

# San Diego Community College District Curriculum and Instructional Council

Meeting of November 14, 2019

2:00 P.M.

Mesa College LRC 432

7250 Mesa College Dr.

San Diego, CA 92111

## Draft Minutes

### PRESENT:

Boots, Jennifer	Curriculum Chair—City College
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
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office (Acting Chair)
Hoffman, Andrew	Curriculum Chair—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office
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:

Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

### 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
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office

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*Bulger called the meeting to order at 2:07 p.m.*

## I. MINUTES AND AGENDA

### A. Approval of: October 24, 2019, Minutes (Action)

<i>Recommend Approval of the October 24, 2019 Minutes</i>
<i>Motion by Hoffman</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman, Norvell, Palma-Sanft, Short</i>
<i>Abstained: Chavez, O'Connor, Parker</i>

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

The following items were added to the agenda:

- 2020-2021 Catalog Production Timeline and Electronic Catalog discussion item under New Business.
- CurricUNET Approval and Timeline Default under New Business.
- Curriculum Issues Re: Campus Solutions under Curriculum and Instructional Concerns and Issues.
- Walk-in Programs from City: ADT Journalism, ADT English, ADT Anthropology, ADT Philosophy, and ADT Political Science.

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

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (Action)

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

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## B. Approval of Program Changes (Action)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Short</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Parker</i>

## C. Approval of General Education/Transferability Actions (Action)

<i>Recommend Approval of General Education/Transferability Actions</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Norvell, O'Connor, Palma-Sanft, Parker,</i>

### III. OLD BUSINESS

#### A. English/Math Prerequisite Language

Hess informed the Council English faculty is currently working on the prerequisite language for AB 705 support courses for English and Math. Once the language proposal has been finalized, it will be forwarded to VC Neault for review.

### IV. NEW BUSINESS

#### A. 2020-2021 Catalog Production Timeline and Electronic Catalog

Bulger announced fewer copies of the 2020-2021 Catalog will be printed thus reducing the cost of production. The reduced printed quantities will allow for students to have access to a hard copy and prevent unused excess copies. Bulger informed the Catalog will be delivered on May 8, 2020.

Bulger directed the Council to the handout provided in the Council packages informing of catalog trends among other Colleges in California. In summary, the majority of Colleges in San Diego County as well as Los Angeles County have online Catalogs and do not print copies.

Hess informed the Council due to the decision to print the Catalog a month earlier, the colleges will have less time for curriculum to be approved by all of the

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constituents. She explained curriculum approved at CIC on December 12 will be taken to the Board of Trustees for approval in January 30, 2020.

This revised timeline was adopted in order to be able to deliver the printed Catalog a month early.

Norvell questioned the usefulness of the catalogs being printed earlier due to how it will affect students if the curriculum fails to meet the new timeline for approval. Bulger noted that other institutions' deadline for curriculum is 18 months before the catalog is to be printed. Bulger argued a solution to the issue could be an electronic catalog able to be updated thus allowing for increased approval process timeline. Bulger suggested continuing the discussion at future meetings. Neault inquired if the catalog will be sold at the bookstore, given that copies have been left unsold in the past. Bulger will inquire regarding this topic and will bring it back to the council.

Bulger commented about the proposed electronic catalog for 2023-2024 academic year. The Catalog Review Committee will be in charge of researching electronic catalogs and recommend 3-5 designs by December 2020.

## B. CurricUNET Approval Timeline and Default

Short informed the CurricUNET Steering Committee agreed to a change of default settings in CurricUNET. Given that the approval pathway varies depending on the proposal type, the committee decided to be cautious and not implement the default setting in CurricUNET. Instead, the committee decided to request CIC approval to manually default critical proposals being held in a queue past the approval period that need to meet a deadline. This will require a Curriculum Technician at the District Office to manually forward the proposals without contacting the originator. Short stated criteria will be developed to limit the number of proposals to be manually pushed forward. The Council did not have any objections to the request.

## C. Walk-ins

- City Walked in the following Programs:
  1. ADT Journalism
  2. ADT English
  3. ADT Anthropology
  4. ADT Philosophy
  5. ADT Political Science

***Recommend Approval of the Curriculum***

*Motion by Hoffman*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, O'Connor, Palma-Sanft, Parker, Short*

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Hess reminded the Council that Curriculum has to be approved before it's implemented for Fall 2020.

## V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

### A. Assigning Courses to Disciplines

Bulger communicated the outcome of the meeting with HR regarding assigning courses to disciplines. Human Resources is compiling a report with faculty's information and the exceptions to be assigned to a discipline and not all subject areas. This report, once completed, will be accessible via myportal. Bulger suggested meeting with HR again, in order to discuss the process to resolve this issue.

Neault voiced a concern regarding the report allowing for increased human error. Neault suggested a change to the system configuration as an alternate solution. Hess agreed and noted the extended period of time required for a system reconfiguration and instead, this report will be used as a short-term solution.

Bulger suggested inviting HR to attend the next CIC meeting on December 12 and use this opportunity to voice ideas and concerns.

### B. Curriculum Issues Re: Campus Solution

Bulger encouraged the council to bring forward curriculum issues to be discussed at the meeting. If necessary, issues will be assigned to a subcommittee for further discussion and recommendations.

Neault informed the issues in Campus solutions regarding prerequisites and corequisites not being reinforced. Neault explained prerequisites and corequisites customizations in Campus Solutions were implemented; however, Campus Solutions is a four-year model which is unable to recognize short term classes and thus unable to clear prerequisites in the same term for students to be able to register. Neault informed Student Services has been assisting students by manually enrolling them in classes.

Neault informed the Council the solution to this issue will require rewriting the configuration in Campus Solutions. This project will require a full-time programmer, full time Student Services Analyst, full time Curriculum Services staff member, and testing time. This project is estimated to take a year to be completed.

The Articulation Officers requested for Student Services to drop students with failed prerequisites who were provisionally admitted to courses. Parker voiced the concern of the College's integrity and possible articulation impact. Parker suggested the District to communicate this issue and the current plan for resolution with other institutions in order to maintain SDCCD's reputation. Neault offered to communicate with the faculty of each SDCCD College regarding this issue. The Council agreed to drop students with failed prerequisites who were provisionally admitted to courses.

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Bulger will inform the Chancellor's Cabinet of the situation and suggested Curriculum Issues Re Campus Solutions remain a standing item for future meetings.

## **VI. CIC SUBCOMMITTEE REPORTS**

### **A. Subcommittee Report Summary**

The council received the subcommittee summary report as part of the package. Due to lack of meeting time, Hess advised the council to contact her via email for any questions.

## **VII. STANDING REPORTS**

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

No Report

### **B. Legislative Update (Bulger)**

No Report

### **C. Student Services Council (Neault)**

No Report

### **D. State Academic Senate**

Boots reported the following resolutions from the November 2019 Academic Senate California Community Colleges (ASCCC) Plenary Session:

- 1) Repeatability of Credit Corequisite Support Courses
- 2) Credit English as a Second Language (ESL) Coursework for California State University General Education Breadth (CSU GE) and the Intersegmental General Education Transfer Curriculum (IGETC)

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

No Report

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

Parker informed the university Articulation Officers are currently uploading agreements from the past 3 years into ASSIST and are expected to complete all uploads in the following year. Parker reported each campus' agreements are being published in different formats due to the technology utilized. This issue is expected to be resolved by next year.

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## ANNOUNCEMENTS

*Bulger announced the next meeting will be on Thursday, December 12, 2019 at 2:00 p.m. at the District Office.*

## VIII. ADJOURNMENT

<i>The meeting was adjourned at 3:43 pm</i>
<i>Motion by Boots</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Short</i>