

# San Diego Community College District Curriculum and Instructional Council

Meeting of November 10, 2016  
2:00 PM  
District Office  
Conference Room 220  
3375 Camino del Rio S.  
San Diego, CA 92108

## Minutes

### PRESENT:

Boots, Jennifer	Curriculum Co-Chair—City
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Carulli, Lisa	Faculty (Proxy for Alder)—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
McGrath, Tim	Vice President, Instructional Services — Mesa
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar College
Robertson, Charlotta	Articulation Officer—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Curriculum Chair—Miramar

### ABSENT:

Alder, Kate	Vice President of Instruction—Continuing Education
Kilmer, Renee	Interim Vice President, Instructional Services—City
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Namdar, Donna	Curriculum Chair—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum Services—District Office

### 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

# San Diego Community College District Curriculum and Instructional Council

Vice Chancellor Bulger called the meeting to order at 2:10 p.m.

## I. MINUTES AND AGENDA

### A. Approval of: October 27, 2016, Minutes (*Action*)

The council reviewed and made an edit to the minutes.

<b><i>Recommend Approval of October 27, 2016 Minutes as Amended</i></b>
---

<i>Motion by Robertson</i>
----------------------------

<i>Second by Short</i>
------------------------

<i>Final Resolution: Motion carries</i>
---

<i>Aye: Gustin, Norvell, Palma-Sanft, Shelton</i>
---

<i>Abstained: Boots, Carulli, McGrath, Hopkins</i>
--

### B. Approval of November 10, 2016, Meeting Agenda (*Action*)

Short added Forwarding Proposals from Curriculum Committee as a new agenda item. Hess clarified that Mesa's designator to be discussed is called Radiologic Technician Advanced Modalities (RTAM).

<b><i>Recommend Approval of Agenda as Amended</i></b>
---

<i>Motion by Short</i>
------------------------

<i>Second by Gustin</i>
-------------------------

<i>Final Resolution: Motion carries</i>
---

<i>Aye: Boots, Carulli, Hopkins, McGrath, Norvell, Palma-Sanft,</i>
---

<i>Robertson, Shelton</i>
---------------------------

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

The following courses and programs were pulled for discussion:  
GDEV 101; ACCTG 210, 211, 212; and INTE 135

<b><i>Recommend Approval of Curriculum Review</i></b>
---

<i>Motion by Short</i>
------------------------

<i>Second by Norvell</i>
--------------------------

<i>Final Resolution: Motion carries</i>
---

<i>Aye: Boots, Carulli, Gustin, Hopkins, McGrath, Palma-Sanft,</i>
--

<i>Robertson, Shelton</i>
---------------------------

# San Diego Community College District Curriculum and Instructional Council

## ACCTG: 210, 211, 212

Short explained that Miramar would like to hold ACCTG 210, ACCTG 211 and ACCTG 212 because they would like to send the courses and programs to the regional Career Technical Education (CTE) Deans for review and approval before receiving approval from the Curriculum and Instructional Council (CIC). Short mentioned he will email District Curriculum Services once the courses are ready to be brought back to a future CIC meeting for approval. Discussion about the CTE approval process took place and will be brought back to the December 08, 2016 meeting for further discussion.

## GDEV 101:

Norvell explained that the disciplines for the minimum qualifications needed to be listed and that the disciplines are listed in the catalog description. The disciplines are:

- Political Science
- Anthropology
- Peace Studies
- Sociology
- Economics
- History

<b><i>Recommend Approval of GDEV 101 As Amended</i></b>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Carulli, Gustin, Hopkins, McGrath, Norvell, Robertson, Shelton</i>

## INTE 135:

Gustin explained the discipline should be changed from Accounting to Interior Design.

<b><i>Recommend Approval of INTE 135 As Amended</i></b>
<i>Motion by Roberston</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Carulli, Gustin, Hopkins, McGrath, Norvell, Shelton, Short</i>

## San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes (*Action*)

The Accountancy for Enrolled Agents Certificate of Achievement was pulled by Short for discussion.

<b><i>Recommend Approval of Program Review</i></b>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Carulli, Gustin, Hopkins, McGrath, Norvell, Robertson, Shelton</i>

C. Approval of Upper Division Curriculum (*Action*)

*No upper division curriculum.*

D. Approval of Upper Division Program Changes (*Action*)

*No upper division program changes.*

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

F. Approval of Continuing Education Programs (*Action*)

G. General Education/Transferability Actions (*Action*)

Hess explained that when curriculum comes to CIC, there is a recommendation to submit curriculum for General Education (G.E.). She also mentioned that the council votes on G.E./Transferability actions in May and November. Short explained that the asterisk in the G.E. handout indicates that the council has voted to approve a course for G.E. in the past. Palma-Sanft proposed the idea of reviewing, in December, what was approved in May and November and what is going forward.

<b><i>Recommend Approval of General Education/Transferability Actions</i></b>
<i>Motion by Palma-Sanft</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Carulli, Gustin, Hopkins, McGrath, Robertson, Shelton, Short</i>

# San Diego Community College District Curriculum and Instructional Council

## III. OLD BUSINESS

### A. ACCJC Degree and Certificate Approval Delays (Miramar)

Short explained he tracks the time it takes for a degree or certificate to be approved by the state from when a certificate or degree is approved at CIC to when the degree or certificate is approved to be in the catalog. He mentioned that the longest delay time he recorded is 20.7 months.

Gustin reported that at the regional meeting, it was discussed that the State is aware of the delay times and are working toward giving the colleges more local control and establishing guidelines on how they are simplifying the issue on their end.

Discussion about how the Vice Presidents of Instruction can intercede on behalf of the colleges took place. McGrath proposed the idea of having another regional meeting with the curriculum chairs and an assistant teacher to work through the backlog of delayed degree and certificate approval. McGrath suggested to Hopkins to write a letter to the Chief Instructional Officer (CIO) who is representing the CIO's on the accreditation team on their behalf about contacting ACCJC addressing the approval delays.

### B. Regulation Change: Online Designator for Course Materials (Information)

Hess explained that the online designator for Open Educational Resources (OER) will be available in the online schedule beginning January 2018. She clarified that the idea is that the designator will let students know if a textbook is free. Legislation requires publishers to provide a list of all textbooks and costs. McGrath reported that the Textbook Affordability Committee is reviewing the legislation and will come back with recommendations from the bookstore and how to go about the change. McGrath also reported that the senates are planning to review and discuss the legislation.

### C. Walk-In Process (Information)

Hess explained that the catalog deadline form was created to prevent a large volume of walk-ins to be recorded during CIC meetings. She invited the members to discuss their ideas of whether or not to keep the form. Short replied that it makes sense to keep the form. Hess mentioned she will add the form to the Curriculum Services website.

### D. Report on Discipline Deans (Information)

Vice Chancellor Bulger reported that it was suggested by the Academic Senates to hold district-wide Discipline Deans meetings regularly. She welcomed discussion and ideas about the structure, format and timeline of the meetings. Gustin suggested that each discipline have a set of topics to discuss at the meetings and will send the council ideas about the meetings.

# San Diego Community College District Curriculum and Instructional Council

## E. Mesa Designator (Discussion)

Gustin reported that the new designator, Radiologic Technician Advanced Modalities (RTAM), is part of CTE and was approved by Mesa's Academic Senate. Short reported there were no objections against the new designator from Miramar. Hess stated she will add the new designator to CurricUNET.

## IV. NEW BUSINESS

### A. ARCH 100A (Information)

Hess reported that during technical review, there was a request to deactivate ARCH 100A. However, it was discovered that ARCH 100A was renumbered and therefore a deactivation was not necessary.

### B. ENGL 265B (Information)

Hess reported that ENGL 265B was brought in as a deactivation because it was an experimental course. Since City offered the course, they were added to the deactivation of the experimental course.

### C. Forwarding Proposals from Curriculum Committee (Miramar)

Short proposed the idea of having the council make a list of all curriculum that comes to their inboxes and move the curriculum forward to meet the deadline for curriculum to make the catalog on November 18, 2016. This way, the curriculum will be on the next CRC agendas and the curriculum has already gone through CurricUNET for approval. He explained his proposal would allow for more time for the curriculum technician to review the curriculum and the opportunity to pull any curriculum at CIC if there are issues that arise at CRC. However, everyone must collectively approve the curriculum on November 18, 2016. Discussion continued.

## I. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

No report.

### B. CurricUNET Steering Committee (Hess)

No report.

### C. Student Services Council (Neault)

# San Diego Community College District Curriculum and Instructional Council

No Report.

## D. State Academic Senate

Gustin reported that strong workforce grants, zero dollar textbook costs and grants, and discussion about the PCAH and submission guidelines were discussed at the State Plenary meeting. It was reported that the State Chancellor's Office is going to allow program revisions to ADT's and new ADT's without full C-ID approval.

## E. Chief Instructional Officers (Bulger, Matthew, Hopkins, Kilmer, McGrath)

Hopkins reported she received a letter from the State Chancellor's Office about the expediting of credit course approvals at the state level. She explained the Vice President of Instruction (VPI) and the Curriculum Chair must sign and submit the letter or courses by December 16, 2016. She reported that the courses must be re-certified once a year in July. McGrath reported that Pam Walker, Vice Chancellor of Instruction at the State Chancellor's Office, is retiring in December.

## F. Articulation Officers (Norvell, Palma-Sanft, Robertson)

Palma-Sanft reported that due to a backlog, the Studio Arts ADT template was changed to allow articulation agreements.

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

No Report.

## H. Subcommittees (Bulger)

Hess reported that the Policies and Procedures Subcommittee are now focusing on Phase II–Non-Accreditation related policies and procedures. They will schedule a retreat in spring 2017.

## I. ERP Implementation (Bulger)

No Report.

# San Diego Community College District Curriculum and Instructional Council

## II. ANNOUNCEMENTS

The next meeting will be on Thursday, December 08, 2016 at the District Office Conference Room 220.

**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.**

A. Handouts:

1. November 10, 2016, CIC Meeting Agenda
2. Draft Minutes from the October 27, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

## III. ADJOURNMENT

Hess adjourned the meeting at 3:20 p.m.