

San Diego Community College District Curriculum and Instructional Council

Meeting of November 8, 2012
2:00 PM–District Office Room 220

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City
Barnes, Randy	Acting Vice President, Instruction—City
Borinski, Bill	Curriculum Co-Chair—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Ornelas, Lynne	Dean, Business, Technical Careers and Workforce Initiatives—Miramar (proxy for Jerry Buckley)
Parker, Juliette	Articulation Officer—Mesa
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar
Walker, Tracey	Faculty—Mesa (proxy for Michelle Parsons)
Weaver, Roma	Curriculum Co-Chair—Continuing Education

ABSENT:

Buckley, Jerry	Vice President, Instruction—Miramar
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Igou, Dan	Curriculum Chair—Miramar
Lombardi, Jan	Curriculum Co-Chair—City
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Parsons, Michelle	Curriculum Chair—Mesa
Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Shelton, Deanna	Curriculum Co-Chair—City

GUESTS:

Erreca, Lori	Dean, Behavioral & Social Sciences and Consumer & Family Studies—City
Henne, Andrea	Dean, Online & Distributed Learning—District Office
Key, Christina	Graduate Student Intern, College 2 Career Program, Disability Support Programs and Services—District Office

STAFF:

Payne, Desiree	Senior Secretary, 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 2:03 p.m. Hess welcomed guests and asked everyone to introduce themselves.

I. MINUTES AND AGENDA

A. Approval of: October 25, 2012 Minutes

Action: The minutes were approved.

MSP (Short/Andersen)

B. Approval of: November 8, 2012 Agenda

Added to the Agenda

Old Business:

Implementation Plan for Title 5 Repeatability Changes- 6 Year Review

New Business:

Walk-Ins (Action)

New Course:

PLPF 195/ PLPF 340 Advanced Pipefitting II (City)

Course Revisions:

PLPF 180/ PLPF 325 Introduction to Pipefitting (City)

PLPF 185/ PLPF 330 Intermediate Pipefitting (City)

PLPF 190/ PLPF 335 Advanced Pipefitting (City)

New Program:

Mathematics for Transfer (Miramar)

Action: The agenda was approved as amended.

MSP (Barnes/Andersen)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from consent agenda:

AVIA 115 Meteorology: Weather and Climate

Libby Andersen inquired why History 142 was not listed on the November 8, 2012 Curriculum Summary.

Lori Erreca and Otto Lee arrived at 2:07 p.m.

Action: Curriculum approved.

MSP (Short/Weaver)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (Short/Andersen)

C. Approval of Continuing Education Curriculum

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No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

E. General Education Course Approval Review

Review and Approval of G.E./Transferability Actions document was displayed. Hess inquired if there were any questions or discussion on the courses listed. No questions or comments were voiced. Hess advised approval of G.E./Transferability Actions will occur at the November 29, 2012 CIC meeting.

F. Curriculum Item Discussed

AVIA 115 Meteorology: Weather and Climate

Juliette Parker relayed Mesa's geography department concerns regarding the course content and title. Parker stated Mesa's faculty have been advised to contact Duane Short to discuss course. Short inquired if the course is brought back to the November 29, 2012 CIC meeting for approval if the course can be included on the G.E approval list. Hess advised if the course is brought back to the November 29 meeting it will meet the fall G.E. course approval deadline.

Action: AVIA 115 held.

MSP (Short/Barnes)

HIST 142 Women in United States History II

Andersen stated History 141 and 142 were proposed for deactivation by City. Andersen questioned why History 141 was included on the November 8, 2012 Curriculum Summary and History 142 was excluded. Carmen Scott advised History 142 would need to be researched. Hess inquired if History 141 should be held. Andersen replied History 141 can remain on the curriculum review and approval agenda.

No action required.

III. OLD BUSINESS

A. Implementation Plan for Title 5 Repeatability Changes (Action)

Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013 document was displayed. Hess inquired if the implementation plan had been discussed with each of the college's senates. Council members confirmed. Hess advised the Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013 document will be revised to reflect fall 2013 due to implementation time constraints. Andersen advised in City's catalog several Computer Business Technology (CBTE) courses are listed as repeatable in order to update skills as technologies change. Hess stated CBTE course will no longer be repeatable and in order for students to update skills new CBTE courses will have to be created. Andersen advised the CBTE courses are not on any of the implementation plan course lists. Hess advised the CBTE courses will be added. Andersen provided a list of the courses to be added; CBTE 114, 161, 162, 164, 165, 170 and 180. Short recommended, for all the implementation plan documents, condition be added to allow courses to be withheld from the list if they are repeatable due to articulation requirements.

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Otto Lee inquired on the process to waive the repeatability regulation due to articulation requirement(s).

Tracey Walker arrived at 2:16 p.m.

Discussion occurred regarding implementation and repeatability exemption due to articulation requirement(s). Lee recommended the repeatability waiver, in relation to articulation, be researched. Hess advised the waiver process will be researched.

Action: Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013 approved with revision of spring 2013 to fall 2013, pending removal of courses exempt due to documented articulation requirements.

MSP (*Short/Barnes*)

The Courses Do not Meet Current Repeatability Regulations: Planned correction for fall 2013 document was displayed. Peace Studies 250 confirmed to be on course list.

Action: Courses that Do Not Meet Current Repeatability Regulations: Planned correction for fall 2013 approved, pending removal of courses exempt due to documented articulation requirements.

MSP (*Short/Barnes*)

Courses that Will Not be eligible for Repeatability effective Fall 2013 documents was displayed. Hess noted CBTE courses will be added to list. Andersen inquired on repeatability status for internship courses, specifically Commercial Music (MUSC) 209. Hess advised internships are not exempt from the new repeatability regulations. Hess added work experience course are repeatable and MUSC 209 would need to be revised to a work experience model in order to be repeatable.

Action: Courses that Will Not be eligible for Repeatability effective Fall 2013, pending removal of courses exempt due to documented articulation requirements.

MSP (*Short/Barnes*)

Discussion occurred regarding 6 year review and repeatability. Hess advised herself, Vice Chancellor Neault, the Vice Presidents of Instruction and physical education department have been meeting to discuss repeatability changes impact on physical education curriculum. Andersen expressed concern regarding course proposals pending in CurricUNET. Hess advised the issue could be discussed at an upcoming physical education meeting. Short added Miramar is experiencing the same issues, and new courses are being created to replace the old courses. Short requested Miramar be notified should another approach be deemed appropriate.

No action required.

B. New or Substantial Change Course Proposal (Information)

Randy Barnes reported discussion with California Community College Vice Chancellor of Academic Affairs Barry Russell regarding the new signature form. Barnes advised, per Russell, Title 5 requires Board of Trustees approval, academic senate approval or curriculum committee approval operating under academic senate and regional dean approval for career technical education. Barnes added Russell recommended retaining documentation of all approvals.

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Discussion occurred regarding retention of documentation. Barnes commented on CCC Curriculum Inventory Update – Signature Page Requirements memo recently released by state Chancellor’s office. Memo was displayed and a hard copy was provided to council members. Barnes clarified campus curriculum review committees are subcommittees of academic senates. Hess confirmed. Hess offered signature form can still be used should the council deem appropriate. Hess explained process of uploading zip folder for submission. Hess thanked the Chief Instructional Officers for their assistance.

C. Educational Review Subcommittee (Information)

Hess advised it has been recommended the educational review subcommittee resume regular meetings. Hess explained the role of the subcommittee. Hess advised a request will be sent to the academic senates to obtain representatives for the subcommittee.

D. Kinesiology for Transfer (Information)

Hess explained Mesa’s Kinesiology for Transfer degree was pulled from the November 8, 2012 Board of Trustees agenda as result of the 0.5-1 variable units courses within the degree. Further research is required as the Transfer Model Curriculum (TMC) template does not accommodate variable units for this degree. Hess added Mesa’s faculty, curriculum committee representatives, Vice President of Instruction and President agreed to pull the degree. Lee noted state chancellor’s office has recognized the TMC template language was not designed to accommodate variable unit courses.

IV. NEW BUSINESS

A. Walk-Ins (Action)

Mathematics for Transfer

Short provided an overview of the new transfer degree. Short noted the degree is closely aligned with San Diego State University’s recommended TMC model.

Action: Mathematics for Transfer Associate in Science Degree approved, pending tech review.

MSP (Andersen/Weaver)

PLPF 195/ PLPF 340 Advanced Pipefitting II (City)

PLPF 180/ PLPF 325 Introduction to Pipefitting (City)

PLPF 185/ PLPF 330 Intermediate Pipefitting (City)

PLPF 190/ PLPF 335 Advanced Pipefitting (City)

Hess explained two course numbers are assigned to reflect regular and apprenticeship courses. Barnes provided background on pipefitting courses. Barnes advised the courses are primarily apprenticeship courses but are offered as regular courses to accommodate non-apprentice students. Barnes explained 195 and 340 are new courses and the remaining are revisions which include increase in lab hours. Short noted the courses are designated as baccalaureate level and California State University (CSU) transferrable. Short expressed concern the courses do not meet baccalaureate level criteria. Barnes advised the courses, excluding 195 and 340, were designated as baccalaureate level years prior. Short stated he expressed concerns when course were first proposed as baccalaureate level. Andersen advised requests were received from two CSUs to designate the courses as CSU transferable.

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Action: PLPF 195/340, PLPF 180/325, PLPF 185/330 and PLPF 190/335 approved, pending tech review. MSP (Andersen/Weaver)

I Opposed.

Hess noted as a general rule revisions to hours are not implemented during the spring semester due to conflicts with the catalogs and class schedule development. Hess advised implementation date will be examined during tech review.

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess advised as of October 25, 2012 the number of courses not integrated is 79.

B. CurricUNET Steering Committee (Hess/Weaver)

No report.

C. Student Services Council (Neault)

No report.

D. SB 1440 (Lee)

Hess reported City's Mathematics for Transfer and Miramar's Administration of Justice degrees were approved by the state Chancellor's Office. Approval is pending on the other submitted transfer degrees.

E. State Academic Senate

No report.

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

No report. Hess thanked the Chief Instructional Officers for their attendance and feedback from the fall 2012 California Community Colleges Chief Instructional Officers conference.

G. Articulation Officers (Andersen, Parker, Short)

No report.

H. C-ID (Andersen, Parker, Short)

Hess reported the District Articulation Council's progress on the proposed procedure for C-ID submission. Proposed approval process document displayed. Hess explained the proposed procedure. Barnes advised at the fall 2012 California Community Colleges Chief Instructional Officers conference there was mention of a January 1st deadline to submit all transfer applicable courses. Lee advised C-ID submission is a high priority and has been recently assigned as a standing report. Juliette Parker inquired if at the conference there was mention of an official notice to be distributed advising of the deadline. Parker expressed concern in regards to limited approval time left prior to January 1st, noting Mesa has one academic senate meeting left during the fall

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semester. Barnes advised he was not aware of a discussion regarding written notice of the deadline during the conference. Short stated the articulation officers have been inquiring at articulation meetings of the deadline and at each meeting were advised sufficient notification would be provided prior to implementation of a deadline. Discussion continued. Hess advised once the C-ID submission procedure has been completed it will be presented to the academic senates for review and approval, and upon academic senate approval the procedure would be brought back to CIC for approval.

Tim McGrath arrived at 2:54 p.m.

VI. ANNOUNCEMENTS

A. The next meeting is scheduled to be a joint meeting with Student Services Council and will be held Thursday, November 29, 2012 2:00-4:00 p.m. at the District Office, room 245/255.

B. Handouts:

1. November 8, 2012 CIC Meeting Agenda
2. Draft Minutes from the October 25, 2012 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. G.E. Course Approval
6. CCC Curriculum Inventory Signature Page Memo
7. C-ID Business Form

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 2:56 p.m.