

San Diego Community College District Curriculum and Instructional Council

Meeting of December 13, 2012
2:00 PM—District Office Room 220

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City
Barnes, Randy	Acting Vice President, Instruction—City
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
Weaver, Roma	Curriculum Co-Chair—Continuing Education

ABSENT:

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

GUEST:

Erreca, Lori	Dean, Behavioral & Social Sciences and Consumer & Family Studies—City
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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 2:04 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 29, 2012 Minutes

Action: The minutes were approved.

MSP (Igou/Parsons)

B. Approval of: December 13, 2012 Agenda

Added to Agenda

New Business:

Walk-Ins (Action)

Program Revisions

Fire Protection Technology Certificate of Achievement (Miramar)

Fire Protection Technology Associate in Science Degree (Miramar)

Action: The agenda was approved as amended.

MSP (Parsons/Weaver)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from consent agenda:

Psychology 111

Political Science 102

Jerry Buckley arrived at 2:08 p.m.

Action: Curriculum was approved.

MSP (Andersen/Parker)

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.

E. Curriculum Items Discussed

Psychology 111

Andersen recommended the course be reviewed for California State University (CSU)/General Education (GE) Area D9 submission. Andersen requested a separate vote for CSU/GE in order for course to be included on the December 14, 2012 GE approval.

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Action: PSYC 111 approved.

MSP (Barnes/Parsons)

Action: PSYC 111 for CSU/GE Area D9 approved.

MSP (Lombardi/Short)

Political Science 102

Juliette Parker requested the course be held in order to verify City and Mesa had reviewed the revisions to the course. Parker inquired if tabling the course for the next CIC meeting would negatively impact Miramar's curriculum. Fall 2013 confirmed as the proposed start date. Duane Short advised tabling the course until the next meeting should not be an issue.

Action: POLI 102 tabled.

MSP (Parsons/Weaver)

III. OLD BUSINESS

A. Associate in Arts for Transfer (AA-T)/Associate in Science for Transfer (AS-T) Certification Form

Randy Barnes advised of courses missing from column A. Barnes recommended discussion occur regarding the possibility of creating or modifying courses to be included in the Transfer Model Curriculum (TMC) degrees. Andersen discussed TOP code portion of form. Hess advised certificates should not be reported on the form. Hess clarified only TOP codes assigned to associate degrees should be listed. Otto Lee relayed recent discussion with Barry Russell, California Community Colleges Vice Chancellor of Academic Affairs, regarding submittal process for certification forms. Russell, per Lee, had advised "x" can be removed as long as justification is noted on the form. Andersen inquired on acceptable formatting for justification language; footnotes, asterisk. Formatting discussed. Andersen recommended all three campuses adhere to the same language and formatting. Short noted reporting methods should be as accurate as possible and be reflective of current curriculum. Jerry Buckley proposed the articulation officers meet to formulate a standardized format. Shelly Hess advised the deadline to submit the form is January 31, 2013 and development of a process would need to be completed prior to deadline. Addition of a January meeting for District Articulation Council (DAC) discussed.

Tim McGrath arrived at 2:22 p.m.

Hess summarized a meeting will be scheduled with the articulation officers to standardize language, formatting and reporting method.

IV. NEW BUSINESS

A. Courses On Hold

Hess advised inquiries have been received at the District Office regarding courses on hold. Document listing courses on hold displayed. Hess advised the document reflects course, issue and responder's role. Modifications to the document were recommended. Distribution method and availability of document discussed. Document to be distributed via email to the council and will be posted on the Instructional Services webpage.

B. Walk-Ins (Action)

Fire Protection Technology Certificate of Achievement (Miramar)

Fire Protection Technology Associate in Science Degree (Miramar)

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Dan Igou stated FIPT 120 was added to courses required for the major. Hess inquired if the addition of the course resulted in a unit change. Short confirmed the addition of the course increased the total units. Hess advised Board of Trustees approval is required.

Action: Fire Protection Technology Certificate of Achievement and Associate in Science Degree approved, pending tech review. MSP (Igou/Weaver)

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess advised as of November 29, 2012 the number of courses not integrated is 74.

B. CurricUNET Steering Committee (Hess/Weaver)

No report. Committee has not met.

C. Student Services Council (Neault)

No report.

D. SB 1440 (Lee)

Hess advised she will continue to relay comments received from the state regarding TMC degrees.

E. State Academic Senate

No report.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

Andersen discussed the need to review the physical education activity course proposals, several of which are required for the kinesiology degree, to determine if the courses are Area E: Lifelong Learning and Self-Development applicable. Andersen inquired how the Area E proposal would be included in the submittal process. Short recommended reviewing the CSU guiding notes. Area E criteria discussed. Hess suggested adding this topic to the DAC meeting to be scheduled in January.

Andersen inquired how the family of courses should be presented to CIC. Hess recommended the courses be presented at CIC at the same time. Michelle Parsons advised presenting the family of courses together at CIC would ensure the courses are reviewed properly.

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

Report pending; C-ID to be presented to Academic Senates in February.

VI. ANNOUNCEMENTS

San Diego Community College District Curriculum and Instructional Council

- A. The next meeting is scheduled to be a virtual meeting and will be held January, 31 2013.
- B. Bill Borinski will no longer serve as co-chair for Continuing Education.
- C. Handouts:
 - 1. December 13, 2012 CIC Meeting Agenda
 - 2. Draft Minutes from the November 29, 2012 CIC Meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:00 p.m.