.

### **H. Articulation Officers (Andersen, Parker, Short)**

Short reported SB1440 was the most discussed topic during the Regional Meeting and the Southern California Intersegmental Articulation Council (SCIAC) Conference. He also suggested for the CIC members to be updated on SCIAC's perspective. The members agreed. Tim McGrath brought up the upcoming workshop (Articulation Officers Training) which would give a perfect opportunity to learn more about Articulation, and asked if it was possible for members from the Colleges or District Office be allowed to participate. The discussion continues.

## **VI. ANNOUNCEMENTS**

## **San Diego Community College District Curriculum and Instructional Council**

- A. The next meeting will be Thursday, February 23, 2012 at the District Office, Room 245.
- B. Handouts:
  - 1. February 9, 2012, CIC Meeting Agenda
  - 2. Draft Minutes from the December 8, 2011, CIC meeting
  - 3. Curriculum Summary
  - 4. Curriculum Updating Project.

### **VII. ADJOURNMENT**

*The meeting adjourned at 3:05 p.m.*