

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 12, 2017  
2:00 PM  
District Office  
Conference Room 245

## Draft Minutes

### PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Acting Vice President, Instructional Services—Miramar College
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College

### ABSENT:

Burgess, Laura	Acting Vice President, Instructional Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
McGrath, Tim	Vice President, Instructional Services—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office
Spradley, Minou	Acting Vice President, Instructional Services—City College
Short, Duane	Curriculum Chair—Miramar College

### STAFF:

Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

### GUESTS:

Caesar, Cassandra	Acting Director, CAL Grants—Continuing Education
Moller, Scott	Faculty—Miramar College
Recalde, Tina	Dean, Health Sciences and Public Health—Mesa College

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

## **I. Minutes and Agenda**

### **A. Approval of: September 28, 2017 Minutes (*Action*)**

The minutes were edited to reflect that during the walk-in discussion, Mesa walked-in the Sustainability Associate of Science Degree because faculty have been working on the program for a long time and the narratives are ready to be submitted.

Corrections to the Standing Reports section were made.

<i>Recommend Approval of the October 12, 2017 Minutes as Amended</i>
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<i>Motion by Norvell</i>
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<i>Second by Palma-Sanft</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Gustin, Hopkins, Moller, Namdar, Recalde</i>
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<i>Abstained: Boots, Parker</i>
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### **B. Approval of the October 12, 2017, Meeting Agenda (*Action*)**

The following items were added to the agenda:

#### 1. Walk-Ins:

- Miramar:
  - BIOL 135—Distance Education only
  - ESOL to ELAC Miramar Originated Proposal Impacts:
    - CHIL 101—Course Revision
    - Advanced ELAC Certificate of Performance
    - ENGL 035—Course Deactivation
    - ENGL 035 Impacts:
      - AUTO:  
056/056T/061/061T/062/062T/065/065T/067/067  
T/069/069T/072/072T/074/074T/076/076T/078/07  
8T
      - DIES:090/100/101/102/105/121/122/123/124/125/  
126/128/131/135/137/137A/138/144/155/160/165/  
170/175/180/200/210/220/230/240

#### 2. CITY

- Workforce Training:
  - BUSE 090A—Distance Education only; spring 2018 effective date
  - BUSE 092—Distance Education only; spring 2018

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effective date

- Student Success: ELAC program and ESOL Deactivation

Impacts:

- Course Revisions:
  - AODS 159
  - ELAC: 015/033/044/045
  - ENGL:  
014/031/047A/048/049/101/105/202/209/237/238/  
240
  - CBTE: 155/206
  - COMS 099
  - BIOL 111
  - HUMS: 111/114
  - INWT: 135/200
  - MATH: 034A/038
  - LABR: 100/102/104/108/122A/122B/123A
  - RTVF: 100/107/118/124
- New Courses:
  - ELAC: 016/023/025/026/035
- Course Deactivations:
  - ESOL: 020/021/022/030/031/045
  - English for Speakers of Other Languages

*Recommend Approval of the October 12, 2017 Meeting Agenda as Amended*

*Motion by Palma-Sanft*

*Second by Boots*

*Final Resolution: Motion carries*

*Aye: Gustin, Hopkins, Moller, Namdar, Norvell, Parker, Recalde*

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## II. CURRICULUM REVIEW/APPROVAL

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

<i>Recommend Approval of Curriculum Review</i>
<i>Motion by Norvell</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Moller, Namdar, Palma-Sanft, Parker, Recalde</i>

### B. Approval of Program Changes (*Action*)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Boots</i>
<i>Second by Namdar</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, Moller, Norvell, Palma-Sanft, Parker, Recalde</i>

### C. Approval of Continuing Education Curriculum (*Action*)

<i>Recommend Approval of Continuing Education Curriculum</i>
<i>Motion by Norvell</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Moller, Namdar, Palma-Sanft, Parker, Recalde</i>

### D. Approval of Continuing Education Program Changes (*Action*)

<i>Recommend Approval of Continuing Education Program Changes</i>
<i>Motion by Palma-Sanft</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Moller, Namdar, Norvell, Parker, Recalde</i>

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## III. OLD BUSINESS

### A. Labor Market Information (Information)

Hess reported that she will be attending the next CTE Deans meeting to discuss and bring back recommendations for changing the labor market information (LMI) form that faculty submit to the local Board of Trustees for new career technical programs. Currently, faculty submit three different and separate reports to the State Chancellor's Office, the region and the local Board of Trustees with duplicate LMI.

The goal is to update the LMI form that is submitted to the Board of Trustees so that it is consistent with the format and requested information as the report to the State Chancellor's Office and the region.

## IV. NEW BUSINESS

### B. Walk-Ins:

#### Miramar:

Palma-Sanft walked-in the following curriculum:

#### 1. BIOL 135

Discussion: BIOL 135 is a transfer course that was walked-in for distance education only. The course is for completion and to provide students with the opportunity to take the course during intercession.

<i>Recommend Approval of BIOL 135</i>
<i>Motion by Namdar</i>
<i>Second by Hopkins</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gustin, Moller, Norvell, Palma-Sanft, Parker, Recalde</i>

*\*The ESOL to ELAC Miramar-Originated Proposal Impacts discussion took place after City's Walk-In discussion\**

#### 2. ESOL to ELAC Miramar-Originated Proposal Impacts

Discussion: The Advanced ELAC Certificate of Performance has been added in CurricUNET. The ENGL 035 and its impacts are in CurricUNET and would like an effective date of fall 2018.

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*Recommend Approval of :*

ESOL to ELAC Miramar Originated Proposal Impacts:

*CHIL 101—Course Revision; Advanced ELAC Certificate of Performance;*

*ENGL 035—Course Deactivation; ENGL 035 Impacts: AUTO:*

*056/056T/061/061T/062/062T/065/065T/067/067T/069/069T/072/072T/074/074  
T/076/076T/078/078T;*

*DIES:090/100/101/102/105/121/122/123/124/125/126/128/131/135/137/137A/1  
38/144/155/160/165/170/175/180/200/210/220/230/240*

*Motion by Norvell*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Gustin, Hopkins, Moller, Namdar, Parker, Recalde*

## City:

Boots walked-in the following curriculum:

1. BUSE 090A and BUSE 092

Discussion: BUSE 090A and BUSE 092 are workforce training courses that are proposed for distance education only and an effective date of spring 2018. The courses are also part of a grant; therefore it was requested that they be offered during intercession to keep their grant funding.

*Recommend Approval of BUSE 090A and BUSE 092 for  
Distance Education Only and Effective Date of Spring 2018.*

*Motion by Palma-Sanft*

*Second by Gustin*

*Final Resolution: Motion carries*

*Aye: Boots, Hopkins, Moller, Namdar, Norvell, Parker, Recalde*

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### 2. ELAC: New, Revised, Deactivated Courses and Programs and their Impacts

Boots reported that their walk-ins for ELAC are a result of the program change from ESOL to ELAC. All ELAC courses are core classes and all other walk-in courses and programs are impacts that have a requisite or an advisory of ESOL. The following were discussed:

- Courses where ESOL 045 was the same level as ESOL 47A or ENGL 48 and ENGL 49, it will be removed from those courses since it is being deactivated.
- Boots shared that it was recommended by Vice Chancellor Neault that some of the current courses be revised with the new designator and new numbers or to create new courses.
- It was discussed that ELAC 044—Supervised Tutoring, be walked-in because it is a basic skills course that can claim apportionment.
- Palma-Sanft asked if the impact proposals apply only to conversions because Miramar’s Curriculum Committee approved just the conversions. The following points were discussed:
  - ENGL 031: Boots shared that Short recommended to add the ELAC prerequisite on the course.
  - ENGL 047A: It was recommended by Short to add the advisory of completing ELAC 045 with a skill level of L40 or ELAC 045 and ELAC 033 with a skill level if below 40; this is to clarify that it is an advisory of R3/W3
  - ENGL 237: Boots shared that it was suggested to change some of the description language from “looks at men and women authors” to “different authors.” Palma-Sanft reported that Miramar’s Curriculum Committee have not looked at that change. The course cannot be held otherwise the ELAC program cannot move forward for approval. To move the program forward it was agreed that City will revert back to the original language of the description. After Miramar discusses the changes, they can submit a proposal with the changes.
  - COMS 099: The course was revised to add ELAC 033 as an advisory and will deactivate after the program is approved.
  - 30 Unit Limit: ELAC is exempt from the 30 Unit Limit because it is an English as a Second Language program (there is a 30 unit limit on basic skills courses that students are allowed to take). ELAC will be identified by the state through the TOP code and locally identified through the designator.

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*Recommend Approval of :*

**Course Revisions:** AODS 159; ELAC: 015/033/044/045;  
ENGL:014/031/047A/048/049/101/105/202/209/237/238/240; CBTE:  
155/206; COMS 099; BIOL 111; HUMS: 111/114; INWT: 135/200;  
MATH: 034A/038; LABR: 100/102/104/108/122A/122B/123; ARTVF:  
100/107/118/124

**New Courses:** ELAC: 016/023/025/026/035

**Course Integration:** BIOL 111

**Course Deactivations:** ESOL: 020/021/022/030/031/045; English for  
Speakers of Other Languages

*Motion by Palma-Sanft*

*Second by Gustin*

*Final Resolution: Motion carries*

*Aye: Boots, Hopkins, Moller, Namdar, Norvell, Parker, Recalde*

## I. STANDING REPORTS

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

It was determined that the discussion about additional time for the chairs and VPIs to approve curriculum, Streamlining recommendations from each college and the walk-in criteria will be brought back to the November 9, 2017 meeting. Discussion continued.

### B. Curriculum Updating Project (Hess)

No report.

### C. Legislative Update (Bulger)

No report.

### D. CurricUNET Steering Committee (Hess)

Hess reported that the committee discussed Title 5 hours in the COR and SLOs in CurricUNET. Hess will work with Governet on submitting D.E. proposals. Discussion continued.

### E. Student Services Council (Neault)

No report.



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## F. State Academic Senate

No report.

## G. Chief Instructional Officers (CIO) (Bulger, Burgess, Hopkins, McGrath, Spradley)

The CIO Conference will be on 10/26/2017.

## H. Articulation Officers (Norvell, Palma-Sanft, Parker)

No report.

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

The C-ID system is experiencing a glitch that does not allow multi-college systems to log in.

## J. Subcommittees (Bulger)

The Phase II policies and procedures are going through constituent review and there is some feedback from Mesa and Miramar. The subcommittee is currently working on Phase III policies and procedures.

## K. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be: Thursday, November 9, 2017 at Mesa College in LRC-435.

**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.**

## III. ADJOURNMENT

Motioned by Gustin

Seconded by Boots

The meeting was adjourned at 3:15 p.m.