

San Diego Community College District Curriculum and Instructional Council

Meeting of March 14, 2019
2:00 P.M.
North City Center
Multipurpose Room (101-102)
8355 Aero Dr., San Diego, CA 92123

Approved Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Chavez, Matilda	Vice President, Instructional Services—City College
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean of Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Lucas, Andrei	Dean of Automotive, Skilled and Technical Trades
	Proxy for Michelle Fischthal—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Clark, Jacqueline	Senior Secretary, Curriculum Services—District Office
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

Shelly Hess called the meeting to order at 2:06 p.m.

I. Introductions

Hess welcomed Andrei Lucas who was attending on behalf of Michelle Fischthal and asked everyone to introduce themselves. Hess noted that Vice Chancellor Stephanie Bulger, the official Chair of CIC, is out of town. Hess chaired the meeting on her behalf.

II. Minutes and Agenda

A. Approval of: February 28, 2019, Minutes (Action)

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The council reviewed and made edits to the minutes.

<i>Recommend Approval of the February 28, 2019 Minutes as Amended</i>
<i>Motion by Boots</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hopkins, Lucas, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>
<i>Abstain:</i>

B. Approval of: March 14, 2019, Meeting Agenda (Action)

The council reviewed the agenda and made the following revisions:

1. Mesa walked-in the following curriculum:
 - a. Fermentation Management, Certificate of Achievement—Program Revision
 - b. WORK 272 General Work Experience—Reactivation

<i>Recommend Approval of the March 14, 2019 Agenda as Amended</i>
<i>Motion by Boots</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hoffman, Hopkins, Lucas, Norvell, O'Connor, Palma-Sanft, Parker</i>

III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

The council reviewed the curriculum and made the following revision:

1. Miramar pulled the following curriculum:
 - a. MATH 118

<i>Recommend Approval of Curriculum Review as Amended</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gholson, Hopkins, Lucas, Norvell, O'Connor, Palma-Sanft, Parker</i>

- B. Approval of Program Changes (Action)
- C. Approval of Continuing Education Curriculum (Action)
- D. Approval of Continuing Education Program Changes (Action)

E. MATH 118

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Palma-Sanft requested to pull MATH 118 to propose that the UC-Transferrable Course Agreements are added for City, Mesa and Miramar.

<i>Recommend Approval of MATH 118 as Amended</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hoffman, Hopkins, Lucas, Norvell, O'Connor, Palma-Sanft, Parker</i>

IV. OLD BUSINESS

A. AB 705

1. **Addressing Math and English Curriculum Impacts (Discussion)**
2. **Math and English Skill Levels (Information)**

Hess reviewed the handout *AB705 Implementation Supplemental Instruction Spring 2019*, with the council and the levels that have been established for English and Math:

- 30—transfer level placement with required supplemental course enrollment
- 40—transfer level placement with recommended supplemental course enrollment
- 50—transfer level placement without condition

Hess noted upon completion of placement assistant, students will be sent an email notifying them of their options to enroll in transfer-level math and English based on their milestones. Short recommended that for M30 (Math), it should be clearly defined that the student has the option of taking the supplemental support course or prerequisite course.

There was discussion regarding the interpretation of AB705 and the requirement of placing students in transfer level English and Math courses. Short recommended that the language reflect whatever the faculty decided is appropriate for taking the courses. Hess stated that she will look into this further and make the recommendation to add that the student has the option to take the supplemental course or prerequisite.

There is concern that students are not able to view all of their options in the email they receive. Hess explained how students go through guided placement, are given a skill level and receive their options noted in the email.

Parker shared her concern of the learning community terminology and asked if there will be an extension in time to process the changes.

O'Connor noted the importance of students receiving the correct information and guidance from the counselors based on their skill levels.

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Hess explained to the council the proposed changes to the English and Math courses regarding the requirements. More will be discussed at the District Articulation Council meeting and with the articulation officers before bringing it back to CIC. Parker suggested adding the new process in the schedules.

Hoffman shared his concern that the current language for English is pushing students into 101 without the support needed. Hess recommended that Hoffman work with Chris Sullivan to draft the appropriate language. Boots will work with Lynn Neault regarding the language for the email.

Hess reported that the designator will change for the Math and English learning communities to make it easier for students to enroll in both courses. For example, currently students enroll in LCOM 101 which is composed of ENGL 101 and ENGL 31. Effective summer 2019, students will enroll in ENGL 101X and then be manually transferred to the appropriate ENGL 101 and ENGL 31 sections.

Hess also reported that she went to the AB 705 Data Revision Project Recoding Regional meeting hosted by the Academic Senate. Hess shared the following:

- The statewide academic is revamping the CB21 rubric by using the existing language and incorporating federal language called EFL – Educational Function Levels.
- The English and Math faculty will be given an opportunity to review the rubrics and provide recommended changes. The timeline is April through May 2019.
- After the vetting has occurred and the coding is finalized, faculty will be asked to look at the existing curriculum and determine if the courses still fall within the same levels for the CB21.
- Hess also mentioned California Community Colleges Curriculum Committee (5C) has recommended three new course basic (CB) codes be developed to help track student progress for AB 705 and Student Centered Funding Formula (SCFF). These codes include:
 - CB25 which will be used to identify if a course satisfies a GE requirement or local competency: CSU GE Breadth/IGETC—B4/2A, or English Comp/Critical Thinking—A2, A3, or 1A, or local GE/competency requirement.
 - CB 26, a multi-value field which will be used to identify all possible transfer types; i.e., GE, Elective, CSU, UC, other college, etc. and
 - CB 27 which will be a binary code to identify if a course is a support course or not a support course.
- There will be further discussion at District Articulation Council, because the new CB 26 code will require more tracking and coding.
- The Articulation Officers and faculty will be involved in the implementation of the new coding.
- CurricUNET and Campus Solutions will be updated to include the new codes.

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- Three new codes are being created to differentiate the other courses that will satisfy the competencies.

Gholson asked how this will impact Continuing Education courses. Hess obtained clarification, currently noncredit courses are appropriately coded for CB21. Like the colleges, Continuing Education will need to verify the existing CB21 codes for English, English as a Second Language and math courses align with the changes.

Hess asked the council to forward her any questions that she can take to the Southern Regional Curriculum Meeting on Saturday, March 16, 2019.

Short asked that any administrative changes to course outlines due to AB 705 be sent to the Curriculum Review Committees at the colleges for review before being published in the catalog.

B. Math Competency/Course List to Satisfy Competence in Mathematics (Discussion)

Hess shared the current list of courses with recommendations:

- Add BANK 103
- Remove BUSE 120
- Add CHEM 251
- Add CISC 246
- Add ENG 151
- Add POLI 201

The council discussed the courses and reasons why they were added. Short explained that the following language for the criteria was created in collaboration with Miramar CRC, the Math subject matter expert and three Math faculty representatives from each campus.

“Competency in Mathematics means the ability to analyze and reason quantitatively and solve problems using concepts at the level of intermediate algebra or higher. Courses that meet math competency requirement have a substantial component involving mathematical reasoning. Students must complete one course with a grade of “C” or better in the following:”

Short stated that this information will be brought back to the next CIC meeting for further review and approval.

The council agreed that there needs to be a consistent message regarding the criteria because it’s currently different at each campus. The information presented at CRC and Academic Senate is still not clear.

Parker expressed her opinion that if the baseline is intermediate algebra, then any course above that with an intermediate algebra requisite should not be on the list. CHEM 251 should not be on the list because the prerequisite is CHEM 200.

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A comment was made that the Math faculty are the subject matter experts in Math. However, the faculty, collectively determine the GE path. It was recommended that CIC decide the criteria based on the recommendations from the campus CRC's. The subject matter faculty can examine the list and determine which courses meet the criteria. There was also a recommendation to share this information with Assessment. Short recommended being conservative on what is allowed on the list since in the future more courses will be added through CurricUNET after the council approves that it can be added.

Norvell offered to meet with Carlos DelaLama to explain how Miramar created the criteria and is suggesting that this language be used to define the courses that meet Math competency.

The criteria will be reviewed at the Academic Senate meeting on April 1st 2019 and voted on at the meeting on April 15, 2019. Due to the catalogs going to print on April 25th, it was agreed that Hess will email the criteria to the council for final review and a virtual vote via email.

C. Additional College Degree (Discussion)

The colleges discussed the current SDCCD requirements at their Academic Senate and Curriculum Review Committee meetings.

City College

Boots stated feels strongly that it should be zero units (not the current 18 units) and that a course should count toward degree. They preferred the Cabrillo Community College model.

Mesa College

Hoffman introduced the additional college degree proposal at the Academic Senate meeting and the initial reaction was not in favor of zero units. He is waiting for a final response from both Academic Senate and Mesa CRC.

Miramar College

Short reported that the CRC agreed on zero units toward the ADT. With regard to the unit separation and requirement of an additional 18 units in the new major, half of the committee preferred the zero units of separation. The other half of the committee felt that six units of separation would be more appropriate.

V. NEW BUSINESS

A. Discipline Assignment Crosswalk (Short)

Duane presented a PowerPoint presentation on how course subject areas and disciplines are created.

Subject areas:

- Determines department the course is assigned to
- Determines where the course is listed in the catalog and schedule

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- Invented locally (i.e. we make up whatever subject areas we want)
- Courses may be assigned to only one subject area

Disciplines:

- Determines the minimum qualifications necessary for the instructor assigned to the course
- Invented at the state level
- Published in the Minimum Qualifications Manual
- Courses may be assigned to more than one discipline

The issue:

- HR has not been using the discipline assignment to determine minimum qualifications
- Instead, HR has (incorrectly) assumed that a subject area is the same as a discipline and has used the subject area to determine minimum qualifications.

Example problems:

BANK 103

- Assigned to *Banking and Finance* or *Business* disciplines
- HR requires *Banking and Finance* discipline
- Instructor with minimum qualifications in *Business* is currently assigned and qualified to teach this course and HR will not pay him or allow him to instruct this course.
- HR insists instructor demonstrate minimum qualifications in *Banking and Finance*

Result: Instructor not being paid. Also artificially limits pool of available talent to one discipline.

BUSE 140

- Assigned to the *Business* or *Law* disciplines
- HR only honors the *Business* discipline assignment
- Instructors with minimum qualifications in *Law* are currently teaching this course
- HR required the college to certify minimum qualifications equivalency to *Business* discipline, even though the instructors do not really have minimum qualifications in *Business*.

Result: Instructors with no education in business are now certified to teach *Business* discipline course

CISC 191

- Assigned to *Computer Science* discipline (requires a master's degree)
- HR requires minimum qualifications in *Computer Information Systems* discipline (does not require a master's degree)

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- Instructors with minimum qualifications in *Computer Science* are being prevented from teaching the course

Result: Instructors with incorrect minimum qualifications are the only ones allowed to teach the course

Proposed solution, following a meeting with Duane Short, Will Surbrook and Erin Milligan-Hill:

- Create a "crosswalk" that matches courses to their discipline assignment(s) HR can then use the crosswalk to determine the discipline.
- Vet with VPIs and deans to determine usability as a tool to ensure that the instructor is assigned to the correct discipline.
- Modify as needed
- Implement with HR

Short explained to the committee how to use the crosswalk, which is an Excel spreadsheet that includes the subject, course, and discipline areas for each course. The crosswalk could be used to select a course and then see the discipline(s) it is assigned to. Alternatively, it could be used to select a discipline and then see all courses assigned to that discipline.

Committee Discussion and Comments:

- This is a governance issue. The faculty determines the discipline which is then approved at CIC and forwarded for Board approval. Human Resources is not honoring a board decision and acknowledging that a discipline is different than a subject.
- CurricUNET should be used as it already has all of the information needed for verification. Short commented that all of the technicians would have to have a CurricUNET account.
- It is an implementation issue with Human Resources.
- The crosswalk creates unnecessary additional work when there is already a system in place for determining qualifications.
- Human Resources has overstepped their boundaries by not following what the faculty have determined.
- The committee agreed that this is an Academic Senate issue because discipline assignment is a 10+1 governance item.
- There is concern that faculty are confused with the determination process because of the subject areas that have multiple disciplines and disciplines that have multiple subject areas.
- There was inquiry regarding the role of the Vice Chancellor in resolving this issue because this is a districtwide problem.

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- There is a concern Human Resources will assign all Articulation Officers to the Counseling discipline even though this is not a requirement of the articulation officer position.
- Hess noted that the CIC Summary which includes the list of disciplines is shared with Human Resources.

The Council recommended the Vice Chancellor of Instructional Services should address this issue.

B. Walk-Ins

Mesa walked-in the following curriculum:

1. Fermentation Management, Certificate of Achievement—Program Revision
2. WORK 272 General Work Experience—Reactivation

Recommend Approval of Mesa Curriculum:

- Fermentation Management, Certificate of Achievement—Program Revision
- WORK 272 General Work Experience—Reactivation

Motion by Norvell

Second by Boots

Final Resolution: Motion carries

Aye: Chavez, Gholson, Hoffman, Hopkins, Lucas, O'Connor, Palma-Sanft, Parker, Short

VI. CIC Subcommittee Reports

- A. District Articulation Council (DAC)
- B. CurricUNET Steering Committee
- C. Educational Review Committee
- D. **CIC Catalog Subcommittee**
No Report

E. Discipline Deans

Hess met with the Discipline Deans on Tuesday, March 12, 2019. One of the charges for next year is to systemize the discipline meetings. Every discipline that meets at more than one college or is offered at more than one college and CE would have to meet at least once a year. Hess created a schedule that was distributed to the Discipline Deans for review. There will be meetings scheduled for every subject area at least once a year which will include agenda items that were vetted through the VPI's. This also includes programs.

F. Policies and Procedures Subcommittee

The Policies and Procedures Subcommittee met today to work on AP 5260 Prerequisites, Corequisites, Limitations on Enrollments and Advisories. On Monday the Board of Governors is slated to approve changes to title 5 which will impact that procedure as well as AP5025 Philosophy and Criteria for Associate Degrees and General Education.

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Boots questioned the 15 days to respond to the title 5 changes impacted by AB 705. The deadline has since passed and she wanted to respond to some items that she felt were troubling. There was no information in the notification stating how to submit your response. Hess noted that is now on the agenda for the Board of Governors meeting on Monday and recommended that Boots take her concerns to a statewide Academic Senate representative or the California Community Colleges Curriculum Committee (5C). Norvell offered to take Boots inquiry regarding the timeframe to respond to the regional curriculum meeting on Saturday, March 16, 2019.

VII. STANDING REPORTS

- A. Local and State—Curriculum Streamlining Process (Bulger/Hess)
- B. Legislative Update (Bulger)
- C. Curriculum Updating Project (Hess)
- D. CurricUNET Steering Committee (Hess)
- E. Student Services Council (Neault)
- F. **State Academic Senate**
No Report

- G. **Chief Instructional Officers (Bulger, Chavez, Fischthal, Hopkins, O'Connor)**
No Report

- H. **Articulation Officers (ADT/C-ID) (Norvell, Palma-Sanft, Parker)**
Norvell alerted the council about California International Business University (CIBU), a small private, non-regionally accredited university in downtown San Diego that has been aggressively trying to create an articulation agreement with City College. After having been informed that City College is unable to create an articulation agreement with CIBU and unable to allow CIBU representatives to promote the university on City's campus due to lack of regional accreditation, representatives from CIBU presented themselves at a World Cultures meeting with the idea of creating other avenues to promote the university to City students.

The Articulation Officers asked that they be notified if they are contacted by this private institution.

- I. Subcommittees (Bulger)
- J. Campus Solutions Implementation (Neault/Bulger)

VIII. ANNOUNCEMENTS *The next meeting will be Thursday, April 11, at 2:00 p.m. at North City Center, Multipurpose Room 101-102, 8355 Aero Drive, San Diego, CA 92123.*

- A. *Reminder, the 2019-2020 Catalog Deadline was Thursday, December 13, 2018. All new programs and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC/ACCJC, before they may be published in the college catalog.*

- B. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 13, 2018.*

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- C. Academic Senate of California Community Colleges
[2019 Spring Curriculum Regional Meeting - South](#),
March 16, 2019 at Irvine Valley College. [Click here](#) to register

IX. ADJOURNMENT

<i>The meeting was adjourned at 3:56 p.m.</i>
<i>Motion by Boots</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Gholson, Hoffman, Hopkins, Lucas, O'Connor, Palma-Sanft, Parker, Short</i>