

San Diego Community College District Curriculum and Instructional Council

Meeting of October 22, 2015
2:00 PM
District Office
3375 Camino del Rio South
San Diego, CA 92108
Conference Room-245

Minutes

PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Service & Planning-District Office
Ellison, Brian	Vice President Instruction and Student Services, Continuing Education
Gustin, Paula	Faculty—Mesa (Proxy for Parsons)
Hess, Shelly	Dean, Curriculum and Instructional Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
McGrath, Tim	Vice President Instructional Services — Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

ABSENT:

Kilmer, Renee	Interim Vice President, Instructional Services—City
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parsons, Michelle Toni	Curriculum Chair—Mesa

STAFF:

Meredith, Jasmine	Acting Senior Secretary, Curriculum & Instructional Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

San Diego Community College District Curriculum and Instructional Council

Stephanie Bulger called the meeting to order at 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: October 08, 2015, Minutes (*Action*)

Recommend Approval of Minutes

Motion by Short

Second by Gustin

Final Resolution: Motion Carries

Aye: Ellison, Hopkins, McGrath, Palma-Sanft, Parker, Shelton

B. Approval of October 22, 2015, Meeting Agenda (*Action*)

Hess requested to remove a duplicate item from the agenda. Short requested to walk in CONF 110 as a deactivation and BUSE 155 as a revision with activation. Gustin requested to walk in BUSE 190 as a new course; Marketing Associate Degree along with the Certificate of Achievement and Real Estate Associate Degree. Gustin reminded the council that the aforementioned walk-in courses were promised to be walked-in by Mesa as part of the BUSE 190 package. Gustin also requested RADT 249 for Distance Education approval only.

Added to the Agenda:

- Walk-Ins
 1. CONF 110 (Miramar)
 2. BUSE 155 (Miramar)
 3. BUSE 190 (Mesa)
 4. RADT 249 (Mesa)
 5. MARK A.S. Degree (Mesa)
 6. MARK CoA (Mesa)
 7. Real Estate A.S. Degree (Mesa)

Recommend Approval of Agenda as Amended

Motion by Short

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, McGrath, Palma-Sanft, Shelton

San Diego Community College District Curriculum and Instructional Council

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Recommend Approval of Curriculum

Motion by Short

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, McGrath, Palma-Sanft, Shelton

B. Approval of Program Changes

Recommend Approval of Program Changes

Motion by Short

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, McGrath, Palma-Sanft, Shelton

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

Recommend Approval of Upper Division Curriculum

Motion by McGrath

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, Palma-Sanft, Shelton, Short

D. Approval of Continuing Education Curriculum

No Continuing Education Curriculum.

E. Approval of Continuing Education Programs

No Continuing Education Programs.

San Diego Community College District Curriculum and Instructional Council

F. Approval of G.E./Transfer (Information)

Hess explained the General Education and Transferability actions typically require a vote at the November Curriculum and Instructional Council meeting. Hess explained District Instructional Services presents the G.E./Transferability actions at the October meeting to give the council the opportunity to review and make any changes. Hess also explained any changes made to the G.E./Transferability document will be approved at the November 12, 2015 Curriculum and Instructional Council meeting. Discussion continued.

III. OLD BUSINESS

A. Walk-in Process (Action)

Gustin explained Mesa is not ready to vote on the Walk-In Process Guidelines because the guidelines did not make it on the last agenda of Mesa's Academic Senate meeting. Shelton explained City is not ready to vote on the guidelines as well, explaining the Senate Executive Committee did not have the opportunity to review the guidelines. Shelton also reported that City's Curriculum Review Committee (CRC) decided to postpone voting on the guidelines until after the October 22, 2015 meeting in case there was additional feedback or information put forth by CIC. Bulger announced the Walk-In Guidelines will be tabled for the December 10, 2015 meeting.

IV. NEW BUSINESS

A. Programs Pending State Approval (Information)

Payne reminded the council of the discussion about the tracking of program approvals from the October 08, 2015 meeting. Payne explained District Instructional Services keeps a record of programs the colleges create, revise or deactivate and presented a spreadsheet of the aforementioned types of programs. Payne advised the District Instructional Services provides the Vice Presidents of Instruction (VPIs) and college Instructional staff, a list of the current programs pending state approval twice a year.

Short inquired about how to go about tracking the average length of time it takes the state to approve the programs. Short advised the council that this tracking of time will indicate a trend of whether or not the approval process is improving or not. Short offered to code an equation into the spreadsheet to track the average length of time.

Hess reminded the council the colleges submit programs to the state for approval. Hess noted she sometimes assist Miramar in submitting programs to the state. Hess explained the only way to keep track of approval timelines at the state is for the colleges to track when programs are submitted and approved then report

San Diego Community College District Curriculum and Instructional Council

those dates to District Instructional Services. Hess mentioned that colleges sometimes do not submit the programs after the programs have gone to Board and that it takes some time to gather all documents.

Parker suggested the appropriate date of approval would start from when the program leaves the district to when it reaches the State Chancellor's Office. Parker continued to explain that once faculty complete a proposal in CurricUNET, they may not be aware that additional documentation is required to submit to the state for approval. Parker mentioned this can cause a delay in approval.

Payne explained to the council that she periodically accesses the state's curriculum inventory to check the status of the program approvals and updates the spreadsheet. Parker suggested since the District assists Miramar with their program submissions to the state, the District could track these programs in order to obtain an average time frame for the state approval process. Short and Hess agreed.

Namdar entered the meeting at 2:21 p.m.

Hess mentioned that she is working with the State Chancellor's Office on non-substantive program changes. Hess advised the council in the past minor program changes were a notification to the Chancellor's Office that did not go through the review process. Now all program changes go through the review process and may take time before they receive approval. Gustin reported she noticed the back log of approval dates and the challenge on Mesa's campus especially because they do not know where the programs are in the approval process. Hess explained District Instructional Services send the VPIs letters with the spreadsheet attached. Gustin asked for clarification and examples of why a program is not moving forward after Board approval. Hess referred to Payne's spreadsheet and reported that some of the revisions were never submitted and colleges did not submit revisions but instead made revisions to the revisions. Hess reminded the council that District Instructional Services does not receive approval notifications from the State Inventory when programs have been approved; District Instructional Services and colleges manually check the state inventory for program approvals.

San Diego Community College District Curriculum and Instructional Council

- B. Walk-Ins(Action)
1. CONF 110 (Miramar)

Short explained he is walking in CONF 110 for deactivation at all colleges. Short reported that Mesa created a new proposal for BUSE 120 – essentially a duplication of CONF 110. Short mentioned Mesa and Miramar agreed to deactivate CONF 110 and activate BUSE 120.

Recommend Approval of Deactivation of CONF 110 (Miramar)

Motion by McGrath

Second by Shelton

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, Namdar, Palma-Sanft, Parker, Short

2. BUSE 155 (Miramar)

Short walked in BUSE 155, Small Business Management, because it is part of the Business Management program along with BUSE 120. Both courses are tied to the Business Management program by impact. Short reported BUSE 155 has been approved by Miramar’s CRC and the committee is aware that the course is offered at City and that City is aware of the activation of BUSE 155 at Miramar.

Recommend Approval of BUSE 155 (Miramar)

Motion by McGrath

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, Namdar, Palma-Sanft, Shelton, Short

Norvell entered the meeting at 2:30 p.m.

3. BUSE 190 (Mesa)

Gustin walked in BUSE 190, Academic and Career Opportunities in Business – an overview of the business field, as one of the courses introduced with BUSE 120. Gustin mentioned that BUSE 190 will also be added to the following programs: Marketing A.S. Degree, Marketing Certificate of Achievement and Real Estate A.S. Degree.

Recommend Approval of BUSE 190 (Mesa)

Motion by Short

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-

San Diego Community College District Curriculum and Instructional Council

Sanft, Shelton

4. RADT 249 (Mesa)

Gustin walked in RADT 249 for Distance Education approval.

Recommend Approval of RADT 249 (Mesa)

Motion by McGrath

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Shelton, Short

5. Marketing Associate of Science Degree, Marketing Certificate of Achievement and Real Estate Associate of Science Degree (Mesa)

Gustin walked in Marketing A.S. Degree, Marketing Certificate of Achievement and Real Estate A.S. Degree as programs impacted by BUSE 120 and BUSE 129.

Recommend Approval of Programs: Marketing A.S. Degree, Marketing Certificate of Achievement and Real Estate A.S. Degree (Mesa)

Motion by Short

Second by Parker

Final Resolution: Motion carries

Aye: Ellison, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Shelton

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No Report.

B. CurricUNET Steering Committee (Hess)

Hess reported she is waiting for a representative from City and Continuing Education to be part of the committee. Short suggested the committee have a tele-meeting due to conflicting schedules. Discussion continued.

C. Student Services Council (Neault)

San Diego Community College District Curriculum and Instructional Council

No report.

D. ADT (Bulger)

No report.

E. State Academic Senate

Shelton reported Plenary will take place from November 5, 2015 to November 7, 2015. Discussion continued.

F. Chief Instructional Officers (Bulger, Ellison, Hopkins, Kilmer, McGrath)

McGrath reported there will be a meeting next week. A report will follow.

G. Articulation Officers (Norvell, Palma-Sanft, Parker)

Palma-Sanft reported the Southern California Articulation meeting will be held on November 2, 2015 in Long Beach, California.

H. C-ID (Norvell, Palma-Sanft, Parker)

Parker reported the attempt to add C-ID to transcripts and the catalogs. Parker explained C-ID information already appears in our catalog (pages 133-135); however, she does not support including C-ID information in the catalog or on student transcripts. Parker mentioned the catalog is a legal document and the transcript is a permanent record. As with most articulation, C-ID decisions occur throughout the year and often change. Parker mentioned Articulation Officers (AO) across the state have recommended expanding the C-ID information in ASSIST as it is the official and legal repository for CA public higher education articulation. Parker reported that ASSIST is much more capable of managing C-ID articulation information and ASSIST staff are aware of the AO recommendation and have expressed a willingness to consider including the information after the completion of the conversion from ASSIST legacy to ASSIST new generation. Parker explained including C-ID information on transcripts will lead to a high possibility of distributing inaccurate and/or obsolete information. Parker suggested a better resolution would be to request the necessary resources for ASSIST to include more comprehensive and useful C-ID articulation information.

I. Subcommittees (Bulger)

San Diego Community College District Curriculum and Instructional Council

Hess reported the Policies and Procedures subcommittee met and prioritized policies. Hess will bring back the list of priorities to the November 12, 2015 meeting. Norvell mentioned she is waiting for confirmation to join the Policies and Procedures subcommittee as a representative for City College. Discussion continued.

J. ERP Implementation (Bulger)

Bulger mentioned she met with Lynn Neault and discussed decision items. Short inquired about subject area conversion. Hess replied subject area conversion can begin in fall 2016.

II. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, November 12, 2015, 2:00-4:00 p.m. at the District Service Center in the First Floor Conference Room.
- B. **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.**
- C. Handouts:
 - 1. October 22, 2015, CIC Meeting Agenda
 - 2. Draft Minutes from the October 08, 2015, CIC Meeting
 - 3. Curriculum Summaries
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project

III. ADJOURNMENT

Bulger adjourned the meeting at 2:47 p.m.