San Diego Community College District
Curriculum and Instructional Council

Meeting of September 08, 2016
2:00 PM
District Office
3375 Camino Del Rio S.
San Diego, CA 92108
Conference Room 220

Minutes

PRESENT:

Alder, Kate	Vice President of Instruction—Continuing Education
Bulger, Stephanie	Vice Chancellor, Instructional Service & Planning—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
Kilmer, Renee	Interim Vice President, Instructional Services—City
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Robertson, Charlotta	Articulation Officer—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Curriculum Chair—Miramar

ABSENT:

Boots, Jennifer	Curriculum Co-Chair—City
Marrone, Erica	Curriculum Analyst, Curriculum Analyst—District Office
McGrath, Tim	Vice President Instructional Services — Mesa
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

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Vice Chancellor Bulger called the meeting to order at 2:08 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 12, 2016, Minutes *(Action)*

Hess requested to add "on behalf of McGrath" next to her name in the action items. She explained that she was given permission from McGrath to serve as his proxy.

Recommend Approval of May 12, 2016 Minutes as Amended
Motion by Short
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Norvell, Robertson, Shelton

B. Approval of September 08, 2016, Meeting Agenda *(Action)*

Recommend Approval of Agenda
Motion by Short
Second by Kilmer
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Robertson, Shelton

Kilmer requested to add the following walk-ins to the agenda:
- ENGL 031
- ENGL 036
- PHOT 243

The amendment of the agenda took place during the approval of curriculum.

Recommend Approval of Agenda as Amended
Motion by Kilmer
Second by Alder
Final Resolution: Motion carries
Aye: Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Robertson, Shelton, Short

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II. MEETING PROCESS
 A. CIC Quorum (Information)

Hess explained that a quorum requires fifty-percent of the entire membership plus one. The quorum must include one faculty member from each college and at least one Vice President of Instruction (VPI).

 B. Consent Agenda (Information/Discussion)

Hess reported she and Vice Chancellor Bulger have agreed to type the curriculum items that will be reviewed at the meeting in bold font. Hess explained that if members should pull any curriculum from the consent agenda for discussion, to raise their hands and report the course name and number. Curriculum not pulled for discussion will be approved under the consent agenda. After the approval of the consent agenda, the council will review the pulled items.

 C. Walk-In Process (Information/Discussion)

Hess mentioned District Curriculum Services attempts to refine the Walk-In process every year. She explained the following changes:
 - Justification:
   - The addition of Student Success was added under justification due to courses that are being proposed on behalf of student success.
 - Hess reviewed the criteria that a walk-in course must meet:
   - Curriculum must be launched in CurricUNET; all fields in CurricUNET must be filled in or District Curriculum Services cannot move the course forward.
 - All impacted curriculum must be present
   - For changes in courses, all requisites and program impacts have to come as a package
 - Each college Curriculum Review Committee (CRC) Chair must ensure the originating college CRC has approved the curriculum
   - All colleges offering the course should be notified of any changes
   - Faculty must be made aware of changes
 - Walk-ins are subject to District Curriculum Services review prior to the next Curriculum and Instructional Council (CIC) meeting.
 - Walk-In Process
   - Walk-in criteria must be met
   - Colleges must notify District Curriculum Services 24 hours prior to CIC meeting of walk-ins
   - Hess explained she and Vice Chancellor Bulger would now like for each Curriculum Chair to bring a printed list of all proposed walk-ins for each CIC member.

- CIC Catalog Deadline Meetings
  - Hess mentioned each Curriculum Chair must submit a catalog deadline approval form. The form includes each course and program that was walked-in and must be signed by the CRC Chair and VPI.
- Effective Dates
  - If exceptions are needed by a college, the exception must be requested and approved by that college's VPI
- Considerations:
  - Gustin asked what kinds of program changes must be submitted to the state Chancellor's Office
    - Hess reported that every program change requires state approval
  - Short suggested that since each Curriculum Chair will now provide a list of proposed walk-ins at each meeting, consideration of discontinuing the form of all proposed walk-ins that is submitted at the end of every semester should be discussed. Hess mentioned she and District Curriculum Services will discuss this consideration.

D.   Effective Dates and Curriculum Deadlines (Information/Discussion)

Hess reported that new courses must have Chancellor's Office and Board approval. This is so that the course receives a control number. Without a control number, financial aid is impacted which impacts students. Hess reviewed the CIC approval dates and calendar. She stressed the importance of no changes after the deadlines to prevent an impacton students.

Alder inquired if labor market studies (LMS) must go to the Regional Workforce Committee before coming to CIC. Hess reported that LMS go to CIC before regional for Board approval. The LMS Must have Board approval before going to the state.

Bulger shared a draft memo she plans to send to the San Diego Community College Faculty, Staff and Administrators regarding stand-alone courses. The California Community Colleges Board of Governors approved an amendment to Title 5 of the California Code of Regulations, Section 55100 Course Approval that states "…a community college district may approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the State Chancellor's Office." Bulger mentioned the following language has been removed from Section 55100 Course Approval:
- "Verification that persons who are involved in college curriculum approval processes, including curriculum committee members, have received training on the review and approval of courses not part of educational programs;"
- "Guidance that no group of courses may be linked that total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy

of Programs code by means of prerequisites or corequisites; and

- "Guidance that no student may be permitted to count 18 or more semester "units or 27 or more quarter units of coursework approved toward satisfying the requirements for a certificate of other document evidencing completion of an educational program or towards a major or area of emphasis for completion of an associate degree."

Bulger mentioned she will send the edited version of the memo that went to the Board of Governors as communication. Hess reported that the change has been verified and is in effect.

Short inquired if stand-alone approval had to meet the five criteria that would otherwise be met by a program was still the same process in the Program and Course Approval Handbook (PCAH). Hess reported that the PCAH was finalized before the Title 5 changes were approved. She will inquire if it will be amended to include this language.

E.   Integrated Curriculum (Information/Discussion)

Hess reported she and Scott will only provide the number of courses not integrated when there is a change. They will also provide the council with a list of courses that are integrated and that need to be integrated.

The council discussed the roles of Discipline Deans for the academic year. Hopkins suggested that Hess meet with the Discipline Deans to inform them of their roles and responsibilities. Hess and Meredith will arrange a meeting with the Discipline Deans.

F.   CIC Subcommittees

Hess reported the following:
- Policies and Procedures
    - Hess reported that the most active subcommittee is the Policies and Procedures subcommittee.
- Catalog Committee
    - Hess mentioned there was discussion of whether or not the Catalog Committee will meet this semester. She explained the committee usually meets when something significant happens to the catalog.
- District Articulation Council (DAC)
    - Hess announced the DAC continues to meet each month.
- Career Technical Education (CTE) Reporting Taskforce
    - Hess reported that the CTE Taskforce is an Ad-hoc committee that will be led by Lorraine Collins, Dean of Economic and Workforce Development CTE Transitions. The taskforce was created due to an Ed. Code requirement that CTE programs should be reviewed and reported in a bi-annual report to the Board of Trustees. The

taskforce will begin to meet in spring 2017.
- CurricUNET Steering Committee
  - Hess mentioned the CurricUNET Steering Committee is in the process of re-scheduling another meeting.

Hess will send the council members a copy of the subcommittees list.

G.   Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates (Good Practices) (Information)

The Guide for Local Senates was approved by the California Academic Senate. Bulger requested to have the document brought back to the next meeting for more discussion. Hess mentioned a past discussion about forming a taskforce to review the document and bring back recommendations to CIC. Short explained there was discussion at a previous CIC meeting of a taskforce. Hess will review past meeting minutes and bring back information to the next meeting.

H.   Guests (Information/Discussion)

Bulger presented a document called Parliamentary Procedure for Meetings that discusses the basic elements of Robert's Rules of Order. She discussed the document is to reference the procedures for when guests attend a CIC meeting. Short suggested to table the item until the next meeting when McGrath is present, so that he may be part of the discussion. Bulger agreed and moved to have the document be brought back to the next CIC meeting.

I.   New and Revised Subject Indicators

Hess reviewed the subject indicator process:

- New subject indicator/designator needs to be approved by originating college CRC.
- New subject indicator/designator introduced to CIC
- CIC members from other colleges need to take the designator back to their campuses and share it with their CRC
- New subject indicator is taken back to CIC for final discussion.
- District Curriculum Services will input the new subject indicator/designator into CurricUNET.

Hess mentioned, however, that the subject indicator change process is more difficult. An example of a subject indicator change is the change from Physical Education (PHYE) to Exercise Science (EXSC). She reported the process may be modified oncePeopleSoft is implemented. Notation of changes are in the online schedule.

Hess mentioned that students are not aware of the indicator changes, such as the change from PHYE to EXSC. She announced that she is working with computer services to ensure that if a student clicks on an indicator that has changed, it will take them to the correct course with the new indicator. She also reported there will be notifications in the printed schedule of the indicator changes, such as "Physical Education has moved to Exercise Science."

Hess explained when implementing a course indicator change, the following must occur in tandem:
- Courses have to be changed in CurricUNET
- Impacted curriculum such as programs have to be changed
- Changes must be made in ASSIST
- Changes must be updated in the Curriculum Inventory

Hess emphasized that the subject indicator change takes time. She reported the change from Physical Education to Exercise Science took more than two years for the change to complete the process.

J.   Student Learning Outcomes in CurricUNET (Information/Discussion)

Hess explained there are two options to input Student Learning Outcomes (SLOs) in CurricUNET:
1. Governet imports the learning outcomes. Hess explained this option will have less impact on faculty:
    a. Each college Academic Senate may authorize the SLOs to be exported into Taskstream from CurricUNET.
    b. Hess will email college representatives, who are working on the SLOs, a spreadsheet template to upload all course SLOs. The representative will send the spreadsheet to Hess after SLOs are inputted.
    c. Once Hess received the spreadsheet, she will email it to Governet.
    d. Governet will import the SLOs into CurricUNET.

After importing SLOs into the test site, Hess is notified of the following data integrity issues:
- If a course has a leading 0 in CurricUNET, it has to have a leading zero in the spreadsheet.
- If a course number changed in CurricUNET, it has to be updated in the spreadsheet and in Taskstream.
- New course number changes must be put into Taskstream.
- Deactivated courses need to be removed from the spreadsheet and deleted from Taskstream.
- Only one SLO per row in Excel
2. Manually input the SLOs into CurricUNET

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Hess reported Mesa and Miramar have worked with Governet to import their SLOs into Taskstream. Hess worked with Governet over the summer on Mesa's SLOs and are currently in the test environment. She reported Mesa's SLOs are ready to move to the live environment.

Hess explained for accreditation, Governet is helping her develop a report that will help identify which active courses are missing an SLO. This will help distinguish the difference between a data issue and an issue in Taskstream. Hess recommended to develop a cycle to update the SLOs and suggested to update the SLOs one more time before accreditation to account for changes. Short mentioned there was an agreement to update the SLOs every semester.

Kilmer reported that City has uploaded their SLOs into a spreadsheet. However, it is not in the spreadsheet template that Governet prefers. Shelton inquired about how to prevent the issue of making updates in CurricUNET that will not be reflected in the SLO spreadsheet? Short shared that at Miramar, the Academic Senate decided that the role of the CRC is to screen new and activated courses to ensure they have SLOs as a recommendation to help Shelton's concern. Hess announced she will work directly with the college representative to fix any issues that may occur during the importing process.

Hopkins asked why the SLOs cannot be extracted directly from Taskstream. Hess explained she needs the SLOs to be updated in the spreadsheet format for Governet. Hopkins wanted to clarify that the representative at Miramar who is working on the SLOs must download the SLO of every course, input them into the spreadsheet template and send them to Hess. Hess agreed, explaining that taking the SLOs directly from Taskstream will require some manipulation to format them in the way Governet wants. Discussion continued.

III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum *(Action)*

Recommend Approval of Curriculum Review
Motion by Short
Second by Norvell
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Robertson, Shelton

B. Approval of Program Changes *(Action)*

No program changes.

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)*

No Continuing Education curriculum.

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

No Continuing Education programs.

IV. OLD BUSINESS

A. Policies and Procedures (Information/Discussion)

Hess mentioned that the Policies and Procedures sent to CIC on August 29th, 2016 should be at each college's Academic Senate for review, recommendations and approval. She explained any changes or feedback from the senates should be sent to District Curriculum Services so they may be facilitated.

Hess reported the following on the Board Policies Approval Timeline:

- There will be a virtual CIC vote on September 29th to approve the Policies that were sent to the colleges and updated with their recommendations and changes.
- Vice Chancellor Bulger will review the Policies and take them to the Chancellor's Cabinet on October 4th.
- The policies will go to the District Governance Council (DGC) on October 5th.
- The policies will be on the Board Agenda for a first reading on October 27th
- The policies will go for a second reading and Board approval on November 10th.

Hess reminded the council that most of the policies are revisions (cleaning up language and adding language required for accreditation).

Hess reported the following on the Administrative Procedures Approval Timeline:

- The procedures will go for CIC approval on October 13th
- Vice Chancellor Bulger will review and take the procedures to the Chancellor's Cabinet on October 18th
- The procedures will go to DGC on October 19th
- The procedures will go to the Chancellor for a first reading on October 27th
- Final approval of the procedures will be November 10th

Alder inquired about the status of the Articulation Policy and Procedure. Hess mentioned she will bring the request to the next Policies and Procedures meeting. Hess explained the way articulation is written, it has the high school articulation and the credit by examination in the Board Policy, but they are actually in the Administrative Procedure. Hess mentioned she will inform Alder of the recommendations.

Alder mentioned she would like to report on the status of the Articulation Board Policy and Administrative Procedure to her Academic Senate. Hess agreed and will provide a recommendation for Alder to take back to her senate. Hess informed the council that Continuing Education (CE) is currently looking for a representative to be part of the Policies and Procedures Subcommittee.

Kilmer reported that City's Academic Senate amended Board Policy 5020 by adding clock hours. Hess clarified that Board Policy 5020 mentions clock hours and Administrative Procedure 5020 only defines and uses credit hour. There is no mention of clock hour. Hess reported there is a recommendation to add a brief statement about the clock hour in Administrative Procedure 5020 to mention that the use of clock hours follows federal regulations.

Hess reported she will bring back Administrative Procedures 5105 and 5030 to the next meeting.

V.   NEW BUSINESS

A. Nutrition and Dietetic Associate Degree for Transfer (Information)

Hess reported Mesa's CHEM 230 and 231 were listed in the core in List A, but were moved to List B to avoid a C-ID. Instead, it received an AAM: Articulation by Major. Hess also reported similar modifications to Miramar's ADT.

B. New Course Designator: Diagnostic Medical Sonography (DMSG)—Mesa

Gustin reported that Allied Health Rad. Tech. would like to begin work on a new series of courses. She explained the curriculum is still in development and would like to use the DMSG designator to move forward. Hess explained the colleges will now take the designator back to their CRC to notify them that Mesa is developing a new designator for a new program.

C. Walk-Ins

City:

ENGL 031:

Shelton requested ENGL 031 be activated at City. Kilmer explained the course was approved by City's CRC in the spring of 2016 and an activation proposal is in CurricUNET.

Recommend Approval of activation of ENGL 031 at City College
Motion by Norvell
Second by Short
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Robertson, Shelton

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ENGL 036:

Shelton reported the units on the course proposal were revised. She also mentioned the language in the objectives has been changed to show the option of variable units and that all objectives are covered no matter what units are used.

Gustin requested Mesa be added on the course proposal.

Recommend Approval of ENGL 036 at City College and the addition of Mesa College on ENGL 036 Course Proposal
Motion by Norvell
Second by Short
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Robertson, Shelton

PHOT 243:

Kilmer reported that PHOT 243 is an existing course and City would like to offer it as a Distance Education course.

Recommend Approval of PHOT 243 as Distance Education course at City College
Motion by Norvell
Second by Short
Final Resolution: Motion carries
Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Robertson, Shelton

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I. **STANDING REPORTS**

  A. Curriculum Updating Project (Hess)

    No Report.

  B. CurricUNET Steering Committee (Hess)

    Hess reported the committee is re-scheduling a meeting.

  C. Student Services Council (Neault)

    No Report.

  D. State Academic Senate

    Shelton reported there is a Regional Curriculum meeting in October and Plenary in November. Short reported he and Palma-Sanft may serve on a committee that will discuss methods for using credit from prior experience, particularly military experience.

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

    Kilmer reported the CIO conference will take place at the end of October.

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

    Hess reported Radley will be on the ASSIST Next Gen. committee for the new ASSIST database.

  G. ADT/C-ID (Norvell, Palma-Sanft, Parker)
    No Report.

  H. Subcommittees (Bulger)

    No Report.

  I. ERP Implementation (Bulger)

    No Report.

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II.   ANNOUNCEMENTS
   A. The next meeting will be on Thursday, September 22, 2016 at City College in LRC R-212.

   B. **All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC, before they may be published in the college catalog.**

   C. Handouts:
1. September 8, 2016, CIC Meeting Agenda
2. Draft Minutes from the May 12, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

III.   ADJOURNMENT
   Bulger adjourned the meeting at 3:23 p.m.