

San Diego Community College District Curriculum and Instructional Council

Meeting of September 14, 2017
2:00 PM
District Office
Conference Room 220

Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Acting Vice President, Instructional Services—Miramar College
McGrath, Tim	Vice President, Instructional Services — Mesa College
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Short, Duane	Curriculum Chair—Miramar College
Spradley, Minou	Acting Vice President, Instructional Services—City College

ABSENT:

Burgess, Laura	Acting Vice President, Instructional Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer— Mesa College

STAFF:

Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

GUESTS:

Caesar, Cassandra	Acting Director, CAL Grants—Continuing Education
-------------------	--

San Diego Community College District Curriculum and Instructional Council

Bulger called the meeting to order at 2:00 p.m.

I. Introductions

II. Minutes and Agenda

A. Approval of: May 11, 2017 Minutes (*Action*)

The council reviewed and approved the minutes. No edits were made.

<i>Recommend Approval of the May 11, 2017 Minutes</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Namdar, Norvell, Palma-Sanft, Spradley</i>

B. Approval of the September 14, 2017, Meeting Agenda (*Action*)

Miramar walked-in the following curriculum:

1. EXSC 126A/EXSC 126B
2. FIPT 150C
3. FIPT 322C
4. FIPT 362B

Mesa walked-in the following curriculum:

1. FASH 176

City walked-in the following curriculum:

1. BLAS 110/120/145A/145B

<i>Recommend Approval of the September 14, 2017 Meeting Agenda as Amended</i>
<i>Motion by Short</i>
<i>Second by Spradley</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft</i>

San Diego Community College District Curriculum and Instructional Council

III. Meeting Process (Information)

Bulger and Hess reviewed the following points regarding the CIC meeting process:

- Robert’s Rules of Order
- CIC Quorum
- Consent Agenda
- Walk-In Process
- District Tech Review
- Effective Dates and Curriculum Deadlines
- Integrated Curriculum
- CIC Subcommittees
- Guests
- New and Revised Subject Indicators
- Course Learning Outcomes in CurrcUNET
- Program Learning Outcomes in Catalogs

It was determined that the CurricUNET Steering Committee will review the course approval process and discuss issues regarding the calendar production timeline. It was suggested that each campus’s Curriculum Review Committee (CRC) discuss how long they would like curriculum to sit. The campuses will bring feedback from their CRC meetings in October.

McGrath joined the meeting during the discussion

IV. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Boots requested to pull RTVF 131 from the curriculum summary for discussion.

Recommend Approval of Curriculum Review as Amended

Motion by Short

Second by Gustin

Final Resolution: Motion carries

Aye: Boots, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Spradley

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes (*Action*)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gustin, Hopkins, McGrath, Namdar, Palma-Sanft, Spradley</i>

C. Approval of Continuing Education Curriculum (*Action*)

<i>Recommend Approval of Continuing Education Curriculum</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Spradley</i>

D. RTVF 131 (*Action*)

City requested to offer RTVF 131 as a distance education course in spring 2018. Boots explained that the course is needed for graduation. Offering the course as distance education may help with in-class low enrollment issues.

<i>Recommend Approval of RTVF 131 as Amended</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Spradley</i>

San Diego Community College District Curriculum and Instructional Council

V. NEW BUSINESS

A. COCI Migration

Hess reported that in the summer, the State Chancellor's Office introduced the Minimal Viable Product—the new state curriculum inventory. She is working with City's and Mesa's administrative technicians to submit curriculum. She also reported that the state is beginning their next update.

B. ELAC Designator (City--Information)

City would like to change their ESOL designator from ESOL to ELAC—English Language Acquisition. Boots explained that City is changing their ESOL program and that ELAC is a more accurate description of the program. She reported that the changes were presented to the English departments and that City is working through the curriculum. Some of the curriculum are at the launched stage with elective courses coming soon. Boots explained that she will be scheduling a meeting to ensure that the campuses are aware of the transition from ESOL to ELAC and that this change is a districtwide initiative. She would like for Mesa and Miramar to take the new designator to their CRCs for discussion and return with feedback and recommendations.

Hess mentioned that it was requested to add the designator in CurricUNET to begin working on the curriculum in the summer. This request was granted with the understanding that changes will be made if there are issues.

C. FERM Designator (Mesa—Information)

Mesa is developing a Certificate of Achievement and an Associate Degree in Fermentation. The program was developed by the Hospitality and Management faculty. The Certificate of Achievement will include science courses that are focused on the fermentation process. The Associate Degree will include foundational courses in biology in addition to fermentation courses. The program is designed to help students move into the workforce. Gustin mentioned faculty are monitoring the course levels in the program in case students wish to pursue the Fermentation bachelor degree offered at U.C. Davis.

D. SUST Designator (Mesa—Information)

Mesa is developing an interdisciplinary, Sustainability Certificate of Achievement. SUST is not a new designator.

San Diego Community College District Curriculum and Instructional Council

E. Walk-Ins

Miramar:

Short walked-in the following curriculum:

1. EXSC 126A/126B

Discussion: EXSC 126A and 126B were walked-in for distance education and a spring 2018 effective date. Short mentioned that the distance education option is to provide a physical education requirement option for 100% online degrees.

2. FIPT 150C

Discussion: FIPT 150C was deactivated because it was no longer required in the Firefighter Certification program. Last year, the state changed the way Firefighters are certified: Students are now able to take a series of courses in addition to taking a licensure exam at the end of the program to become certified firefighters instead of attending a formal fire academy. FIPT 150C was walked-in for reactivation to meet the new program changes made by the state.

3. FIPT 322C

Discussion: FIPT 322C is a new course that is needed to meet the changes to the Firefighter Certification program made by the state.

4. FIPT 362B

Discussion: FIPT 362B was walked-in for reactivation for Lifeguard Training.

Recommend Approval of: EXSC 126A and EXSC 126B for Distance Education and Effective Date of spring 2018; FIPT 150C for Reactivation; FIPT 322C, New Course for Firefighter Licensure/Certification; FIPT 362B for Reactivation.

Motion by McGrath

Second by Boots

Final Resolution: Motion carries

Aye: Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Short, Spradley

San Diego Community College District Curriculum and Instructional Council

Mesa:

Gustin walked-in the following curriculum:

1. FASH 176
Discussion: FASH 176 was walked-in for distance education and an effective date of spring 2018.

Recommend Approval of FASH 176 for Distance Education and Effective Date of spring 2018.

Motion by Norvell

Second by Palma-Sanft

Final Resolution: Motion carries

Aye: Boots, Gustin, Hopkins, McGrath, Namdar, Short, Spradley

City:

Boots walked-in the following curriculum:

1. BLAS: 110/120/145A/145B
Discussion: BLAS 110/120/145A/145B were walked-in for distance education and an effective date of spring 2018. The courses are offered only once a year; are needed for graduation; and are being cancelled due to low-enrollment. Offering the courses as distance education will help boost enrollment.

Recommend Approval of BLAS 110/120/145A/145B for Distance Education and Effective Date of spring 2018

Motion by McGrath

Second by Spradley

Final Resolution: Motion carries

Aye: Boots, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Short

San Diego Community College District Curriculum and Instructional Council

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No report.

B. Legislative Update (Bulger)

Assembly Bill 705—Using high school data for English and Math placement was discussed. Bulger briefly mentioned that Assembly Bill 769, which extends the sunset provision for the community college baccalaureate program, did not receive approval. Discussion continued.

C. CurricUNET Steering Committee (Hess)

No report.

D. Student Services Council (Neault)

No report.

E. State Academic Senate

Hess mentioned that the 2018 Curriculum Institute is now open for registration.

F. Chief Instructional Officers (CIO) (Bulger, Matthew, Hopkins, Kilmer, McGrath)

Hess mentioned that the certification forms are out for the Vice Presidents of Instruction for the year forward (2018-2019). They are due in October.

G. Articulation Officers (Norvell, Palma-Sanft, Robertson)

Palma-Sanft mentioned CSU Executive Order 1100 about General Education (G.E.) for CSUs has some significant changes. More information will be brought back to a future meeting.

H. ADT/C-ID (Norvell, Palma-Sanft, Parker)

No report.

I. Subcommittees (Bulger)

Hess shared that the Phase II policies and procedures are ready for constituent review. The subcommittee is currently working on Phase III policies and procedures; Hess will provide a list of these at the next meeting.

San Diego Community College District Curriculum and Instructional Council

J. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

The next meeting will be: Thursday, September 28, 2017 at the District Office in Conference Room 245.

All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC, before they may be published in the college catalog.

III. ADJOURNMENT

Motioned by Gustin

Seconded by Boots

The meeting was adjourned at 3:27 p.m.