

# San Diego Community College District Curriculum and Instructional Council

Meeting of November 13, 2014  
2:00 PM—Miramar College, Room W248

## MINUTES

### **PRESENT:**

Barnes, Randy  
Bennie, Roanna  
Fischthal, Michelle

Gustin, Paula  
Hess, Shelly  
McGrath, Tim  
Namdar, Donna  
Norvell, Elizabeth  
Palma-Sanft, Mara  
Parker, Juliette  
Short, Duane

Vice President, Instruction—City  
Vice President, Instruction—Miramar  
Dean, Business, Computers and Information Technology—Continuing  
Education (proxy for Brian Ellison)  
Faculty—Mesa (proxy for Michelle Toni Parsons)  
Interim Vice Chancellor, Instructional Services & Planning—District Office  
Vice President, Instruction—Mesa  
Curriculum Chair—Continuing Education  
Articulation Officer—City  
Articulation Officer—Miramar  
Articulation Officer—Mesa  
Curriculum Chair—Miramar

### **ABSENT:**

Ellison, Brian  
Marrone, Erica  
Neault, Lynn  
Parsons, Michelle Toni  
Shelton, Deanna

Vice President, Instruction & Student Services—Continuing Education  
Curriculum Analyst, Curriculum & Instructional Services—District Office  
Vice Chancellor, Student Services—District Office  
Curriculum Chair—Mesa  
Curriculum Chair—City

### **STAFF:**

Payne, Desiree  
Scott, Carmen

Senior Secretary, Curriculum & Instructional Services—District Office  
Curriculum Technician, Curriculum & Instructional Services—District Office

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:01 p.m. Council and guests introduced themselves.*

## **I. MINUTES AND AGENDA**

### A. Approval of: October 23, 2014 Minutes (*Action*)

Desiree Payne noted the word “definitely” should be removed from under Duane Short’s name in the Present section.

*Recommend approval of minutes as amended*

*Motion by Short, second by Parker*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Norvell, Palma-Sanft*

### B. Approval of: November 13, 2014 Agenda (*Action*)

Added to the agenda:

- Walk-Ins:

1. SPAN 202 (Mesa)

2. COMP 640 (Continuing Education)

3. COMP 641 (Continuing Education)

4. Desktop Operating Systems Program Certificate of Completion (Continuing Education)

*Recommend approval of agenda as amended*

*Motion by Short, second by Bennie*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Gustin, McGrath, Namdar, Norvell, Palma-Sanft, Parker*

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

### A. Approval of Curriculum (*Action*)

*Recommend approval of curriculum*

*Motion by Norvell, second by Short*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Palma-Sanft, Parker*

### B. Approval of Program Changes (*Action*)

*Recommend approval of programs*

*Motion by Bennie, second by Short*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Gustin, McGrath, Namdar, Norvell, Palma-Sanft, Parker*

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

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No Continuing Education programs.

## E. General Education (GE)/Transfer Curriculum (*Action*)

Architecture (ARCH) 126 and 127 pulled for discussion.

*Recommend approval of GE/Transfer Curriculum as amended*

*Motion by Short, second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Norvell, Parker*

## F. GE/Transfer Curriculum Discussed (*Action*)

ARCH 126 History of Ancient World Architecture

ARCH 127 History of World Architecture: Renaissance Through Contemporary

Juliette Parker explained the courses should be included in the District GE humanities area. Short inquired if the courses are being proposed for humanities transfer, and if so why the humanities area and not arts. Parker advised the humanities area is applicable to UC.

*Recommend approval of ARCH 126 and 127*

*Motion by Norvell, second by Short*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Palma-Sanft, Parker*

Short moved to vacate the vote in order to revisit the humanities area.

*Recommend rescind approval of ARCH 126 and 127*

*Motion by Short, second by McGrath*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, Namdar, Norvell, Palma-Sanft, Parker*

Short sought clarification whether the transfer pattern falls under arts. Parker confirmed, stating it is the humanities area under the arts, C1. Short reviewed the courses are being proposed for area C1 CSU/IGETC. Parker confirmed. Short stated he thought the District has a combined area for this. College catalogs were researched. Parker confirmed for the District the area is combined.

*Recommend approval of ARCH 126 and 127*

*Motion by Short, second by Norvell*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Palma-Sanft, Parker*

## III. OLD BUSINESS

### A. Course Waivers (*Action*)

Short provided an overview of the New Business Item Waivers for Major Requirements and the history of course waivers. Short explained at the last Council meeting the business item was tabled in order to allow the Curriculum Instructional Council (CIC) Chairs to draft alternate language, in consultation

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with the colleges. Short reviewed the changes to the business item. Shelly Hess relayed her concerns from an instructional standpoint: CIC recommendation #2 contradicts the decision made by District Governance Council (DGC); recommendation #2 as currently written is too permissive as it does not incorporate Education Code, Title 5, and Board policy; and CIC does not have the authority to force business practices which are not in compliance with Education Code, Title 5, and Board policy. Roanna Bennie inquired if these concerns should be discussed as they are listed. Hess requested she state all the concerns then discuss. Hess continued expressing her concerns: the District should waive course work for non-credit course work or course work from a non-accredited institution; the current waiver process requires more than a faculty signature and the process varies by campus; and the subject matter language is vague. Short explained he received Hess' email with these concerns shortly before the meeting and he relayed the concerns to Miramar's Academic Senate President, currently attending Plenary with City and Mesa's Academic Senate Presidents. Short relayed he has been informed the spirit of the Senates is to move forward with the business item and the development of a process can follow. Hess advised she is apprehensive to move forward without addressing the concerns. Hess explained it is the responsibility of the District Instructional Office to keep the colleges in compliance with curricular and instructional matters. Tim McGrath proposed a friendly recommendation of rewording recommendation #2 to reflect compliance with Title 5 and Board policy. Short advised there is a difference of opinion in how the regulations and policies are interpreted. McGrath offered language he felt covers both standpoints. McGrath acknowledged the time and effort all parties spent on the research of course waivers and the development of the business item, and noted it is common knowledge the colleges nor the District can operate against codes and regulations. Hess recommended given the difference of opinion, a third party legal expert be obtained to address the interpretation of Title 5 regulations. Short advised this can be done during the development of a policy and procedure. McGrath inquired on the how this issue is handled until then. Third party legal assistance was discussed. Paula Gustin inquired where waiving of credit with non-credit is referenced in the business item. Hess advised it is not specifically referenced, though the way the document is currently written it is too permissive and may allow for this interpretation. Board policy on waiving of course credit was discussed. Parker provided an example of how Southwestern College has handled course waivers. Hess noted Southwestern includes language in their catalog advising students of which courses can be waived, and the language is also written into the applicable degrees. McGrath agreed the District needs to develop a policy and procedure for course waivers and also needs to protect students and accreditation standing until these records are approved. Bennie sought clarification on Hess' statement that Council does not have the right to direct the District to process waivers. Hess clarified Council cannot force business practices which go against Education Code and Title 5. The business item's language was reviewed. Additional recommendation, referencing compliance with Education Code, Title 5 and Board policy, was drafted into the business item. Additional recommendation was made to include an appendix of applicable regulations and policies. Norvell requested that the Board policies, Title 5 regulations and other regulations referenced are included in the appendix. Norvell inquired how a third party is chosen. Hess advised this is handled at the State Chancellor's Office level.

*Recommend approval of New Business Item: Waivers for Major Requirements as amended, pending attachment of an appendix.*

*Motion by McGrath, second by Norvell*

*Final Resolution: Motion carries*

*Aye: Barnes, Bennie, Fischthal, Gustin, Namdar, Palma-Sanft, Parker, Short*

Parker inquired if community colleges fall under different standards, as this is not an issue at the university level. Hess advised community colleges are held to different standards per Title 5 and Education Code regulations. McGrath inquired if the question(s) for the third party legal professional

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should be drafted by CIC. Timeframe and which body should develop the question(s) were discussed. Council recommended the Policies and Procedures Subcommittee draft the question(s) and vet the question(s) through the Academic Senates. Hess advised the subcommittee will attempt to meet as soon as possible.

## IV. NEW BUSINESS

- A. FIPT 392S Special Topics in Fire Management, [393S Special Topics in Hazardous Materials] 394S Special Topics in Firefighting Tactics and 395S Special Topics in Open Water Lifeguarding (*Information*)

Hess advised these units fall below 0.5 and have been approved by Chancellor's Cabinet. Hess noted one course was missing from the agenda, though all courses are listed on the November 13 curriculum summary. Hess thanked Short for his assistance on the presentation for Cabinet. Short inquired if action proposed should still be reflected as Special Topics Framework on the summaries, since this was a category used when focus areas were listed as separate courses. Carmen Scott advised changes need to be made for these courses in CurricUNET and a request will need to be submitted to Governet, as this is how the courses are currently programed to appear.

- B. Districtwide Participatory Governance Survey (*Information*)

Hess reviewed the process of the most recent accreditation study. The survey was displayed. Hess referenced the Implementation Plan for the 2014/15 Accreditation Survey handout and requested Council review the timeline. Hess discussed the importance of completing the survey. Hess noted there is not an option to revise the questions, though comments and concerns can be noted in the comments portion of the survey.

- C. Phlebotomy (PHLB) (*Action*) and Women's Studies (WMNS) (*Information*)

Hess advised she received a request from Mesa's Curriculum Review Committee (CRC) to create a new phlebotomy designator in order to comply with state accreditation agency, and to use the existing women's studies designator to create new courses for a program. Parker clarified currently only one women's studies course is to be created for the program. Short inquired if current women studies courses will be switched over to the WMNS designator. Parker advised Mesa does not intend to request existing courses be switched as they are approved and articulated with the current designators. Hess requested Council to take the designator information to their CRCs for discussion and the designator will be on the December agenda as an action item. Hess inquired, since the PHLB designator is requested by a state agency, if Council wished to vote on this designator. Short asked if there was an urgency to have this designator approved prior to the December meeting. Parker advised Mesa would like to have the designator approved as soon as possible for state agency accreditation and to meet the Fall 2015 curriculum deadline. The Women's Studies Advisory Committee was discussed.

*Recommend approval PHLB designator*

*Motion by Short, second by Barnes*

*Final Resolution: Motion carries*

*Aye: Bennie, Fischthal, Gustin, McGrath, Namdar, Norvell, Palma-Sanft, Parker*

- D. Walk-Ins (*Action*)

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1. COMP 640 Windows Operating Systems (Continuing Education)
2. COMP 641 Linux Essentials (Continuing Education)
3. Desktop Operating Systems Program Certificate of Completion (Continuing Education)

Michelle Fischthal explained the new curriculum is for the Business Information Technology program. Fischthal advised City offers similar courses and she discussed the curriculum with the dean, there is no issue with Continuing Education offering the curriculum. Continuing Education Curriculum Minutes displayed.

*Recommend approval COMP 640, 641, and Desktop Operating Systems Program Certificate of Completion*

*Motion by Norvell, second by Short*

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

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Palma-Sanft, Parker*

4. SPAN 202 Fourth Course in Spanish (Mesa)

Gustin stated the course is needed for transfer approval. Parker explained she received notification from the counseling department the course is needed for IGETC Area 3B. Short stated Miramar would like to change the catalog course description. Short advised he discussed this with the Spanish faculty at Mesa and was advised Mesa would only like to change the transfer applicability at this time. Norvell advised City may need to review this course as well. Discussion occurred regarding approving the course for the IGETC transferability, in order to meet the transfer submission deadline, and faculty at all three colleges can work on the catalog description revision at a later time.

*Recommend approval SPAN 202*

*Motion by Norvell, second by Parker*

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

*Aye: Barnes, Bennie, Fischthal, Gustin, McGrath, Namdar, Palma-Sanft, Short*

### V. **STANDING REPORTS**

- A. Curriculum Updating Project (Hess)

No report, no change.

- B. CurricUNET Steering Committee (Hess)

Hess reported the committee has not met. Hess reported there are critical issues occurring with various functionalities in CurricUNET and Instructional Services is in communication with Governet to resolve these issues as soon as possible. Norvell noted not having the Course Curriculum Report (Cr) feature is a significant issue. Short reported the cover description page will not save. Hess acknowledged these are crucial features. Hess advised there seems to be no explanation as to why these issues began occurring. Parker inquired if it is possible to move curriculum forward and conduct technical review later. Hess advised if the issues are not resolved soon alternate approval practices may need to be examined. Hess reported the California

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Community Colleges Chancellor's Office is experiencing issues with its curriculum inventory as well.

### C. Student Services Council (Neault)

No report.

### D. ADT/C-ID (Hess)

TMC tracker was displayed. Hess reported Mesa has met its 100% goal with the recent state approval of the Studio Arts transfer degree. McGrath advised he met with the Child Development department and Mesa will be changing its Child Development TOP code. Hess requested the colleges submit their program revision proposals with TOP code revisions only, no other revisions, and then submit the programs as corrections to the state. Hess reviewed the SB 440 degree obligations.

Hess reported on the C-ID submissions, approvals, and denials. McGrath reported at the recent CIO conference it was announced the colleges will not be penalize if the June deadline cannot be met due to C-ID issues.

### E. SB 850

Hess reported the call for the pilot baccalaureate degree proposals will be announced next week and Mesa is prepared to submit a proposal. McGrath reported he received information the selection of pilot programs could be as small as five programs throughout the entire state. Hess advised she has a working meeting scheduled with Connie Renda for Monday [November 17] to work on the curriculum. McGrath explained the curriculum will not be housed in CurricUNET, rather will be developed and recorded outside the database and then submitted to the state, as this is a new type of proposal. Hess added the curriculum approval practices will still be followed.

### F. State Academic Senate

Hess reported the 2014 Fall Plenary Session is occurring this week in Irvine.

### G. Chief Instructional Officers (Barnes, Bennie, Hess, Ellison, McGrath)

McGrath reported on AB 86, Adult Education Consortium Planning Grant, which will allow for Basic Skills courses to be offered as non-credit at the college level. McGrath advised this will impact student athletes, statewide, and this will need to be addressed. Student success, equity and the bill were discussed.

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

No report.

### I. CIC Subcommittees (Hess)

Hess reported a meeting for the Policies and Procedures Subcommittee will be proposed.

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## J. ERP Implementation (Hess)

Hess reported the teams are still in the fit/gap phase, and CE has representation attending the ERP sessions.

## VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, December 11, 2014, 2:00-4:00 p.m. at the District Office room 375.
- B. **All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to WASC approval) before they may be published in the college catalogs.**
- C. Handouts:
  - 1. November 13, 2014 CIC Meeting Agenda
  - 2. Draft Minutes from the October 23, 2014 CIC Meeting
  - 3. Curriculum Summary
  - 4. GE/Transferability Actions
  - 5. Curriculum Updating Project
  - 6. TMC Tracker
  - 7. SDCCD C-ID Project
  - 8. CIC Business Item: Waivers for Major Requirements
  - 9. Participatory Governance Survey 2014
  - 10. Implementation Plan for 2014/15 Accreditation Survey

## VII. ADJOURNMENT

*Shelly Hess adjourned the meeting at 3:22 p.m.*