

San Diego Community College District Curriculum and Instructional Council

Meeting of April 12, 2012
2:00 PM—District Office, Room 245

MINUTES

PRESENT:

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

ABSENT:

Ellison, Brian Vice President, Instruction & Student Services—Continuing Education
Neault, Lynn Vice Chancellor, Student Services—District Office (*Ex Officio*)
Parsons, Michelle Curriculum Chair—Mesa

STAFF:

Payne, Desiree Senior Secretary, Curriculum & Instructional Services—District Office
Plourde, Erica Curriculum Analyst, Curriculum & Instructional Services—District Office
Scott, Carmen Curriculum Technician, Curriculum & Instructional Services – District Office

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Shelly Hess called the meeting to order at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: March 22, 2012, Minutes.

Elizabeth Norvell arrived at 2:07 p.m.

Jan Lombardi requested a change to sentence in V. ENGLISH AND MATH PREREQUISITES “Lombardi advised City’s curriculum committee approved ECON 120 and 121 course revisions but did not approve Math 092.” The words “as a prerequisite” be added following “...Math 092.”

*Action: The minutes were approved with noted change. MSP (Weaver/Igou)
2 abstained.*

B. Approval of: April 12, 2012, Agenda

Added to the Agenda:

Old Business:

Course Description Additional Information Follow-Up (Information)

New Subject Designator (Information)

Committees Status Report (Information)

Joint Meeting (Information)

Math 092 Update (Information)

Walk-Ins:

Course Revisions

RADT 110 Recording Media

RADT 121A Radiographic Exposure

RADT 121B Radiographic Exposure Laboratory

RADT 200 Radiographic Positioning II

RADT 251A Directed Clinical Practice I

Course Reactivation

RADT 251B Directed Clinical Practice II

Program Revisions

Radiologic Technology – Associate in Science Degree

Radiologic Technology – Certificate of Achievement

Action: The agenda was approved as amended. MSP (Andersen/Parker)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

MUSC 050 Music Fundamentals for the Studio Engineer

MUSC 070 Commercial Music Performance

MUSC 080 Introduction to Digital Audio and MIDI

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MUSC 082 Audio Recording

Action: The curriculum was approved as amended.

MSP (Parker/Igou)

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 programs.

E. Curriculum Items Discussed

MUSC 050 Music Fundamentals for the Studio Engineer

MUSC 070 Commercial Music Performance

MUSC 080 Introduction to Digital Audio and MIDI

MUSC 082 Audio Recording

Committee discussed Jonathan Fohrman and meeting that should occur regarding possible content duplication. Lombardi expressed concern as to whether the MUSC courses, if held at Curriculum and Instructional Council (CIC) longer, could be offered in the Fall 2012 semester. Shelly Hess advised Fohrman is aware City would like to offer the courses beginning in the Fall. Mary Benard suggested if a meeting cannot occur soon Fohrman should obtain feedback electronically in order to address any concerns before the last 2011-12 CIC meeting. Erica Plourde clarified the schedule deadline is April 26, 2012. Benard recommended the MUSC discussion occur within the next week.

Action: MUSC 050, 070, 080 and 082 tabled.

MSP (Andersen/Igou)

Hess proceeded to move on to Old Business. Tim McGrath interjected and sought clarification if Fohrman was to report back to Hess. Hess confirmed and stated she would relay Fohrman's information to the committee.

Otto Lee arrived at 2:18 p.m.

III. OLD BUSINESS

A. Course Description Additional Information Follow-up (Information)

The Course Description Additional Information form was distributed to committee. Hess summarized the CIC decision made in February 2011 to remove duplicate and inconsistent information from catalog course description. Hess informed the committee the District Articulation Committee (DAC) reviewed the course descriptions, developed criteria for language to be removed and created a list of courses to be revised. Hess reviewed the three language removal criteria. Hess inquired if the committee had any questions or concerns. Hess thanked the articulation officers, and Michelle Radley, for their time and efforts in reviewing courses. McGrath inquired if a motion would need to be made. Hess advised the document is for information only.

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B. New Subject Designator (Information)

Hess presented City's request submitted to the Instructional Services office to develop new subject indicator/designator for conflict resolution course. Hess advised City's request for a new subject designator should be shared at campuses Curriculum Review Committee (CRC) and any questions or concerns be brought back to CIC for discussion. Libby Andersen suggested a time limit be implemented on this process. Benard recommended the word "or" be added in place of "and" when disciplines are assigned to avoid confusion with Human Resources.

C. Committees Status Report

List of CIC Subcommittees was provided to the committee. Hess reviewed the document, advising of the need to secure representatives for various subcommittees. Hess provided update of status of subcommittees. Andersen questioned the status of the General Education committee. Hess advised the General Education and Multicultural Graduation Requirement committees were merged into the Education Review Subcommittee. Andersen inquired on the creation of committee for technical review process. Discussion continued regarding technical review process committee.

D. Joint Meeting Update

Hess advised Instructional Services and Students Services have been in contact and are working towards scheduling a meeting.

E. Math 092 Update

Hess relayed a meeting occurred with Lynn Neault to address any questions, concerns and/or issues. Hess advised Neault noted the M45 skills level was recommended by the faculty. Hess commented CurricUNET has the capability to list skills levels and this could be an additional screen for faculty to complete. Duane Short clarified if skills level being referred to is the skills level required to enroll in a course or the skills level assigned to a student upon completion of a course. Hess stated she was referencing the skills level required for a course. Short replied he was referring to skills level assigned upon completion. Hess offered Neault would need to discuss the assignment of skills level.

IV. NEW BUSINESS

A. Walk-Ins

RADT 110 Recording Media
RADT 121A Radiographic Exposure
RADT 121B Radiographic Exposure Laboratory
RADT 200 Radiographic Positioning II
RADT 251A Directed Clinical Practice I
RADT 251B Directed Clinical Practice II
Radiologic Technology – Associate in Science Degree
Radiologic Technology – Certificate of Achievement

Juliette Parker advised the RADT courses were walked in at the March 8, 2012, CIC meeting and upon Instructional Services technical review a numbering issue with one of the courses was discovered. Numbering issue was corrected. Plourde explained the RADT 251B number already

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existed, as a historical course, the 251B presented at the March 8 CIC was deleted and the historical 251B was updated and reactivated. All RADT courses and programs walked in with the new proposal.

Action: RADT 110, 121A, 121B, 200, 251A, 251B, Radiologic Technology-Associate in Science Degree and Radiologic Technology-Certificate of Achievement approved.

MSP (Lombardi/Norvell)

V. STANDING REPORTS

A. Curriculum Updating Project

Plourde advised the number of courses not integrated has increased and research is being conducted to determine what caused the increase.

B. CurricUNET Steering Committee

Plourde provided update. Last meeting was held March 30, 2012. Approval glitch issue in CurricUNET is being addressed. Plourde advised an audit is being conducted based on a Governet report, which should assist in resolving this issue. Hess advised the committee an email was distributed regarding this issue.

Hess provided an update on integration with state approval process. Hess stated curriculum inventory is being updated in order to be more modernized and should be easier to complete. Benard inquired on the possibility of a Gainful Employment Act feature added to CurricUNET process. Hess stated a feature to assist with Gainful Employment is being worked on. Benard asked if a feature could be added to CurricUNET option to capture justification for online course offerings. Hess affirmed this feature could be added. Hess advised meeting was held with Governet and two year review report was discussed.

C. Prerequisite Subcommittee

Hess advised committee meeting was held prior to CIC meeting and a draft flow chart, created by Neault based on recommendations from the subcommittee, was discussed and revised. Hess requested, once revisions have been made and subcommittee approves draft, the curriculum chairs present the chart to the Academic Senates. McGrath added a sample of the how a course will navigate through the prerequisite process was recommended. Daniel Igou advised implementation plan is being determined.

D. Student Services Council

No report.

E. SB 1440

Otto Lee provided the committee with a SB 1440 Associate Degree for Transfer (SB 1440)-Implementation tracking grid. Lee reviewed degree document. Lee thanked faculty and all who assisted in development and input of degrees into CurricUNET. Lee followed up with Michelle Parsons' TMC inquiry, expressed weeks prior, stating some existing degrees are similar to TMC and all that is needed is to revise the courses listed as requirements in current degrees to optional

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electives and faculty has agreed on this. Lee continued to state this could be considered a degree revision and the State Chancellor's office has agreed a SB 1440 degree can be a revision of a degree already offered.

F. Joint Meeting Agenda Items

Hess inquired if the committee had agenda items. No agenda items were offered. Andersen sought support from committee in progressing PHYE 240 course revision through CurricUNET.

G. State Academic Senate

Lombardi advised the Spring Plenary Session will take place on April 19-21, 2012.

H. Chief Instructional Officers

No report.

I. Articulation Officers

Parker advised officers are scheduled to attend a statewide conference and will not be in attendance for the April 26, 2012, CIC meeting. Hess inquired if a representative could be sent in Parker's place. Parker confirmed. Short provided information on a regional meeting held the week prior, noting SB 1440 was the main topic.

VI. ANNOUNCEMENTS

A. Next CIC meeting scheduled for April 26, 2012, in District room 245.

B. Handouts:

1. April 12, 2012, CIC Meeting Agenda
2. Draft Minutes from the March 22, 2012, CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. Follow Up Course Description Additional Information (Information)
6. CIC Curriculum Subcommittee (Information)
7. Associate Degree for Transfer (SB 1440)-Implementation (Information)

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:02 p.m.