

# San Diego Community College District Curriculum and Instructional Council

Meeting of September 11, 2014  
2:00 PM—District Office, Room 375

## MINUTES

### **PRESENT:**

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
Collins, Lorraine	Acting Vice Chancellor, Instructional Services and Planning—District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

### **ABSENT:**

Neault, Lynn	Vice Chancellor, Student Services—District Office
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### **STAFF:**

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Payne, Desiree	Senior Secretary, 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 2:02 p.m.*

*Council members introduced themselves and meeting practices were reviewed..*

## **I. MINUTES AND AGENDA**

### A. Approval of: May 8, 2014 Minutes

*Recommend approval of minutes  
Motion by Short, second by Parsons  
Final Resolution: Motion carries  
Aye: Barnes, Ellison, McGrath, Parker, Shelton  
Abstain: Bennie, Namdar, Norvell, Palma-Sanft*

### B. Approval of: September 11, 2014 Agenda

Added to the agenda:

- Walk-Ins:
  1. FASH 165 (Mesa)
  2. HIST 101 (Mesa)
  3. MUSI 203 (Mesa)
  4. MUSI 209A (Mesa)
  5. MUSI 209B (Mesa)
  6. MUSI 209C (Mesa)
  7. MUSI 209D (Mesa)
  8. SOCO 150 (Mesa)

Hess inquired if Toni Parsons received her email which listed feedback regarding the walked-in curriculum. Parsons advised she had not.

*Recommend approval of agenda as amended  
Motion by Parsons, second by Parker  
Final Resolution: Motion carries.  
Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Shelton, Short*

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

### A. Approval of Curriculum

*Recommend approval of curriculum  
Motion by Short, second by Parker  
Final Resolution: Motion carries.  
Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parsons, Shelton*

### B. Approval of Program Changes

*Recommend approval of programs  
Motion by Short, second by Norvell  
Final Resolution: Motion carries  
Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Palma-Sanft, Parker, Parsons, Shelton*

### 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.

### III. OLD BUSINESS

### IV. NEW BUSINESS

#### A. Communication Studies AA-T (Miramar) (*Information*)

Shelly Hess informed the Council revisions to the degree were requested by the state. Hess advised that Duane Short discussed the California Community Colleges Chancellor's Office (CCCCO) revision requests with the faculty and faculty approved removing three courses at the state's recommendation; English 101, Spanish 201 and History 106. Short added the courses were originally included as restricted electives. Hess advised the Council the CCCCCO has increased its scrutiny of curriculum.

#### B. The Brown Act/ Virtual Meetings (*Information*)

Hess reported at the 2014 Curriculum Institute curriculum committee compliance with the Brown Act was reviewed, one compliance issue was virtual meetings. Hess relayed her understanding is virtual meetings must be open to the public. Parsons advised her research yielded a different interpretation. Parsons explained the meetings do not have to be face to face, though the agenda must be publicized at least 72 hours in advance and the public has the right to comment on the agenda. Discussion occurred regarding the recent changes to the Brown Act. Short noted one of the changes was every voting member's vote is to be recorded. Hess advised the minutes will [as of the September 11 meeting] reflect this method of recording votes. Short advised he attended a breakout session at the Institute where virtual meetings were discussed, it was relayed virtual meetings are acceptable as long as the public can participate during the actual meeting. Discussion continued. Hess asked Parsons if publishing the agenda at least 72 hours in advance applied to walked-in agenda items.

*Carmen Scott left the room at 2:17 p.m.; returned at 2:19 p.m.*

Parsons advised any changes to agenda are acceptable as long as they receive 2/3 vote. Hess advised more research and discussion is required regarding virtual meetings.

#### C. ERP/ CIC Meeting Locations (*Information*)

Hess informed the Council the entire District is working on a database migration, ERP, which will take place over a few years. Hess advised ERP Core Team meetings are taking place at the District office and alternate meeting locations are required for the October 23 and November 13 meetings. Mara Palma-Sanft suggested the November 13 meeting occur at Miramar. Parsons suggested the October 23 meeting occur at Mesa. Meeting rooms to be confirmed.

*Tim McGrath arrived at 2:22 p.m.*

#### D. Course Waivers (*Information*)

Hess reviewed the Course Waiver Memorandum published by Otto Lee. Hess deferred the discussion to Miramar. Short advised Lee's memorandum was published in April and imposed a

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significant change to how the district implements course waivers. Short noted this impacted degree/certificate requirements and student preparation success, both of which are 10 +1 issues. Short reported approximately two dozen students have either had their graduation delayed or disapproved due to this waiver issue. Short stated Miramar believes this is violation of Title 5 Section 51023 and 53200. Short presented a three-part motion: the memorandum is sent to the Academic Senates for review and consultation, implementation of the memorandum is halted, and the denial of course waivers is reversed immediately. Juliette Parker seconded. Hess expressed her concerns course waivers are outside of District policy and procedures. Hess advised there is a current policy in place for the acceptance of credit, BP 3108 Academic Accommodations for Students with Disabilities. Hess noted her main concern is the potential impact on accreditation. Short stated he understands the concern regarding accreditation, however the accreditation section is related to awarding of credit and waiving courses is not awarding credit. Tim McGrath stated he struggles with this issue as his understanding is this practice allows credit courses to be waived with non-credit courses. McGrath noted the California Educational Code is clear on course waivers, and additional research should be conducted. Short noted this is not the practice, and Miramar only had one application attempting to waive credit with non-credit and the District caught this application. McGrath relayed his understanding was students are now able to take an exam to prove competency, elevating the need to waive courses. McGrath stated the Council does not have authority to go outside Board Policy.

*Randy Barnes arrived at 2:31 p.m.*

Short agreed and asserted waivers are simply an implementation of existing Board Policy that assigns faculty the responsibility for establishing degree requirements. He pointed out many other legitimate processes occur in the district that are not explicitly authorized by Board policy, such as the issuing of office keys. Discussion occurred regarding development of a policy and procedure by the Policies and Procedures Subcommittee in consultation with the Academic Senate. Hess requested that the council wait to vote on the issue until the next meeting so that a Business Item form could be prepared. Short agreed and volunteered to assist Hess in preparing the form.

### E. Catalog: District Requirements 5. Exercise Science (*Action*)

Hess advised during the designator change from Physical Education (PHYE) to Exercise Science (EXSC) the catalogs were updated. Hess stated the evaluators noticed Item 5. Exercise Science Activity language located in the Academic Requirements section of the catalogs noted "...courses below 240 are acceptable as meeting the activity course requirement." Hess explained this language was accurate for PHYE courses, however the designator change required course renumbering and this is no longer accurate for EXSC courses. Hess's suggested and errata be published to reflect language conveying courses below PHYE 240 and below EXSC 230 are acceptable to meet the activity course requirement.

*Recommend approval of catalog errata for District Requirements 5. Exercise Science  
Motion by Norvell, second by Parker  
Final Resolution: Motion carries  
Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Palma-Sanft, Parsons, Shelton, Short*

### F. Catalog Deadline (*Information*)

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Hess distributed the Student Services Fall 2015 Semester Timeline for Proposed June Registration to the Council. Hess reviewed last year the Council was advised the 2015-2016 curriculum catalog deadline would be advanced to February. Hess noted the 2015-2016 catalog deadline listed on the document reflects the catalog will be available to students on May 29 [2014]. Hess advised in order for Instructional Services to meet this deadline the curriculum catalog deadline would need to be advanced to December. Discussion occurred regarding how to prepare curriculum for 2015-2016 with such short notice. Council inquired if exceptions will be made for critical curriculum. Hess reminded Council there is a process in place to allow critical curriculum to be presented for approval past the deadline(s). Hess cautioned to be mindful of critical needs as when exceptions are made and curriculum is approved outside the regular process it may create errors and oversights. Council inquired why registration is being advanced with such short notice. Lorraine Collins advised the advanced registration deadline is tied to the Student Success Act and capturing of FTES. Parsons stated she understands the need and suggested since it appears student success has become a driving force behind curriculum consultation with faculty should occur more often since this is a 10+1 issue. Council discussed the impact on curriculum. McGrath relayed discussion at the recent Vice Presidents meeting concerning advancing the registration date and capturing of FTES. Council discussed alternative approaches to approving curriculum and prioritizing curriculum for 2015-2016. Collins advised she would relay the Council's concerns at the next Vice Presidents meeting. Hess recommended the proposed June registration and the December curriculum catalog deadline be treated as they are going to occur and work on moving critical curriculum through the approval process as soon as possible. Hess advised she is available to assist. Parker stated it should be acknowledged this change will cause the Articulation Officers to primarily focus on curriculum this year.

### G. Walk-Ins (*Action*)

#### 1. FASH 165 Clothing Fitting and Alternation (Mesa)

Hess provided a copy of her emailed response to the walked-in curriculum to Parsons. Parsons advised the course is a reactivation and integration. Hess noted the course will require a Fall 2015 effective date as there are prerequisite changes which cannot occur in the Spring. Hess inquired if the course should be walked-in for Fall 2015 or pulled from the agenda. Parsons advised to pull the course.

*Course pulled from the agenda.*

#### 2. HIST 101 World History II (Mesa)

Parsons stated the course was revised to include distance education and a Spring 2015 effective is requested. Hess inquired if McGrath is requesting an addendum to the Spring 2015 curriculum deadline. McGrath confirmed.

*Recommend approval of HIST 101*

*Motion by Short, second by Norvell*

*Final Resolution: Motion carries (pending tech review)*

*Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Palma-Sanft, Parker, Parsons, Shelton*

#### 3. MUSI 203 Large Console Audio Recording (Mesa)

#### 4. MUSI 209A Electronic Music Studio Internship I (Mesa)

#### 5. MUSI 209B Electronic Music Studio Internship II (Mesa)

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6. MUSI 209C Electronic Music Studio Internship III (Mesa)
7. MUSI 209D Electronic Music Studio Internship IV (Mesa)

Parsons advised the courses are new and have been created to support a new program. Parsons stated Mesa's Music department enrollment has decreased and the department would like to offer the courses in Spring 2015. Hess inquired if the courses are being presented as stand-alone, since without a program they will be submitted to the state as stand-alone. Hess stated the state will not recognize the intent to include the courses in a program; the program must accompany the courses. Council discussed the fact that stand-alone course approval training is no longer required by the state and inquired how the Curriculum Review Committee (CRC) should approve these types of courses. Hess recommended the CRCs should review the five criteria, and noted unless courses are included in a program the state will view them as stand-alone. Hess inquired if the courses meet the walk-in criteria. Norvell suggested work force training. Parsons agreed. Carmen Scott inquired on the status of MUSI 209. Elizabeth Norvell advised 209 will become 209A. Erica Marrone stated the courses will need to be examined and 209A's outline may need to be modified and changed to a revision. Parsons stated if 209 is revised into 209A and offered in the Spring it will impact the catalog. Parsons proposed keeping 209 as is for Spring 2015 and 209B, 209C, and 209D will be offered as new courses in Spring 2015. Parsons added 209 will be revised to 209A, effective Fall 2015. Marrone stated this approach may work, pending any issues identified during technical review. Hess noted there is no guarantee the courses will receive state approval prior to the Fall registration date, nor be advertised in the printed schedule. Hess requested Parsons verify which Music family the courses should be assigned to.

*Recommend approval of MUSIC 203, 209A (Fall 2015 effective date), 209B, 209C, 209D  
Motion by Norvell, second by Bennie  
Final Resolution: Motion carries (pending tech review)  
Aye: Barnes, Ellison, McGrath, Namdar, Palma-Sanft, Parker, Parsons, Shelton, Short*

8. SOCO 150 Sociology of Latinos/Latinas (Mesa)

Parsons advised the course is required for General Education (GE). Hess advised the course can be submitted for GE approval with a Fall 2015 effective date.

*Recommend approval of SOCO 150  
Motion by Norvell, second by Parker  
Final Resolution: Motion carries (pending tech review)  
Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Palma-Sanft, Parsons, Shelton, Short*

### V. STANDING REPORTS

#### A. Curriculum Updating Project (Hess)

Hess reported the number of courses not integrated has decreased, currently at 36. Integration report was displayed. Parsons stated Mesa should be at zero. Carmen Scott advised she would provide the list of courses.

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

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Hess reported Governet is working on updating the program proposals to contain fields required for state submittal. Hess noted this should assist faculty and staff. Hess displayed the state proposal submittal guides, located on the District's Instructional Services (IS) the Quick Tips webpage. Hess thanked Angela Inthisane for providing the draft guides, which allowed IS to create the final version. Hess advised the state is scrutinizing curriculum more intensely. Hess provided an example where the state recently questioned the course sequencing in a program. Parsons inquired if this applied to CTE programs. Hess stated all programs are receiving the same level of scrutiny. Norvell inquired if the District will switch to CurricUNET META. Hess advised one college is now using META and the District has begun discussion with Governet. Hess noted the issues with the current version of CurricUNET will need to be addressed before switching to META.

### C. Student Services Council (Collins)

Brian Ellison reported the 2015-2106 catalog deadline was discussed at the recent Vice Presidents meeting. Ellison noted the push for advancing the deadline is related to SB 1456.

### D. ADT (Collins)

Hess reviewed the TMC tracker and the few ADTs pending state approval. Hess displayed the draft SB 440 tracker. Council made recommendations to the tracker. SB 440 legislation and requirements were discussed.

*Carmen Scott and Erica Marrone left at 3:38 p.m.*

Hess displayed and reviewed SB 440 legislation language.

### E. State Academic Senate

Parson reported the Senate Executive Committee meeting is scheduled at City College on September 12, and Plenary is scheduled to take place November 13-15 in Irvine.

### F. Chief Instructional Officers (Barnes, Bennie, Collins, Ellison, McGrath)

McGrath reported registration and FTES are in decline. McGrath noted the District is attempting to maximize the capture of FTES. McGrath commented how the educational trend is moving towards performance based funding.

### G. Articulation Officers (Palma-Sanft, Norvell, Parker)

Parker reported the Articulation Officers are scheduled to meet with Hess to discuss issues with C-ID. Discussion occurred regarding the June 15 [2015] and conflicting information relayed from C-ID and the CCCCCO. Hess advised she plans to send email to her contact at the CCCCCO and asked the Vice Presidents of Instruction to request clarification from Pamela Walker, CCCCCO Vice Chancellor of Academic Affairs.

### H. C-ID (Hess)

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Hess displayed the tracker and reported 149 courses have been submitted, 76 courses have received approval, and 24 courses have been denied. Hess added six ADT degrees have received C-ID approval.

## I. CIC Subcommittees (Hess)

Hess reported a meeting will be proposed for the Policies and Procedures Subcommittee. Hess noted Continuing Education (CE) is in need of representative to replace Roma Weaver.

## J. ERP Implementation (Hess)

Hess reported on the progress of ERP implementation. ERP Core Teams chart was displayed. Hess noted there have been some team assignment changes since the document was generated. Hess advised Jose Hueso is serving on the Core Team, and he will be invited to the Academic Core/Curriculum team meetings in order to ensure CE is represented. ERP Implementation Timeline was displayed. Hess advised ERP Implementation will be a standing agenda item.

## VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, September 25, 2014 2:00-4:00 p.m. at City College room R116.
- B. Reminder, the catalog deadline is February 26, 2015. **All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to WASC) before they may be published in the college catalogs.**
- C. Handouts:
  - 1. September 11, 2014 CIC Meeting Agenda
  - 2. Draft Minutes from the May 8, 2014 CIC Meeting
  - 3. Curriculum Summary
  - 4. Curriculum Updating Project
  - 5. TMC Tracker
  - 6. SDCCD C-ID Project

## VII. ADJOURNMENT

*Shelly Hess adjourned the meeting at 3:54 p.m.*