

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 25, 2012  
2:00 PM—District Office Room 245

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City
Barnes, Randy	Acting Vice President, Instruction—City
Borinski, Bill	Curriculum Co-Chair—Continuing Education
Buckley, Jerry	Vice President, Instruction —Miramar
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Dan	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Lombardi, Jan	Curriculum Co-Chair—City
McGrath, Tim	Vice President, Instruction—Mesa
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar

### **ABSENT:**

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

### **GUESTS:**

Erreca, Lori	Dean, Behavioral & Social Sciences and Consumer & Family Studies—City
Gustin, Paula	Faculty, Chemistry—Mesa
Henne, Andrea	Dean, Online & Distributed Learning—District Office
Johnson, Leroy	Faculty, Counseling—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

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:04 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: October 11, 2012 Minutes**

Duane Short requested his Articulation Officer report on the San Diego Imperial County Community College Association (SDICCA) meeting be summarized in the minutes.

*Action: The minutes were approved as amended.*

MSP (Buckley/Barnes)

### **B. Approval of: October 25, 2012 Agenda**

Added to the Agenda

New Business:

Walk-Ins (Action)

Course Revisions:

*ARTF 174A Book Arts I (City)*

*ARTG 174A Book Arts I (City)*

*BLAS 140A History of the U.S., Black Perspective (Mesa)*

*BLAS 140B History of the U.S., Black Perspective (Mesa)*

New Programs:

*Communication Studies for Transfer (Mesa)*

*History for Transfer (Mesa)*

*Kinesiology for Transfer (Mesa)*

*Mathematics for Transfer (Mesa)*

*Physics for Transfer (Mesa)*

*Political Science for Transfer (Mesa)*

*Theatre for Transfer (City)*

*Action: The agenda was approved as amended.*

MSP (Andersen/Igou)

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

### **A. Approval of Curriculum**

*Action: Curriculum approved.*

MSP (Parker/Lombardi)

### **B. Approval of Program Changes**

*Action: The programs were approved by consent.*

MSP (Andersen/Igou)

### **C. Approval of Continuing Education Curriculum**

No Continuing Education curriculum.

### **D. Approval of Continuing Education Program Changes**

No Continuing Education programs.

# San Diego Community College District Curriculum and Instructional Council

## III. OLD BUSINESS

### A. Implementation Plan for Title 5 Repeatability Changes (Information)

Shelly Hess displayed the 2<sup>nd</sup> reading New Repeatability Regulations, 2<sup>nd</sup> reading Repeatability Regulations: Planned Correction for Fall 2013 and 2<sup>nd</sup> reading Repeatability Regulations: Planned Correction for Spring 2013 draft documents and inquired if committee members had presented the documents to their respective constituents on campus. The committee advised the documents had been presented. Hess inquired if a vote could be conducted. Jan Lombardi advised City would like more time to review and discuss the proposed plan. Hess questioned if Mesa and Miramar require additional time as well. Dan Igou and Michelle Parsons advised additional review at the campus level would be preferable. Hess advised the vote would be postponed. Hess added the implementation plan for spring 2013 may be revised to fall 2013 to accommodate scheduling and student services related issues. Hess requested this information be relayed when the documents are discussed at the campuses. Igou and Short advised Miramar has a concern regarding the approach to variable unit courses. Hess advised she would research the repeatability changes impact on variable unit courses.

### B. C-ID Submission New Business Form (Action)

Hess displayed the C-ID Submission form. Hess reviewed the revisions, and explained the recommendation to authorize Articulation Officers to develop a process for submission of C-ID designated courses within Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T). Hess proposed the committee vote on the form and the process be presented to the Academic Senates at each college for review and approval. Short recommended the language in the form be revised to reflect all C-ID designated courses. Otto Lee summarized the C-ID submission process and advised the recommendation is designed to assist faculty by granting the Articulation Officers authority to develop a submission process. Libby Andersen offered the submission process would need to address courses denied C-ID. Hess confirmed and advised the process could be discussed at the District Articulation Council (DAC) meetings. Lee clarified process will be developed through DAC and the proposed process will be brought back to CIC. Hess confirmed discussion will occur at DAC, CIC representatives will present to the Academic Senates and the process could be brought back to CIC.

*Action: C-ID Submission New Business form approved.*

MSP (Barnes/Buckley )

## IV. NEW BUSINESS

### A. New or Substantial Change Course Proposal (Information)

Hess explained the state Chancellor's Office has implemented Curriculum Inventory Version 2 and with the new inventory an approval signature page must be submitted for all new courses as well as courses with substantive changes. Hess listed examples of substantive changes to courses; Taxonomy of Programs-TOP code change, credit status change, course unit change, basic skills status change, Student Accountability Model-SAM code change, CB21 prior to college level change, non-credit category change and funding agency category change. Hess continued to advise that a signature page, with all appropriate signatures obtained, must be submitted. The CCC Curriculum Inventory Required Signatures Program or Course Proposal: New or Substantial Change signature form was displayed. Hess advised a list of substantive course changes could be provided via email. Hess advocated the Instructional Services department and campuses working together to obtain the signatures in a timely manner, as failure to submit the signature form may result in delay of assignment of course control number(s). Discussion on obtaining clarification on this process at the fall 2012 California Community Colleges Chief Instructional Officers conference

## San Diego Community College District Curriculum and Instructional Council

occurred. Short inquired if requiring signatures for stand-alone courses only would be acceptable; as all other courses are essentially approved within a program. Tim McGrath inquired if this process was a Board of Governor's (BOG) mandate. Hess stated she could not confirm whether the mandate was from the BOG. Discussion continued.

### B. Walk-Ins (Action)

#### *Communication Studies for Transfer*

Parsons explained the degree, as with the other walked-in transfer degrees from Mesa, was developed by the faculty with advisement from Juliette Parker and CurricUNET assistance from Elizabeth Norvell. Andersen inquired on inclusion of San Diego State University (SDSU) language. Parker stated SDSU language was not included. McGrath advised it had been discussed each college could approach the Transfer Model Curriculum (TMC) degrees differently. Deanna Shelton inquired if a separate TMC for Communication Studies would be created for SDSU. Parsons advised the degree was designed to be all encompassing. Andersen inquired on Lee's opinion on the degree. Lee advised of the need to be aware of the amount of students transferring to SDSU.

*Paula Gustin arrived at 2:30 p.m.*

Lee added each academic department, working in conjunction with the Articulation Officers, are entrusted to determine and develop the optimal TMC degrees for their program(s). Lee advised Hess had contacted reviewers at the state level in regards to the broad TMC models and feedback was positive. Lombardi clarified acceptance has been received at the state Chancellor's level the TMC degrees submitted are acceptable. Lee advised thus far the degrees seem to have been received without issue. Shelton stated City should have the option to revise, and resubmit for CIC approval, City's approved TMC degrees to reflect the broad model. Andersen agreed with Shelton and added the TMCs created by City were developed to meet the recommendations of the District, the administration and the state Chancellor's office.

*Action: Communication Studies for Transfer-Associate in Arts Degree approved, pending tech review. MSP (Parker/Igou)*

*History for Transfer*

*Kinesiology for Transfer*

*Mathematics for Transfer*

*Physics for Transfer*

*Political Science for Transfer*

Program degree reports were displayed. Degrees and courses listed in degrees were discussed. Short noted the Kinesiology degree appeared different from Chancellor's Office template structure. Parker advised the physical education department developed the degree based on upon their interpretation of the template. Parker recommended the "courses required for the major" heading should be revised to "core courses." Hess stated the language is automatically generated from CurricUNET and the modification would be researched. Additional CurricUNET errors reflected on the degree reports were discussed. McGrath inquired if all the degrees proposed start date should be fall 2012. Hess replied the plan is to propose a start date of fall 2012 and once the degree is approved to submit catalog addendums. Andersen advised, in the Math degree, the addition of "or" to Mathematics 119, Psychology 258 and Biology 200 listed course options. Parsons recommended revising the total units to variable to reflect the unit variation among the courses. Parker and Short

## San Diego Community College District Curriculum and Instructional Council

advised the minimum amount of units required are listed as total units. Hess advised, per feedback from the state, recommended electives could be listed on the degrees as long as an advisement of only 60 units required for the major is included. Andersen requested Hess' contact source at the state level. Hess advised the contact was Ken Nather. McGrath noted the proposed date for the Political Science degree should be revised to fall 2012. Hess advised Parker she would assist in making the necessary corrections in CurricUNET to the degrees.

*Action: History for Transfer-Associate in Arts Degree, Kinesiology for Transfer-Associate in Science Degree, Mathematics for Transfer-Associate in Science Degree, Physics for Transfer-Associate in Science Degree and Political Science for Transfer-Associate in Arts Degree approved, pending tech review;*

*2 abstentions to Kinesiology for Transfer Degree;*

*1 abstention to History for Transfer-Associate in Arts Degree, Kinesiology for Transfer-Associate in Science Degree, Mathematics for Transfer-Associate in Science Degree, Physics for Transfer-Associate in Science Degree and Political Science for Transfer-Associate in Arts Degree. MSP (Parsons/Parker)*

### *Theatre for Transfer*

Andersen provided catalog description for the degree. Andersen advised youth theatre emphasis was removed as feedback from SDSU was never received. Andersen added SDSU language was removed from the degree. Andersen explained the addition of the program application language.

*McGrath left the room at 2:48 p.m.; returned at 2:51 p.m.*

Lee inquired if City has an emphasis in youth theatre. Andersen replied City does not offer the emphasis. Fall 2013 repeatability changes impact on TMC degrees discussed.

*Action: Theatre for Transfer-Associate in Arts Degree approved, pending tech review.*

*MSP (Lombardi/Andersen)*

*BLAS 140A History of the U.S., Black Perspective*

*BLAS 140B History of the U.S., Black Perspective*

Parker advised the courses have been integrated and the courses need to be updated into the History Associate in Arts for Transfer (AA-T) degree. Short inquired if recently revised courses could be included in the AA-T/AS-T degrees for the other colleges as well. Hess clarified active courses are submitted with the AA-T/AS-T degrees. Parker stated the current BLAS 140A and 140B courses are from 1998 and are not integrated. Parker expressed concern how the active 140A and 140B courses would be viewed at the state level. Hess advised she would inquire at the state level on how the 140A and 140B courses would be received.

*Action: Black Studies 140A and 140B approved, pending tech review. MSP (Parsons/Lombardi)*

*ARTF 174A Book Arts I*

*ARTG 174A Book Arts I*

Lombardi advised the courses are cross listed, the current revision is to add distance education. Andersen clarified the courses are to be offered as hybrid courses.

# San Diego Community College District Curriculum and Instructional Council

Action: Art-Fine Art 174A and Art-Graphic Design 174A approved, pending tech review.

MSP (Parsons/Igou)

## V. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

Hess advised as of October 11, 2012 the number of courses not integrated is 81.

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

Hess explained the current issues with CurricUNET. Hess added Erica Plourde is working with GoverNET to resolve the issues. Hess thanked the committee members for notifications of problems experienced with CurricUNET. Hess recommended the Steering Committee convene when CurricUNET is functioning properly.

### C. Student Services Council (Neault)

No report.

### D. SB 1440 (Lee)

Lee reported seven TMC degrees were approved by the Board of Trustees on October 18, 2012. Lee thanked the Instructional Services department and the colleges for their efforts. Lee advised the state conducts a technical and content review prior to approval. Hess added she has been advised the technical review process should be complete by the following week.

### E. State Academic Senate

Lombardi announced the fall 2012 Plenary Session meeting is scheduled for November 8-10, 2012 in Irvine. Lombardi reported a resolution for Massive Open Online Courses (MOOCs) was discussed at the Area D meeting.

### F. Chief Instructional Officers (Barnes, Buckley, Ellison, Lee, McGrath)

Lee advised MOOCs is scheduled to be discussed at the November District Governance Council (DGC) meeting. DGC is scheduled to examine creation of a MOOCs task force and training.

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

No report.

## VI. ANNOUNCEMENTS

### A. The next meeting will be held Thursday, November 8, 2012 2:00-4:00 p.m. at the District Office, room 375.

### B. Handouts:

1. October 25, 2012 CIC Meeting Agenda
2. Draft Minutes from the October 11, 2012 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. C-ID Business Form

## VII. ADJOURNMENT

*Shelly Hess adjourned the meeting at 3:01 p.m.*