

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 24, 2019  
2:00 P.M.  
District Office  
Room 245  
3375 Camino Del Rio South  
San Diego, CA 92108

## Draft Minutes

### PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Brown, Danene	Dean, School of Business & Technology—Mesa College Proxy for Isabel O'Connor
Ewell, Robert	Dean, Information and Learning Technology—City College Proxy for Matilda Chavez
Gholson, Richard	Curriculum Chair—Continuing Education
Gray, Michelle	Dean, Business Information Technology—Continuing Education Proxy for Michelle Fischthal
Hess, Shelly	Dean, Curriculum Services—District Office (Acting Chair)
Hoffman, Andrew	Curriculum Chair—Mesa College
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Short, Duane	Curriculum Chair—Miramar College

### ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Neault, Lynn	Vice Chancellor, Student Services—District Office
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Parker, Juliette	Articulation Officer—Mesa College

### GUEST:

Perman, Amertah	Dean, Career Education and Workforce Development—District Office
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### STAFF:

Escalante, Evelyn	Senior Secretary, Curriculum Services—District Office
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

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Hess called the meeting to order at 2:04 p.m.

## I. MINUTES AND AGENDA

- A. Approval of: October 10, 2019, Minutes (Action)

<b><i>Recommend Approval of the October 10, 2019 Minutes as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brown, Ewell, Gholson, Gray, Hoffman</i>
<i>Abstained: Norvell, Palma-Sanft</i>

- B. Approval of: October 24, 2019 Meeting Agenda (Action)

Short requested the addition of Assigning Courses to Disciplines to item IV

<b><i>Recommend Approval of the October 24, 2019 Meeting Agenda as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brown, Ewell, Gholson, Gray, Hoffman, Norvell</i>

## II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum (Action)

<b><i>Recommend Approval of Curriculum Review as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brown, Ewell, Gholson, Gray, Hoffman, Palma-Sanft</i>

- B. Approval of Program Changes (Action)

<b><i>Recommend Approval of Program Changes</i></b>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brown, Ewell, Gholson, Gray, Norvell, Palma-Sanft</i>

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

Gholson informed the curriculum is undergoing review from other Colleges; therefore, Continuing Education pulled their Curriculum for further discussion.

## D. Approval of Continuing Education Program Changes (Action)

Gholson informed program changes are undergoing review from other Colleges; therefore, Continuing Education pulled their Programs for further discussion.

## E. General Education/Transferability Actions (Information)

Hess provided information regarding the General Education/Transferability and reminded the Council voting will take place during the next CIC meeting on November 14, 2019.

Palma-Sanft will review the document and notify Curriculum Services if any changes are needed.

## III. OLD BUSINESS

### A. English/Math Prerequisite Language

Discussion was tabled for next CIC meeting when VC Neault is in attendance.

## IV. NEW BUSINESS

## V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

Hess announced discussions are tabled until VC Bulger and the VIPs are in attendance.

## VI. CIC SUBCOMMITTEE REPORTS

Hess will develop an issue tracker in order to inform of Subcommittee's recommendations.

Hess reported the following Committee progress:

### A. District Articulation Council

No report

### B. CurricUNET Steering Committee

- The committee discussed and prioritized critical CurricUNET issues and Distance Education: 1) adding, revising, and removing some contact types; 2) recommendations to modify course methods of instruction page

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to include three categories of distance education: fully online, partially online, and online with flexible in person meeting; 3) add a field for participants for each contact type including faculty and student/s and among students.

- The committee recommends to modify course methods of instruction page to include three categories of distance education including: fully online, partially online, and online with flexible in person meeting. The Committee will draft a proposal and bring it to CIC for review and recommendation.

### C. Educational Review Committee

No report

### D. CIC Catalog Subcommittee

1. Continued discussion 2020-2021 Catalog and plans to move toward an online interactive catalog in the future. Committee members strongly recommended we do it right once. They brainstormed a few ideas including develop a shared vision for an online catalog; thoroughly research needs of students, faculty (including counselors and department chairs), staff (including evaluators, admissions, student services, web developers and IT), and administrators. Consider DSPS and accessibility; budget; pathways, PeopleSoft, mobile friendly apps, open source options, document management support, pathways, etc.
2. DAC asked the catalog committee to consider removing the ADT list in the Academic Requirements Section because this information is repeated in the award chart. The committee agreed this information could be removed.
3. DAC asked the Catalog Committee to consider removing UC information from the AP and IB charts because the information changes. The Catalog Committee recommended leaving this information in the catalogs because counselors use it on a daily basis.
4. The Committee discussed the need for catalog addenda/errata criteria and timeline.
5. The Subcommittee recommends the following: maintain status quo for the 2020-2021 catalogs (print and continue the current PDF format); develop training guides to use the current PDF format; develop a comprehensive three-year plan to move toward an online catalog that includes researching user needs (students, faculty, staff, and administrators), exploring vendor options; RFP process for selection, development, implementation, and planning; remove separate ADT List in the Academic Requirements Section from the college catalogs (Need CIC review and recommendation); keep the AP and IB charts in the college catalogs; request faculty, staff, administrator report from HR to help maintain these sections of the catalogs; and District Curriculum Services draft addenda/errata criteria and timeline to be reviewed at the next meeting.

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## E. Subject Area Deans Subcommittee

The following meetings are scheduled to take place:

1. Public Administration (10/25/2019)
2. Art-Graphic Design (10/25/2019)
3. Dance (10/25/2019)

## F. Policies and Procedures

The Policies and Procedures Committee have reported the following:

1. AP 5235 Faculty Development of Credit by Examination (Approved 9/18/2019) is undergoing District Governance Council review.
2. AP 5025 Philosophy and Criteria for Associate Degrees and General Education (Additional Discussion—10/2/2019) is undergoing District Governance Council review.
3. BP 5020 Curriculum Development has been approved by Board of Trustees.
4. BP 5021 Career Technical Education (Formerly BP 6100, First Reading 11/14/2019) will undergo Board of Trustees review.
5. AP 5050 Articulation is undergoing Campus review.
6. AP 5260 Prerequisites, Corequisites, Limitations on Enrollments, and Advisories is undergoing Campus review.
7. AP 0020.2 Instructional Council is undergoing Committee review.
8. AP 5026 Philosophy and Criteria for Certificates (Change Number) is undergoing Committee review.
9. BP 5400 Community Service Programs review has been completed.
10. BP 5750 Use of Copyrighted Material review has been completed.

## VII. STANDING REPORTS

### A. Local and State—Curriculum Streamlining Process (Bulger/Hess)

Hess informed The Southern Regional Curriculum Committee meeting will take place on November 2, 2019 at Pierce College.

### B. Legislative Update (Bulger)

No Report

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C. Student Services Council (Neault)

No Report

D. State Academic Senate

No Report

E. Chief Instructional Officers (Bulger, Chavez, O'Connor, Fischthal, Hopkins)

No Report

F. Articulation Officers (ADT/C-ID) (Norvell, Palma-Sanft, Parker)

Palma-Sanft reported a meeting with the Articulation Officers in the region and their concerns regarding the periodic review of ATDs. Palma-Sanft informed the Council the Region 10 Articulation Officers compiled a list of issues for the VPIs to take to CCCCO conference. Palma-Sanft will report the outcome of the discussion at the CIC next meeting.

## ANNOUNCEMENTS

- A. *The next meeting will be on Thursday, November 14, 2019 at 2:00 p.m. at Mesa College, RLC 432, 7250 Mesa College Dr., San Diego, CA 92111*
- B. *Reminder, the 2020-2021 Catalog Deadline is Thursday, December 12, 2019.*  
**All new programs and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC/ACCJC, before they may be published in the college catalog.**
- C. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 12, 2019.*

## VIII. ADJOURNMENT

<i>The meeting was adjourned at 2:34 pm</i>
<i>Motion by Boots</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brown, Ewell, Gray, Hoffman, Norvell, Palma-Sanft, Short</i>