

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 23, 2020

2:00 P.M.

Zoom Meeting

## **Draft Minutes**

### **PRESENT:**

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Erreca, Lori	Dean, School of Behavioral and Social Sciences—City College Proxy for Tillie Chavez
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Kinney, Chris	Curriculum Coordinator—Mesa College Proxy for Juliette Parker
Knox, Ramon	Interim 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
Short, Duane	Curriculum Chair—Miramar College

### **ABSENT:**

Chavez, Matilda	Vice President, Instructional Services—City College
Parker, Juliette	Articulation Officer— Mesa College

### **GUESTS:**

Hernandez, Diana	Administrative Technician—Continuing Education
Payne, Desiree	Curriculum Analyst, Instructional Services—Continuing Education

### **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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*Bulger called the meeting to order at 2:02 p.m.*

## I. MINUTES AND AGENDA

### A. Approval of: April 9, 2020, Minutes

<i>Recommend Approval of the April 9, 2020 Minutes</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Abstain: Kinney</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft</i>

### B. Approval of: April 23, 2020 Meeting Agenda

The following items were added to the agenda:

- Walk-ins from Mesa: ENGL 234, MUSI 114, MUSI 126 and MUSI 131
- Pass/No Pass Grades
- Distance Education Information Sheet

<i>Recommend Approval of the April 23, 2020 Meeting Agenda as amended</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Fischthal, Gholson, Hopkins, Kinney, Norvell, O'Connor, Palma-Sanft</i>

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum

Gholson requested to pull GRFX 110, GRFX 120, GRFX 160, GRFX 170, GRFX 181 and GRFX 270 for discussion.

Short requested to pull ARTG 106 for discussion.

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

## B. Approval of Program Changes

Short requested to pull the following program for discussion:

- Art/Visual Studies Associate of Arts
- Combined Drawing/Painting Associate of Arts
- Craft Skills Certificate of Performance
- Graphics-Visual Production Certificate of Performance

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

## C. General Education/Transferability Actions

Hess provided information regarding the General Education/Transferability Actions for review and informed the council that voting on this item will take place next CIC meeting on May 14, 2020.

Palma-Sanft requested for the G.E/Transferability Actions list that was approved in November of last year be provided at the next CIC meeting for reference. In addition, Palma-Sanft informed the council of information regarding the G.E/Transferability list that will come forward during the summer will be brought to CIC as an information item.

## D. ARTG 106, GRFX 110, GRFX 120, GRFX 160, GRFX 170, GRFX 181 and GRFX 270

Discussion: Short explained to the council that Miramar's Graphic Design program was created over 10 years ago and involved a lot of discussion with City College

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since City teaches Graphics as well. Short mentioned that City's program main focus involves the artistic theory for transfer students whereas Miramar's program is CTE focused for students who wish to learn how to produce graphics using software. Short continued to illustrate that Miramar's program is taught from a different perspective and emphasis than City's program. In addition, Short informed the subject area was changed from Digital Art to Graphics.

***Recommend Approval of ARTG 106, GRFX 110, GRFX 120, GRFX 160, GRFX 170, GRFX 181 and GRFX 270***

*Motion by Norvell*

*Second by Gholson*

*Final Resolution: Motion carries*

*Aye: Boots, Erreca, Fischthal, Hoffman, Hopkins, Kinney O'Connor, Palma-Sanft, Short*

- E. Art/Visual Studies Associate of Arts, Combined Drawing/Painting Associate of Arts, Craft Skills Certificate of Performance, and Graphics-Visual Production Certificate of Performance

Discussion: Short explained these programs were revised to remove courses that are going to be deactivated or to replace them with other courses.

***Recommend Approval of Art/Visual Studies Associate of Arts, Combined Drawing/Painting Associate of Arts, Craft Skills Certificate of Performance, and Graphics-Visual Production Certificate of Performance***

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Erreca, Fischthal, Gholson, Hoffman, Hopkins, Kinney, O'Connor, Palma-Sanft*

### III. OLD BUSINESS

- A. Catalog Committee/DAC Recommendation: UC Limitations Statement

Hess reminded the council of the recommendation to remove the UC limitations in the Catalog in order to provide accurate information for students. The UC limitations would be replaced with the generic statement that the colleges have agreed on: For UC transfer limitations see a counselor or reference Assist.org.

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*Recommend Approval of UC Limitations Statement "For UC transfer limitations see a counselor or reference Assist.org"*

*Motion by Hoffman*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Erreca, Fischthal, Gholson, Hopkins, Kinney, O'Connor, Norvell, Short*

- B. CCCC Summer 2020/Fall 2020 Distance Education Addendum Process  
1. Information Sheet

Short demonstrated to the council an information chart that was created by Miramar College in order to define the distance education differences. Short described the three different categories of distance education approval that exist in the current semester: the typical online approval, the current temporary remote instruction, and the new category of online emergency only.

Short noted that as a result of these three different categories, there's been a lot of confusion with people not understanding the difference between the three. Therefore, in an attempt to clarify this, the Miramar curriculum committee created this information chart to provide a summary of what the current understanding of the situation is.

Short suggested to the council to share this chart district wide in order to send out a consistent message to the colleges to help people understand the different categories. In addition, Short suggested creating a process to review proposed courses to be offered online and during emergencies.

The council reviewed, discussed, and suggested edits to the information chart, Short will update the chart and bring it back to the next CIC meeting for final review.

## IV. NEW BUSINESS

- A. **Catalog Committee Recommendation: Criteria and Timeline for Catalog Addenda/Errata**

Hess informed the council of the Catalog committee's recommendation regarding the Addenda/Errata. Hess explained the Catalog committee put together the justification, criteria, and timeline to provide guidelines for the addenda/errata. Hess explained the criteria and justification were based on the same criteria used for

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emergency approval of curriculum with the addition of policies and procedures to include Student Services.

Hess described the timeline for the addenda/errata editions: the first edition to be published on the first week of July to include additional curriculum approved after the catalog is published; the second edition to be published on the first week of September, after faculty is back on contract and notice a blatant error; and final edition to be published on the first week of November for emergencies only.

Hess finalized by informing that the final addenda/errata documents are password secured and sent to Students Services to post on the website

## B. Pass/No Pass Grades

Bulger informed the council of the State Chancellor's office guidance regarding Pass/No Pass grades. Bulger stated that the State Chancellor's office suspended title 5 section 55022, which requires the Pass/No Pass deadline set at the 30% in the course. In addition, the to the "NP" symbol has also been suspended in order to not negatively affect students. Bulger informed the form for students to elect a P/NP grade option for spring 2020 will go live on April 14, 2020 and the deadline for submission has been changed from April 17 to May 8, 2020. Bulger noted the considerations CSU and UC impact in addition to the P/NP limit of 12 units in order to prevent transfer issues. Bulger further explained that CSU will accept P/NP for certain areas for spring, summer or fall 2020 coursework. Additionally, CSU campuses may allow students to defer admission to spring 2021. Bulger finished by stating that she wants to make sure there's communication in order to assure that faculty are able to advise students in this situation.

The council discussed and agreed that it would be beneficial if students could consult with a faculty member from their primary degree program or counselor before requesting the P/NP. In addition, the council discussed the benefit of keeping records of the communications with students. Hess suggested adding the language received from CSU and UC in the Addenda/Errata for historical records.

Knox informed the council that Student Services is in the process of developing frequently asked questions addition to the P/NP form. Knox informed that the form's due date could be adjusted to no later than May 22, 2020. Knox demonstrated to the council the P/NP form and requested the council to notify him if they had any additional recommendations for the form.

## C. Walk-ins

Mesa walked in the following courses:

1. **ENGL 234**
2. **MUSI 114**
3. **MUSI 126**

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## 4. MUSI 131

Boots informed the council City is going to be included in the ENGL 234 proposal.

<i>Recommend Approval of ENGL 234, MUSI 114, MUSI 136, and MUSI 131</i>
<i>Motion by Hoffman</i>
<i>Second by Boots</i>
<i>Abstain: Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gholson, Hopkins, Kinney, Norvell, O'Connor, Palma-Sanft</i>

## V. CIC SUBCOMMITTEE REPORTS

Due to lack of meeting time, Hess informed she will send the council the Policies and Procedures subcommittee recommendations regarding hours and units. This matter will be brought back to the next meeting for discussion.

## VI. ADJOURNMENT

<i>The meeting was adjourned at 4:18 pm</i>
<i>Motion by Hoffman</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gholson, Hopkins, Kinney, Norvell, O'Connor, Palma-Sanft, Short</i>