

CURRICULUM INSTRUCTIONAL COUNCIL MINUTES

INDEX FROM

SEPTEMBER 25, 1997 TO April 28, 2016

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**CURRICULUM INSTRUCTIONAL COUNCIL MINUTES
SUMMARIES FROM SEPTEMBER 25, 1997 TO DECEMBER 13, 2001**

September 25, 1997

Discipline Team Committee Update

Discussion: Priorities and timelines for rewriting course outlines in the integrated format.

Career-Technical Strategic Plan

Discussion: Information provided was used by City College in preparing master plan.

Action: *To be sent to the Chancellor's Cabinet and Board of Trustees*

Remote Access to Course Outlines

Discussion: A "how to access course outlines" sheet will be prepared and individual training sessions can be scheduled.

English/Math Advisories E-Mail Memo

Discussion: Memo from Bill Scroggins, State Academic Senate President, regarding "Across-the Board English & Math Advisories on Recommended Preparation." Local governing boards determining the entrance skills at a level equivalent to those necessary for the courses specified for advisories.

Action: *Our Board of Trustees has not been asked to set a base level.*

Distance Education Integrated Course Outline Exception

Discussion: To exempt three video conferencing classes from the integrated courses outlines requirement for the spring semester. The TMI (distance education) form would be submitted.

Electronic Curriculum Approval Task Force Members

Discussion: Members of the Electronic Curriculum Approval Task Force (City College) Salley Deaton, Paula Liska (Mesa College) Dennis Ancinec, Pam Chapman, (Miramar) Diane Glow, (District) Allen Brooks, Ken Fawson, Jeff Mills, and Diane Thornton.

Class Schedule Production Task Force Members

Discussion: Members of the Class Schedule Production Task Force which will look at downloading the schedule from ISIS: (City College) Pat Bannister, Heidi Fox, Salley Deaton (Mesa College) Carl Strona, Kim Plumlee, (Miramar) Terrie Hubbard, (ECC) Cherry Sowder (District) Ken Fawson, Jeff Mills, Lynn Neault, SCT, and the Vice Presidents when available.

October 9, 1997

Integrated Course Outline Training Session Follow Up

Discussion: A revised edition of *The SDCCD Guide to Writing an Integrated Course Outline* is presently being compiled.

Process For Approval And Implementation Of New Certificate Options

Discussion: How to monitor certificates in response to Welfare Reform.

List of 300 Requisites Requested 1998-99

Discussion: Implementation of prerequisites. A list of approximately 300 courses requesting pre/corequisites was distributed.

Work Prep Standards Subcommittee Summary

Discussion: The Council had a lengthy discussion on how the college could develop curriculum to meet the needs of the Work Prep Sub-Committee of the San Diego Area Metro Workforce Development Steering Committee.

Summary on California Community College Economic Development Program Executive Committee Meeting

Discussion: A copy of the 1997-98 Augmented Economic Development Funding Plan showed \$180,000.

Procedures for Approval of Distance Education Courses

Discussion: Responsibility for achieving learning outcomes lies with instructors.

October 23, 1997

CALWorks Grant

Discussion: CALWorks Grant was moving forward and that curriculum should be identified and modularized.

Curriculum Development Workshops

Discussion: Additional workshops similar to the recent Curriculum Workshop for Distance Education.

Curriculum & Enrollment Management System

Discussion: Initiating a curriculum and enrollment management system.

Mini Certificate Guidelines & Procedures

Discussion: Possible adoption as a district procedure.

November 13, 1997

Distance Education

Action: *The need to look at some areas to address expressed concerns/perceptions.*

Suggested by the CIC members that the various "swat teams" be combined into one group to address the three areas.

Discussion on Possible District Policy Re Mini Certificates

Discussion: Copies of the special/mini certificates guidelines for City College and Miramar College distributed.

Fast Track /Experimental Curriculum/Distance Education Swat Team

Discussion: Members will include Mary Lou Locke, Ron Manzoni, Jim Wales, Pam Chapman, Salley Deaton and Ken Fawson.

Course Approval Process Flow Chart

Discussion: Draft of the Course Approval Process Flowchart for Procedures 5300.2.

Action: *Committee members to review.*

Course Procedures -- 265

Discussion: This topic will be incorporated into the fast track team's tasks.

Training For Faculty & Staff

Discussion: Using ETi (Employee Training Institute)

District GE Requirements

Discussion: CSU Executive Order 595 which is broad based and not tied to a major for the Associate Degree. Academic Senate review Title 5 so a definition can be agreed upon regarding General Education Courses and Courses in Sequence requirement for the Associate Degree.

December 11, 1997

Prerequisites: Joint Students Services/Instructional Councils Meeting

Discussion: Prerequisite enforcement.

Action: *Recommendation to proceed with enforcement was made.*

SDICCCA Internship

Discussion: Consider participating in the San Diego/Imperial Counties Community College Association internship program

SWAT (Swift Work at Timelines) Team

Discussion: The SWAT team will meet on December 17 to discuss a procedure for experimental (special topics/fast track) courses.

Curriculum Information Management System

Discussion: The importance of clearly documenting the approval flow of curriculum in a logical manner for interpretation into the computerized management system.

Reorganization of Instructional Services

Discussion: Dr. Fawson indicated his plan to reorganize the Instructional Services office to provide better service to the campuses.

February 12, 1998

Update on Curriculum Information System

Discussion: Campus access to the district's course outline directory is lost as workstations are upgraded to Windows 95.

Curriculum Management System Task Force

Discussion: Vice President's to identify individuals for membership on a subgroup to assist in developing the Curriculum Information Management System.

Career-Technical Strategic Plan

Discussion: Goals and steps proposed in the Career-Technical Strategic Plan. School Deans would identify the resources (CalWORKS, VATEA, TTIP, AB1725), persons responsible, and the timelines to implement this plan.

Catalog Printing & Distribution

Discussion: Information was distributed regarding the proposed catalog distribution.

Primary and Short Term Calendar Dates

Discussion: Primary and Short Term Calendar Dates for 1998-99.

February 26, 1998

District wide Scheduling

Discussion: Should Miramar College be a specialized college or a comprehensive college? Also that all three colleges communicate with each other in scheduling classes each semester.

Curriculum Approval Process/Procedures 5300.2

Discussion: The Council discussed Procedure 5300.2-Curriculum Approval Process which was approved in June 1997.

Action: *Workshops to be planned.*

Mini Certificates

Discussion: June Scopinich reported regarding mini certificates, which would be given for more than one course but less than 18 units.

International Education--SDICCCA Consortium

Discussion: International Education Consortium under SDICCCA. Each college will collaborate in advertising that program to help ensure a successful program.

Partnership with Channel 17

Discussion: Channel 17 (which broadcasts half of its program time in English and half in Spanish) to advertise the community college and possibly offer telecourses in conjunction with City College's KSDS facility.

Start and End Class Dates

Discussion: Topic was taken care of and withdrawn from agenda.

Starting and Ending Times in 1998 Fall Schedule

Discussion: Request to print in the class schedule the exact beginning and ending clock times for each class.

Action: *The Curriculum Instructional Council supported this action*

Calendar for Less Than 17.5 Week Courses

Discussion: Randy Barnes indicated the Vice Presidents have responded to the request for Short Term Calendar dates.

Articulation

Discussion: When credit for articulated classes with high school be awarded.

March 12, 1998

The meeting was conducted electronically. Curriculum packets were mailed out.

Status of Experimental/Special Topics Course Approval Process

Action: *The College Curriculum Committees approved the special topics information (guidelines), signature page, and approval process. The committees at City College and Miramar College would like to continue to refine the forms for simplicity, clarity, and ease of use.*

March 26, 1998**Approval of Experimental/Special Topics Courses Procedures & Accompanying Form**

Discussion: The Council approved The Experimental/Special Topics Course Procedures.

Certificate of Completion

Discussion: A draft of the Certificate of Completion Approval Form was reviewed. Several enhancements were suggested.

Approval of Short-Term Calendar

Discussion: A copy of the Primary and Short Term Calendar Dates was distributed.

Action: *Deferred to the Vice Presidents who were not in attendance at today's CIC meeting.*

Internships for Faculty

Discussion: Information on this topic will be sent out to CIC members.

Graduate Student Teaching Assistantships

Discussion: Information on this topic will be sent out to CIC members.

Procedures 5300.2 Concerns

Discussion: As concerns are identified, they can be submitted to the SWAT team for research and recommendations.

Integrated Course Outlines—5 Year Plan

Discussion: Concern was expressed that some of the discipline deans have not convened the discipline faculty to develop a 5-year plan for completion of integrating course outlines.

Transfer of Achievement Certificate

Discussion: The Curriculum Instructional Council discussed and reviewed the Mesa College resolution on Transfer Readiness.

April 15, 1998

Experimental/Special Topics Courses

Discussion: A draft of the Experimental/Special Topic Courses form was reviewed.

Certificate of Completion

Discussion: A draft of the Certificate of Completion Approval form was reviewed.

Summer Curriculum Automation Proposal

Discussion: John Couture is working with the Instructional Services staff regarding the Automated Curriculum Document Approval Project (ACDAP).

VATEA IIC Allocation

Discussion: VATEA Title IIC Allocations for 1998-99.

May 14, 1998

List of Approved 1998-99 Prerequisites

Action: *List of the Prerequisites/Corequisites Enforced at Registration Fall 1998 was distributed. Also distributed were the revised 5/15/98 Degree and/or Schedule of Classes and Degree or Certificate/Apprenticeship Programs and Certificates of Less than 18 Units Certificate for Fall 1998.*

District Strategic Planning

Action: *March 1990 Educational Master Plan were distributed for the Council to review to update.*

Transfer Readiness Certificate

Discussion: Council questioned the number of transferable units (24). This topic will be revisited.

May 28, 1998

Experimental/Special Topics Course Procedures

Discussion: The draft of the Experimental/Special Topics Course Procedures was reviewed and approved.

Certificate of Completion

Discussion: The Certificate of Completion.

Technologically Mediated Instruction (TMI)

Discussion: Technologically Mediated (TMI) Course Review Form.

Action: *Form was approved by the Council.*

Curriculum Approval Process-Draft

Discussion: Council reviewed the following forms: Signature Page, Signature Verification and Curriculum Approval Process.

Action: *Changes and approved.*

Content Review Scrutiny Forms-Draft

Discussion: The Council reviewed and accepted the Course Content Review Form.

High School/College Articulation Process

Discussion: Postponed until the Joint Student Services/Curriculum Instructional Council meeting.

Courses of Instruction and Educational Program Approval--5300.2

Discussion: The revised Policy 5300.2-Courses of Instruction and Educational Program Approval draft dated May 28 was reviewed. Wording was suggested for

Experimental/Special Topics courses on Page 11 and additional numbers will be identified for Special Topics courses numbered less than 50.

June 15, 1998

Revised Procedures 5300.2

Discussion: Council members made a final review of the revised Procedures 5300.2 which has streamlined the original June 13, 1997 procedure.

Transfer Readiness Certificate

Discussion: Transfer Readiness Certificate on the number of transferable units needed to be eligible for the certificate.

Action: *This issue will be put on the Joint SS/CIC agenda.*

Emergency Curriculum Approval Policy & Procedures for Mesa During Summer

Discussion: Draft of Mesa College's Emergency Curriculum Approval Policy and Procedures Pilot.

Skills Certificate

Discussion: Completion Certificate Mesa College was pursuing be adopted district wide with SCANS competencies and used with CalWorks.

Action: *This issue will be brought up at the Joint SS/CIC meeting.*

Associate Degree General Education Requirements

Discussion: Topic was postponed until a CIC meeting in the fall.

Repeatability Issues for Non-Performance Skills (Employment)

Discussion: Topic was postponed until a CIC meeting in the fall.

Next Year's Dates and Time for CIC Meeting

Discussion: The Council agreed to continue meeting on the 2nd and 4th Thursday.

August 13, 1998

Statements of Learning Outcomes

Discussion: Long Beach City College They have asked our colleges to share their learning statements.

Action: *This topic may be revisited when the District addresses the Partnership in Excellence program.*

Certificates Task Force Proposal Information

Discussion: The Academic Senate's Certificates Task Force proposal draft is being sent to the Senate Executive Committee for review.

Blanket Approval of Stand - Alone Courses

Action: *Each of the colleges is now authorized to approve stand-alone courses (courses not part of an approved educational program).*

Swat Recommendation for Activation of Courses

Discussion: When one college wants to activate a course which is offered at another college, that course must go through the concurrence process. Single campus activation should be used when there is currently an integrated outline.

Time for CATS Meetings

Discussion: John Couture to review and develop function specifications for the Curriculum Automated Tracking System (CATS) with CIC.

August 27, 1998

Course Activation Procedure

Discussion: Revisions to Procedures 5300.2, recommended by the CIC SWAT sub-committee.

Action: *Revised draft 5300.2 Procedures.*

Emergency Curriculum Approval

Discussion: Revisions to Procedure 5300.2 to include an action on curriculum during recesses.

Action: *Place this item on the agenda for the September 10 meeting for action.*

Microsoft Faculty Mentor Program

Discussion: Dr. Edelbrock reported on two technology grants from Microsoft.

Associate Degree Configuration

Discussion: Aligning the District general education course list with the CSU GED course list.

Action: *Reviewed by CIC for further discussion.*

Transfer Core Curriculum

Discussion: CSU, TAG, or IGETC general education patterns typically transfer or leave without receiving an associate degree. The Council recommended that students completing the Liberal Arts requirements not be required to also fulfill additional District graduation requirements.

Action: *Draft proposal for the Transfer Studies/Liberal Arts program will be reviewed by CIC on September 10.*

Voting Procedures (Proxies/Quorum)

Discussion: Draft of additions to language in Procedures 5300.2, Section 4.0, clarifying membership, voting protocol and quorum was distributed.

Action: *The language will be submitted for action at the September 10 meeting.*

CIC priorities for 1998-99

District Policy on General Education

Discussion: Title 5, the District is required to have a philosophy statement for General Education. This statement needs to be incorporated with Procedures 5300.2.

Action: *A draft philosophy statement for General Education will be presented at the September 10 CIC meeting for review.*

CATS

Discussion: Meetings for the Curriculum Automated Tracking System (CATS) have been scheduled for Monday, September 21, and Monday, October 19, 1998.

Articulation

Discussion: Copies of the San Diego Tech Prep Consortium Master Articulation Course List.

Action: *To award college credit after completion of a college course.*

September 10, 1998

Policy 5300.2 – Voting Procedures

Discussion: CIC recommendations per August 27, 1998 meeting were distributed and discussed.

Action: *M/S/P to accept the language and refer to College Curriculum Committees for review and approval; then to return to CIC for action on September 24.*

Emergency Curriculum Approval Procedures

Discussion: It was clarified that each college has their own emergency approval procedure. Procedures 5300.2 should refer back to the campus process.

Action: Add under 7.3.1.2: In such situations, a proposal may proceed from the campus to CIC provided that Campus Emergency Approval of Curriculum Procedures have been followed.

Course Activation Procedure

Discussion: Courses offered at one college could be activated by another using the single campus approval process. If the outline requires revision the approval would be in force one semester while the outline is being revised.

Action: Add under 7.3.1.2 the language as proposed return to CIC for action on September 24.

Transfer Studies AA Degree

Discussion: Proposed Associate in Arts Degree (Transfer Studies/ Liberal Arts)

Action: Have each campus's Academic Affairs Committee review.

General Education Policy

Discussion: General Education philosophy statement (excerpted from Title 5) was proposed for insertion into Policy 5300.2.

Action: Refer to College Academic Affairs Committees for review and action.

CIC Role, Function, and Operating ProceduresDiscussion: Reviewed several key roles and responsibilities of CIC.

September 24, 1998

Procedures 5300.2

Discussion: Review, Revise and Return to CIC on October 8 for action.

Priority List for Integrated Course Outlines

Discussion: Priority non-integrated course outlines.

Catalog Format

Discussion: Sally Deaton shared with Council examples of catalog layout formats.

Integrated Course Outline Procedures

Discussion: Examples of a guide developed for training City College instructors. It was noted that SDCCD holds faculty to a minimum standard including using verbs from Bloom's Taxonomy and tying some items in the outline back to objectives.

Late Add Petitions

Discussion: City has been inundated with late add petitions.

Action: MS/P to bring forth at the next CIC meeting and to form a concrete recommendation.

Biology 232 – Experience in Human Dissection

Discussion: Course description for Biology 232 contains a statement that may be out of compliance with matriculation guidelines.

Action: Refer back to campuses for editorial revision of Biology 232 Advisory Statement.

October 8, 1998

Procedures 5300.2

Discussion: Voting Procedures (4.0); Rules and Parameters; and Course Activation.

Discussion: Conditional For One Semester & Outline Is Updated By The College Requesting Activation and Emergency Curriculum Approval (7.3.1.1, 8.3.1.1).

Action: Revise language.

Four-Year Priority Matrix

Discussion: Partnership for Excellence grant monies.

Prerequisite Blocking

Discussion: The cost to implement the prerequisites.

Courses Active But Not Offered

Discussion: No action taken.

Representatives to Councils

Discussion: Research and Planning Council

Discussion: Student Services Council

Mesa College Integrated Outline Guide

Discussion: Guidelines for the preparation of integrated course outlines.

October 22, 1998**Projection of Four-Year Budget Priorities**

Discussion: Web Page Specialist.

Prerequisites

Discussion: Second round of prerequisites.

Marine Advanced Technology Education (MATE)

Discussion: Establishing Marine Biology Centers.

Global and International Education Interest Inventory

Discussion: Faculty and administrators from each campus and community representatives, is responsible for administration of the project.

Proposed Course Numbering System

Discussion: Proposal of course numbering.

Guide to Writing an Integrated Course Outline

Discussion: Update the *Guide to Writing an Integrated Course Outline* is underway

Clarification of Routing of Information for Aligned and Non-Aligned Program Curriculum

Discussion: Curriculum is not being disseminated in a timely manner.

November 12, 1998**Routing of Curriculum**

Discussion: Curriculum is not routed expediently.

Prerequisite List and Recommendations

Discussion: 82 prerequisites.

Course Numbering System

Discussion: A new course numbering system.

Roll Forward

Discussion: Send on January 7.

Math Renumbering

Discussion: Do not renumber Math 54 to 95.

December 10, 1998**Marine Advanced Technology Education Program (MATE)**

Discussion: Faculty interested in development.

CIC Procedures

Discussion: Routing of Curriculum, Retreats and/or Curriculum Workshops.

Action: Set up Retreat, Statewide Curriculum Database, and Discipline Dean Assignments:

Certificate of Completion

Discussion: Clarification was requested regarding certificates of completion.

American Chemical Society (ACS) Scholars Program

Informational

IGETC, TAG, TCA and CSU Course Lists

Action: *District Office will coordinate submission of list to IGETC.*

January 28, 1999

Transfer Associate Degree

Discussion: Transfer Matrix for CSU, TAG and IGETC was distributed.

Action: *Will be brought back for action at the February 11 CIC meeting.*

District Educational Master Plan

Discussion: District updating of its Educational Master Plan.

Course Numbering System

Action: *Implement proposed numbering system; bring back for comments on 2/11/99.*

CIC Procedures:

Discussion: Curriculum Clerks Meeting and Technical Assistance.

CATS

Discussion: Update on the progress of the Curriculum Automated Tracking System (CATS).

Retreat

Discussion: Scheduled for February 24, 1999.

Certification for American Institutions

Discussion: CSU's review of courses.

February 11, 1999

Online Curriculum and Resource Center Statewide Project

Discussion: Demonstration by George Tamas – Govenet.

CATS

Discussion: Demonstration by John Couture.

IGETC, TAG, TEC, CSU Course Approval:

Action: *Instructional Services to bring back to CIC early November for final review.*

Identify Numbering System Task Group

Discussion: Research and implementation of the new course numbering system.

Report on American Institutions Course Review/Revisions

Discussion: Scrutinizing courses submitted for American Institutions.

Loss of Articulation (Biology and Calculus)

Action: *Expedite biology and math articulation.*

Course/Enrollment Management Systems

Discussion: Enrollment management system.

Update on Assist:

Discussion: Assist training is currently being held throughout California.

February 25, 1999

Discipline Dean Assignments

Action: *The redistribution of discipline assignments.*

Update on CATS

Discussion: Project proposal from *Governet*.

Transfer Studies

Action: *Revise the draft Transfer Studies/Liberal Arts Degree proposal to include only CSU, UC and IGETC.*

Catalog Rights

Action: *Draft language & review at March 11 CIC meeting.*

March 11, 1999

Discipline Dean Assignments/Course Renumbering

Discussion: 300 courses should be renumbered.

Transfer Studies/Liberal Arts Degree

Action: *The Instructional Services Office will incorporate changes; revised proposal will be brought back to CIC for action on March 25.*

Revised Curriculum Approval Process

Action: *Revised procedures and corrected flow chart will be brought back to March 25 CIC meeting for action.*

Retreat Follow-up

Action: *Corrections and revisions per council members will be incorporated and "Responsibilities of Originating Campus" will be brought back for review at the March 25 CIC meeting.*

Catalog Rights

Action: *To approve revisions to District catalogs as recommended.*

Update on MATE

Discussion: Marine Advanced Technology Education (MATE)

March 25, 1999

Transfer Studies/Liberal Arts Degree

Discussion: Transfer Studies/Liberal Arts Degree.

Action: *M/S/P approve the Transfer Studies/Liberal Arts Degree.*

Revised Curriculum Approval Process

Action: *Bring back for review at April 8 meeting.*

Curriculum Handbook (Retreat Feedback)

Discussion: District Curriculum Handbook.

Governet Contract/Sub-Committee

Announcement: George Tamas of Governet as Project Manager.

April 8, 1999

Curriculum Approval Process/Procedures 5300.2

Action: *To defer action on Curriculum Approval Process to the May 13 CIC meeting. Action regarding Emergency Procedures 7.3.1.1 to be deferred until Curriculum Committees have reviewed the language and the implications of revising or deleting them.*

Criteria for General Education Courses

Action: *To refer Criteria for General Education to Curriculum Committees.*

Curriculum Project Name

Discussion: Naming of CurricUNET.

Data for Transfer Studies Degree

Discussion: CSU/UC transfer students.

Corequisite Clarification

Discussion: Corequisite date deadline.

Proposal to Revise the Use of Certificates

Discussion: Revise the use of Certificates.

Proposed SDSU Transfer Agreement

Discussion: SDSU Transfer Agreement.

Beta Site for CCWebCC

Discussion: SDCCD as Beta test site for Governet.

April 22, 1999

Course Numbering System

Discussion: Course renumbering project.

Proposed SDSU Transfer Agreement

Discussion: Report from Lynn Neault.

Editorial Change for Transfer Studies Degree Title

Discussion: Transfer Studies/Liberal Arts Degree.

May 13, 1999

CurricUNET/ccWEBcc Project Progress

Presentation by George Tamas and Susan Sargent.

Meeting Calendar

Action: *Calendar to be amended.*

Curriculum Approval Process/Procedures 5300.2

Action: *Procedures 5300.2 language to be revised.*

May 27, 1999

Report on Course Re-Numbering

Discussion: Manzoni will present list of courses “from-to”.

Policy for Posting Courses on the Web

Discussion: Lack of policy rules, need to address issue to prevent legal challenges to District.

Prerequisites

Recommendation: Department chairs and deans to monitor prerequisite prior to sending to higher authorities for validation.

August 26, 1999

Post-Employment Training

Discussion: CALWORKS funds for higher-level post-employment training curriculum

Action: *CALWORKS Coordinators to meet with the Vice Presidents to identify the areas where the greatest needs exist.*

CurricUNET

Discussion: Presentation at flex days; the presentation on the CurricUNET project showed attendees the current status of its development. It is anticipated that the database will be populated and interactive screens developed and ready for review within the next few weeks.

Common Catalog Contents for Curriculum

Discussion: Content of some sections of the catalogs containing like information was not consistent among the catalogs.

Action: *To identify & standardize these sections*

Appointment of a Representative to the Information Technology Council, 1999-2000

Dr. Fawson agreed to represent the Instructional Services and Economic Development Dept. at the Information Technology Council for another semester.

Action: *M/S/P*

Appointment of a Representative to the Student Services Council, 1999-2000

Discussion: Geraldine Perri was appointed and agreed to represent the Curriculum Instructional Council at Student Services Council meetings for the Fall semester.

Review of Forms Necessary to Deactivate a Course

Discussion: The need for the number of forms involved in deactivating a class, i.e., the NCR sheet and the Section 2 form—all sheets on the Section 2 form, and in some cases, a copy of the old course outline.

Approved CIC Meeting Calendar – August 1999 through May 2000

Distributed.

CIS Curriculum Revisions

Discussion: Dr. Taccone distributed copies of his memorandum of June 6, 1999, with the attached curriculum revisions that the district CIS faculty agreed to have completed during the Fall 1999 semester.

Class Seats on the Web

Discussion: occurred regarding the option of informing students of available class seats via the Web, especially where more than ten or more seats remain available. However, nothing was definitely decided.

Deadline for the 2001 Catalog

Discussion: Deadline for the 2001 Catalog is the same as previous years, December 1, 1999.

September 9, 1999

Dual Designation of Courses

Discussion: Title 5, Section 58161 that defines dual designation (cross-listed) as the same courses offered in different disciplines.

Action: *Cross-listing of courses in time for the Fall 2000 catalog.*

Discussion: The question of how to manage enrollment in cross-listed courses.

Action: *The current system would require programming to automatically adjust enrollment. For the present, enrollment will require monitoring and manual adjustment to the capacity assigned to any CRN specific.*

Course Repeatability

Discussion: On defining a significant lapse of time. It was agreed that the time element need not be a consideration and that the significant change in technology be emphasized

Action: *The current system would require programming to automatically adjust enrollment. For the present, enrollment will require monitoring and manual adjustment to the capacity assigned to any CRN specific.*

Classes with an Associate Degree Credit Numbered 100 or Greater

Discussion: VP Manzoni reported that course re-numbering is almost completed.

Action: *The Articulation Officers will work with staff on wording in next year's catalog descriptions*

Action: *Instructional Services will compile a master cross-list matrix for course re-numbering.*

September 23, 1999

Marketing Strategy Presentation

Discussion: Chancellor Gallego presented a new Marketing Strategy that he is very interested in seeing implemented as soon as possible and is asking for support from the CIC, as well as the cabinet, marketing committee and Student Services.

Course Outline (296)

Discussion: Regarding the inconsistency in course outlines and teaching variations in the 296 courses was discussed. There is a need to establish uniformity in the course outlines and in the instructional procedures used to implement them. In addition, the credits and hours of instruction should meet state legal requirements.

Action: *Dr. Price to bring back a proposed course definition and outline to CIC.*

General Education Courses, Guidelines

Discussion: Dr. Glow met with her curriculum committee and compiled recommended guidelines, along with comments, on what components are necessary for a GE course.

Action: *Dr. Glow is scheduled to meet again with the curriculum committee at their first meeting in October and moved to defer further discussion to the next CIC meeting.*

Course Repeatability - Visual/Performing Arts & Catalog Statement

Discussion: Currently the Visual and Performing Art students have to petition to get their four completions in Music Practicum and Drama Production. This adversely affects the student who petitions and is turned down, but really needs to be able to repeat.

Action: *VP Manzoni will review the current practice for curriculum outlines with the disciplines and decide if changes need to be implemented, with the understanding that any changes will go through the regular curriculum development process.*

Integrated Course Outlines, Status Report

Discussion: Diane Thornton, Instructional Services, told the council that copies of the report had been distributed to the campuses. Dr. Fawson requested copies of the report be brought to the next CIC meeting.

TMI

Discussion: Clarification on the district's policy in offering a TMI course online.

Action: *The council agreed to allow a one-time exception for Mesa's English 101 TMI course so it can be offered online for this Spring semester. The TMI form, attached to the current non-integrated course outline, should go forward for approval while the integrated course outline is completing the approval process for the Spring Semester.*

October 14, 1999

Integrated Course Outlines

Discussion: Instructional Services is in the process of updating the Course Revision Status Report and expects it to be completed and available for distribution to CIC at the next meeting.

Action: *Dr. Fawson has convened a meeting of the English Deans and Chairs to begin to develop a process for bringing the Language Arts curriculum into compliance with Title 5.*

Curriculum Development Process – Spring Semester

Discussion: Dr. Fawson reminded council that *the regular curriculum development process will continue to be in effect through the spring semester while the pilot testing of CurricUNET is in process.* He asked that faculty not hold up curriculum from the regular process expecting to go on-line in the Spring.

Course Outline (296)

Discussion: The 296's are being used incorrectly within some disciplines; they are intended to be used as supplemental instruction. Additionally, the hours of student work required for the one unit of credit awarded for some courses is not in compliance with Title 5 regulations.

Action: *The Instructional Services office prepared a draft course outline for use as a common course outline for 296.*

General Education Courses, Guidelines

Discussion: Guidelines are still being compiled at the campuses. Discussion was deferred to the November 12 agenda

Transfer Degree Prep for Major (Emphasis)

Discussion: Dr. Fawson asked if a transfer studies degree with emphasis in Physics, Math or English should be offered. Twenty-one units of a transfer degree must be preparation for a major. There were objections to the idea.

Action: *Dr. Fawson requested council to get recommendations from the curriculum committees.*

October 28, 1999

Integrated Course Outlines

Discussion: Following review of the report, the Council held a lengthy discussion regarding the number of course outlines that are not revised in compliance with current regulations and state standards.

Action: *Professor Strona moved that the function of this Council should be to focus on developing instructional priorities for the District.*

November 12, 1999

CISC 180: Information Processing and Computer Programming & CISC 180L: Information Processing Lab

Discussion: Dean Taccone met with Student Services to resolve the CISC180 & 180L problem for students who had previously taken one of the two courses, but not both.

Action: *Beginning with the 2000-2001 college catalogs, 180 & 180L will be combined in a new course, CISC 181.*

General Education Resolution

Discussion: The resolution recommends that the CIC continue using the existing SDCCD General Education Course Guidelines, adopted 9/92 as Procedure 5300.2.

Action: *Dr. Fawson referred Mesa's GE Resolution to the City and Miramar College faculties for review and comment.*

State Inventory of Approved and Projected Programs Received

Discussion: Dr. Fawson forwarded a softbound copy of State *Inventory of Approved and Projected Programs Received* to Instructional Services and asked that it be reviewed and compared to District college programs. The objective is to insure that District college programs conform to State approved programs.

December 9, 1999

GE Guidelines Approval

Discussion: Based on previous CIC reviews and discussions and the recommendations of City, Mesa and Miramar Colleges Academic Senates, the committee took the following action on establishing GE Guidelines.

Action: *M/S/P to accept the recommendations of the Academic Senates at Mesa and City Colleges to officially incorporate the language in Title 5, Section 55.805.5, relative to GE, at all three colleges and the District in compliance with accreditation guidelines and standards. It was also moved to incorporate the District's Statement of Philosophy, dated June 1992 into the accepted GE Course Guidelines.*

Prerequisites Policy

Discussion: Professor Glow asked that documentation be made of the agreed upon policy of removing or changing a prerequisite to an advisory.

Action: *It was moved that the removal of a prerequisite, or changing it to an advisory, will not require a new integrated course outline, nor will it have to go through the concurrence process, but can come directly to CIC for approval.*

CSU/Approval of Courses to be Submitted

Action: *M/S/P to accept the CSU & IGETC recommendation of proposed courses.*

Catalog Inclusion of Curriculum

Discussion: The inclusion in the catalog of additional curriculum received in the Instructional Services office after the December deadline.

Humanities 106: World Religions

Discussion: San Diego State University initially denied articulation of Humanities.

Action: *M/S/P to accept the re-positioning of Humanities 106's course content as the course outline of record.*

Aligned and Non-Aligned Courses & Programs

Discussion: Professor Andersen distributed a resolution from City's Academic Senate stating that each college should be allowed to create programs, tailor degrees or certificates, conducive to the criteria and needs of their students.

Action: *Members to develop general statements of principle about aligned and non-aligned courses and programs before the January 13, 2000.*

January 27, 2000

Course Re-Numbering

Discussion: The Academic Senate at Mesa College expressed reservations about implementing the proposed course renumbering system.

Action: *Andersen moved that the re-numbering system, which was approved by this body on January 28, 1999, be reconsidered. M/S/P with one abstention.*

Action: *Andersen moved that a recommendation be brought to the next meeting for a numbering system which specifically addresses the remedial courses to be numbered 0-99, the college level Associate degree courses—AA applicable and/or transferable—numbered 100-299, and the apprenticeship HA and FIPC, numbered 300 and above.*

Prerequisites Changing or Removing

Discussion: It was proposed to modify the action taken on Prerequisites at the December 9, 1999 CIC meeting.

Action: *Dr. Glow moved to adopt the following on changing or removing prerequisites:*

CurricUNET Update

Discussion: Dr. Price reported that the CurricUNET system is progressing on schedule,

and that training for the trainers from each campus who will guide faculty through the curriculum approval process is currently in process.

Retreat Discussion Review

Discussion: Dr. Fawson distributed a five-page draft of *Curriculum and Instructional Goals, Objectives (Priorities) and Activities 2000-03* from information discussed by the District Curriculum and Instructional Council. Dr. Fawson recommended CIC take a unified leadership approach in establishing funding priorities and support for instructional initiatives and members make any changes or additions they deemed necessary.

Action: *It was agreed that the draft document would not be shared with campuses respective committee constituencies until the finalized version was honed to the satisfaction of the committee. It was further agreed that members would bring their document recommendations to the February 24, 2000 meeting.*

TMI Courses, Policy on Offering One Time Only

Discussion: Dr. Glow asked for clarification on the policy of allowing faculty to offer TMI courses on a one-time basis?

Action: *It was decided to defer further discussion on this to the next meeting, as agreement could not be reached on how the TMI policy should be stated.*

February 10, 2000

Course Re-Numbering.

Discussion: Discussion centered on whether to keep the previously approved course numbering system.

Action: *Committee members will take the approved course numbering system, along with recommended modifications, back to their respective curriculum committees for further feedback and bring recommendations to the next CIC meeting.*

TMI Courses, Policy

Action: *It was moved that faculty be allowed to offer a TMI course at each campus one semester only before it has to be integrated.*

Aligned and Non-aligned Courses

Discussion: Chair Ellis asked members for clarification on what constitutes an aligned vs. non-aligned course and/or program, as policy is being interpreted differently at each campus.

Although other interpretations were offered and members were aware that definitions would have to be established for the CurricUNET process, no consensual agreement on clarification could be reached at this time.

CIC Priorities, Goals, Objectives and Activities 2000-03

Discussion: In addition to the second draft of Priorities, Goals and Objectives distributed by Dr. Fawson prior to the meeting, Chair Andersen, City College, and Chair Ellis, Mesa College, presented revised drafts for the committee's review. Although stated differently, both drafts reflected the same issues.

Action: *Members will look at the drafts, condense them into a single format, e-mail to committee members for review and comment, and bring it back for discussion at the next meeting. Funding needs and time-lines should be incorporated into the draft.*

February 24, 2000

Aligned and Non-aligned Courses

Discussion: Discussion centered on State and District policies defining aligned and non-aligned courses and programs. It was agreed that a major criterion is to have clearly stated goals, objectives and program outcomes.

Action: *Dr. Fawson requested CurricUNET Trainers bring back recommendations on defining alignment parameters, using the technology's logic, which will facilitate CurricUNET's workflow.*

Course Numbering Policy Reconsideration

Action: *It was moved to modify the language of the approved course numbering system for clarification as follows.*

Transfer Studies Degree Award Limitation (Assist. Chancellor Neault)

Discussion: Student Services recommended that an additional restriction be placed on the Transfer Studies degree policy, which would mandate that it be awarded as a first degree only.

Action: *It was moved to defer discussion to the March 9 CIC/Student Services Joint Meeting.*

Articulation Policy & Procedures

Discussion: The District needs to prepare and adopt their articulation policy and procedures in compliance with the State Chancellor's Office request for written information. The policy requires Board of Trustees approval, and procedures require CIC and District Chancellor's approval.

Action: *The Articulation Officers were asked to develop a written policy and procedure for articulation with four-year institutions.*

Course Credit by Examination List

Discussion: In order to keep faculty informed of the courses that students may challenge by examination, Dr. Fawson has asked Instructional Services to ensure that a field be added to the CurricUNET system to track the list, eliminating the need to distribute hard copies every few years. A list of these courses should also be placed in the catalog for the student's information.

Web Site Priorities for Information Technology Council

Discussion: Information Technology has asked council representatives for a list of priorities on projects that relate to technology services. Dr. Fawson has submitted a list of Web Site projects from Instructional Services and projects pulled from the list of priorities drafted at the CIC Retreat. Representatives at each campus are also submitting project priorities.

March 9, 2000

Emergency Procedures

Discussion: The committee reviewed the emergency procedures currently in place and concluded that no changes were necessary.

Course Outline 296 Individual Instruction

Discussion: A 296 course outline template drafted by Instructional Services, as requested at the October 14, 1999 meeting, was distributed for review.

Action: *Committee members will take the draft back to their respective curriculum committees for review and bring back recommendations to the CIC.*

Action: *Instructional Services will draft an additional course outline for the 290 Independent Study courses for distribution and review at the next meeting.*

BIOL 200 & PSYC 258 on IGETC

Discussion: Mesa College requested BIOL 200 & PSYC 258 be placed on today's agenda for discussion.

Action: *BIOL 200 & PHYC 258 were referred back to the campuses for review by faculty leading to signature sheets.*

March 23, 2000

CIC Priorities, Goals, Objectives and Activities 2000-03

Discussion: Draft #4 Curriculum and Instructional Priorities, Spring 200, CIC Retreat, January 13, 2000, dated 3/23/00, was distributed and discussed.

Action: *A budget should be developed to support the annual objectives; Assistant Chancellor Fawson will prepare this for the next CIC meeting.*

Action: *A Draft #5 version will be prepared for the next meeting, through the cooperation of Assistant Chancellor Fawson and Chair Andersen.*

Transfer Studies Degree, Statement of Intent for Catalog

Discussion: Draft language for the catalog prepared for the descriptions related to the Liberal Arts and Transfer Studies Degree Programs was proposed.

Action: *These catalog sections will be redrafted by Instructional Services for the next meeting, showing what is proposed for elimination and what is proposed for addition.*

Credit by Examination

Discussion: The deadline for informing the Instructional Services Department of courses for which credit by examination is awarded is March 31, 2000.

April 13, 2000

CIC Priorities, Goals, Objectives and Activities 2000-03

Discussion: Draft #8 Curriculum and Instructional Priorities, Spring 200, CIC Retreat, January 13, 2000, dated 4/13/00, was distributed and discussed.

Action: *Draft #8 revised during the meeting was adopted.*

Transfer Studies Degree, Statement of Intent for Catalog

Discussion: New catalog language for the Liberal Arts and Transfer Studies Degrees was presented for a second review.

Action: *The language was approved.*

Credit by Examination

Discussion: The list of courses for which credit by examination is offered at District colleges was considered and assessed for completeness. It was noted that District policy requires annual publication of such a list.

Action: *It was agreed that a revised list should be prepared, which shows all courses for which credit is granted by examination.*

Additional College Degree

Discussion: Draft catalog text describing requirements for additional college degrees was submitted for review by Student Services. The text was revised to read as follows:

Action: *The revised version was approved for publication in the forthcoming catalog.*

5300.2 Proposed Addition of Articulation Procedures

Discussion: A draft set of procedures to be added to 5300.2 regarding High School to Community College Articulation was discussed. The draft was prepared by Associate Dean of Tech Prep Margie Fritch, following a model provided by Mira Costa College.

Action: *It was recommended that clarification be included in the draft regarding student enrollment in a District college prior to the grant of credits.*

IMPAC Meeting Report

Discussion: Carolyn Buck reported on the IMPAC Meeting held at Mesa College on March 12, 2000.

Academic Senate Resolution on Intellectual Property

Discussion: A resolution on intellectual property rights held by faculty, which was adopted by the State Academic Senate, was distributed for informational purposes.

April 27, 2000

5300.2 Proposed Addition of Articulation Procedures

Discussion: Associate Dean Fritch presented articulation procedures she developed to promote the seamless transition from high school to college by students enrolled in vocational programs.

Action: *It was agreed that the college curriculum committees should be given the opportunity to review the proposed procedures before CIC acts to adopt them.*

CIC Priorities, Goals, Objectives and Activities 2000-03

Discussion: Another version of the CIC Priorities for the year were reviewed and discussed.

Action: *A final version of the CIC Priorities will be prepared and distributed.*

Course Outline 296 Individual Instruction

Discussion: Dr. Fawson described issues which need clarification prior to the approval of course outlines for 290 and 296.

Action: *Dr. Fawson will discuss issues requiring clarification regarding the proper offering of these courses with the Vice Presidents of Instruction.*

CurricUNET Prototype Approval Test on May 9, 2000

Discussion: The prototype approval test of CurricUNET, the automated curriculum approval system has been set for May 9, 2000

Action: *The date of the prototype approval test was changed to May 10, 2000.*

May 11, 2000

Report on Recommendation Re: Requests for Applications for Grants for Articulation and Transfer

Discussion: Dr. Fawson read a letter from George Tamas, CEO of Governet, the proposed contractor for development of four grant applications for articulation and transfer offered by the State Chancellor's Office.

Action: *Dr. Fawson will arrange a meeting between George Tamas and CIC members who are able to attend to discuss the proposals for the applications, brainstorm ideas and answer questions raised.*

CIC Priorities

Discussion: Clarification of the formatting and promotion of the CIC Priorities for 2000 was discussed. Since a past priority of CIC has been the development of CurricUNET, discussion also occurred about the prototype test.

Action: *The training team will continue to work with Governet to improve CurricUNET, using feedback received from the prototype participants as well as other users. Spell check is one of the improvements needed.*

Credit by Examination for High School to College

Discussion: Several issues regarding the offering of college credit for articulated high school courses were considered.

Action: *Dr. Fawson and Associate Dean of Tech Prep Fritch will discuss the process with Lynn Neault, Assistant Chancellor of Student Services, and report recommendations to CIC.*

Honors 265 Courses

Discussion: Problems associated with approving honors 265 courses in campus curriculum committees were discussed.

Action: *Dr. Fawson will invite Honors Chair Harold Kane to a Fall CIC meeting to address the issues.*

May 25, 2000

Credit by Examination for High School to College

Discussion: Regarding the award of credit to students who successfully complete high school courses articulated with District college courses (credit by examination) was deferred

Procedures 5300.2: Community College to University

Discussion: Dr. Fawson commended the articulation officers and staff for developing articulation policy and procedures required by the State Chancellor's Office

Action: *Following review of the draft procedures, a motion was made to approve them.*

Chemistry Prerequisites

Discussion: Dr. Fawson noted that the Chemistry Departments at City and Miramar Colleges have agreed that CHEM 151 should serve as a prerequisite for CHEM 200 and 200L, but the Mesa College Chemistry Department disagrees.

Action: *It was agreed that the college chemistry departments should reconsider the issue.*

Working Definition for Distance Education - TMI

Discussion: The District Articulation Council (DAC) raised the question of when classes should be considered distance education courses.

Action: *It was agreed that the technologically mediated instruction (TMI) form used for approval of distance education courses confuses the notions of mediating instruction and distance education. Therefore, the TMI approval form should be revised to clarify the intent of review for distance education courses only.*

Distance Education Master Plan Update

Discussion: A draft plan and recommendations will be developed and submitted to the task force in the fall. It will then be sent to the CIC and other constituent groups for review and comment.

District Master Plan

Discussion: Assistant Chancellor Neault described the organizing concepts employed and the process used for development of the District Master Plan (DMP).

Courses for Mathematics Competency

Discussion: Assistant Chancellor Neault reported that the evaluators have requested addition of PHIL 101 to the list of courses which meet the CSU –

Action: *The CIC consented to taking this request to the college department chairs for action in the fall.*

Mathematics Placement

Discussion: Dr. Fawson, Assistant Chancellor Neault and the Mathematics Department Chairs have met over the past several months to address the issue of student placement in mathematics courses.

Action: *The CIC consented to use of emergency approval processes by college curriculum chairs and vice presidents of instruction for temporary approval of the recommended mathematics placement plan.*

August 24, 2000

High School Articulation - Credit By Exam

Discussion: Margie Fritch presented the revision of the process for awarding articulated HS credit, a combination of Procedures 5300.1 and 3900, which she worked with Lynn Neault from Student Services

Action: *To postpone approval and to wait for recommendations from Senates on both the procedure and the timing of the awarding of credits.*

Representative at Student Services Council

Discussion: Recommendations were solicited from CIC members for volunteers representing Curriculum Instructional Council to attend Student Services Council meetings.

Action: *Carl Strona agreed to represent Curriculum Instructional Council at Student Services Council meetings for the current academic year.*

Discipline Dean List

Discussion: The vice presidents met to review the discipline deans list. The vice presidents recommended some alignment in discipline assignments.

Action: *A revised list will be distributed at the next meeting.*

Philosophy 101: Symbolic Logic

Discussion: A memo was sent to math chairs asking them to review Philosophy 101 and to determine whether the contents and objectives of the course would meet the competency requirements for the District's math competency.

Action: *The math chairs all responded affirmatively and, therefore, Philosophy 101 will be added to the list of courses meeting the District's math competency.*

Representative at Information Technology Council

Discussion: Dr. Fawson indicated that he will continue to represent Curriculum Instructional Council at the Information Technology Council meetings.

Membership/Staff

Discussion: The new members to the Council were welcomed and introduced:

Transfer Studies and Liberal Arts Data

Discussion: A July 5 memo from Tara Tessaro, presenting statistics on transfer studies and liberal arts majors over the past three years, was reviewed and discussed.

Action: *Ms. Tessaro will continue to provide comparative analysis and monitor the enrollment of specific areas, such as physical education, health and ethnic studies courses, through spring 2001.*

Curriculum Approval Calendar

Discussion: Council members were asked to review the curriculum approval calendar for accuracy and/or schedule conflicts. The frequency of Curriculum Instructional Council meetings was discussed

Action: *Dr. Fawson recommended that he will review the impact on the curriculum approval process when utilizing different meeting schedules and will report on his findings at the September 14 meeting.*

CurricUNET Implementation Plan

Discussion: Dr. Fawson reported on CurricUNET training during campus flex sessions and congratulated CurricUNET trainers for a job well done. CurricUNET users reported problems.

Action: *The curriculum trainers and chairs have targeted full implementation by mid October 2000.*

Math Prerequisites Issues

Discussion: Concern was raised regarding recent math curriculum changes wherein the advisory from Math 95 was given prerequisite status without curriculum approval.

Action: *Dr. Fawson emphasized the importance of adhering to the official curriculum approval process and stated he will contact math department chairs for an update on the status of related paperwork to be reported at the September 14 meeting.*

September 14, 2000

Frequency of Curriculum Instructional Council Meetings

Discussion: Dr. Fawson reviewed the suggestions that were made at the last meeting to have the CIC meetings once a month in the spring with twice a month in the fall,

Action: *To have meetings twice a month in the fall and once a month in the spring.*

290 & 296 Course Outlines

Discussion: Dr. Fawson indicated that he had contacted the Chancellor's Office, Charlie Klein to discuss Title 5 regulations for the Independent Study and Individual Instruction courses.

Action: *Generic outlines will be discussed with Chairs and Deans and further discussion on student impact at the next CIC meeting.*

Status of American Institutions

Discussion: The status of the courses that were sent to CSU some months ago was discussed.

Action: *Instructional Services will follow up on status with CSU and will report at the next meeting.*

Mathematics Prerequisites

Discussion: Libby Andersen asked for clarification on the Mathematics prerequisites. Professor Delalama indicated that the Math department was not pursuing the Math 104 & 116 as a prerequisite for Math 150. Dr. Fawson reported that he had followed up with a memo stating that the combination of Math 104 & 116 would not be enforced as meeting the prerequisite for Math 150 effective Spring 2001. The prerequisite for Math 95 (Math 35) is being processed through the campus Curriculum Committees.

Honors 265 Courses

Discussion: Herald Kane, Honors Coordinator at City College presented the Committee with a brief history of Honors and the use and benefit of using the 265 course in the Honors program. He also indicated that Honors 265 courses have been articulated with private colleges. University of California values the Honors program in recognized disciplines and many students have transferred to the UC system.

High School Articulation/Credit by Exam

Discussion: Margie Fritch indicated that she would be attending the Faculty Senate at Miramar College to clarify any concerns about the procedure such as when credit would be granted and residency.

Student Services Representative's Report

Discussion: Carl Strona, Student Services representative was asked to report on the discussion at the Student Services Council meeting regarding the evaluation of certificates by the evaluators and the need for students to have transcripts before Certificates could be granted (not required for a BA or higher degree).

Action: *Mr. Strona agreed to take this concern back to Student Services for further consideration.*

Information Technology Representative's Report

Discussion: Dr. Fawson reported the Information Tech Council did not meet; no report.

Report from the State Academic Curriculum Institute

Discussion: Libby Andersen reported that she did a presentation at the State Academic Senate Curriculum Institute on Integrated Course Outlines. She distributed notes for the Institute regarding Basic Skills and English as a Second Language Students, Workplace Learning Resource Center, Mission College, President of State Academic Senate, Certificates, etc.

Report from the Statewide Academic Senate Plenary Session

Discussion: Libby Andersen stated that the Academic Senate Plenary Session workshop in the spring was excellent.

Approval of Stand-Alone Courses

Discussion: A memo from Victoria P. Morrow was distributed to the Council regarding the new regulations for the approval of stand-alone course that are not part of an approved program.

Action: *These courses must be submitted to the Chancellor's office for approval.*

Options in Approved Program

Discussion: E-mail from Charlie Klein regarding the process for submitting program approval for options in a program was distributed. This is an abbreviated format of the regular Program Approval Process.

Action: *This format is to be used for the Certificates of Achievement that were not matched during the MIS audit.*

September 28, 2000

Information Technology Council Standing Report

Discussion: Dr. Fawson reported that the council has not met and that a meeting schedule is being proposed. He has been asked by the Chancellor to Chair this Council as an Interim until a new Assistant Chancellor of Information Technology is announced.

Date for Curriculum Instructional Council Retreat

Discussion: Council members were asked which of the dates discussed at the last meeting would be the best for the Retreat:

Action: *The retreat will be the 16th pending approval of the Chancellor.*

290 & 296 Course Outlines

Discussion: Generic course outlines for 290 Independent Study and 296 Individualized Instruction was distributed. Discussion regarding the 296 included; concern about the impact of the course having zero units on FTES generated by the courses...

Action: *The 296 course outline to be reviewed and information on 044 will be presented at the next CIC meeting.*

Status of American Institution Courses sent to CSU

Discussion: Our staff contacted Jo Service at the CSU Chancellor's Office regarding the outlines sent in April 1999 for American Institutions review.

High School Articulation/Credit by Exam (Awarding of Credit)

Discussion: Dr. Fawson indicated that the Campus Academic Senates are reviewing the proposed high school articulation agreement and that parents and students have consistently expressed a strong desire to have the credit awarded upon completion of the course work.

Action: *Action on this item has been deferred to the next meeting awaiting additional recommendations from the Academic Senates.*

Student Services Certificate of Completion

Discussion: Neault reported that there was lengthy discussion in the Student Services Council meeting on the requirement of transcripts.

Action: *It was agreed that this topic would be an agenda item at the next joint Student Services/Curriculum Instructional Council meeting.*

International Baccalaureate Credit

Discussion: Lynn Neault reported that she has requests from students for the International Baccalaureate credit.

Action: *Dr. Fawson recommended that this be put on the agenda for the next District Discipline Deans meeting.*

Report on Discipline Dean's Meeting

Discussion: Dr. Fawson reported that he had met with the District Discipline Deans. Items discussed included: course integration, content review, repeatability, CurricUNET (a brief demonstration was given by Libby Andersen and Jan Ellis), state approval for certificates and degrees, certificates of completion, and TMI.

DRAFT Addendum 2000 – 2001 Catalog

Discussion: A draft of the Catalog Addendum 2000-2001 was distributed. Council recommendations included making a one-line course description and an index.

TMI Approval

Discussion: Dr. Fawson stated that several faculty and administrators have contacted him regarding CIC's policy that a course can only be offered one semester as TMI and then must have the integrated outline completed for that course. Dr. Fawson said he would like the Council to reverse the requirements

Action: *This item will be placed on the next agenda for discussion/action.*

October 12, 2000

Information Technology Council Standing Report

Discussion: Dr. Fawson reported that the Council has not met but a meeting is scheduled.

Student Services Council Standing Report

Discussion: Carl Strona and Lynn Neault gave the report on the Student Services meeting. They reported that for the past couple of years funding had been made available to Student Services to implement prerequisites, approximately \$50,000 for Mesa, \$30,000 for City and \$20,000 for Miramar.

Action: *Prerequisite functions to be conducted during registration will be included on the Joint Council meeting agenda.*

High School Articulation/Credit by Exam (Awarding of Credit)

Discussion: Dr. Fawson recapped the High School Articulation discussions by the College Senates.

Action: *College credit will be granted upon successful completion of the articulate high school course.*

TMI Approval

Discussion: Dr. Fawson reiterated his concern that our Procedures 5300.2 single out TMI as the only methodology that must update the course outline after offering the course one semester, if the course had not been reviewed in the previous three years. The discussion that followed expressed both pros and cons of the procedure.

Action: *Dr. Fawson will draft new Procedure 5300.2 language for review at the next CIC meeting.*

Curriculum Instructional Council Retreat (Date/Agenda Items)

Discussion: Dr. Fawson reported the CIC Retreat would be held on January 16, 2001 at the Towne & Country, Hilton or Holiday Inn. It will begin with Continental Breakfast; at 8:30 Curriculum Approval items (if any) and following would be a discussion on the CIC Priorities and other items; concluding with lunch at 12:30 p.m.

Action: *Draft agenda will be prepared for CIC Retreat.*

290, 296 and 044 Course Outlines

Discussion: A revised draft of the 296-course outline was reviewed; indicating 1 unit; credit/no credit, 3 lab hours, open entry/exit. It is to be a generic outline and instructors would be encouraged to identify specific objectives and content for each of their courses utilizing the 296 course. Content review would not be required for these generic courses (290, 296, 044)

Action: *Outlines to be presented to the College Curriculum Committees for review and approval.*

Draft Catalog Addendum 2000 – 2001

Discussion: A draft of the Catalog Addendum for 2000-2001 was distributed.

Action: *The cut-off for curriculum changes to be included in the addendum will be the next CIC meeting, October 26, 2000.*

Catalog Production Timeline

Discussion: The Catalog Production Timeline calendar for City/Mesa/Miramar was distributed. Dr. Fawson asked Council Members to review the steps and dates and to recommend any changes needed in the dates, responsibilities or activities as listed in the Timeline.

Biology 200 and Psychology 258/Approval for District Math Competency

Discussion: The Council Members were asked to re-confirm that Biology 200 and Psychology 258 had been approved as courses that meet the District Math Competency.

Action: *Approval of Biology 200 and Psychology 258 to meet District Math Competency.*

October 26, 2000

Information Technology Council Standing Report

No report was given.

Student Services Council Standing Report

Discussion: Yvonne Bergland indicated that she had spoken with Dr. Baker and that he had asked Yvonne to address the addendum and the concerns that had been discussed at the Student Services Meeting.

Action: *This item will be placed on the Joint Meeting Agenda for discussion.*

Procedures 5300.2 Draft

Discussion: The draft of Procedures 5300.2 was distributed to the committee members who made some recommendations. It was pointed out that instead of having to review the course outlines every 5 years it is every 6 years as required by accreditation standards and to review vocational courses every two years as per Ed Code.

Action: *Procedures 5300.2 Section 7.0 will be revised and brought back to the next CIC meeting.*

November 9, 2000

Information Technology Council Standing Report

Discussion: A report was given on the Information Technology Council and an update was given on CurricUNET, PBX Project, ATM Project and Teatop Technology.

Student Services Council Standing Report

Discussion: Carl Strona reported on the following items that were discussed at a Joint Student Services and Instructional Council meeting: Catalog Addendum, transcripts for mini-certificates, waiving prerequisites for divisional faculty, and prerequisite funding.

Procedures 5300.2 Draft

Discussed: The draft of Procedures 5300.2 was distributed and each council member was given two revisions to review. Two changes were suggested:

Action: *Procedures 5300.2 will be revised and brought back to the next CIC meeting.*

Course Proposals CSU GE, IGETC, and UC Transfer

Discussed: A list of the courses that were proposed for CSU GE, IGETC, and UC Transfer were distributed to the committee members.

Action: *Course proposals for CSU GE, IGETC and UC Transfer were approved.*

Review of CIC Priorities and Action Plans

Discussed: A copy of the CIC Priorities and Action Plans of April 2000 was distributed to the committee members. The priorities were discussed and this issue was brought forward to ask that a new technical writer for each campus be hired, this person would also serve as the CurricUNET trainer.

Action: *Dr. Fawson agreed that he will carry this forward to the Cabinet if the Presidents of each campus are aware of the need for the positions at their campuses.*

December 14, 2000

Information Technology Council Standing Report

Discussion: Dr. Fawson reported that the installation of the new District Telephone System is proceeding as scheduled with only very minor problems. The subcommittee report on WEB Policies was distributed by Lynn Neault for the Council's review.

Student Services Council Standing Report

Discussion: Lynn Neault reported on the following items that were discussed during the Student Services Council meeting: Final Exam Schedule and the Formal Audit on Attendance.

Consensus: If the final exam is two hours, the student will be given credit for two hours and in some instances the total course hours will fall below 48 hours.

Academic Senate Plenary Session Report

Discussion: Salley Deaton distributed Libby's notes for the Fall Academic Senate Plenary Session which included notes on topics discussed at the session; a list of Resolutions passed 10/18/00; State Senate President's Update; Title V State Education Code (a list by subject area and section numbers indicating where information on that topic can be found and Timeline for Title 5 Revision) and a list of WEB sites Of Interest.

Procedures 5300.2 Draft

Discussion: The two proposed revisions for Procedures 5300.2 were distributed. The revisions were discussed and Council members asked for the revisions to be combined.

Action: *The revisions will be rewritten for review at the next meeting.*

New Awards and Certificates Report

Discussion: The New Awards and Certificates for 1998 – 2000 report were distributed to the Council members. The report shows the number of Certificates of Completion, Certificates of Achievement and Degrees that have been approved by the Curriculum Instructional Council during the two-year period.

Distance Education/TMI XE "CurricUNET, TMI/Distance Education"

Discussion: The CurricUNET Steering Committee has asked for CIC input on Distance Education. It was suggested that the title “TMI” be replaced by the title “Distance Education”.

Action: *The title TMI will be replaced with the title Distance Education. The information for the CurricUNET screens will be rewritten and placed on the CIC agenda for review and approval at the next meeting.*

Course Action Form/TMI

Discussion: Will Tappen asked the Council to consider changing the question relating to TMI, on the “Course Action Proposed” form to read: 5. Course **WILL** be offered using Technologically Mediated Instruction (TMI) ___yes ___no. If the answer is yes; then an instructor who will be teaching the course as Distance Ed will complete the Technologically Mediated (TMI) Course Review form.

Action: *It was the consensus of the Council that the wording be changed. Campus personnel will be asked to change the “MAY” to **WILL** on the printed forms in their offices. The form on the course outline sub-directory will be corrected to reflect this change.*

Course and Program Approval Page

Discussion: A signature page was distributed to each member to help determine where comments could be placed to ensure that everyone understands what action needs to be taken. It was the consensus that the action is written in the comments section.

January 16, 2001

CIC Priorities (Review 1999-2000 / Revision for 2000-2001)

Discussion: Draft April 2001 CIC Priorities were reviewed. Questions were raised concerning the proposed 2000-2001 CIC budget. Specifically, the two curriculum trainers/support positions (one classified, one certificated) per campus. Revisions were also discussed.

Action: *Dr. Fawson stated he would make corrections to the 2001 CIC Priorities and send it out.*

Effective Semester Date for Courses/Programs

Discussion: The issue is, “What is the effective date for curriculum after it has been approved?”

Catalog Addendum

Discussion: We need to get a recommendation before taking to the joint meeting. Dr. Fawson suggested CIC take the issue back to campus for discussion and submit proposals prior to next joint meeting.

Criteria for Course Transferability

Discussion: CIC members reviewed two documents from their packets. One showed standards used by Palomar College. The other list, compiled by Dr. Fawson and Marcy Schroeder, showed criteria suggestions that may be applied to courses seeking approval as baccalaureate level. It was agreed we need guidelines on proposing.

Distance Ed Screens for CurricUNET

Discussion: CIC members reviewed the document in their packet explaining suggested changes to be made on the CurricUNET TMI screens.

Action: *The document was approved with a change on #1 under “suggested revisions to existing sentences”: from “traditional courses” to “a traditional course”.*

February 8, 2001

Student Services Council Standing Report

Discussion: Student Services Council is currently reviewing preliminary reports, which provide a statistical overview of retention and persistence district-wide as well as the reasons many students drop out at various points in the registration/enrollment process.

Academic Senate Report

Discussion: A hearing will be held in Irvine later this month to discuss the feasibility of including an “information competency graduation requirement,” which would measure competency in library and research skills. Also, Carl Strona indicated he would ask the Senate to review the utilization of the F/W grade.

CIO (Chief Instructional Officers) Report

Discussion: At a recent CIO Executive Board meeting, Vickie Morrow of the State Chancellor’s Office relayed concerns that the process on new program development was too long. Margie Fritch will represent the District on this task force. CIO’s raised concerns that the Tech II plan would not be funded in the first level of the Governor’s budget.

Procedures 5300.2 Revision

Discussion: The revision for Procedure 5300.2 was distributed. Council members confirmed that the revised version included a combination of the two revisions presented at a previous meeting and that this revision would be placed in Sections 1.0 and 7.0.

Action: *Revised Procedure 5300.2 to be taken back to Campus Curriculum Councils for approval and will be placed as an action item on the March 8 CIC agenda.*

Course Transferability

Discussion: Recommendations for Course Transferability from the CIC Retreat were distributed with original documents from the January 16, 2001 meeting. Council reviewed 10 criteria, which were further condensed as follows (NOTE: It was recommended that Criteria #5 be a combination of items 8, 9 and 10):

Action: *The Course Transferability list to be revised by Instructional Services Staff, combining items 8, 9 and 10 into one comprehensive statement. A revised list will be sent via e-mail to council members.*

English/TMI

Discussion: Diane Glow requested a TMI exemption for English 101 for the Fall Semester 2001. English 101 had been approved on a “one time only” basis for TMI at Miramar.

Action: *To allow Miramar to offer English 101 as Distance Education course for Fall 2001 (one semester extension).*

March 8, 2001

Procedures 5300.2 Revision

Discussion: The modified document for Procedures 5300.2–Section 7.0, “Approval Process for all Course and program Proposals and/or Modifications”, was reviewed and discussed.

Action: *CIC will revisit a revised copy of procedures at next meeting.*

Course Transferability

Discussion: The revised document of guidelines to determine course transferability was reviewed and discussed.

Action: *It was determined that this document should include both transferability and college-level in the title of document, as well as adding a 5th guideline using language from Title 5 regulations about similar courses being offered at other four-year*

institutions. It was agreed that each college would take this back to their campus for review and give further recommendations to Instructional Services. A corrected document will be handed out at the next CIC meeting for final action.

CIC Priorities

Discussion: The revised CIC Priorities with budget was passed out for review and discussion.

Action: *Motion to approve priorities and budget as presented was approved.*

Generic Course Outline 296: Individualized Instruction 296

Discussion: Ken Fawson stated these courses are not designed for distance education. They are an “in-lab” supplemental to a course and are primarily open entry/open exit.

Repeatability of Vocational Courses

Discussion: Libby Andersen asked for the impact of a memo from Victoria Morrow, State Chancellor’s Office.

International Baccalaureate Status Report

Discussion: Lynn Neault expressed her concern that this information is not in the catalog.

Certificates of Completion

Discussion: Lynn Neault stated that the rules from procedure 5300.2 say no substitutions or exceptions to the process are allowed. However, City College has made exceptions to the process by accepting units from other colleges on Certificates of Completion.

Catalog Addendum

Discussion: Past discussions from joint Student Services/Curriculum Council meetings were revisited because some CIC members were not present at this meeting.

Action: *Carry forward to next CIC meeting.*

Calendar of Meetings for 2001-2002

Discussion: Libby Anderson asked to have more meetings (2 per month)
Jim Smith said that the agreement to have two meetings in the Fall and one in the Spring was not to be applied indefinitely; it was only for this year.

Ken Fawson said he would review past minutes for verification.

Action: *Item will be added to next meeting agenda for discussion/action.*

Status Report on English 101

Discussion: Paula Liska asked where English 101 was in the curriculum proposal process. She said the course has not been updated in so long; other colleges are threatening not to accept it as a transfer course.

April 26, 2001

Procedures 5300.2 Revision

Discussion: The committee continued to discuss changes to the procedures and to clarify what the changes actually meant.

Action: *Approved Procedures 5300.2 Sections 1.0 and 7.0 by the CIC.*

Course Transferability

Discussion: The draft of college-level transferable courses was brought back for action with clarification.

Action: *The document was approved with the corrections.*

International Baccalaureate Credit

Discussion: The Articulation Officers discussed a draft grid of SDCCD equivalencies at the last District Articulation meeting. The goal of the Articulation Officers is to have the International Baccalaureate equivalencies placed in the 2002-03 catalogs.

Action: *This issue will be brought back to the September, 2001 meeting.*

Effective Term for Revised Courses and Programs

Discussion: This issue was brought forward from the SSC and CIC Joint Meeting from March 22, 2001. The discussion and action was discussed from the Joint Meeting minutes

Action: *Changes to courses and programs are effective the semester after approval by CIC, the Board of Trustees, and other relevant agencies."*

Transfer Studies Degree Pilot

Discussion: SDCCD has its draft of the Transfer Studies Degree with preparation for impacted majors proposed by SDICCA for a pilot transfer admission guarantee program to SDSU.

Action: *Lynn Neault will present the proposed plans to SDICCA.*

CIC Meeting Calendar – 2001-2002

Discussion: The Committee was concerned that many issues would surface during the year and that the committee needed to return to scheduling two meeting throughout the year.

Action: *There was a motion to approve moving the meetings in Spring from once a month back to twice a month. Therefore, the meetings will now be twice a month throughout the year.*

May 10, 2001

CIC Meeting Calendar -- 2001-2002

Discussion: The committee briefly discussed the calendar and decided to add an extra meeting in November.

Action: *The CIC committee proposed the motion to approve and adopt the calendar for CIC with the addition of one extra meeting on November 29, 2001.*

General Education Courses, Guidelines

Discussion: A handout was given out on the guidelines for District General Education. This was just a reminder on the issues for section III of the handout which was General Education Course Guidelines in the following areas: Universal Applicability, Comprehensiveness, Process of Logical/Critical Thinking and Scope.

Distance Education

Discussion: A handout was given to the committee with a general clarification of the Distance Ed approval process along with an attachment of the current course and program proposal form for Distance Ed

Action: *M/S/P to approve the Distance Education approval clarification.*

Course Outline 296 Individual Instruction

Discussion: A handout of the new 296 course outline was given to the committee and the following changes were: the variable unit aspect of it and in the upper right hand corner of the course outline it now reads Units: 0.5-2.

Action: *The council approved the motion to change the units to 0.5-2 in the 296 course outline.*

May 24, 2001

Student Services Council

Discussion: Lynn Neault reported Transfer Studies Degree Pilot with SDSU. We got word from SDSU that this will not start until Fall 2002.

CIC Meeting Calendar 2001-2002

Discussion: The committee briefly discussed the calendar and decided to change the CIC meeting from 1:30p.m. to 1:00p.m. if the board meetings change from 4:00p.m. to 3:00p.m.

Action: *The CIC committee agreed to 1:00p.m. meetings.*

CIC Procedure for CurricUNET

Discussion: Libby Andersen and Steve Thyberg demonstrated the CurricUNET Approval Process

5300.2 Approval Procedures

Discussion: A request was made to add “deactivations” of courses to these procedures.

Action: *The wording to 5300.2 Procedures reviewed to add “deactivations” of courses and brought back to the August meeting.*

Courses inactive for 3 years

Discussion: Dr. Harada clarified that the process for removing courses inactive for 3 years was a campus procedure.

Action: *The curriculum and instructional council agreed that this was a campus action.*

290/296 Course Outlines

Discussion: The 290/296 course outlines are generic courses that are open to any discipline

Action: *Add the note to the catalog.*

August 23, 2001

Student Services Council

Discussion: Myra Harada replaced Carl Strona as the new Student Services Council Representative for CIC.

Effective Date of Courses

Discussion: The committee discussed when the changes to courses and programs would take place. New prerequisites would not be implemented until fall

Action: *The committee’s motion amended the earlier action taken to effect curriculum changes the semester following CIC, Board, and State approvals.*

5300.2 Approval Procedures

Discussion: A change was made to include the word “deactivation” of a course that is offered at another college.

Action: *Approved change to Procedures 5300.2, Section 7.0.*

Additional Degrees

Discussion: Dr. Fawson talked about the language in the CIC minutes of April 13, 2001 on Additional College Degrees. A suggestion was made that we follow the catalog as it is written.

Action: *That the wording would be adjusted and this item would be brought back to CIC for action.*

CAN Numbering

Discussion: The CAN numbering system was discussed and there were concerns that students should not be allowed to take a course that has the same CAN number and that if a student took a course with the same CAN number that the one course could not be used for academic renewal for the other

Action: *The consensus was that despite having the same CAN number, different numbered courses remained different, separate courses in the district.*

Cross Disciplinary Prerequisite Validations

Discussion: Lynn Neault, Ken Fawson and Myra Harada met in the spring to discuss Cross Disciplinary Prerequisite Validations.

Action: *The group decided to bring this item back to CIC.*

CurricUNET

Discussion: The committee discussed the curriculum paper process and when paper should no longer be accepted. By consensus, it was agreed that courses that had already started the approval process on paper prior to this meeting can continue through the paper process. Those courses would be accepted until the end of the fall semester 2001. Any courses beginning the curriculum process will be entered into the CurricUNET system. Paper will no longer be accepted in Spring 2002.

September 27, 2001

Student Services Council

Discussion: Myra Harada reported back on the council meeting

State Academic Senate

Discussion: Libby Andersen reported that the Academic Senate had not met and would be meeting the first week of November. She attended the first meeting as State Academic Curriculum Committee.

CurricUNET

Discussion: Charlotta Grant reported another training session took place at the Mesa College LRC on September 26th for deans and department chairs, which went well. During the training session there was a discussion on how textbooks appear in CurricUNET.

International Baccalaureate

Discussion: Myra Harada confirmed that the International Baccalaureate had been approved by the colleges. The CLEP, AP, and DANTES equivalencies are being submitted through the approval process at all colleges

Prerequisite Checking

Discussion: Ron Manzoni indicated that students who take a short-term prerequisite class can be blocked electronically from enrolling in the subsequent course. Their grades are not available in the system because of the short turnaround between the classes. Lynn Neault asked for direction from the Council.

Action: *The Council agreed that the student, pending verification that the prerequisite had been met, would be allowed to enroll in the subsequent class.*

FYI Processes

Discussion: The Council agreed that FYI signatures for non-aligned Certificates of Completion, Special Topics courses, Distance Education, activations and deactivations were not necessary for placement on the CIC agenda. College curriculum committees that approve such courses or course actions will simultaneously forward the proposals to Instructional Services and the other campuses.

Action: *Ken Fawson and Myra Harada will work on wording for a resolution and bring it back to the next CIC for review and approval.*

Student Services Council

Discussion: Myra Harada reported back on the council meeting.

Academic Senate Report

Discussion: Chris Dawes reported.

CurricUNET

Discussion: Charlotta Grant reported that CurricUNET is up and running. The system is in a fully functional mode.

Additional Degrees

Discussion: A proposal was prepared and presented by Myra Harada to the council with the revised wording. The council concurred with the revision.

Cross Disciplinary Prerequisite Validations

Discussion: A proposal was prepared and presented by Myra Harada to the council for review

Action: *The council approved the proposal with corrections.*

American Institution Courses

Discussion: Chicano Studies 141A/B and History 109/110 were submitted to CSU Chancellor's Office for certification and Instructional Services is awaiting their response.

Credit for Examination –DANTES, CLEP, AP

Discussion: Myra Harada reported that the articulation officers are taking care of the DANTES, CLEP, and AP exams

Distance Education Screens

Discussion: Ken Fawson mentioned the distance education screens should have been on the agenda for CIC discussion because the college curriculum committees may not have reviewed them.

Technology Model Application Pilot Project-Grant

Discussion: Instructional Services was awarded a two-year \$500, 000 grant to develop a web-based data storage and retrieval system for the California Community Colleges Chancellor's Office

Pre/Co-requisites

Discussion: Myra Harada reminded the council that proposal writers may select "completion of or concurrent enrollment in" as an option to concurrent enrollment only

Campus Procedures SDCCD online

Discussion: Ken Fawson gave the council a college procedure for online courses from the Vice President's of Instruction in response to Senate resolution.

October 11, 2001**Student Services Council**

Discussion: Ken Fawson reported on Accuplacer Online Pilot Program and Class Talk Survey Results.

Information Technology Council

Discussion: Jim Smith reports on telephones, online classes, and plans for technology upgrades.

CurricUNET

Discussion: Charlotta Grant reported on the ongoing development and enhancements in CurricUNET.

FYI Process

Discussion: The Council was given an FYI Course Action proposal to review. Members of the Council voiced concerns that the course outlines that have not been revised in the last six years would not be activated without review by the other colleges. Ron Manzoni stated that the intent of the Policy 5300 language was not to hold up courses that were not integrated

Action: *The Council agreed to change Policy 5300.2, 7.0 language with the following amended proposal:*

“Once approved by the college curriculum committee, proposals for Certificates of Completion, Distance Education Approval, Experimental/Special Topics courses, non-aligned course/program revisions, and deactivation or activation of a course that is offered at another college, shall be sent to other colleges for review and, at the same time, forwarded to Instructional Services for placement on the CIC Agenda.”

Status of Active but not offered Courses

Discussion: Ken Fawson asked the Council for status of action on the lists of active but not offered courses.

Status of Courses Integration

Discussion: Ken Fawson asked each of the colleges for a status report on their Course Integration Project.

CIC Discussion of Minutes and Action Items

Discussion: Diane Glow distributed copies of past minutes to show the difficulty in tracking CIC actions. She recommended that whenever we change policies or resolutions, the entire statement be inserted into the minutes as an attachment, or reference, and be included in the body of the minutes. Ken Fawson agreed that the statements should be included in future minutes.

Action: *The Council agreed when policies or resolutions are discussed and action has taken place the entire statement of resolution or policy will appear as an attachment or reference and be included in the minutes.*

Cross Disciplinary Prerequisite Validations: Policy 5500.1

Discussion: This was an information only item to the Council to advise them where this policy had been placed in Policy 5500.1. The Council would like the date that CIC approved the policy to be annotated on the bottom of the document. The dated policy will also be attached to the approved CIC minutes at the next meeting.

Draft Catalog Production timeline

Discussion: Ken Fawson asked the Council to review a proposed catalog production timeline distributed by Jeff Mills. The staff came up with two options other than our current production timeline. Ken Fawson asked that this item be placed on the next CIC Agenda for discussion.

October 25, 2001

Student Services Council

Discussion: Myra Harada reported on Additional Degree.

Dropping students who fail prerequisites

Discussion: At the previous CIC meeting, the Council voted to support dropping students who did not meet the prerequisites for a subsequent class in which they enrolled. The situation arises most prominently in back-to-back short-term classes. Student Services Council proposes that faculty who teach short-term classes submit their grades by the Saturday before the Monday when the subsequent class begins.

Action: *The Council agreed to run a pilot for Spring semester 2002, “If grades are missing at the time of the roster production, students will be allowed to continue in class whether or not they have passed the prerequisite.” Add to the joint meeting agenda.*

CurricUNET

Discussion: Charlotta Grant distributed the Campus Curriculum Committee Report generated by CurricUNET and directions for looking at the reports in CurricUNET.

Libby Andersen states that the CurricUNET Steering Committee has discussed the issue

of editing and updating textbooks in CurricUNET:

The Council suggested the issue be taken to the Academic Senates at the respective colleges for recommendations and brought back to CIC.

Action: *The Council recommended that the textbook item be taken to the Academic Senates and then returned to CIC on December 13, 2001 with recommendations.*

Catalog Production Timeline

Discussion: Jeff Mills clarified that the catalog deadline date for the 2002-2003 Catalog using the current timeline is December 3, 2001 it is the last day for submission of curriculum to Instructional Services to be entered into the catalog after required approvals.

Discussion: A copy of the Proposed Options A and B for the revised 2002-2003 catalog production timeline was distributed to the Council. The Proposed Options would eliminate the necessity for a catalog addendum by including most of the curriculum approved by CIC during the academic year.

Action: *The Council recommended that this item be placed on the Joint Meeting Agenda.*

November 8, 2001

AP, DANTES, CLEP Update

Discussion: It was reported at the District Articulation Council meeting on November 7, 2001, that all the colleges had not reached agreement on AP exam equivalencies

Diane Glow recommended that the faculty should work toward a uniform standard among the colleges. Policy 3900 was approved in 1995 and defines the exam score equivalencies the district will accept. Ken Fawson stated that more discussion is needed and then consensus before policy is changed.

Action: *District Articulation Council will discuss the exam equivalencies and their inclusion in the catalog.*

Catalog Timeline – Student Services Recommendations

Discussion: Myra Harada distributed copies of the Student Services Council recommendation to the catalog production timelines. The Council wants to know the new students orientation dates to determine catalog timelines. This item will be discussed at the joint meeting.

Integrated Outlines Update

Discussion: Instructional Services distributed a report on the status of aligned and non-aligned course outlines that the colleges are responsible for integrating this 2001-02. Two non-aligned Japanese courses have been completed and other aligned and non-aligned courses are in progress in CurricUNET.

Validation of Prerequisites

Discussion: Will Tappen inquired if withdrawals (W's) are counted as unsuccessful attempts by students or if they are eliminated from the study.

Action: *Myra Harada will report what procedures are used in prerequisite validation at the next CIC meeting.*

CIC Priorities

Discussion: Ken Fawson distributed a copy of the Budget Development Goal recommendations which he submitted to Cabinet based upon CIC Priorities.

Distance Education Teaching Methods

Discussion: The Council members were satisfied with the Distance Ed screens on CurricUNET. The screens were developed according to Title V stipulation. Libby Andersen had asked Ken Fawson to distribute the distance education screens to the various campus committees for review. Ken Fawson asked for feedback on the Distance

Education screens, City's Curriculum Committee was satisfied with what was presented. Mesa had no response.

Action: *The Council decided to use the screens unless there were problems in the future.*

Removing Generic Courses from Individual Department/Discipline Listings

Discussion: Myra Harada proposed taking the generic discipline course descriptions (044/045/265/270/277/290/296) out of each discipline area in the catalog and listing only one generic course description in the front pages of the "Programs of Instruction" area of the catalog. Council members recommended that a one-line notation replace the generic course description to inform the student that these courses are available.

Action: *All generic course descriptions in the discipline areas of the catalog will be replaced by a cross-reference to the front pages of the "Program of Instructions" area. Those disciplines with unique course descriptions for the "generics" will remain.*

CIC Retreat

Discussion: Ken Fawson asked the Council members if they were interested in having a CIC Retreat in January. The Council decided that the best time to have the Retreat would be on the afternoon of the regular CIC meeting on January 24, 2001.

Action: *The Council agreed to have the CIC retreat during the regular CIC meeting on January 24, 2001.*

November 29, 2001

Catalog Production Timeline

Discussion: A copy of the proposed Catalog Production Timeline from CIC/SSC was distributed to the Council and Dr. Fawson asked the Council if the Catalog Production Timeline was feasible. The only recommendation was to add the registration and orientation dates to the timeline.

Confirm CIC Retreat

Discussion: Dr. Fawson confirmed with the Council that a CIC Retreat would take place during the regular CIC meeting that is scheduled for January 24, 2001. The meeting will start at 12:00p.m. for lunch and end at 3:00p.m. The event will take place at a local hotel.

December 13, 2001

Catalog Production Timeline

Discussion: The revised catalog production timeline was distributed to the Council. The last date for curriculum to be approved for inclusion the 2002-2003 catalog is the April 11, 2002 CIC meeting. Curriculum proposals must be delivered to Instructional Services by March 22, 2002 for the April meeting.

Integrated Outline

Discussion: Libby Andersen gave an update on the integration of City College courses. Yvonne Bergland distributed copies of the Mesa College integration update.

Validation of Prerequisites

Discussion: In response to a question from the previous CIC meeting about prerequisite validation, Myra Harada clarified that W's are included in the calculation of "Not Successful." According to a District Research and Planning validation report on

Biology 105/106 “Course success is defined as grades A, B, C, or Credit and no success is defined as D, F, No Credit, Incomplete or Withdraw.” In the report, percentages were presented in tables with columns labeled “Successful” and “Not Successful.”

Student Services Council

Discussion: Health care. Children at the college children’s centers cannot be treated by campus health services, which provide restricted health care for students. The vice presidents of instruction and Child Development departments will be responsible for creating procedures to handle emergencies that arise at the Children’s Centers.

Drop sheets. A control number is currently placed on the rosters so that faculty can use their passwords to access online drop sheets. However, since faculty are not remembering their passwords, Student Services will assign the faculty new passwords every semester beginning in Spring 2002. The passwords will continue to be printed on the roster.

CurricUNET

Discussion: Adjunct faculty access. Charlotta Grant distributed copies of the procedure to give CurricUNET access to Adjunct faculty and Technical Writers.

There will be no activity on CurricUNET between December 21, 2001 and January 17, 2002. Faculty will be able to continue work on course proposals but the approval process will not be activated until the start of the Spring Semester, 2002.

January 24, 2002

Evaluation of Curriculum Instructional Council Priorities 2001

Discussion: Ken thanked everyone for their hard work over the past two years in advancing these priorities for streamlining the curriculum development, review, and approval processes, along with the publication of curriculum. He especially thanked the CurricUNET steering committee and campus trainers for their extraordinary efforts in implementing this system.

Suggested Priorities 2002

Discussion: CurricUNET, 70/30 Project, Budget.

Action: *The CIC 2002 Priorities were approved with suggested changes.*

Proposed Budget 2002

Discussion: Funding has decreased this year over last, although approximately \$175,000 was secured for the curriculum revision/integration (70/30) project.

February 14, 2002

Prerequisites: Validation and Task Force

Discussion: The college articulation officers were recognized for their work on the prerequisite analysis, which was distributed. The Prerequisite Analysis identified categories of prerequisites that were vocational skill builders, in-sequence courses, cross-disciplinary articulation and how they relate to licensure in certain disciplines. A student services and instructional work group is investigating prerequisites as they relate to enrollment.

Transfer Studies.

Discussion: Diane Glow raised a concern over the confusion regarding the Transfer Studies degree. It should be treated like any other degree, for which 18 unduplicated units in the major qualifies the student for an additional degree.

Information Technology Council

Discussion: There are impending large increases in the costs for WebCT and Blackboard, which may range from \$7,000 to \$20,000 or higher.

Student Services Council

Discussion: There will be funding cuts of approximately one-third to Matriculation; CalWORKS will have deeper funding cut and perhaps discontinued altogether.

State Academic Senate

Discussion: The Plenary Session will be held April 4, 2002 through April 6, 2002. A productive Accreditation Status Workshop was held recently at Mesa College Standards of accreditation will be changing as a result of governmental legislation.

CurricUNET Update

Discussion: CurricUNET will be shut down beginning on Friday, March 22, 2002, while the Servers are being move to San Diego.

February 28, 2002

Timely Course Deactivations

Discussion: The class schedules do not always reflect course deactivations, especially if CIC action occurs while class schedule development is taking place. If a deactivated course is offered, the district will not be able to collect FTES generated by that course from the State.

Program Approval Notification by State

Discussion: When a program requires State approval and has been approved by the State, a copy should be sent to Instructional Services. The program will be placed in the catalog only upon receipt of State approval.

Course Renumbering

Discussion: When changes are made to course numbering, the course renumbering matrix should be submitted through CIC. Per CIC, course number changes can occur at any time.

Integrated Outlines Update

Discussion: An updated list of the Aligned and Non-Aligned courses per Instructional Services record was distributed.

Student Services Council

Discussion: The CET Articulation Agreements with the colleges are not going to be marketed in a competitive fashion with the colleges. Established examinations are in various stages of development for qualifying for the articulation. It was requested that CET Articulation Agreements be on the next CIC Agenda for discussion.

CurricUNET Update

Discussion: CurricUNET was presented in Long Beach, California this week. Another presentation will be made on March 17, 2002, in Boston, Massachusetts

Awarding of Second Degrees

Discussion: Diane Glow raised a concern over the confusion regarding the Transfer Studies degree. She has had discussions with Teaching Faculty and Counselor Faculty. Up until now, if a student had a Liberal Arts degree, they could not be awarded the Transfer Studies degree, which may appear discriminatory.

Cross-discipline Validation (non-math or English)

Discussion: Cross-discipline validation for prerequisites that are neither math nor English, for example math for chemistry or chemistry for biology. The understanding is that CIC can request cross-disciplinary validation if we considered it necessary.

Action: *The Transfer Studies degree should be treated like any other degree. If a student meets the requirement of 18 unduplicated units in a major, the student will be awarded the additional degree, including the Transfer Studies degree.*

AP, DANTES, CLEP

Discussion: Agreement on exam equivalencies has not reached a consensus among the colleges.

Orange Coast College, General Education - Option 2

Discussion: The practice of Orange Coast College is to annotate certain courses in their Catalog. The question was posed if Instructional Services wanted to follow a similar practice. There were some individuals in favor and others who were not. Dr. Kenneth Fawson recommended checking with counselors and other campus professionals regarding any difficulty this might pose.

March 14, 2002

AP, DANTES, CLEP, International Baccalaureate.

Discussion: Consensus about the exam equivalencies had not been reached. A set of equivalencies was approved by City and Miramar Colleges but not by Mesa College. Before putting adoption of the equivalencies to a vote, Dr. Fawson had the item returned to Mesa College to allow an opportunity for consensus. This item will be on the agenda for the April 11, 2002, meeting to make the catalog deadline.

CurricUNET Update

Discussion: In the move of the servers from Idaho to San Diego CurricUNET will shut down at 5:00 p.m. on Thursday, March 21, 2002.

Courses Active but Not Offered Report

Discussion: Generated twice a year. Each campus deals with this information individually. For example, at City College, if a course is not offered in three years, an action to delete is initiated and the chairperson and faculty are informed

Information Certificate Program Report

Discussion: Created for distribution to sixteen League for Innovation colleges. The colleges were convened to address issues of program consistency at the League's Conference, "Innovations 2002" on March 18, 2002, in Boston, Massachusetts.

April 11, 2002

AP, DANTES, CLEP, International Baccalaureate

Discussion: The areas where Mesa College disagrees with City and Miramar colleges regarding adopting a set of equivalencies (of the above) are fewer and less controversial than perceived. All colleges agreed on the International Baccalaureate equivalencies. Consensus, however, was not reached on AP, DANTES, and CLEP.

Information Technology Council

Discussion: It was reported that peer-to-peer downloading of certain items (MP3 music, videos, concerts, etc.—some of which violate copyright laws) from the Internet consumes an extremely large portion of bandwidth. As a result, IT will limit those types of downloads to 2% of the available bandwidth.

CIO (Chief Instructional Officers)

Discussion: Ron Manzoni attended the Spring CIO Conference which included time spent with the State Academic Senate. Two main issues discussed were Accreditation Standards and Technical Competencies for AA degrees, possibly for certificates.

CurricUNET Update

Discussion: The CurricUNET Servers were successfully moved from Idaho to the District Office and since then several of its processes have been performing more quickly.

The Instructional Resources and Technology Unit of the California Community Colleges, Chancellor's Office announced that, after careful review and evaluation of the **CurricUNET** Project by the Technology Award Committee, the project had been selected to receive the Technology Focus Award.

April 25, 2002

AP, DANTES, CLEP, International Baccalaureate

Discussion: Kenneth Fawson reviewed the action taken at the previous CIC meeting regarding AP, DANTES and CLEP. Having different standards at campuses within this one district may have a disproportional effect upon students, which could potentially make the District vulnerable to litigious action.

Legislation on Credit by Exam

Discussion: This legislation becomes effective July 1, 2002. Dr. Kenneth Fawson (Assistant Chancellor), Associate Dean Margie Fritch and CIC are confident SDCCD is in compliance with the new regulations, having participated on the task force that developed them.

Repeatability Criteria

Discussion: Dr. Kenneth Fawson stated that the discussion of DSPS 29 and 34 (above) dovetailed with this topic of repeatability. Per Title 5, §58161: The District must "certify that each identified course is one in which the content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience"

Course Numbering Description

Discussion: The course renumbering project was not far enough along to be included in last year's catalog; however, it will be included this year:

Action: *The numbering system will be in the 2002 – 2003 catalogs, with the following statement: "Final decision in regard to transferability rests with the receiving institution."*

May 9, 2002

Repeatability

Discussion: Diane Glow and Libby Andersen met to draft course outline repeatability language, which was distributed for review. It was clarified that a course can be repeated for a maximum of 3 times (4 times total), but there must be student petitions for additional repeats by DSPS students.

Integrated Outlines Update

Discussion: Myra Harada mentioned that due to an error in the last status report, we are currently only at 55 aligned, integrated courses (not 63, which was previously reported).

Action: *Dr. Fawson indicated that for this academic year, the 70/30 course integration project will include integrations of courses that are currently active, re-activated courses, and new courses. Courses will now be counted when they are at the launched stage in CurricUNET.*

Student Services Council Report

Discussion: Myra Harada reported that Lynn Neault would like to be present to address

CIC regarding the Wait List issue that was discussed at SSC. A handout distributed at SSC was given out showing numbers of disqualified students. .

State Academic Senate

Discussion: Libby Andersen reported that a preliminary draft of what will be inserted into Title 5 on information *competency* was presented. Each district will be allowed to make their own decisions about implementation.

CurricUNET Update

Discussion: Charlotta Grant reported that a model syllabus was identified for use in the development of a CurricUNET syllabus template.

Fast-Tracked CurricUNET Curriculum Proposals

Discussion: Proposals that had, in the past, seemed to bypass the approval process in order to get on the CIC agenda, were actually paper proposals that had already been signed and approved by all college curriculum committees.

National University Articulation Meeting

Discussion: Dr. Fawson reported a successful meeting hosted at National University on May 1st, which several CIC members attended. The purpose of the meeting was to discuss a process for improved articulation of general education and transfer courses with SDCCD.

2002-03 CIC Calendar

Discussion: Myra Harada asked everyone to review the dates for next years' CIC meetings. It was agreed to stick with two meetings in September. CIC members were asked to notify Myra Harada with any corrections needed. The final version will be approved at the next CIC meeting.

May 23, 2002

Repeatability

Discussion: Ken Fawson clarified that course repeatability designations on the CurricUNET screens, are not currently available. Lynn Neault said written material she'd retrieved from the state allows multiple repeats for adaptive physical education for disabled persons.

Action: *CurricUNET modifications to include repeatability will be discussed at the next CurricUNET Steering Committee meeting.*

ENGL 92A: Persuasive Writing and ENGL 64: Writing Essays prerequisite for English 101

Discussion: Ken Fawson commented that we have open enrollment in 92A with language that reads "intended" for students attending SDSU, not "restricted to." Instructional Services will review language in the course descriptions for 92B and 64.

Action: *The course description language will be changed to reflect open enrollment. These changes will be effective in Fall, 2002.*

Registration Wait List

Discussion: Student Services will be implementing a true wait list with online registration beginning in July 2002. Dr. Fawson asked Ms. Neault how many students will be on the wait list. Thirty percent of the class capacity will constitute the number on the wait list. Each class can be manually adjusted.

Integrated Outlines Update (70/30 Project)

Discussion: The total number of integrations completed has increased with the addition of launched courses and new courses, bringing the total to 158 for aligned, integrated courses. Dr. Fawson reiterated that our goal was to have outlines completed, integrated and launched in the system.

CurricUNET Update

Discussion: Charlotta Grant presented a list of CurricUNET Courses currently at level 8 or higher that require IS submission. CurricUNET will halt the approval workflow function on June 3rd; any entries made on June 4th will remain in the system until the Fall Term begins. The CurricUNET calendar was designed to be consistent with the academic calendar. Libby Andersen has been receiving comments from faculty regarding duplicate CurricUNET FYI notices to the same person initiating comments in the comments section.

Action: *Refer this problem to the CurricUNET Steering Committee. Ken Fawson says duplicate messaging in CurricUNET indicates a bug. We need to streamline our messaging and simplify the pre-launch thereby getting courses launched more expediently.*

TAG Program

Discussion: Diane Glow informed us that transfer status reports for UCSD TAG students indicate the college of record by the college where the last course was taken.

September 12, 2002

Prerequisites for Dual Admit Students

Discussion: In the absence of information to the contrary, placement exams that are not approved by the Chancellor's Office cannot be used to enroll students in remedial English or math courses. City College believes that closing these courses to SDCCD students may be a solution.

Action: *More research will be conducted and reported to CIC.*

Program Impact Report

Discussion: A handout was distributed showing sample Program Impact (PI) reports and how to access them in CurricUNET.

Zero Unit (College Non-Credit)

Discussion: No other institution is offering zero-unit courses for credit.

CurricUNET Clarification

Discussion: It was clarified that the CRC can take action on curriculum that does not require approval from other campuses. They do not have to wait for the FYI notification responses.

Integrated Outlines Update (70.30 Project)

Action: *Future agendas will reference the new project name, Curriculum Integration Project (no longer called 70/30).*

Policy 5300 Revision

Discussion: A draft copy showing recommendations needed to clarify the roles of the presidents, vice presidents, and faculty committees was distributed.

Repeatability

Discussion: A handout was given of suggested CurricUNET screens/drop down menus, which the steering committee came up with. It was confirmed that the maximum times a course can be repeated is 3. All exceptions to this (ex. DSPS, legally mandated training) are student-specific and must be specially petitioned.

September 26, 2002

Policy 5300 Revision

Discussion: The proposed policy with revisions made by Chris Dawes was distributed. City College asked to have time for campus Academic Senates to review the revisions before CIC takes action.

Action: *Take revisions to campus Academic Senate for review.*

Policy 5300.2 Military Articulation

Discussion: Mesa College expressed a preference that the role assigned to the “District Economic Development Office” be changed to the “Office of the Assistant Chancellor of Instructional Services and Economic Development.”

Action: *Myra Harada will meet with CIC chair, Ken Fawson, regarding this revision. The revised policy will go to campus Academic Senate for review.*

Curriculum Integration Project

Discussion: Ms. Grant mentioned that Darlene Shumaker updates the numbers listed on CIC handouts based on changes that have occurred since the last CIC meeting. Miramar College made a correction to their total. The CRC Chairs agreed to meet in October to discuss courses in the process of integration.

Information Technology Council

Discussion: The Information Technology Council assured everyone that solutions to the SPAM email problems are being investigated.

Web CT and Blackboard contracts have both been renewed.

Instructional Services recently became aware that California Virtual Campus (CVC) is showing our online courses in their online catalog.

CIC Representative to Information Technology Council

Discussion: Myra Harada stated that she has been attending this council as a guest to present CurricUNET updates; however, we are allowed to have a CIC representative member on this council. Elizabeth Armstrong expressed an interest in being the CIC representative and volunteered.

Action: *Elizabeth Armstrong will represent CIC at Information Technology Council.*

October 10, 2002

Information Technology Council

Discussion: The main topic of discussion was the growing SPAM problems. SCT is researching potential software solutions.

CurricUNET

Discussion: Two new servers will be purchased to optimize speed and performance. Governet has three new contracts in the process.

Course Numbering

Discussion: The 300-349 number series is reserved only for apprenticeship courses.

Retroactively Awarding Degrees

Discussion: Lynn Neault clarified that the procedure was intended for Degrees only and not Certificate of Achievement nor Certificates of Completion.

October 24, 2002

Single Campus Approvals

Discussion: Should non-aligned course revisions require concurrence.

Action: *Approved (see minutes).*

Policy 5300 Revision

Discussion: Language changes to military articulation.

Action: *Revise Policy 5300.2. Approved.*

Course Numbering

Discussion: Two handouts were distributed showing the current and proposed numbering system. Numbers 300-349, which were reserved for “in-service” and

“apprenticeship” course numbers, present a conflict with a previous arrangement for 300-349 to denote apprenticeship only (8/28/96 Board Docket Item #523.1).

Action: *Item tabled for a future CIC meeting.*

Lecture/Lab Combinations

Discussion: MIS has lexicon for only two types of instruction, lecture or lab, no separate lexicon for lecture and lab combined. In order to comply, we need to separate courses that have combined the two components. A recommendation was made to modify CurricUNET to show two separate descriptions on any new course that comes through the system, therefore forcing any new entries to have separate components.

Action: *No action taken, further research on other possible solutions is needed.*

SDSU Admissions Policy

Discussion: Effective in 2004, SDSU will accept transfer students only in the fall semesters. SDCCD usually has 200-400 students who transfer in the spring.

November 14, 2002

Policy 5300 Revision

Discussion: Handout distributed showing suggested draft changes in procedures 7.0 and 10.0 that correlate with the approved changes in Policy 5300 in areas that could relate to the Presidents’ role.

Action: *Committee members will consult with their campuses and bring back to CIC for approval.*

Advanced Placement Equivalencies

Discussion: Change to grid is for Chemistry under CSUGE Certification to give credit for Area B1 and B3.

Action: *M/S/P.*

Selected Studies

Discussion: It was suggested that the Selected Studies degree be terminated.

Action: *Take back recommendations to college curriculum committees for report back to CIC.*

Lecture/ Lab Courses

Discussion: Pam Deegan reported on the research Miramar staff conducted in regard to the offering of combination lecture/lab courses. She distributed statistics from various colleges in California showing the availability of combination lecture and lab courses.

Action: *Since many colleges offer many lecture/lab courses, the Council agreed by consensus that lecture/lab would not be retroactively separated into lecture and lab. Ms. Deegan will follow-up with MIS and find out why they do not have a designation for combination lecture/lab courses.*

Transfer Admissions

Discussion: Ms. Neault reported that she met with San Diego State representatives. Beginning Spring 2004, SDSU will no longer accept Spring transfers, unless their education plan is signed by December 31, 2002. SDSU will allow Fall transfers only. (A mailing will be sent to students notifying them of this change.) Ms. Neault also indicated that the CSU Review Information was incorrect.

December 12, 2002

Course Numbering Update

Discussion: The addition of another field in the class schedules will correct the problem of the erroneous labeling of apprenticeship courses in the 300-399 number series in past schedules.

Policy 5300 Revision

Discussion: After a brief discussion it was suggested that this item be tabled to the next meeting.

Action: *5300.2 recommended changes per Policy 5300 are tabled until the January 23 meeting.*

5300.2 Single Campus Approval-Non-aligned Course

Discussion: It was suggested that CurricUNET approval flow be linked to the course subject indicator instead of being driven by proposed action. This change will avoid unnecessary delays by omitting the approval of campuses that do not offer the subject area.

Action: *Recommendation to follow up with CurricUNET to route curriculum through the system approval process by subject indicator.*

Selected Studies

Discussion: The State is reviewing associate degrees for compliance. Dr. Harada said Mr. Klein of the State Chancellor's Office suggested that the Sierra College catalog be reviewed for AA degrees that are generalized but still comply with Title 5. Examples of awarded Selected Studies education plans were distributed. Lynn Neault informed the Council that Selected Studies degrees were in the top five awarded

Action: *A sub-committee will be formed with articulation officers, evaluators, and counselors to address instructional standards for the Selected Studies degrees and to bring back recommendations for action.*

Course Repetition

Discussion: Mesa provided language to cover all eventualities and recommended adding to the catalog description the statement "*this course may be taken four times for credit. Students must demonstrate the increased proficiency of skill attainment with each repetition.*"

Action: *Dr. Fawson asked Liz Armstrong to revisit the language with her committee and bring back recommendations to CIC.*

Waitlist

Discussion: An update on the final version of the waitlist was requested. The proposal for the new procedure is that students on the waitlist will be notified by email when there is a seat available and that the seat will be held for five days. After the five days, if the student does not respond, another student will be notified that the seat is available and so on.

Date for CIC Retreat

Discussion: The CIC Retreat is scheduled for Wednesday, January 23, 2003 from 9:00 – 1:00 at the Red Lion Hanalei Hotel

January 23, 2003

Policy 5300 Revision

Discussion: A draft of Procedures 5300.2 was brought back and distributed to the Council showing new draft language in Section 7.8.5. This section correlates with the approved changes in Policy 5300 regarding the Presidents' role.

Action: *Policy 5300 will move forward and a docket will be prepared for the next Board of Trustee's meeting.*

5300.2 Single Campus Approval-Non-aligned Course

Discussion: A draft of Procedure 5300.2 Sections 1.1 and 7.1 adding new language regarding the approved non-aligned courses was discussed.

Action: *Approve new language in Sections 1.1 and 7.1 to read as follows: “revisions of courses in non-aligned programs”. Draft will be distributed at the February 13th meeting.*

CIC Priorities for 2002

Discussion: Report on Completion of 2002 CIC Priorities/Action Plan.

Action: *Approved with name corrections on title page of document.*

CIC Priorities for 2003-04

Discussion: Draft CIC Priorities for 2003-04 were reviewed and discussed.

Action: *Revised document will be brought back to the next CIC meeting.*

Major for A.A. & A.S. Degrees, Units

Discussion: A report was distributed showing the total number of the SDCCD A.A. & A.S. degrees and the average number of units required in major. A matrix was distributed showing the programs that are aligned, similar, or unique to one campus.

February 13, 2003

Curriculum Integration Project

Discussion: Charlotta Grant distributed the updated Curriculum Integration Project report reflecting the number of courses that have been completed, are in process, and still require integration during the 2002-2003 academic year. There are approximately 500 courses in the CurricUNET queue at the campus committee level that should be moving forward soon.

5300.2 Procedures

Discussion: Based upon the discussion at the last CIC meeting and input from Vice Presidents, a draft of Procedures 5300.2 was brought back and distributed to the Council showing new draft language in Section 7.8.5. This section correlates with the approved changes in Policy 5300 regarding the Presidents’ role.

Action: *Approved new language in Section 7.8.5 and forward to the Chancellor for signature.*

Selected Studies Update

Discussion: Dr. Harada reported that a sub-committee with CRC chairs, articulation officers, evaluators, and counselors met to address instructional standards for the Selected Studies degree

Action: *The committee unanimously decided to keep the Selected Studies degree with a change in college approval procedure.*

February 27, 2003

AA/AS and General Education Courses

Discussion: CIC has identified a review of general education as a priority for this year. At the last meeting examples of AA/AS and general education options from other colleges was distributed.

During the brief discussion it was decided that a sub-committee would be formed. It was also suggested that courses applicable to the AA/AS be differentiated from those pursued for general education courses and that action on all general education proposals be taken by CIC at one time.

Action: Take item to campus curriculum committees for discussion and bring back as an action item at the March 13, 2003 CIC meeting.

Hybrid/Blended Courses

Discussion: The criteria to differentiate between hybrid/blended courses and distance education courses were discussed. Dawes stated that the State's guideline to differentiate between the two is that if the course contains fifty percent or greater in either area the course is defined by the larger percentage.

Action: Item deferred to the next meeting.

Dual Admissions

Discussion: Harada shared that after several joint discussions with SDSU Math and English staff, SDSU has agreed to include language in their literature to their dual admission students.

Military Articulation

Discussion: Neault reported that military recruiters from the Navy visited Student Services Council and shared that the military will no longer accept GEDs: students must have a high school diploma. Students attending a community college taking 15 transfer or degree-applicable credits will satisfy the high school diploma deficiency. (The recruiter requested that we develop a special package for this.)

Student Services Council

Discussion: Neault reported that there are major changes to the Transfer Studies Degree coming from SDSU that will be very different from the present criteria. The new set of criteria for transfer will require all preparation for the major and sixty transferable units.

March 13, 2003

Selected Studies Update

Discussion: Harada presented the recommendations and following documents developed by the Selected Studies subcommittee for review and approval: During discussion, a question was raised regarding TOP Code usage. Harada reported that she confirmed with Charlie Klein of the State Chancellor's Office, that the course TOP code does not have to be the same for all "18 units in a discipline or related discipline."

Action: Item was referred back to college Senates for review and will be brought back as an action item at the March 27, 2003 CIC meeting.

Hybrid/Blended Courses

Discussion: At the previous CIC meeting the Council discussed various MIS data elements, what they were and how they have been incorporated into CurricUNET. Grant distributed the handout "CurricUNET – ISIS Crosswalk Table" with an MIS data element dictionary that included new MIS codes from the State. Grant reported that these codes have already been incorporated into the ISIS system and Instructional Services staff is in the process of ensuring that the CurricUNET fields match the ISIS codes.

Action: Information only, no action taken.

General Education Review

Discussion: Fawson reported that a concern had been expressed by the Senate at City College regarding the General Education subcommittee being formed for review of general education. Fawson and Harada will be meeting with City Senators and Senate representatives immediately following CIC to discuss the subcommittee. Fawson stated that there are a number of issues that continue to occur at CIC regarding general education, issues that are outlined in the February 27, 2003 CIC minutes.

Action: *Fawson will report back on the progress of the general education sub-committee at the March 27, 2003 CIC meeting*

Student Services Council: Transfer Degree

Discussion: The new set of criteria for transfer does not give our students an advantage in transferring to SDSU. There have been problems with SDSU's denying course equivalencies that SDCCD had accepted. We were unaware of what appears to be a change in SDSU's criteria. The Transfer Studies Degree may assist the student in locking them into a GPA, which can also be accomplished with catalog rights. Diane Glow suggested that we get a commitment from SDSU to guarantee faster evaluations so we can better advise our students.

March 27, 2003

Repetition of Vocational Courses – Implementation Guidelines)

Discussion: Ken Fawson distributed a copy of the memo he sent to the Vice Presidents outlining suggestions relating to the establishment of an operational procedure for the action taken at the March 13, 2003, meeting by CIC on repeatability of vocational courses.

Action: *No action. Fawson requested that the committee working on the drop-down menu for repeatability of activity and vocational courses review the suggestions discussed today.*

Selected Studies Procedures

Discussion: Harada presented a status report on the Selected Studies procedures incorporating the suggestions made by Council members at the last meeting.

Action: *To adopt and move forward with the procedures recommended by the Selected Studies subcommittee.*

April 10, 2003

General Education Review Task Group

Discussion: Ken Fawson reported that a memo had been sent to the Senates requesting appointments to the General Education Review Task Group. The Group is to include one faculty member each from academic and vocational areas and an articulation officer or counselor.

Action: *Changes will be made to the document as noted. As soon as the Senates respond with their appointments a meeting of the General Education Review Task Group will be convened with the recommendation that they report back to CIC.*

Transfer Studies Language

Discussion: Fawson presented draft language for the Transfer Studies Associate Degree catalog language. This statement would replace item 2 currently in the catalog.

Action: *No action. Item was referred to college curriculum committees to review, approve and/or recommend.*

April 24, 2003

General Education Review Task Group

Discussion: Harada distributed a revised draft document outlining the background, issues and purpose of the GE Review Task Group. Additional revisions were requested by CIC.

Action: *The document was approved with changes.*

Transfer Studies Language

Discussion: Miramar objected to the previously proposed language. New language was drafted. The intent of the section in the catalog is to expect students to have 18 units in a specific discipline or related discipline in addition to the general education pattern in the major.

Action: *No action. Harada will email a revised draft document to the Vice Presidents and CRC chairs for presentation to college curriculum committees for review and approval.*

Target Audience – Course Descriptions

Discussion: Tappen announced that the CRC chairs are in agreement that a sentence identifying a target audience should be included in the course outlines whenever possible. The term “research paper” will not be used unless the course has at least an advisory of English 101. The alternative terms to be used are “critical essay,” “critical paper,” and/or “extensive essay.”

Generic 045L and Generic 046L Courses

Discussion: Mesa is requesting that one of the bullets in the outline be changed and also wants to create a parallel generic course to allow students to perform similar kinds of work as the 45L course but without the need to use a computer.

Action: *Topic will be added to future CIC agenda.*

Inappropriate Classroom Behavior

Discussion: Student Services Council discussed the potential need for a process to assess a student’s suitability for a particular degree or program. SSC feels there may be a need to expand policy and procedures and require language in the course objective to address inappropriate behavior in the classroom.

May 8, 2003

Generic 045L and Generic 046L Courses

Discussion: Harada reported that in order to accommodate Mesa’s request and have the Generic 045L and 046L courses approved for summer, the courses have had assistance from Instructional Services to take them through the approval system in time to have them brought back for final approval at today’s meeting.

Action: *Accept the changes made to 045L as noted and activate the course at Mesa. Additionally, accept 046L as a new course with changes activated at all three colleges effective summer 2003.*

Transfer Studies Language

Discussion: Fawson stated that requirements for completion of a Transfer Studies major are a general education pattern of 39 units, any undergraduate preparation for the major required by the transfer institution, and any electives in that discipline that relate to the major, for a total of 60 units.

Action: *Accept the revised language as proposed so that it is included in this year’s catalog and improve the language for clarity next year.*

Target Audience – Course Descriptions

Discussion: It was announced that there is general agreement with the CRC committees that target audience would be appropriate for the course description and that the term research paper would not be identified unless there was an advisory of English 101.

Courses Active But Not Offered

Discussion: Articulation Officers compiled a list of major preparation courses from each college that are active but not offered in the past three years. Neault reported that

SDSU is willing to extend a two-year grace period in regard to this issue if they are made aware of the situation, so as not to overly impact students.

Reviewing Transferability Proposals Annually

Discussion: Harada requested direction from the council regarding the proposal to determine course transferability actions once a year rather than individually as they come through the system. Armstrong inquired whether there would be adequate time to review course outlines if they were all received at one time. College CRCs are in favor of the proposal.

Action: *There was agreement to complete transferability of all courses at the November CIC meeting since IGETC and CSU are submitted in December each year.*

Business Programs

Discussion: Glow reported that the Business Administration Program at Miramar was unintentionally deleted from the catalog. Fawson voiced concern regarding the inability of students to transfer among colleges because of the uniqueness of each college's business curriculum. VPs and business faculty from three colleges will meet in the fall to discuss this issue.

American Institutions

Discussion: Fawson reported that he met with the District Articulation Council and VPs regarding the memo from Jolayne Service, Dean of Academic Program Planning at the State Chancellor's office. Myles Clowers of City College has volunteered to take the lead on the revisions of History 109, 110, and Political Science 102. Manzoni will forward the issues to City's discipline deans and report back to Fawson. Harada reiterated that CSU is requesting that SDCCD cease certifying any remaining unrevised courses by Spring 2004.

Certificates of Completion

Discussion: Armstrong reported that students are prevented from receiving Certificates of Completion because Policy 5300.2 procedures prohibit substitutions or modifications. Neault clarified that the intent of the procedural language was to preclude using coursework from another institution, not to prohibit use of substitutions from among District coursework.

Action: *CIC in their review of the certificates of completion policy interprets section 10.1.13 – 10.1.16 as it relates to the transfer of units. CIC reaffirms earlier discussion that there needs to be some flexibility for courses taken within the District to substitute one for another if related to the certificate of completion. Clarifying language will be brought back to the next CIC meeting.*

May 22, 2003

Certificates of Completion

Discussion: A draft Procedure 5300.2, 10.0 with clarifying language was distributed. It was recommended that the working of item 101.14 be changed.

Action: *Accept the changes made to Procedure 5300.2 Section 10.0 as noted in minutes.*

Transfer Studies Associate Degree Language Review

Discussion: Based upon previous CIC discussion, Harada distributed draft language for catalog Transfer Studies Associate Degree. Miramar did not support the language as presented. New language was proposed. It was decided that a statement was needed on the transcript to clarify what courses related to the transfer degree selected.

Action: *Accept the changes made to the Transfer Studies Associate degree language as noted for inclusion in the catalog.*

Action: *On the transcript the Transfer Studies Degree will state "Transfer Studies Degree with preparation for the major."*

American Institutions (Clarification Email from Jo Service)

Discussion: Tappen reported that the outlines that CSU reviewed were dated 1998 or earlier. It is the opinion of Mesa faculty that once updated course outlines are reviewed by CSU they will fulfill requirements. Katungi and MacRenato will be reviewing Black Studies 140A and B and Chicano Studies 140A and B. History 123 and Political Science 102 will need to be reviewed more closely. It is strongly recommended that faculty review and use the evaluation grid provided by CSU.

Curriculum Integration Project

Discussion: Harada voiced concern that there are still many integrations in need of completion.

September 11, 2003

American Institutions (History 110, 115B, 123 and 142)

Discussion: Harada announced that certification of our American Institution courses for CSU general education requires the addition of textbooks specific to the State of California.

Action: *To administratively add the following California textbooks to course outlines of HIST 110, 115B, 123, 142, and BLAS 140B:*

- 1.) Andrew Rolle and John S. Gaines. The Golden State: California History and Government. Arlington Heights, IL: Harlan Davidson, Inc., Fourth Edition, 2000. ISBN 0882959905.
- 2.) James J. Rawls and Walton Bean. California: An Interpretive History. New York: McGraw-Hill, Eighth Edition, 2002. ISBN 0072552557.
- 3.) William Bullough et al. The Elusive Eden: A New History of California. New York: McGraw-Hill, Third Edition, 2001. ISBN 0072418109.

Action: *To recommend that the CurricUNET Steering Committee research a procedure that will allow textbooks to be entered administratively following college CRC review, and report their findings back to CIC.*

Business Programs

Action: *To recommend that the Business Discipline Dean, Susan Schwartz, form a task group of representatives from each college and report back to CIC.*

General Education Task Group

Discussion: Armstrong announced that the first meeting in May was productive.

Review Last Year's Changes to English 50 and 55

Discussion: Andersen asked for a recap of changes approved at the 12/12/02 CIC meeting. Lombardi explained that the courses were renumbered from ENGL 50 and 55 to ENGL 43 and 42 in order to keep non-transferable courses numbered 1-49.

Courses Active But Not Offered (SDSU Major Prep)

Discussion: A report from Instructional Services forthcoming in October will identify all courses that are SDSU major preparation but have not been offered in two years plus one semester. Neault reported that if the student's major has a high number of units required, they would not be rejected for non-completion of their major prep courses.

Reviewing Transferability Proposals Annually

Action: *CIC, once per year at the November meeting, will review courses submitted during the year for the following transferability actions: District GE, CSU GE, IGETC, and UC TCA.*

September 25, 2003

Business Programs Update

Discussion: Harada and Jeffcoat will be meeting with Discipline Dean of Business to frame the task of discussing the business programs. The three primary areas to consider are; 1) the transfer preparations for the major, 2) nomenclature, and 3) similarities among certificates.

CIC Representation at Student Services Council

Action: *The Vice Presidents of Instruction will work out a rotating schedule for attending SSC meetings and will inform CIC of who will be attending.*

DARS for Equivalent SDSU Courses

Discussion: Harada explained that in evaluating student Education Plans for transfer to SDSU we are interested not only in whether courses the student has taken with us would be applicable to SDSU, but also whether courses they bring from other colleges have SDSU equivalents. Fawson stated that a matrix he had distributed seemed to display a disproportionate number of 1 to 49 numbered course outlines and 50 to 99 outlines as compared to our college level 100 and 200 level courses.

October 9, 2003

Reviewing Transferability Proposals Annually

Discussion: Attendees are in agreement that request forms for transfer institutions need to be distributed with ample time for Articulation Officers to prepare forms and acquire the necessary signatures from Academic Senate Presidents prior to personnel departing for holiday vacations.

Action: *Instructional Services will have request forms ready for signature at the November 13, 2003 CIC meeting. Handout adopted with this addition.*

CIC Representation at Student Services Council

Discussion: Each Vice President will be attending four consecutive SSC meetings.

Action: CIC approves the rotating representation of the VPs to SSC meetings and Armstrong will organize the schedule for rotation.

Accreditation Definitions

Discussion: Deegan emphasized the importance of providing evidence of the criteria used to transfer in and out of institutions. Harada requested that current articulation procedures be clarified. The Accreditation Committee would need to review any substantive curriculum changes, including program changes. Changes and/or additions would need to be proposed collectively.

Action: *Harada will discuss with Jeffcoat the need to establish a subcommittee.*

Dual Admissions

Discussion: Harada explained that the preexisting agreement between IS and SDSU faculty regarding dual admission has not been honored. An SDSU orientation publication instructed dual admission students not to take placement exams at community colleges.

Courses Active But Not Offered

Discussion: College Curriculum chairs indicated errors on the report prepared by IS. The parameters used will be revised and an updated report will be distributed.

Action: *Instructional Services staff will work with Articulation Officers to review the report and make corrections.*

CurricUNET (Prelaunch time limitation)

Discussion: Glow requested an electronic time limitation be imposed upon CNET proposals held in CurricUNET in the “prelaunch” phase.

Action: *Instructional Services will consider options for eliminating the ability of lengthy prelaunch stages and report back to CIC at a later date.*

October 23, 2003

Transfer Criteria

Discussion: Research revealed that there is no codified transferability policy.

Action: *CIC will form a subcommittee to define transferability policy. Add to next joint CIC/SSC meeting agenda for discussion.*

Distance Education and Hybrid Classes

Discussion: Committee considered a general statement in catalogs and/or at the time of registration that would inform students that a minimal level of technical knowledge may be assumed for course success. Instructional Services requested clarification regarding the impact of a potential disclaimer upon catalog production, CurricUNET and ISIS.

Action: *Jeffcoat will contact Judy Baker for further discussion.*

Integrated Outline Guide

Discussion: Andersen indicated that requests have been made to have the Instructional Service website include instructions on how to write an integrated outline.

Action: *Colleges will take the Guide to their Curriculum Committees for feedback. All recommended updates will be brought to December 11 CIC meeting.*

November 13, 2003

Integrated Outline Guide

Discussion: Harada reminded that revisions should be submitted to Instructional Services.

Distance Education and Hybrid Classes

Discussion: Harada informed council that Jeffcoat and Vice Presidents will form a task group to review the definitions of distance education and hybrid courses and the implications on students and publications. Adding a general caveat to the course catalogs or including something similar to an advisory are potential ways to inform students that access to computers and possession of computer knowledge is assumed for success in certain courses.

Action: *Andersen will draft a general statement and bring back to CIC for review. Upon CIC approval the statement will be submitted to SSC.*

Curriculum Updating Project

Discussion: Harada explained that there are two lists that will be distributed again next year: one list is from the original integration list and the other is for courses requiring sixth-year review. A third list was requested for accreditation purposes that would be campus specific.

December 11, 2003

American Sign Language (100 American Sign Language I)

Discussion: Although the four-unit course proposal of AMSL 100 was previously approved by CIC on April 10, 2003, Mesa seeks to retain the old three-unit version and rescind the four-unit version.

Action: *Motion to reconsider the April 10, 2003 CIC approval of AMSL 100.*

Action: *Motion to approve integration and change of units to AMSL 100.*

Text for Required Computer Skills

Discussion: Draft language for an over-arching caveat should be developed at the campuses and returned to CIC for further review.

Action: *To be discussed further at the February 12 meeting.*

American Institutions Catalog Entry

Action: *Motion to approve Women's History 142 in combination and continue the American History/Institutions/Political Science 102 discussion at the February 12 meeting.*

Action: *The handout distributed regarding American Institutions did not reflect the newest revisions made by Articulation Officers. A revised list will be forthcoming from Instructional Services.*

CurricUNET Version 2

Discussion: Harada informed the committee that Instructional Services has not yet seen Version 2 and will need to learn and test the new version prior to introducing it to the campuses. Suggestions made during the fall semester regarding CurricUNET improvements have been documented, but will not be resolved until Version 2 becomes operational.

Hybrid Task Force

Discussion: Jeffcoat requested volunteer to participate in the task force charged with providing definition and devising an effective way to inform students about the distinctions and demands of hybrid courses.

Accessibility of Courses

Discussion: When addressing the needs of students, it is necessary to review whether the inaccessible tasks are essential components of the course/program. The Access Technology Specialist is a resource to assist faculty.

January 22, 2004

Integrated Outline Guide ("Attendance" verses "Participation")

Discussion: Andersen submitted revisions from Gustin. Discussion ensued regarding the use of "attendance" verses "participation" as evaluation criteria.

Action: *Jeffcoat will review Board policy regarding "attendance" and "participation" and inquire further with Neault.*

CIC Priorities for 2004 - 2005

Discussion: Meeting/Retreat established priorities for the year.

February 12, 2004

Integrated Outline Guide

Discussion: Van Houten updated the Integrated Outline Guide and will provide the document electronically to CIC members.

American Institutions and Political Science 102

Discussion: The proposed combination was submitted to Academic Senates and approved. Political Science 102 will be submitted in combination and included in the catalog.

Accessibility of Courses

Discussion: Neault will provide CIC with specific language for use by faculty regarding course accessibility.

Tracking 265 Offerings

Discussion: Van Houten referred the committee to a handout summarizing the new process for tracking 265 offerings.

CurricUNET Version 2

Discussion: Instructional Services has received preliminary training in Version 2 and anticipates testing with CIC members within the coming months.

Text for Required Computer Skills

Discussion: Andersen provided draft language for a computer skills advisory to be included in course catalogs. CIC revised the language. Neault recommended including the advisory on student class confirmations or as a pop-up box on the student web site

Action: *For further consideration at the next meeting.*

Salzburg Seminar

Discussion: Jeffcoat reported that the Chancellor is seeking recommendations for the selection process of a manager/faculty and student participants for the Salzburg seminar. This is an issue for the Management Association to consider.

Concurrent Enrollment

Discussion: Neault explained that the District is operating under an expired law and that a timely resolution of the high school student enrollment issue is necessary.

Action: *For further discussion.*

Transfer Credit to SDCCD

Discussion: Proposed language for inclusion in Policy 5300.2, as section 1.5 was drafted.

Action: *To be approved at next meeting and submitted to Chancellor for approval.*

Role of Discipline Deans (Curriculum Updating Project)

Discussion: As part of the Curriculum Updating discussion, members requested to revisit the role of Discipline Deans. Discipline Deans may not be necessary.

Action: *Jeffcoat to locate background information and further discussion to take place at CIC.*

February 26, 2004**Global Competency Certificate**

Discussion: On behalf of Glow, Webb sought to have Miramar and Mesa included retroactively as part of the Global Competency Certificate program discussed at the CIC meeting on December 11, 2003.

Action: *Motion to add Mesa and Miramar to the Global Competency Certificate program.*

Integration Outline Guide Update

Discussion: The Integration Outline Guide will be used as a training tool and available on the Instructional Services website. Laura Van Houten will research with Governet whether an icon can be included in CurricUNET to provide additional access to the information.

Action: *Motion to accept the Integrated Outline Guide with changes submitted.*

ADA Follow-Up/Accessibility

Discussion: Myra Harada is working with Mary Lewis (District DSPS Program Manager) and Gail Conrad (DSPS Coordinator, Mesa) to review accessibility requirements and helpful information to assist faculty imputing courses on CurricUNET.

Hybrid Course Committee

Discussion: Jeffcoat is researching how other institutions define hybrid courses. During the coming months the committee will provide a definition of SDCCD hybrid courses.

Harada and Jeffcoat agreed that hybrid courses would not require a separate approval process.

Transfer Credit to SDCCD

Discussion: A handout was distributed showing the language drafted by CIC for addition to Policy 5300.2, Section 1.5

Action: Motion to approve the new language for 5300.2, Section 1.5 and submit to the Chancellor for approval.

Computer Skills Advisory

Discussion: After presenting language for a District computer skills advisory to the Student Services Council, Neault suggested that CIC reevaluate the benefits and consequences of publishing such an advisory. However, Neault was unable to identify a District office that is staffed and equipped to address potential calls from students.

Frequency of Dropping Students for Nonpayment

Discussion: Neault stated that a report showing statistics for students dropped for nonpayment is expected to be distributed by the March 11 CIC meeting.

Role of Discipline Deans

Discussion: Jeffcoat indicated that a letter written by the former Assistance Chancellor Ken Fawson discussing the role of discipline deans had not been located. Jeffcoat will continue to look for explanatory documentation and requested that this topic be added to the next CIC agenda.

Curriculum Updating Project/Integration Updating Report

Discussion: Harada requested clarification regarding how the courses shared among colleges would be distributed for their six-year review. Harada stated that the courses were originally intended to be divided by the Vice Presidents and then among Chairs according to discipline -year reviews are due.

CurricUNET

Discussion: Van Houten reported that Instructional Services is currently working to provide new options for Version 2. Instructional Services is optimistic that training for CIC members can begin this semester.

Student Services Council

Discussion: Neault and Jeffcoat reported that a draft change has been submitted to SDSU SDICCCA Task Force suggesting increased participation by Instructional Services. Neault recognized that requests have been made for information regarding a Disproportionate Impact Report, but due to inadequate sample size the report is not ready for distribution.

State Academic Senate

Discussion: Andersen stated that at the English and Math Colloquium a proposal was made to elevate the AA and AS requirements. Conrad indicated that there is a trend towards improving requirements in response to elevated high school requirements.

Chief Instructional Officers (CIO)

Discussion: Deegan reported that Governor Schwarzenegger is scheduled to participate in the CIO conference taking place in San Francisco March 3 – 5.

March 11, 2004

Frequency of Dropping Students for Nonpayment

Action: Lynn Neault will provide a report at the March 25 meeting.

Discipline Dean Roles

Discussion: Jeffcoat reported that a letter from Ken Fawson in March 1999 indicated that Discipline Deans were to ensure the completion of the following activities...

Jeffcoat requested that the role of discipline deans be clarified and updated. Glow stated that as another six-year review cycle begins it is appropriate that the Council consider the role of Discipline Deans and encouraged review to be viewed as a component of faculty professional responsibility.

Political Science 102

Discussion: Conrad expressed concern regarding the change made to the Political Science 102 combination requirement for American Institutions. Concerns were raised regarding how new students as well as students who have completed Political Science 102 will be notified of the change.

Advanced Placement as Elective Credit

Discussion: Buck indicated that evaluators have expressed concern regarding Advanced Placement courses that do not currently appear on the District approval list.

Faculty Service Areas

Discussion: Beverly Dean has requested the assistance of Jeffcoat and Harada to update the human resources list of faculty service areas for disciplines. The Vice Presidents of Instruction indicated that there was already a process in place to determine faculty service areas. The Vice Presidents will work with Jeffcoat and Dean to clarify FSA and minimal qualification questions.

Chief Instructional Officers (CIO)

Discussion: Deegan distributed two handouts that were pertinent from the recent meeting in San Francisco and drew the Council's attention to the following sections: *Criteria For Allocation of Funds 7.1, California Community College and Governmental Relations and External Affairs Division, 2003-04 Legislative Bill Analysis*. Deegan reported that this bill is relevant to Concurrent Enrollment and/or Special Admissions.

Curriculum Updating Project

Discussion: Darlene Shumaker stated that Instructional Services will continue to track the six-year review updating of courses but will discontinue the integration progress reports.

General Education Task Group

Discussion: Liz Armstrong reported that the GE Task Group expects to finalize a policy statement by the next CIC meeting and bring recommendations to the council.

Information Technology Council

Discussion: Jeffcoat reported that IT Council is developing a strategic plan to proactively support and update technology district wide. Each college provided information regarding hardware, software, warranties, and technical support needs. The District needs to acknowledge the priority of technology as it relates to instruction.

State Academic Senate

Discussion: A list of pros and cons regarding raising the English and Math requirements is available at the State Academic Senate website under Curriculum Committee resources.

March 25, 2004

Frequency of Dropping Students for Nonpayment

Action: Jeffcoat will follow-up with Lynn Neault and report back to CIC at the next meeting. Jeffcoat will ask Neault for a proposal that considers CIC concerns about the frequency of drops.

Access to Technology Language for catalogs

Discussion: Harada informed the Council that the following language will be included in the course catalogs under Learning Resources: *The use of District computer equipment is limited to District staff and students.*

Multiple Same Course Proposals

Discussion: Van Houten instructed the Council that multiple course proposals in CurricUNET are problematic because the system creates parallel courses and ultimately eliminates one. When a course is copied to make modifications, the approval process begins, but when another campus initiates a simultaneous proposal, the second user copies the course from information that may soon become inactive

Academic Freedom Language

Discussion: Armstrong stated that language regarding academic freedom needs to be submitted for the accreditation report. Andersen stated that a discussion regarding academic freedom should include faculty representation and requested that further discussion be part of a planning agenda for accreditation.

Chief Instructional Officers (CIO)

Discussion: Deegan reported that financial aid funding may become available to proprietary colleges, including Title 3 grants, which may have a potential loss of revenue to community colleges.

Curriculum Updating Project

Discussion: Van Houten reported that the handout distributed is current as of this morning.

Hybrid Course Committee Update

Discussion: Jeffcoat distributed minutes from the first Hybrid Committee meeting (the fourth bullet point to be amended). The goal of the committee is to begin a dialog and raise issues regarding the types of decisions that will need to be made in the future.

State Academic Senate

Discussion: City College is hosting the Deans meeting Saturday, March 27 from 10:00 to 3:00 in room B204.

April 22, 2004

General Education Task Group Report

Discussion: Liz Armstrong distributed and reviewed the report prepared by the GE Subcommittee. The subcommittee concluded that changes beyond the prepared revisions are the province of the individual colleges.

Political Science 102 Catalog Rights

Discussion: Harada stated that Political Science 102 as a stand-alone course is no longer being accepted by CSU. SDCCD students who complete Political Science 102 this summer should fulfill CSU requirements for transfer. Jo Service assured Harada that a decision is forthcoming this month from CSU regarding American Institutions.

Academic Freedom Language for Catalog

Discussion: A handout was distributed of the Academic Freedom statement included in the Mesa and Miramar catalogs. Ron Manzoni stated that City College is waiting for approval from the Academic Senate.

Advanced Placement as Elective Credit (Update)

Discussion: Harada requested an update on the consensus regarding acceptance of AP courses. Neault recalled a discussion indicating that SDCCD would award elective credit for AP exams approved by CSU. The Committee suggested that individual review of AP courses would continue and that no blanket acceptance has been approved.

Certificates of Completion: District Procedure on Substitutions

Discussion: Harada stated that CIC discussed Certificates of Completion last year on May 8 and May 22. On May 22, 2003 CIC approved a revision of District Policy 10.1.17 reading: "Award of Certificate of Completion *will* be recorded on the official transcript."

Frequency of Dropping Students for Nonpayment

Discussion: Neault reported that the research is still being compiled and should be available in May.

CIC Curriculum Calendar

Discussion: Instructional Services distributed a draft of the 2004-05 Curriculum Approval Calendar. On April 7 Angela Chopra emailed Katina Wyatt, Arlis Svedberg, and Cynthia Picou requesting dates from the colleges for inclusion on the annual CIC calendar. In order to have the final calendar approved at the May 27 meeting, all additions and revisions to the draft calendar need to be submitted by May 13.

Curriculum Updating Project

Discussion: Paula Gustin inquired whether a deactivation of a course is considered review. The Committee requested additional information regarding the data used to produce the courses in need of review. Van Houten will research the criteria used and report back at the next meeting.

CurricUNET Version 2

Discussion: Van Houten reported that Version 2 testing is proving more labor intensive and time consuming than anticipated. Governet has indicated that Version 2 will develop a way to propose Distance Education separately from other curriculum proposals.

Information Technology Council

Discussion: Neault reported that *edu* domains will become consistent across colleges and the District domain will remain at *.net*. [Domain names are as follows: *sdmesa.edu*, *sdcity.edu*, *sdmiramar.edu*, *sdccd.net*] The mainframe and servers will shut down Friday, July 2 at noon through Monday for relocation of IT offices to Miramar.

State Academic Senate

Discussion: Conrad reported that discussion continues regarding raising English and math requirements to stay consistent with high school graduation requirements. The Senate also discussed the potential implications that Senate Bill 1335 would have on academic freedom if all sides of a topic were required to be presented by instructors.

Student Services Council

Discussion: Neault reported that Student Services is putting forth a proposal to discontinue waiving fees for high school students unless they are participants in special accelerated programs. Neault confirmed that the fees for residents, nonresidents, and degree holders will be raised.

May 13, 2004

Frequency of Dropping Students for Nonpayment

Discussion: Kendra Jeffcoat stated that Lynn Neault presented information from the report *Drop for Non-Payment Report Spring 2004* at Student Services Council. Neault stated that the statistical data is informative and the report indicates a significant departure from previous District procedure regarding dropping students for non-payment.

Certificates of Completion

Discussion: Jeffcoat stated that Procedure 5300.2 requires two courses for the award of a Certificate of Completion. Myra Harada provided examples in which one course

currently earns a Certificate of Completion.

American Institutions

Discussion: Per a phone conversation with Jo Service of CSU, Harada was informed that District American Institution combinations have been approved by CSU. Written confirmation is forthcoming from CSU.

Policy 5300.2 General Education

Discussion: The preamble language disseminated at the April 22 CIC meeting is currently under review at the Colleges. Van Houten will provide the Council with an electronic copy of the proposed language.

2004-05 CIC Calendar

Discussion: An updated Draft Calendar was distributed. CRC dates from Miramar have been incorporated. Instructional Services requested City and Mesa provide dates to be included on the calendar. Information from City and Mesa should be emailed to Angela Chopra as soon as possible.

Fee Proposals for High School

Discussion: Neault reported that Student Services is proposing to eliminate waiving tuition fees for high school students taking District courses. Exceptions may be made for high school students participating in special District programs such as accelerated college and joint degree awards.

Policy Regarding Ws

Discussion: Neault reported that the District is in compliance with all of the provisions regarding repetition, with the exception of Ws. As discussed at the CIC meeting on April 22, Student Services Council has proposed a District policy that limits the number of permissible Ws.

Catalog Rights

Discussion: Harada reported that discussion has taken place among the Evaluators regarding District definition of Catalog Rights. Harada requested confirmation from CIC that Catalog Rights are intended to be an agreement whereby students have the option of using the catalog year at the time of entrance or the catalog year upon graduation and that their continual enrollment will guarantee Catalog Rights regardless of changes in requirements made during the time enrolled.

Course Review Options in CurricUNET

Discussion: Ron Manzoni requested clarification regarding course review in CurricUNET Version 2. Manzoni requested that one check box be available to simplify the six-year review process.

Articulation with Charter Oak

Discussion: Representatives from Bridge Point/Charter Oak made a presentation about their institution at Student Services Council and proposed a course-to-course articulation agreement with SDCCD and requested to rent classroom space at college campuses.

Chief Instructional Officers (CIO)

Discussion: Pam Deegan reported that COLA funds for community colleges may increase with the forthcoming budget.

There is varied speculation regarding potential realignment of the community college system.

Curriculum Updating Project

Discussion: Van Houten distributed a handout clarifying the criteria used by Instructional Services to create curriculum integration reports. Van Houten noted that CIC approval of action counts as an update.

CurricUNET Version 2

Discussion: Van Houten reported that Instructional Services continues to test and

populate Version 2. At the CIC meeting on May 27 a brief demonstration of Version 2 will be made and Steve Thyburg with Governet will participate by conference call.

Hybrid Course Committee Update

Discussion: The final Hybrid meeting concluded that the scheduling of hybrid courses will be at the discretion of the Vice Presidents and the only detail that needs to be finalized in conjunction with Student Services is the exact language to be included in schedules. A hybrid course has been defined as a course with 50% or less of its instruction conducted electronically.

Information Technology Council

Discussion: IT Council is drafting a broad statement regarding the need for the District to establish a stable resource for the replacement of technology.

Student Services Council

Discussion: Neault distributed a draft of a Class-Talk Survey that will provide valuable information to Student Services.

May 27, 2004

CurricUNET Version 2 Demonstration

Discussion: Laura Van Houten provided an introductory demonstration of the new appearance and format of CurricUNET Version 2. Steve Thyberg from Governet participated via conference call. The navigational overview demonstrated the improved intuitiveness of Version 2. Van Houten will be

Joint CIC/SSC Meeting Date

Discussion: Lynn Neault will propose dates for the next joint meetings. Whether there is a Fall and Spring joint meeting will be determined by availability.

Approval of CIC Calendar 2004-05

Discussion: Jan Lombardi stated that City will have the same CRC dates as Miramar. Instructional Services will add City's schedule to the CIC calendar. The committee agreed that conducting similar meetings on the same days district-wide will facilitate curriculum and communication and suggested that this should be a future goal.

Political Science 102 American Institutions Notification

Discussion: At the April 22 CIC meeting, Neault suggested that a notice be distributed to students who have fulfilled the American Institutions requirement with Political Science 102.

Role of Articulation Officers

Discussion: Jeffcoat requested clarification regarding the role of Articulation Officers and recommended that a one-page definitional summary be prepared for use by the District Articulation Council. Discussion revealed that Policy 5300 specifies the role of articulation officers.

Book Rentals

Discussion: Jeffcoat distributed fact sheet AB 2678 (Koretz), College Textbook Rental Services. The handout was for informational purposes only and the District has not made a decision regarding the book rental proposal. It is believed that implementation of the bill would create administrative and logistical challenges.

Distance Education Programming, CurricUNET Version 2

Discussion: Harada stated that Instructional Services continues to discuss with Governet implementation of a separate process for Distance Education proposals. Harada invited suggestions on how best to simplify the Distance Education process and inquired whether it would be advantageous to allow multiple colleges to add to one original proposal.

CurricUNET Version 2

Discussion: Instructional Services continues to test. Instructional Services representatives will be meeting on June 9 with representatives from Cypress/Fullerton colleges regarding the purchase of CurricUNET.

Hybrid Course Committee Update

Discussion: Report submitted at last meeting completes the work of the subcommittee.

Information Technology Council

Discussion: Committee recommending to the District to establish an annual fund for updating technology.

September 9, 2004

Joint CIC/SSC Meeting Date

Discussion: The meeting date will tentatively be planned for November 2004. Instructional Services & Student Services will decide on a time (either same time CIC or SSC meets). Lynn Neault's office will send an email confirming the date.

Approval of CIC Calendar 2004-2005

Discussion: Marianne Tortorici requested moving the January 27, 2005 meeting to January 20, 2005. Myra Harada suggested having the CIC retreat on January 20, 2005.

IGETC Proposal for History 131 and 132

Discussion: Carolyn Buck indicated the request to add this item to the agenda was made in error. It was removed from the agenda.

Certificates of Completion

Discussion: The Council discussed changing Policy 5300 regarding the two-course minimum for Certificates of Completion. Pam Deegan wondered if there was a need to post Certificates of Completion on transcripts. Neault requested the committee revisit the issue of putting the Certificates of Completion on the transcripts and suggested the item be put on the Joint Meeting Agenda.

Statement for Distance Education & Accessibility

Discussion: Glow indicated the general wording the committee worked for the distance education section of CurricUNET in regard to accessibility is not in Version 2. Discussion followed regarding the finalization of the wording. It was determined that the wording was not finalized and therefore was not added to Version 2.

Top Codes

Discussion: Harada stated for information purposes that Instructional Services and Student Services were working on converting from the 5th to the 6th edition of Taxonomy of Program Codes. Harada requested copies of the inventory of programs lists from the Vice Presidents of Instruction.

Single Campus Approval Process

Discussion: Glow inquired as to the necessity for all colleges to have concurrence throughout the approval process for new single-college courses and programs. Discussion followed regarding whether or not concurrence for new single-college courses could be approved at the CIC level since representatives from all three colleges are on the council. Elizabeth Armstrong suggested the council decide how to interpret procedure 5300.2.

Activation Process Without Integration

Discussion: Deegan indicated it was unfair to require an integrated a course outline with an activation when the same course is being taught elsewhere without the integration. She stated the process to integrate is too long and does not allow her college to offer classes in a timely manner. Item will be placed on the agenda for the next meeting.

New versus Revised Course

Discussion: Gustin indicated there needs to be a way to change the type of proposal mid-way through the approval process. She also indicated that sending the course back through the approval process will damage working relationships. Item will be placed on the agenda for the next meeting.

CurricUNET Version 2

Discussion: Van Houten indicated that there was a handout with important dates and deadlines for converting to CurricUNET Version 2.

September 23, 2004

Joint CIC/SSC Meeting Date

Discussion: Myra Harada announced that Student Services agreed to meet on November 4th from 11:30 to 1:30. Regular CIC meeting will continue from 1:30-3:30 in room 272. Lee asked the Council to bring back potential agenda items to the next CIC meeting.

CIC Calendar 2004-2005

Discussion: Harada confirmed that the only change to the CIC calendar was the retreat date from January 27th to January 20th, and the curriculum due date for this meeting was also pushed back to December 10th. CIC will be working on its goals, objectives, and priorities for next year as well as last year's accomplishments.

Task Force Advisory Committee

Discussion: Lee presented examples of specific issues that could be addressed by this newly formed committee and suggested positions that would be assigned to the committee. Lee explained that the committee is not specific to CurricUNET Version 2, but would be an informal subcommittee to address issues and make proposals to the Council for action.

Activation of a Course Not Integrated

Discussion: Miramar College is concerned about the requirement that activation of courses include integration. The requirement makes scheduling courses cumbersome and inflexible. The activation/integration procedure had been established to ensure completion of all course integrations.

General Education Policy Change

Discussion: Removed from agenda because Mesa and City Colleges are waiting for feedback from their Academic Senate Departments. Item will be brought back for discussion after review.

Intersession Courses

Discussion: City College declared an urgent need for speedy implementation of course proposals that do not require concurrence. City College wants them listed in the new Spring 2005 intersession section of the class schedules. Mesa College said that advertisement is required to claim FTES with the State.

CIC Meeting on October 28, 2004 *(added to agenda by Liz Armstrong)*

Discussion: Armstrong announced that there will be a statewide CIO meeting on the same day as a CIC meeting, October 28, 2004, which will result in absences at the CIC meeting. There was consensus to still hold the CIC meeting and have the Vice Presidents of Instruction delegate someone to represent them.

CurricUNET Version 2 *(added to agenda by Libby Andersen)*

Discussion: Andersen reported that the new Articulation Officer Approval in CurricUNET Version 2 is problematic and causing delays. She is not being notified until 15 days after a course is pre-launched. Lee suggested that Andersen work directly with Instructional Services regarding this matter.

October 14, 2004

Accessibility for Distance Education in CurricUNET Version 2

Discussion: Mary Lewis, Program Manager of Disabled Student Program and Services (DSPS), explained a proposed addition to the CurricUNET Version 2 Distance Education screen. The DSPS proposal adds an accessibility advisory per Sections 504 and 508 of the 1973 Rehabilitation Act.

Joint Meeting Agenda Items

Discussion: Council members submitted the following agenda items for the joint SSC/CIC meeting on November 4, 2004

Intersession Courses

Discussion: Laurie Van Houten reported to the Council on the electronic voting outcomes for the Spring 2004 intersession. Twenty-two courses were proposed by the three colleges. Two courses were added to the intersession, fifteen courses were added to the regular Spring term, and four courses were not in the schedule as of the last download.

Microsoft Repeatability

Discussion: Repeatability is based on course and software changes. All three departments must agree on the semester changes in technology. Vice Presidents will coordinate the notification for software change(s) and the timing of the change(s) to Instructional Services to signal when the course becomes repeatable.

Policy 5300.2

1. Activation Without Integration 7.0
2. New Course Approval, Single College
3. Certificates of Completion **Real Estate 120, Economics 121** – *(added to Agenda by Marianne Tortorici)*

Discussion: Marianne Tortorici advised the Council that City College was not able to input Real Estate 120 or Economics 121 into the schedule for the Spring intersession. Van Houten advised that all of the criteria had not been met for the courses to be included in the electronic vote. Tortorici said that City would like to activate Real Estate 120 and offer Economics 121 via Distance Education in the Spring.

Six-Year Review – *(added to Agenda by Paula Gustin)*

Discussion: Paula Gustin reported that she has not been able to copy prerequisites. Since prerequisite entry is time-consuming, performing six-year reviews would be difficult. Van Houten will investigate with Gustin because users should be able to copy prerequisites.

District Articulation Council: Evaluators

Discussion: Harada advised the CIC members that the college Evaluators will be meeting with the District Articulation Council (DAC) next month and perhaps more often during the year. Meetings will allow Evaluators and Articulation Officers to discuss issues of mutual interest.

SDCCD Online

Discussion: Lee advised the CIC members that the SDCCD Online function will be moving to the District Office as part of Instructional Services. Equipment will remain at Miramar College. Lee proposed reassigned time for designated faculty to be mentors and resource teachers. New positions required will be a Dean, an Instructional Designer, and secretarial support.

Hybrid Course

Discussion: Lee requested clarification on the outcome of the Hybrid committee. Council members shared that the issue of Hybrid courses was largely a scheduling

discussion and so resides with the colleges. Andersen advised that there are also apportionment issues that need to be addressed at the colleges.

October 28, 2004

Joint Meeting Agenda Items

Discussion: Myra Harada informed the Council of the cancellation of the joint meeting on November 4, 2004. Credit by Exam and Proposal Regarding Withdrawals were moved from the joint meeting agenda to the November 11, 2004 CIC agenda. Datatel and Course Equivalencies were moved from the joint meeting agenda for current discussion:

CIC Retreat

Discussion: Previous goals and objectives for the 2004-2005 academic year were presented to the Council for review. Harada requested that the Council submit goals and objectives for the 2005-2006 academic year prior to the retreat date of January 20, 2005.

UC Transferability on May CIC Agenda

Discussion: Diane Glow reported that the current procedure to approve UCTCA courses in November does not allow enough time to get an answer back from the UC system for submission to IGETC. Glow proposed a move of the approval date for UCTCA courses to the last CIC meeting of the academic year (May).

UC Transferability Catalog Clean-up

Discussion: Harada reported that the audit of UC transferability in the catalog was the first of its kind. Libby Andersen stated she was concerned that ASSIST shows a limited number of UC transferable Physical Education courses for City College in comparison with the number of courses that she knows to have UC transferability.

Top Codes

Discussion: Harada reported that the conversion of TOP Codes from 5th edition to 6th edition has an implementation deadline of April, 2005. She reminded the Council of the importance of reviewing new proposals for the correct 6th edition TOP codes.

Learning Communities

Discussion: Kit Foster presented information on the new Mesa College Learning Communities (LCOM) program designation. Each learning community is made up of 2 or more course sections allows the student to work together in a two-course block and assists the student to move easily from the first course to the second course. English 101, for example, will be linked with another course such as Personal Growth 127, and a counselor will also be in the classroom.

Curriculum Updating Project

Discussion: Paula Gustin reported that Mesa College continues to work on their course integration lists and that they have made a lot of progress. Most of the remaining courses are vocational.

CurricUNET Update

Discussion: Gustin presented a CurricUNET Version 2 demonstration of the way Mesa reviews CurricUNET proposals. Gustin explained that they review all proposals as a committee. While each proposal is on screen, detailed notes are taken of the discussion. After the meeting, the originator is notified regarding the proposal status and any changes that should be made. Curriculum reports and outlines are read prior to the committee meeting.

November 11, 2004

Credit by Exam

Discussion: Neault advised that the Tech Prep issues have been resolved. The credit by exam information is being reflected on the transcripts.

Withdrawal Proposal

Discussion: Neault reported that the current repetition policy needs to be aligned to include withdrawals (W's). Neault explained that the new policy will count W's toward repeatability and also as a withdrawal. The student might be allowed to repeat classes after four occurrences, but the colleges would not receive apportionment. The current repeatability policy does not reflect W's as an occurrence.

General Education and CSU Transferability Approval Date

Discussion: Myra Harada discussed the UC approval date change agreed on at the October 28, 2004 Council meeting. Laurie Van Houten requested that all approvals be moved to the last CIC meeting of the academic year.

American Institutions

Discussion: CSU informed us that the ASSIST display reflects how most community colleges allow fulfillment of the American Institutions requirement. SDCCD is more restrictive. Harada suggested that this topic be tabled until all three colleges have a chance to discuss the topic.

SB 1415

Discussion: Neault advised the Council that students have not come forward to participate in the UC/Community College fee waiver. Next year, students have to qualify for the BOGS to be eligible for the waiver.

Time Limit on SPAN 265G

Discussion: Jan Lombardi explained that SPAN 265G is a one-unit Spanish course for law enforcement officers and that City College would like to offer this course in December, 2004. Council determined that the two-year limit begins when the course is first offered, not the CIC approval date.

Program Approval

Discussion: Pam Deegan reported that ten to twelve Miramar programs were not on the state approved list. Deegan is trying to determine the reasons for the unapproved programs. Staff members at Miramar College believe that the programs were approved by the college, but that the programs were never sent to the state for approval. Discussion continued regarding other programs that may have been processed and may not have gone to the state for approval.

Activations and Deactivations of Courses

Discussion: Deegan suggested the deactivations of courses active only at a single college not require concurrence. At the present time, per Policy 5300.2, all colleges are currently signing off on deactivations when the course(s) cease to be offered in the district. Such a deactivation now requires Board approval.

December 9, 2004**Withdrawal Proposal**

Discussion: Lynn Neault gave an update on the status of the policy regarding withdrawals (Ws). The policy proposal was approved by Curriculum Instructional Council (CIC) and Student Services Council (SSC); however, the proposal was denied by City College's Academic Senate. Neault indicated that the adoption of a withdrawal policy is mandated by the state.

Repeatability for MSFT Courses

Discussion: The Vice Presidents of Instruction will advise Instructional Services when the content of occupational courses changes so Instructional Services can implement ISIS changes necessary for enrollment. Neault requested the procedure be written up and distributed.

Policy 5300 Changes

Certificate of Completion:

New Courses in Non-aligned Disciplines: Lee informed the Council the changes to policy regarding New Courses in Non-aligned disciplines were approved by the Chancellor.

Funding for Trainers on Campus: Lee stated funding in the amount of \$13,000 for each college was approved for hiring a part-time CurricUNET trainer for Spring 2005.

Catalog Addendum

Discussion: Neault reported that the Student Services Council requested that Instructional Services put out an addendum to the 2004-05 catalogs because of the errors that were found in regard to UC transferability. Instructional Services will produce the addendum.

Ad Hoc Committee

Discussion: Glow inquired as to the membership of the Ad hoc committee and their tasks. The Ad hoc committee is comprised of one Vice President and one faculty from each college. The actual persons serving will vary according to the task assigned. Van Houten stated the first task of the committee is to develop procedures for State approval of programs. The Ad hoc committee for this task will consist of the three Vice Presidents of Instruction, Libby Andersen, Diane Glow and Paula Gustin.

Academic Accommodations

Discussion: Neault notified the committee that the Board of Trustees passed the policy on Academic Accommodations. Procedures are being drafted. Neault will bring the draft to CIC to review and approve.

January 20, 2005

RETREAT

February 10, 2005

GE Policy Language

Discussion: Harada asked for confirmation that all three colleges have approved the new policy language recommended by the GE Task Force Committee. Academic Senates at City and Mesa College have approved the language. Helen Webb will email Harada verification that Miramar College has also approved. (Verification from Helen Webb was received. Chancellor Carroll signed the policy 5300 change on February 2, 2006.)

TOP Code Conversion

Discussion: Darlene Shumaker described a report she prepared, which was handed out to the College Vice Presidents. The report showed differences between program updates that were submitted to the State Chancellor's Office and our 2004-2005 program inventories. Of particular interest was a list of aligned programs that did not have the same TOP Code submitted to the State.

Academic Accommodation

Discussion: Lynn Neault announced that the procedure previously distributed at CIC has been reviewed and approved by the Chancellor's Cabinet. The Council had no concerns with the new procedure.

Equivalencies

Discussion: Neault explained a problem the evaluators are having with course limitations and equivalencies. Equivalencies can inadvertently cause problems for students because they cannot take certain courses that are needed for their majors or to clear a prerequisite. One example is the American Sign Language series of courses.

SSC/CIC Joint Meeting Agenda Items

Discussion: Neault asked to set a meeting date and stated they have several items to discuss. Harada will arrange a time and place.

New Disciplines

Discussion: For information purposes only, Instructional Services will email Council members a list of brand new disciplines for new courses that are currently in the proposal process.

Quarter Unit Courses

Discussion: Pam Deegan asked the Council for their support and approval of offering quarter unit courses in Fire and Police Academy courses. These would be short, 4-hour “in-service” training classes that would bring in 1.7 million dollars to the district at a cost of only \$700,000.

2005-2006 Catalog Review *(added to agenda by Libby Andersen)*

Discussion: Libby Andersen expressed concern for programs removed from the catalog that do not have State approval. Harada explained that when the first catalog proofs go out, programs without State approval will be in red text with a note that they will be removed if proof of approval is not received by Instructional Services.

February 24, 2005

TOP Code Conversion

Discussion: Myra Harada announced that representatives from the three colleges and Instructional Services were meeting on February 25, 2005 to review the TOP codes. Harada also stated that there were only a handful of programs that are not using the same TOP code.

State Approval Process – Ad hoc Committee

Discussion: Andersen expressed concern about the lack of progress that has been made on defining a procedure for colleges to submit their programs to the State Chancellor’s Office for approval. Armstrong stated she received some good information from the Regional Occupational Deans’ meeting about how they approve programs, which she will send to Instructional Services for the Ad hoc Committee.

SSC/CIC Joint Meeting Agenda Items

Discussion: Harada stated that April 7, 2005 from 9:00am – 11:00am was proposed for the joint SSC/CIC meeting. Several members were not available at that time. Lee stated that his office will work with Student Services to find a date in which both councils can meet.

Quarter Unit Credit

Discussion: Pam Deegan had requested this item be added back to the agenda. Neault indicated that using two decimal places cannot be accommodated by the current ISIS system.

Withdrawal Policy

Discussion: Neault announced that Student Services Council and the Academic Senates have come to consensus on a withdrawal policy. Student Services in moving forward with the current proposal. Neault stated once the policy is approved she will present the procedures to the Council.

Review Policy 5300 & Procedures/Processes 5300.2

Discussion: Harada stated the expressed need to review and revise the policy and procedures since new technologies are being used to process curriculum. Diane Glow stated there are several places where the policy and procedures are inconsistent. This item was identified as an issue to be researched by the Ad hoc Committee.

District & College Technical Review

Discussion: Paula Gustin requested that this item be brought to CIC. She expressed the need to have what the district and colleges look for during technical review of courses and programs be shared so district and the colleges are doing a thorough review. Gustin suggested Instructional Services present what they do for technical review at the next CIC meetings.

Process for 6 Year Review

Discussion: Andersen stated that the CurricUNET Steering Committee could not move forward with the creation of a 6-year review approval process because they required recommendations from the Council.

CNET Steering Committee

Discussion: Chancellor approved the change in the approval process for New Courses in Non-Aligned Disciplines. CIC approved a policy change stating that concurrence was not required at the Dept. Chair and Dean levels for this type of course.

March 10, 2005

State Approval Process – Ad Hoc Committee

Discussion: Otto Lee stated that the Ad Hoc Committee members will be Libby Andersen, Paula Gustin and Diane Glow. A VPI will also attend. The first meeting has been setup for March 16, 2005.

SSC/CIC Joint Meeting Agenda Items

Discussion: Lee stated the tentative meeting date for the SSC/CIC Joint meeting is May 5, 2005, from 9:00am – 11:00am. Lee stated that his office will make sure enough members will be there to make a quorum. Suggested agenda items were 1) the waiver of multicultural requirements, 2) course equivalencies, 3) recording courses on transcripts-MIS issues. Laurie Van Houten will send an email of previously compiled agenda items for the joint meeting.

Quarter Unit Credit

Discussion: This item was tabled. The Council decided the issue should be brought back to a later meeting when Pam Deegan is present for the discussion.

Curriculum Review

Discussion: Myra Harada lead a discussion on how the Instructional Services office reviews curriculum. An additional meeting has been set up at Mesa College on March 15, 2005, in the L.R.C., Room 229, at 12:00 noon for a more in-depth discussion on the curriculum review process with CRC chairs and college curriculum committee members.

CIC Issues: Stand-Alone Course Approval, 5300.2 Revision, Six-Year Review Criteria

Discussion: Harada discussed a new development from the State Chancellors' office stating that changes to Title V are being discussed about moving the approval of stand-alone courses from the State level to the local level for approval. Lee expressed that he still wants a list of stand-alone courses from the colleges. It was agreed that the unapproved programs discovered during the TOP conversion would be submitted to the state for approval as soon as possible with the reasonable expectation that they would be approved in time for the awards in spring 2006. This commitment is the basis for keeping them in the 2005-2006 catalogs.

Regis University Articulation

Discussion: City College received a Memorandum of Understanding (MOU) from Regis University for Articulation with District Colleges. City College has some concerns with the MOU and wants them addressed before the MOU is signed. Lee requested that one list of concerns be prepared by the Articulation Council and be presented to the College Academic Senates.

American Institutions

Discussion: Because of student inquiry, discussion took place regarding the use of Political Science 102 from SDSU to fulfill SDCCD's American Institutions requirement. Evaluators seem to be combining CSU policies and SDCCD policies. Evaluators indicated Political Science 102 taken at SDSU could not be used to fulfill the American Institutions requirement at SDCCD even though it is articulated course-to-course, and the catalog year in which the student entered the program allows Political Science 102 to fulfill the American Institution requirement. Marianne Tortorici requested that the issue be brought to the joint SSC/CIC meeting to clarify fulfilling SDCCD requirements.

April 14, 2005

Quarter Unit Credit

Discussion: Glow clarified that the Council had decided that the use of 0.2 credit would be an exception rather than procedure. Lee will propose the use of 0.2 credit to Chancellor's Cabinet as a recommendation.

Curriculum Review

Discussion: Instructional Services handed out a curriculum review document identifying IS reviews in its Technical Review. Van Houten reported that the CurricUNET Steering Committee discussed adding a step in the pre-launch phase of the curriculum approval process for a Technical Review member at each college to do preliminary review of the course. It was suggested the step be optional, allowing a curriculum committee member to be notified that a proposal has been created.

Action: The step will be added to CurricUNET.

2005-06 CIC Calendar

Discussion: Armstrong said that because of meeting conflicts, it will not be possible for Mesa to move their Curriculum Review Committee meetings to the same time as City and Miramar's meetings. Van Houten stated a draft of the 2005 – 2006 calendar will be distributed at the next CIC meeting.

Program Approval

Discussion: Harada handed out a chart of program awards without the State unique code, which indicates that the program had not been approved by the State. She requested that the colleges review the list and indicate to IS which programs are in the process of being approved. Harada clarified that the new list of non-approved programs was created from program listing in the catalogs and then verified for program approval through checking the State approved program inventory.

Spring 2006 Schedule deadlines

Discussion: Armstrong explained to the Council that the Spring registration dates were moved up and the schedule timelines have been moved up to accommodate the Spring intersession. The last CIC meeting for curriculum to make the printed Spring class schedule is May 26, 2005, which means curriculum proposals need to be to Instruction Services by Friday, April 29th.

CurricUNET Steering Committee

Dean Accountability for TOP Codes:

Discussion: Harada stated the TOP Codes are selected by the Deans when they do their approval. Glow wanted a pop-up on the screen to advise them of the need to select the code. Van Houten stated a possible solution is to revise the e-mail message to the Deans explaining the importance of not defaulting at their level. The Steering Committee is discussing changes to the create/edit screen to include an explanation of the different proposal types. Lee requested a list from the Steering Committee of proposed changes to the system. Harada advised if a college is changing or applying for new transferability or new G.E., the outline should be integrated. Lee suggested that the Articulation Officers start a draft of the 6-year review checklist.

Pre-requisites

Discussion: Andersen explained the need for faculty to consider future articulation when choosing prerequisites. She also brought up the new Manufacturing Engineering Technology courses for which there is verbal approval of articulation with CSU Fresno, CSU Long Beach, and Cal Poly Pomona. The occupational advisory board would like to have some kind of authority to recommend cross-disciplinary prerequisites so a validation study would not be necessary.

April 28, 2005

Equivalency

Discussion: Neault handed out a draft table of Equivalency vs. Limitation on Enrollment to illustrate the distinction. She advised the need for a plan for equivalency and limitations to articulate to students, faculty and staff. She recommended that equivalencies and limitations be noted in the course description in the catalog. Harada said the set up will be discussed at the Steering Committee.

2005-06 CIC Calendar

Discussion: An additional CIC meeting for August 17, 2005 at 1:00 pm was added. The Retreat will be January 25, 2006 from 9:00 am to 1:00 pm. The January 26, 2006 CIC meeting was removed.

Updating textbooks for Course Activation

Discussion: Van Houten discussed adding the ability to change/update the textbooks field when activating a course. The originators who activate the courses should update the textbooks before activation.

Action: *Motion to approve adding textbooks screen to Activation proposal.*

Ad Hoc Committee Updates

Discussion: She handed out Procedure & Timeline for State Approval Submissions for feedback. Harada noted that the Chancellor has asked that all Board Policy and Procedures be reviewed by an independent source.

Regis University Articulation

Discussion: Harada reported that Chancellor's Cabinet is not interested in pursuing an agreement because they were unfamiliar with the university. She stated that the District needs to establish a policy for dealing with future similar articulation agreements.

Joint SSC/CIC reminder; agenda items

Discussion: Van Houten reminded the Council of the Joint SSC/CIC meeting: May 05, 2005 at 9:00 a.m. and reviewed Joint SSC/CIC agenda items.

Dean accountability for equivalencies – CurricUNET

Discussion: In light of the equivalency vs. limitation on enrollment discussion, this item requires further discussion.

Spring and Intersession Curriculum Timelines/Due date for printed schedule - May 26, 2005

Discussion: Deegan noted the change in date for the Spring printed schedule to August 26, 2005. Anderson recommended Student Services allocate extra funds for advertising courses added to Reg-e that are not in the printed schedule. Armstrong noted Mesa College did their own advertising last spring.

Non-Credit 045L Issue

Discussion: Miramar in conjunction with City, discussed offering a 0.2 unit, credit/noncredit information competency lab at a cost of \$5.60 to students. In order to receive credit, students would have to pass a test at the end of the term. Students would be able to take it up to four times and it will show up on their transcripts. Students may take the course beyond four times but without generating FTES.

Grade Challenge Procedure

Discussion: Neault discussed the need to provide uniform standards to assure due process when a student challenges a grade received in the District and handed out a draft procedure to be discussed at the next Joint Meeting.

May 12, 2005

2005-06 CIC Calendar

Discussion: Council reviewed the changes made to the calendar at the last CIC meeting. Van Houten clarified that the deadline for curriculum review for May 26 has passed so everything else that arrives at Instructional Services later will be discussed at the August 17 CIC meeting.

Action: *Motion to approve with amendments from City and Miramar for Spring 2006.*

Calendar Committee (Neault)

Discussion: Neault announced that deviations from the calendar are not to be made without going to the Calendar Committee. Neault will bring forward the idea of including Instructional VPs and the Academic Senates to participate on the Calendar Committee in a non-voting capacity.

Six-Year Review Criteria Draft

Discussion: Harada requested that the Council review the criteria mentioned at the Ad Hoc Committee.

Action: *Motion to approve the Six-Year Review Criteria.*

Procedure & Timeline for State Approval Submissions Draft

Discussion: Harada mentioned that she sent out an email asking if they wanted to shorten the timeline since it would take approximately thirty days for the Chancellor's office to approve a program, but 60 days if it goes to the California Post-Secondary Commission for review. Van Houten stated that an email message to the Dean and Department Chair can be created as a reminder. Harada mentioned the importance of a reminder from the CRC to the originators at the early Tech Review.

Action: *Motion to approve notation for Dean in CurricUNET.*

Certificates of Completion on Transcript

Discussion: Harada reminded the Council that in a previous CIC meeting, the Council supported posting Certificates of Completion on transcripts and changed procedure 5300.2 to reflect that decision. Neault suggested Certificates of Completion be posted on transcripts at the student's request, especially at Miramar.

Certificates—Recency of Coursework

Discussion: Harada presented the need for a policy determining how recent coursework should be in order to grant a certificate.

Certificates of Completion—non-SDCCD coursework

Discussion: Currently all coursework for Certificates of Completion is to be completed in our District with no outside substitutions. Harada stated that procedure 5300.2 was changed to allow substitutions with courses within the SDCCD District. Accepting non-SDCCD coursework requires transcripts from institutions outside the district.

Units in Residency

Discussion: Neault said evaluators are requesting to increase the required number of units completed in residence. Armstrong moved to establish an Ad Hoc Committee, including Curriculum and Instructional Council and Student Services members, to study the residency requirements for the Associate Degree and Certificate of Achievement.

Action: *Motion to approve to establish an Ad Hoc Committee.*

May 26, 2005

Certificates—Recency of Coursework

Discussion: Armstrong noted the need for consultation with the Academic Senates at the colleges. She recommended asking the evaluators to come to CIC in September or October. Senates will send it to the appropriate committee.

Certificates of Completion—non-SDCCD coursework

Discussion: Armstrong said the colleges need to be consulted on this issue. She explained that no substitutions for non-SDCCD coursework would be allowed except by petition. She also mentioned that the current policy covers the issue and reported that 5300.2 will stand as written.

Units in Residency – Ad Hoc Committee

Discussion: Lombardi, Paula Gustin, Armstrong, a Miramar representative, and a Student Services representative will make up the Ad Hoc Committee.

Copyright & Captioning

Discussion: Gail Conrad indicated that the process for ordering new videos is that the faculty must either purchase captioned material or ask for a transcript in order to get the videos captioned. Armstrong called to take this information to a subcommittee to follow-up with Lynn Neault, Student Services.

Integration of New Courses (Andersen)

Discussion: Andersen presented the course outlines for CISC 182, 187, and 193 to illustrate that Student Learning Outcomes (SLOs) are not being written to minimum standards. She recommended revisiting the issue on how and if SLOs should be included in outlines. Armstrong suggested someone talk with George to correct the SLOs.

Labor Market Information for Board Docket

Discussion: Harada handed out an example of a recent Board Docket to show the format and asked Council to ask Department Chairs or Deans to supply Council with some of this information. Tortorici requested amending 5300 because she believed it is a lot of work for one course. Armstrong said the Ad Hoc committee will look at the Policy and Procedures. Andersen requested putting this back on the agenda for August 17 meeting.

CurricUNET Steering Committee

Discussion: Van Houten reported that the Steering Committee will meet at least once this summer to continue to work on improving Version 2 and discussing six-year review, implementation in CurricUNET.

Student Services Council

Discussion: Conrad reported that Student Services has finalized the Grade Challenge Policy agreeing to two years during which the students may challenge their grades and faculty would have to keep the supporting documents. She also mentioned that the

withdrawal counts as a repetition of a course and those students who maximized their four-time attendance will be grandfathered in one more course.

State Academic Senate

Discussion: Conrad said Wheeler North is the new Area Representative for the Academic Senate and Gary Holton is the At-Large State Senate Representative at Mesa.

CIO (Chief Instructional Officers)

Discussion: Pam Deegan is now the President of the CIO organization.

Articulation Update

Discussion: Andersen updated the Council on the CSU Lower-Division Transfer Pattern (LDTP).

August 17, 2005

No Old or New Business Discussed; only Approved Curriculum.

September 8, 2005

Recency of Coursework

Units in Residency

Action: Motion to set up the Joint Subcommittee on Educational Policy Review to include three Academic Senate Presidents or designee, one Articulation Officer, a Counselor, an Evaluator, a Vice President of Instruction, a Vice President of Student Services, the Instructional Services Manager, and an Instructional Services Support staff member.

Labor Market Information

Discussion: Harada said Instructional Services does not study labor market information and should receive that information from the colleges. Council agreed Labor Market Research is not needed for individual courses; therefore it will no longer be submitted to the Board for individual courses.

Student Learning Outcomes (SLOs)

Discussion: Ingle reported that the Chancellor has requested that Instructional Services focus on SLOs. Carol Murphy said that calling course objectives student learning outcomes is not accurate. Ingle agreed. Manzoni said that the typical objectives for a course, if written as measurable, will serve as SLOs, which are different from program SLOs, general education SLOs, and institutional SLOs. Ingle recommended revisiting the topic of SLOs.

Approved Distance Education Courses on CurricUNET (Libby Andersen)

Discussion: Andersen distributed a list of Distance Education GE Courses report she generated from CurricUNET on July 6th. Harada mentioned that Instructional Services is working on updating the approved Distance Education report.

Hybrid Courses.

Discussion: Manzoni said a course is hybrid if it is less than 50% online and does not require curriculum approval for DE. Manzoni requested that the schedules make a note of hybrid courses as information to the student.

Schedule a Joint CIC/SSC meeting

Discussion: Council recommended having a Joint CIC/SSC meeting on November 10th from 1pm-3:30pm.

Directions on how to update textbooks (Manzoni)

Discussion: Manzoni said that textbooks need to be updated and faculty have not been able to update them in CurricUNET. Van Houten will talk with Governet for the capability of updating textbooks at any time in CurricUNET.

CurricUNET Steering Committee

Discussion: Harada reported that Instructional Services has an excellent working relationship with Governet. Lombardi recommended that the Steering Committee not bring back the operationalizing of the changes to CIC. The process of making changes to CurricUNET will be speeded up if we eliminate going back and forth between the Steering Committee and CIC.

State Academic Senate

Discussion: The Systems Advisory Committee on Curriculum is drafting a decision paper recommending stand-alone courses be locally approved. Deegan noted that there is a new committee that is a helpful resource to go to when programs get hung up in the state approval process.

CIO (Chief Instructional Officers)

Discussion: Deegan reported that Irvine Valley College's accreditation will be jeopardized and all their funding withdrawn because they have not sent program changes to the state for approval. She said that there have been some Title 5 changes that have been proposed: apportionment changes, changing language about online tutoring, and the instructional materials fee for online.

September 22, 2005

Catalog Addendum (Deegan)

Discussion: Mary Benard stated the need for the legal assistant program to have certain language in the description of the program emphasis because it is an ABA approved program. Ron Manzoni suggested posting the corrections on the online version of the catalog. Instructional Services will provide Bernard and Darryl Harrison a copy of the program pages in the 2006-07 catalogs.

Updating Textbooks in CurricUNET

Discussion: Libby Andersen suggested updating textbooks in CurricUNET from a list up to the top ten textbooks from the bookstore for a course listed.

Action: *Motion to investigate the feasibility of producing a report from CurricUNET of textbooks that are more than five years old for ongoing distribution to the department chairs of the institution(s) offering the course and/or a download from Nebraska Books into the CurricUNET text that are currently listed for student use by course in all three colleges and populating the course outline with up to the top ten popular selected textbooks. Prepare a written report to go to the Academic Senate Presidents of the possible ways to update that part of the course outline without a proposal.*

Educational Policy Review Committee

Action: *Instructional Services will send out an email to find the availability of the Educational Policy Review Committee members to schedule a meeting.*

Action ListCIC Functions (Deegan)

Discussion: Instructional Services will demonstrate the use of the CIC Index minutes Index at the next CIC meeting and will start using the Action List.

Draft of State Approval Process Procedures

Discussion: Andersen requested the drafted state approval procedures to be bought back to CIC with the changes.

Hybrid Courses

Discussion: Murphy said Miramar's Curriculum Committee, which includes some DSPS members, was concerned with students enrolling in courses without knowing that they are hybrid. Ingle reported that this issue has come up in Cabinet and an Ad Hoc committee has been established to review some issues including some policy for course development.

CurricUNET Operations

Discussion: Manzoni suggested that CurricUNET not permit total units to be populated with a number less than 18 units when it calculates total units for an associate degree.

Schedules

Discussion: Ingle said that the Spring Combo schedule has become too large to bind. It is 185 pages more than expected and would cost \$3.85 each to mail. Neault requested taking out the ads and reformatting it into two columns. Ingle suggested that someone from each college mark-up the sections that need to be taken out, and send the marked-up schedule to Instructional Services.

October 13, 2005

Six-Year Review Demonstration

Discussion: Van Houten demonstrated the Six-Year Review process added to CurricUNET.

CIC Minutes Index

Discussion: Ghazal Yousofy demonstrated how Council can use the CIC Minutes Index to search by topic for discussions and/or actions taken at previous CIC meetings.

State Approval Procedure Draft

Discussion: The Academic Senate Presidents will report back at the December 8th CIC meeting.

Educational Policy Review Committee

Discussion: Harada informed Council that ERC discussed units in residency and recency of coursework. Both issues will be presented to the faculty by the Academic Senate Presidents, and Student Services will provide more information on the frequency of the occurrence of these issues. Harada will also ask the sister colleges in Region 10 about their policies on recency of coursework.

Joint SSC/CIC meeting

Discussion: Harada reported that the Joint SSC/CIC meeting previously scheduled for November 10, 2005 has been canceled.

Advisory on Computer Skills

Discussion: Harada distributed an advisory on computer skills that was presented at a previous CIC meeting, but Council had decided not to include it in the class schedules. She presented it again because of the recent discussion regarding students' unawareness of hybrid courses. Ron Manzoni felt this was a faculty issue and recommended printing icons in the class schedule that would define skills to alert students of the use of technology in that class. Manzoni requested the topic be referred to the Academic Senate Presidents to present with a proposal.

Class Schedules

Discussion: Sandra Shaffer requested that the Continuing Education ads be included in the combo schedule. Manzoni said that all ads had been deleted from the Combo schedule

SDCCD Online – Andrea Henne

Discussion: Andrea Henne, the new Dean of SDCCD Online, was introduced. She explained that she is preparing a business plan for SDCCD Online to project SDCCD Online's goals, objectives, and resources needed to reach those goals.

MOU Elements Draft

Discussion: Andersen reported that the MOU Elements draft was presented to the DAC meeting, which included Transfer Center Directors, who will present it to shared governance groups in their colleges. The feedback will come to the December 7th DAC meeting. Andersen said that a final draft will be created and presented to the Chancellor once the feedback is received.

Report from System Advisory Committee on Curriculum

Discussion: Some of the issues to discuss were Title V language on tutoring via distance education and a position paper that would move approval of stand-alone courses back to a local/regional decision.

Activation of a course that has a proposal in CurricUNET

Discussion: Van Houten said that allowing two proposals on the same course simultaneously would cause one proposal to over-ride the other and corrupt data integrity.

October 27, 2005

Student Assessment Scores

Discussion: Harada referenced Richard Rose's email to clarify that SAT scores are not to be used to place students in English or Math courses.

Distance Education (Andersen)

Discussion: Instructional Services will review the Distance Education reports.

Proposed State Approval Process

Andersen said that a number of issues in 5300.2 impact the proposed state approval process.

If the CurricUNET Steering Committee notes any discrepancies in 5300.2 in addition to the approval process, the discrepancies will be forwarded to the Educational Review subcommittee.

Online Degrees

Discussion: Andrea Henne said The Western Association of Schools and Colleges requires that the colleges submit a "substantive change request" when a college decides to offer an online degree after having previously offered a traditional degree.

Six-Year Review

Discussion: Manzoni said there needs to be a process in place to recommend the colleges to get moving on the six-year review cycle. Van Houten stated that last November Instructional Services sent the colleges a list of courses due for six-year review with a three-year projection.

November 10, 2005

Distance Education

Discussion: Van Houten informed Council that Instructional Services revised the Distance Education reports and will send the reports to CIC members electronically.

Alert: SDCCD Course Transfer Hurdle

Discussion: Harada reported that if the transfer application cycle of an approved course is missed, and the course offered, students who take the course will not be able to use it

for UC, CSUGE, or IGETC. Short said that the Articulation Officers would create a calendar of deadlines and share it with the colleges.

Liberal Arts, Option II Degree Requirements

Discussion: Boyd reported that there is some confusion for students who are applying for the Liberal Arts Degree and intend to transfer because degree requirements and transfer requirements differ. It was decided that the Articulation Officers will work with the Transfer Center Directors to come up with language to put in the catalogs, Miramar's curriculum committee will look at revising the degree, Harada will take this issue to the Educational Review Committee who will discuss where to go from there.

Action: *Deegan stated that the Articulation Officers should indicate where in the catalogs the statement is to be included.*

Discrepancy in Grade Requirement for CSU G.E. Certification and Admission

Discussion: Boyd said that counselors are proposing that the district set a standard to make CSU GE certification dependent on achieving grades of C and above. Harada the district is not obligated to verify that the students get a C grade in all courses. Deegan suggested putting a statement in the catalog to warn students that there may be an issue if they get below a C.

Action: *Appropriate language will be included in the catalog warning students*

Hybrid Course Designation

Discussion: Andrea Henne is working with Neault on setting-up a system of automated integration between the registration system and ISIS for students taking online, hybrid, and web-enhanced courses. Proposed definitions for designating courses as full online, online, hybrid, or web-enhanced were distributed for feedback.

CurricUNET Steering Committee

Discussion: Van Houten reported the CurricUNET Steering Committee is reviewing the formatting structure for programs to make it easier to track individual programs and review the functionality of Distance Education in CurricUNET. Neault reported that CurricUNET will be mapped with Datatel for the interface.

December 08, 2005

Hybrid Definitions

Discussion: Council decided to use three definitions of "fully online, online, and hybrid" courses and to eliminate the designation called Computer-Based Courses that are Technology-Enhanced. The definitions will be taken to the Academic Senates to review and give their feedback. Harada reported that Jeff Mills will incorporate these definitions in the summer schedule.

State Approval Procedure

Discussion: Short, Parker, Lombardi will take the State Approval Procedure to their respective Academic Senates and return with their feedback. Governet is working with the State Chancellor's Office to create an electronic approval process in CurricUNET. Council proposed changes to the State Approval Procedure draft.

Catalog wording for Liberal Arts Option II & Certification/Admission

Discussion: The statement to be added to the catalog was discussed. Short will edit the wording. The senate representatives will take this to the Academic Senates and report back at the February 23rd meeting.

CISC 071: Intro to Embedded Computer Programming and Design & ELDT (Murphy)

Discussion: City wanted to create a similar ELDT course, but as an upper level course. City's Math and Engineering Department Chair felt it would be appropriate to place the course under the Electronic Technology subject area at a higher level. Murphy indicated

the importance of making a decision because of funding issues associated with the course.

Action: *The CISC and Electronic Technology assigned Discipline Deans, Otto Lee and Armando Abiña, will meet with two faculty members before the end of the semester. If the issues are resolved, there will be an electronic vote on December 15th. If the issue is not resolved, the issue will be referred to the January 25, 2006 CIC.*

Changes to IGETC and CSUGE requested action (Short)

Discussion: Short reviewed the proposed changes to IGETC and CSUGE Requested Actions handout. He found more appropriate areas for the courses approval. Parker requested adding Speech 170 under area A1 and BIO 255 under category CSUGE, Area B3. Andersen requested to add City to the PSYC 137 submission.

Action: *Motion to amend previous authorizations through this body to allow the courses to be submitted for these GE Categories.*

February 09, 2006

Class Schedule Task Force Update

Discussion: The Class Schedule Task Force will be provided a mock-up of a reformatted schedule with two-columns and the removal of repetitive comments. The timeline for schedules has been moved-up three weeks as requested.

Repeatability – MFET 220

Discussion: Harada reported that Manufacturing Engineering Technology 220 allows three repeats without specifying the enhanced skills or the change in content with each repeat. The Course Outline should specify that there is different content and state that the skills and proficiency are enhanced by repetition or practice. Neault said that the new W (withdrawal) Policy will be enforced in Fall 2006.

Action: *Harada will put together model language from current outlines. Neault will verify that Datatel has capabilities.*

CIC Quorum

The January 25th CIC meeting was canceled because of a lack of a quorum.

Guidelines to Common Pitfalls in Course Revision (Van Houten/Gustin)

Discussion: The Guidelines to Common Pitfalls in Course Revision handout that sets standard procedures for creating proposals with different scenarios of curriculum changes and problems in CurricUNET.

Review of Courses Based on TOP Codes as well as Course Prefix (Manzoni)

Discussion: Manzoni said that there is a course proposal with a discipline prefix of Drama and a TOP Code of Media Mass Communication/Television Production. That course was not reviewed by City's Radio/Television Department, which has a duplicate course. Van Houten stated that the TOP Code is selected by the School Dean when the School Dean reviews the course. Gustin said this will not be fixed in CurricUNET: it should be caught at the CRC level. She suggested the VPIs discuss the issue with the Deans to determine where there is potential of overlap in discipline.

CIO (Chief Instructional Officers)

Discussion: Deegan reported that at the end of February apportionment collection is going to change effective Spring, 2006. The state is confirming that there is a relationship between units and hours. Deegan stated that there has also been a change in determining apportionment for open entry/open exit courses. The curriculum committees are to determine a reasonable number of hours needed to complete the course. Effective Fall 2007, stand-alone course approval will become a local approval. There is a State-

wide Academic Senate request to increase the minimum standard for the Math/English graduation requirement.

February 23, 2006

State Approval Procedure

Discussion: Harada presented the revised state approval procedure. Harada stated that the actual submissions of the applications are made by the Vice Presidents of Instruction at the colleges. Instructional Services is not prepared to assist in a hands-on manner with preparing state approval applications. Neault reported there was a proposal for placing a researcher on each campus and reconvening the District Research Council to include a member of the Instructional Services, Planning, and Technology department.

Action: *Council decided that this procedure will be taken to the campuses and each college will create its own procedure. Manzoni suggested that the Deans and Chairs be responsible to make sure their programs are sent to the state.*

Hybrid Definitions

Discussion: Neault added “as described below” to the last sentence of the first paragraph. Council approved the wording of the definitions with using different icons for each definition.

Action: *The wording for the hybrid definitions was approved with different icons to be used for each definition in the Summer 2006 schedules.*

Open Entry/Open Exit

Discussion: Harada reported that the City’s Curriculum Committee voted on the number of optimal hours to complete a course offered as open entry/open exit. Miramar’s and Mesa’s CRC will vote as soon as possible on the courses offered as open entry/open exit for their college.

Repeatability Models

Discussion: Harada presented three repeatability models: Hardware/Software; Beginning, Intermediate, and Advanced; and the A, B, C model. Microsoft 134 was used as the Hardware/Software model; Physical Education 159 was used as the Beginning, Intermediate, Advanced model; and Art-Fine 165A, B, C was used as the A, B, C model. Council reviewed handouts on each of the models for use in courses that require repeatability.

Distance Education Approvals

Discussion: The CurricUNET Steering Committee decided to activate the ISIS screens on the curriculum deadline date, making the screens available two weeks earlier than the current process.

New Disciplines: CurricUNET Assignments

Discussion: When a college plans to offer a course in a discipline new to the college (but not new to the other colleges), Instructional Services must be informed of the school and department assigned to that discipline so CurricUNET can be set-up appropriately to give the proposals the appropriate approval flows.

Removal of Preparation for the Major from Catalog

Discussion: This issue has been taken to the colleges and will be brought back to CIC with feedback. There is a proposal to remove Preparation for the Major information for four-year colleges and universities from the District’s catalogs.

March 09, 2006

Liberal Studies Statement for the Catalog

Discussion: Council reviewed the two versions of the liberal studies statement.

Action: *Approval of adopting Version 2 for the Liberal Studies Statement for the catalogs.*

Action List – Recency of Coursework and Units in Residency

Discussion: Armstrong requested having a written recommendation statement to which Mesa and Miramar could provide feedback.

Action: *Harada will work with Neault to create the recommendations to forward to Mesa and Miramar for feedback.*

College-Level Transferable Courses

Harada distributed the criteria for College-Level Transfer Courses that CIC approved in 2001, because of recent discussions about the numbering of courses.

045L Deactivation

Discussion: Manzoni said he keeps getting 045L courses to deactivate. He requested Instructional Services deactivate the 045L courses.

Action: *Approval for Instructional Services to deactivate 045L, 046L, 047L generic courses District-wide.*

CurricUNET Steering Committee

Discussion: CurricUNET has a new feature that allows the users to sort the All Proposals section by subject area, originating college, and proposal type to narrow the proposals search.

Student Services Council

Discussion: Neault said when transfer courses come from other institutions evaluators sometimes treat them differently. The Evaluators will identify the courses they use differently and create an equivalency grid.

State Academic Senate

Discussion: Andersen informed Council of a bill coming for local approval of stand-alone courses.

CIO (Chief Instructional Officers)

Discussion: There is a proposed change to increase the Math/English graduation requirement, and some faculty members in occupational disciplines are against it.

March 23, 2006

Recommendation –Units in Residency and Recency of Coursework

Discussion: Harada distributed a written memorandum with City College recommendations regarding units in residency and recency of coursework. The Academic Senate Representatives will present them to their colleges and bring feedback to CIC.

AB 1943 (Stand-Alone Courses) Letter of Support

Discussion: Harada distributed a letter of support regarding AB 1943 (Assembly Member Pedro Nava) which would grant community colleges the local approval process of stand-alone courses.

Proposed Changes to Distance Ed, Delivery Methods & Contact Types (Van Houten)

Discussion: Van Houten distributed a handout of a list of delivery methods and contact types in CurricUNET of which users may select for Distance Education. Armstrong requested clarification on how the contact types correspond to MIS reporting and delivery methods. The relationship between methods of instruction and contact types in CurricUNET and ISIS will be discussed at the next CurricUNET Steering Committee meeting. Armstrong was concerned with introducing and linking information without fully understanding the integration of CurricUNET and Colleague. Van Houten requested discussing these issues at a later CIC date that is closer to the Colleague implementation.

Action: *These changes will be held. Van Houten will investigate the relationship of CurricUNET and the ISIS system.*

DSS Download

Discussion: Deegan requested that Instructional Services download from CurricUNET into DSS once a month.

April 27, 2006

Hybrid Courses

Discussion: Instructional Services needs to identify hybrid sections for the summer and fall schedules to add schedule types and designators to ISIS. Identifying those sections will link them to the appropriate accounting method and allow the system to identify them to students in the class schedules. In the future Instructional Services will put the hybrid schedule type on all the courses in ISIS so it is available to all new courses.

Armstrong said a process must be in place for students to be automatically registered for co-requisites of a course once they enroll in a course.

Linking Courses for Learning Communities

Discussion: Deegan suggested creating a parallel process of linking courses together. She believes this is a technical issue involving ISIS and scheduling and not a curriculum issue.

CIC Calendar

Discussion: Council revised the Draft CIC calendar to include a January 25, 2007 virtual CIC meeting, moving the December 14, 2006 meeting to November 30, and tentatively having a virtual CIC meeting either on December 7, 2006 or December 14, 2006 pending feasibility for Instructional Services.

MOU

Discussion: The Final draft of the MOU that was approved by Chancellor's Cabinet was distributed.

Curricular Emergency Process

Discussion: Deegan discussed a recent issue with a deaf student who enrolled in a Police Officer's Shooting Range Technical Defense course. The course description did not include the performance expectations of students enrolling in this course. Deegan suggested a way to expedite the inclusion of these expectations in the course descriptions of courses as a way to inform students before they register for courses.

Organization of Programs in Catalog

Discussion: Armstrong said Mesa is doing a review of the programs and how they appear in the catalog. Currently disciplines are organized under department rubrics. Mesa requested that the programs be separated.

Another Mesa concern is that some majors include general education requirements within the major, which grows the number of units. Students can only use one course in the major to meet the general education requirement. Mesa wants to split the GE courses as recommendations for a specific major.

May 11, 2006

Curriculum Emergency Procedure

Discussion: Myra Harada distributed Policy 5300.2, College Curriculum Committee Responsibilities 2.6 and Approval Process for All Course and Program Proposals and/or Modifications, 7.3.1.

Accommodations for Disabled Persons

Discussion: Harada distributed Policy 3105 and Procedure 3105.1, which indicated that disabled students cannot be excluded from participation of any post-secondary education activity or program.

LCOM (Van Houten)

Discussion: Van Houten explained the procedure of activating a learning community course: the college VPI emails Instructional Services requesting activation of the pairing of courses. If a pairing does not exist, a new proposal must be created in CurricUNET.

CIC Calendar

Action: *Approval of the CIC Calendar with the addition of an August 23, 2006 virtual CIC meeting, a December 21, 2006 virtual or physical CIC meeting, and a December 20, 2006 City CRC meeting.*

New Physics Courses Implementation Plan

Discussion: Short distributed a New Physics Course Implementation Plan and a Physics Course Equivalency Chart. Two of the sequences have moved from four-unit courses with a one-unit transferable problem-solving course to a five-unit course. The plan is to have the new physics courses replace the old courses and have only the new physics courses printed in the Fall 2007 catalog. Harada thanked Andersen and Short, who volunteered to change these numbers in CurricUNET manually.

Catalog Production via CurricUNET

Discussion: Harada said she discussed catalog production via CurricUNET Governet. Governet will give an estimate of the cost once they are given the Districts expectations.

Update on Distance Education Regulations (Armstrong)

Discussion: DETAC has been finalizing changes in tutoring regulations and the collection of apportionment for tutoring. The distance education labs may be claimed for apportionment on an hour-by-hour basis, not by a unit-basis. The second topic DETAC discussed was regulations and guidelines for hybrid courses, including defining hybrid courses, and separate course approval (Title 5, 55213). The Chancellor's Office and DETAC have written the guidelines to state that even though this section refers only to courses offered entirely by distance education, the intent is that all courses which have a distance education component should be reviewed by college curriculum committees.

CurricUNET Steering Committee

Discussion: Van Houten distributed the new text that CurricUNET emails when all required signers at a level have signed off. This will eliminate the problem of a user not having a proposal in his queue when receiving a message to sign-off on a proposal.

CIO (Chief Instructional Officers)

Discussion: Manzoni said the senates passed a resolution that involves the approval of short-term courses during intercession. The resolution states that the local curriculum committee must review the rigor, class size, and appropriateness of the method of delivery of all short-term courses, all courses offered for six-weeks or less. Manzoni said that the faculty may create a list of courses that they feel are appropriate to be offered in a 5-week session and the list can be forwarded to the CRC as informational.

MAY 25, 2006

CIC Calendar

Action: *The CIC Calendar was approved.*

Walked-In Curriculum

Discussion: Andersen made a motion to review walked-in curriculum first and identify if they should be submitted for GE transfer as the courses are being reviewed.

Discussion: Fire Protection Technology 265D: First Responders Awareness & Operations of Weapons of Mass Destruction.

Action: *Fire Protection Technology 265D was approved pending technical review.*

Discussion: Fire Protection 308A: Confined Space Operations-Murphy requested approval of FIPT 308A with a change from 1 unit to 1.5 units in order to comply with state regulations. There was no significant content change for the course. The effective term is Fall 2006.

Action: *PHYE 205, PHYE 219, PHYE 251A, PHYE 251B, and ARTF 125 were approved pending technical review. PHYE 205, PHYE 219, PHYE 251A, and PHYE 251B will be added to the UC Transfer Course proposal list.*

Action: *ARTF 125 will be added to the SDCCD General Education – Area C, District Multicultural Requirements, CSUGE (Breadth) – Area C1, IGET – Area 3, and UC Transferability proposal lists.*

Action: *PHYE 205, PHYE 219, PHYE 251A, PHYE 251B, and ARTF 125 were approved pending technical review. PHYE 205, PHYE 219, PHYE 251A, and PHYE 251B will be added to the UC transferability proposal list.*

Action: *ARTF 125 will be added to the SDCCD General Education – Area C, District Multicultural Requirements, CSUGE (Breadth) – Area C1, IGETC – Area 3, and UC Transferability proposal lists.*

Action: *CBTE 175 and CBTE 176 were approved with the requisite changes and pending technical review.*

Action: *CONF 110 and DRAM 151 were approved for distance education. Mathematics 015D, and HEAL 190 were approved.*

Action: *CONF 110 and DRAM 151 were approved for distance education. Mathematics 015D, and HEAL 190 were approved.*

Action: *CONF 110 and DRAM 151 were approved for distance education. Mathematics 015D, and HEAL 190 were approved.*

Action: *CONF 110 and DRAM 151 were approved for distance education. Mathematics 015D, and HEAL 190 were approved.*

Action: *PHOTO 265E, CISC 193, CISC 205, and CISC 210 were approved.*

Action: *PHOTO 265E, CISC 193, CISC 205, and CISC 210 were approved.*

Action: *CISC 189A and 189B were approved with activation at City.*

Curriculum Updating Project

Discussion: There are 241 courses left to integrate.

SEPTEMBER 14, 2006

Accommodations for Disabled Persons

Discussion: Neault reminded the Council that statements excluding students with physical limitations cannot be listed in the class schedule. Statements have been removed from the schedule of classes in the past. *Providing Academic Adjustments/Accommodations for Students with Disabilities, Procedure 3105.1* was distributed.

CISC 071: Intro to Embedded Computer Programming and Design

Discussion: Carol Murphy stated that Computer and Information Sciences 071, Introduction to Embedded Computer Programming and Design, was held because City College faculty felt the course should be in another discipline.

Action: A motion was made to table the discussion until the October 12, 2006, meeting, at which time CIC would take a vote. In the meantime, Kit Foster will try to resolve the issue at Miramar College.

Student Learning Outcomes to Course Objectives on Course Outline

Discussion: Murphy stated that some of the faculty at the colleges are confusing *Student Learning Outcomes* with *Course Objectives* because the objectives are labeled SLOs in CurricUNET.

Action: CIC representatives will discuss with faculty senates and other appropriate committees at each campus whether or not to change the title of *Student Learning Outcomes* back to *Course Objectives* in the official course outlines and report back on October 12, 2006.

Grant-Funded Course Development

Discussion: Van Houten informed the Council that the State of California has requested that courses that were developed through grant funding be identified. Neault stated that the State of California will begin tracking these types of courses beginning in the summer of 2007.

Action: New courses developed using grant funding as of July 1, 2007, will be reported to Instructional Services.

English & Math Associate Degree Requirement

Discussion: Neault informed the Council that the State passed a change to increase the associate degree requirements in math and English. She stated there are no issues with English, but the mathematics requirement needs to be raised.

Walked-In Curriculum

Action: Music 265A was approved pending technical review.

Action: Banking and Finance 102, 104, 106, and 108, Escrow 101 and 111 was approved for activation pending technical review.

Action: Mathematics 116 was approved pending technical review.

Action: ANTH 102 and 103, EDUC 203, HIST 100 and 101, and MATH 015A, 015B, 015C, 015D, 032 and 118 were approved pending technical review.

Geography 104, World Regional Geography

Action: GEOG 104 was approved for activation and District GE, IGETC and CSU GE.

Discussion: Manzoni stated that generally the Council acts on General Education (GE) at a different time, not during the approval of an activation. He suggested automatic approval for the General Education Transfer for a course that is already approved for GE at another District college. Manzoni stated that attention should be given to new courses trying to get GE approval (both CSU and District GE), and should have a separate motion.

Action: Motion to approve the submittal for GE transfer when an activation of a course already approved for GE at another District college, is approved.

Curriculum Updating Project

Discussion: There are 239 courses left to integrate. Van Houten informed the committee that Governet is working on the Integrated Course List and the list would be ready by the next CIC meeting. The list will provide information on the courses up for six-year review, the courses overdue for a six-year review, and the courses left to be integrated.

CurricUNET Steering Committee

Discussion: Next meeting will be held on September 21, 2006.

September 29, 2006

Meeting was cancelled. There are no minutes available for this date.

October 12, 2006

CISC 071: Intro to Embedded Computer Programming and Design

Discussion: Approved on consent agenda.

English & Math Associate Degree Requirement – Update

Discussion: Teegarden updated the Council on what Mesa is doing to address the change in degree requirements from the State. The issue has been taken to the Academic Senate. Vocational Education Programs have been invited to join in the development of a math course that can be used to meet degree requirements for vocational programs.

Fine Art 101

Discussion: Short asked the Council if they would approve Fine Art 107 for CSUGE and IGETC submission for both Mesa and Miramar.

Action: Short will decide on two dates for course G.E. approval and will bring it back to the Council at the next meeting.

Program Area Redesign in CurricUNET (Steering Committee)

Discussion: Armstrong reported that Mesa is re-designing the programs in their catalog. Some programs are listed under their department rather than the discipline.

Course Abbreviations

Discussion: Manzoni stated the course title abbreviations in ISIS in the schedule are not consistent from college to college. The course title in ISIS appears on the student transcript. Van Houten said that CurricUNET & ISIS titles are consistent based on what the faculty enter for the abbreviation in their CurricUNET proposal.

Curriculum Reporting for the California Community Colleges (CRCC) Project

Discussion: The State Chancellor's office has asked the Vice Presidents to confirm and correct, if needed, every course offered by the colleges. In 1992, the State Chancellor's office started entering submitted courses of instruction into a database. Each time a course was revised, they would also enter the revision into their system resulting in two or more versions of the course in the system with the same name but no indication of which was current.

Curriculum Updating Project

Discussion: Van Houten stated that courses left for integration are included on the Six-Year Review Report in CurricUNET.

CurricUNET Steering Committee

Discussion: Van Houten stated that the Steering Committee is working on the issues that Gustin brought up regarding programs.

Articulation Officers

Discussion: The new physics courses were approved. AO's are working on articulating new courses for all colleges in the district.

October 26, 2006

Curriculum Reporting for the California Community Colleges (CRCC) Project

Discussion: Ron Manzoni stated that the District is being asked by the State to review all of the courses for each college and to identify which courses are the current courses. The Vice Presidents of Instruction have the lists for their respective colleges.

Action: The vice presidents of instruction will designate the TOP Code changes and will submit them to Instructional Services by January 2007.

General Education (GE) Review Dates

Discussion: Duane Short recommended the committee change how it approves UCTCA submissions. Short suggested that those courses be screened for UC transferability at the same time they are screened CSU transferability. The criteria are similar and it seems appropriate to screen them at the same time. Courses will be approved for UCTCA.

Action: *Approve submission for the UCTCA list when a course is approved at CIC; approve submission of the District CSUGE and IGETC submission of General Education requirements, at the second CIC meeting in November and the first CIC meeting in May. M/S/P (Armstrong, Foster)*

Student Learning Outcomes to Course Objectives on Course Outline

Discussion: Carol Murphy asked if the other colleges went to their Academic Senates regarding the wording of Student Learning Outcomes on the course outlines. Murphy stated that Miramar is suggesting that the wording be changed back to Course Objectives.

Action: *To change "Student Learning Outcomes" to "Student Learning Objectives" in the course outlines. 7for, 3 against, 1 abstained.*

Basic Skills Criteria

Discussion: Teegarden asked what constitutes basic skills. Lynn Neault explained that TOP Code 4930 courses were recommended by the State as the permissible TOP Code for basic skills.

Articulation Officers

Discussion: Short mentioned the Articulation Officers will start submitting courses against the Lower Division Transfer Pattern (LDTP). He wanted to make sure that the courses stay aligned at all of the campuses. A list will be given to the District Articulation Council (DAC) in December.

November 9, 2006

Basic Skills in CurricUNET

Discussion: Laurie Van Houten explained where Basic Skills is selected and displayed in CurricUNET. Myra Harada asked if the Vice Presidents of Instruction are in concurrence as to which TOP codes would be used for basic skills courses.

Recency of Coursework

Discussion: Duane Short updated the Council on the status of whether or not the District should have a blanket recency of coursework policy in place. The Academic Senates for City and Miramar believe that a district wide policy would be inappropriate and that each department should implement their own recency of coursework policy.

Action: *Short will work on the language of the Recency of coursework statement and bring it back to the November 30, 2006, CIC meeting.*

Special Topics Courses

Discussion: Short has been working on distinguishing special topics courses from experimental courses. Implementation is a matter of finding course numbers to use, revising CurricUNET and proposing a change to the District's curriculum approval policy.

Action: *Short will prepare and present the recommended changes to CurricUNET and district policy to the CIC Council.*

Political Science 101: Introduction to Political Science; Political Science 102: The American Political System

Discussion: Paula Gustin informed the Council that these courses affect all three colleges. The courses need to be changed to meet the CSU's American Institution

requirements. There were some technical difficulties with CurricUNET while the courses were going through the approval process.

November 30, 2006

Virtual Meeting was held. There are no minutes available for this date.

December 21, 2006

Recency of Coursework

Discussion: Myra Harada presented the draft wording that Duane Short prepared for the proposed “Recency of Coursework” statement and its proposed placement in the catalog.

Action: *The Recency of Coursework statement will have the words “or longer” removed. Action was to approve the amended statement pending the concurrence of the Academic Senate.*

The catalog statement as revised: Recency of Coursework Limitation: Academic departments may require that courses for the major be completed within five years prior to the granting of the Associate Degree, Certificate of Achievement, or Certificate of Completion. Students with questions about the applicability of previous coursework are advised to consult the Evaluations Office as early as possible.

Quorum

Discussion: Harada reminded the Council of the quorum needed for CIC meetings. She referenced SDCCD policy 5300: if a regular member cannot attend a meeting that member will send a replacement (i.e., not just give someone her/his proxy).

CurricUNET Steering Committee

Discussion: Laurie Van Houten informed the Council that the committee mapped out and revised the program side of CurricUNET to make it more user-friendly and easier to create proposals for awards and certificates.

Student Services Council

Discussion: Liz Armstrong gave an update on the process for the grade challenge policy. She has asked that the process be put on hold. In June of 2005, the process was approved and has been in place for about eighteen months. The Academic Senate asked for a few changes and it went from Student Services Council straight through to Shared Governance and never went to CIC for Approval.

January 25, 2007

Virtual meeting held. There are no minutes available for this date.

February 08, 2007

Virtual meeting held. There are no minutes available for this date.

February 22, 2007

Personal Growth 120: College Success and Lifelong Learning

Removed from consent agenda:

Discussion: Henry T. Ingle read an email from Steve Bouscaren, the Anthropology Chair at City College that stated that Bouscaren’s concerns regarding the course had

been allayed and that he recommended the course be activated at City College if the Council approves it.

Action: Motion to approve the course description with first sentence of the course description ending at “skills” and removing “through the application of physiological, social, and psychological principles”.

Discussion: Short agreed with Armstrong’s motion to revise the first sentence of the course description. However, he suggested changing the last sentence in the course description to, “Students will apply these topics as they relate to their self-development as integrated physiological and psychological entities and acquire strategies to effectively deal with issues in their personal lives and educational and career plans.”

Action: *Armstrong accepted Shorts suggestion as a friendly amendment to the course description to include, “Students will apply these topics as they relate to their self-development as integrated physiological and psychological entities and acquire strategies to effectively deal with issues in their personal lives and education and career plans.” Approval at City College pending City Curriculum Committee approval.*

Units in Residency Requirement

Discussion: Short summarized a change to procedure 5300.2. He stated the requirement that 12 units in residence for an Associate degree has been in our catalogs for sometime but it has not been in our procedure. The Council revised the proposed wording to read; *The SDCCD Associate degree and Certificate of Achievement require a minimum of 12 semester units in residence in the district in addition a minimum of 6 units of the required courses for the major must be completed at City, Mesa or Miramar colleges.*

Action: *Laurie Van Houten will distribute electronic copies of the procedure addition to the committee so it can be taken to the college Academic Senates for approval.*

State Inventory Report

Discussion: Armstrong explained to the Council that the VPI’s are in the second phase of the State Inventory Report. If there are any errors, they will be notified. All courses for all three colleges have been uploaded. Instructional Services will have the changes in the summer of 2007.

Certificates of Completion – Clarification of the modifications to course requirements statement specifically related to waiver of courses

Discussion: Short stated that the Evaluators are concerned about substitutions and waivers for Certificates of Completion, which can consist of as few as two courses and as many as 17.5 units. Short’s new revision to the statement:

Petitions for substitutions to course requirements from institutions within SDCCD will be filed with the Evaluations Office at the respective colleges. Courses shall not be waived. Final determination on substitutions will be made by the appropriate college review committee.

Action: *The revised statement for Certificates of Completion will be taken to the Academic Senates for approval and brought back to CIC for final action.*

CIC/SSC Joint Meeting

Discussion: Henry T. Ingle gave some possible dates to the Council as to when the CIC and Student Services Council (SSC) would be able to have a joint meeting. A possible date is May 10, 2007.

Articulation Officers

Discussion: Short explained the Lower Division Transfer Pattern (LDTP) project, which is a new transfer pattern to CSU.

March 08, 2007

Units in Residency Requirement

Discussion: Harada stated that the CIC would move forward with the Units Required in the Major statement as it appears in the catalog and district policy and procedure.

Action: *The Recency of Coursework statement and the Units Required in the Major statement be approved for the catalog.*

Certificates of Completion

Discussion: Clarification of the modifications to course requirements statement specifically related to waiver of courses.

Action: *Certificates of Completion tabled until City and Miramar Academic Senates review the issue.*

Curriculum Walked-In

Discussion: Harada told the Council that we have deadlines set three weeks in advance so that Instructional Services can accommodate review of the curriculum. She informed them that the walked-in curriculum along with the approved curriculum would be a large amount of curriculum without time scheduled for Instructional Services curriculum review.

Business Studies, Mortgage Brokerage and Banking; Business Studies, Real Estate; Culinary Arts/Culinary Management; English 97, College Writing Skills; Geographic Information Systems 104, Geographic Information Science and Spatial Reasoning; Hospitality 101, Introduction to Hospitality and Tourism; Hospitality 105, Customer Service; Hospitality 115, Hospitality Operations and Management; Hospitality 120, Event and Hospitality Sales and Marketing; Hospitality 130, Event and Hospitality Law; Hospitality 140, Club Management; Hospitality 150, Hospitality Human Resources; Hotel Management 105, Hotel-Motel Front Office Procedures;

Hotel Management 110, Lodging Management and Operations; Hotel Management 150, Resort Management; Hotel Management 160, Timeshare Management; Hotel Management 201, Hotel Management Simulations; Tourism 110, Event Destination Management; Tourism 115, Tours: Guiding and Techniques; Tourism 120, Meeting and Convention Management; Tourism 125, Special Event Management; Tourism 130, Event Convention Service and Catering Management

Tourism 135, Event Promotion and Sponsorship; Tourism 140, Event and Meeting Facilities Management; Tourism 141, The Business of Wedding Coordination

CurricUNET Steering Committee

Discussion: Van Houten gave the Council a handout for the Originator Guidelines to Course Revisions that the CurricUNET Steering Committee prepared.

Student Services Council

Discussion: Neault gave an update on the Lower Division Transfer Pattern (LDTP). There has been conflicting information about whether or not courses submitted to LDTP would affect Articulation.

March 22, 2007

Certificates of Completion

Discussion: Terrie Teegarden stated that the Mesa Academic Senate approved the changes to procedure regarding Certificates of Completion. Jan Lombardi stated that the City College Academic Senate approved the changes as well. Carol Murphy stated that the Miramar Academic Senate has not reviewed the changes and that it is on their agenda.

CIC/SSC Joint Meeting

Discussion: Myra Harada proposed that the May 10th date be accepted as the joint meeting date and the time period would coincide with the regular afternoon block of time when CIC meets.

Recency of Coursework Statement

Discussion: Short clarified that the approved Recency of Coursework statement pertained to graduation requirements and the courses required to obtain a Certificate of Achievement or a degree.

Special Topics Courses

Discussion: Short explained that the Council talked about how the District combines Experimental Courses and Special Topics Courses into one category. He stated that last year he was going to write up what changes were needed in procedure for CurricUNET in order to clearly delineate the difference between Experimental Courses and Special Topics Courses. Short gave the Council a handout detailing the changes.

Action: *The Curriculum Steering Committee will be the workgroup to review Special Topics Courses.*

CurricUNET Steering Committee

Discussion: Van Houten gave a handout to the Council on the “Other Hours” field in CurricUNET. This field is for courses that are not typical lecture or lab courses.

Articulation Officers – Lower Division Transfer Pattern

Discussion: Short gave an update on LDTP. The Regional Articulation Officers met. They talked with the Articulation Officer at SDSU.

At the closing, Vice Chancellor Ingle expressed his appreciation to her for a record of exemplary service to this District as she moves to retirement later this year. This meeting represents the final chairing responsibilities for Dean Harada.

April 12, 2007

Photography 265G: Nature and Landscape Photography

Discussion: Short stated that he thinks Photography 265G is a perfect course for the Special Topics category. Ron Manzoni stated that the course should be degree applicable and transferable. Short commented that Manufacturing 270 should also be degree applicable and transferable. Laurie Van Houten stated that Instructional Services will make the changes.

Action: *Photography 265G was approved with the change to transfer applicability for CSU.*

CIC/SSC Joint Meeting

Discussion: Henry Ingle stated that the joint meeting would be held during a CIC meeting. He stated that the earlier May 10th proposed date is posing some calendar difficulties for Student Services and conflicting with some other back-to-back meetings scheduled for that same day. Van Houten stated that the May 24th CIC meeting is the date that the Council reviews the General Education requirements. She suggested moving the review of GE requirements to the May 10th CIC meeting.

Action: *The Council will review the General Education requirements at the May 10, 2007, CIC meeting instead of the May 24, 2007, CIC meeting.*

Recency of Coursework Statement

Discussion: Short stated at the last CIC meeting the Council discussed the concern; if the District allows students to repeat courses then perhaps the district would not be able to claim apportionment for those courses; therefore, the District would not let the students repeat them.

Courses Developed with Grant Funding

Discussion: Van Houten stated that last spring semester the State Chancellor's office informed the community colleges that they must report whether or not a course was developed using grant funding. Van Houten stated that she needs confirmation from each Vice President of Instruction of any course developed in the last year where economic development funds were used.

Certificate of Completion Course Substitution Statement

Discussion: Short stated that he just wanted to make clear that the Miramar Academic Senate voted to approve the Certificates of Completion change.

Units in Residency in the Major Statement

Discussion: Short stated that Miramar College wanted to suggest a slight modification to the written statement on the Units Required for the Major. He indicated that the wording suggested proved to be "too wordy and long" as one sentence and they are suggesting breaking the sentence down into two sentences. Van Houten stated that the revised wording was already submitted for approval to the Chancellor and that she had already approved it. Short said that his observation was not a substantial change and we should let it stand as presented.

2007-2008 CIC Calendar

Discussion: Laurie Van Houten informed the Council of the proposed CIC calendar for the 2007-2008 academic year. A tentative working copy of the calendar was distributed at the meeting.

Curriculum Updating Project

Discussion: Van Houten stated that the integration report is down to 230 courses.

Armstrong stated that there is a different part of updating the curriculum which is the CRCC project. She stated that the VPIs are in phase three, which is very complex and lengthy.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the "tech review liaisons" at each of the campuses are on the Steering Committee. She said they requested that the position in CurricUNET at their level be made "required" for five days only.

Van Houten stated that the committee had a large discussion about creating Learning Communities (LCOM) and streamlining that process. She gave the Council a handout on the procedure the committee made to create new LCOM's and activate current LCOM groupings on a campus.

CIO (Chief Instructional Officers)

Discussion: Manzoni informed the Council of the State Academic Senate group's position on associate degree requirements in the major. He stated that the focus is on the transfer studies degree title.

Articulation Officers

Discussion: Short informed the Council that Region 10 Community Colleges discussed the LDTP. They voted on the statement, which he will be sending out by email.

April 26, 2007

Fashion 179

Discussion: Jan Lombardi expressed her concern regarding the last sentence in the course description. She recommended changing the sentence from, "This course is designed for students majoring in the fashion field, and for anyone with a general interest in digital photography", to "This course is designed for students majoring in the fashion field."

Action: *To approve the course with the following modification; remove “and for anyone with a general interest in digital photography” from the last sentence in the course description.*

CIC/SSC Joint Meeting

Discussion: The Council proposed and agreed to two joint CIC/SSC meetings for the 2007-2008 academic year. The first meeting will be held on September 27, 2007 during the Curriculum Instructional Council meeting from 2:00pm to 4:00pm. The second meeting will be held February 21, 2008, during the Student Services Council meeting from 9:00am to 11:00am.

2007-2008 CIC Calendar

Discussion: Gustin confirmed that the dates chosen for the Mesa CRC committee are correct and she added a virtual meeting for January 24, 2008. Lombardi confirmed that the dates chosen for the City CRC meetings were good. She added November 7, 2007 and November 28, 2007 as City CRC dates. Lombardi also added January 23, 2008, as a virtual CRC meeting for City.

Title 5 Review and Revision

Discussion: Lynn Neault informed the Council that there are new revisions to Title 5. The concern expressed from the Chief Executive Officers (CEO) and the College Student Services Officers (CSSO) is that the process was gone through without consultation.

Teegarden informed the Council of the new degree requirements for Mathematics and English.

Lower Division Transfer Pattern Course Outlines

Item not discussed due to meeting time constraint.

Multicultural Studies Course Approval Procedure

Discussion: Ron Manzoni explained that there are many courses that could meet the multicultural requirement because of various changes that have been made as courses have been revised. Manzoni could not recall any action being taken by CIC on courses to approve them to meet the multicultural requirement and wanted to know the process.

Action: *A committee will be assembled to discuss and examine multicultural requirements and the courses that meet those requirements.*

Labels for Online Courses

Discussion: Ingle briefed the Council on the current labels for online course definitions/icons and the confusion that they cause. He stated that Manzoni requested revisiting the labels for online courses.

Action: *The Council recommended the District use “Fully Online” and “Partially Online” as the labels for online courses. The Academic Senate Representatives will bring the rewording of the online labels to their Academic Senates for approval and will report back to CIC.*

Curriculum Walked-In

Discussion: Armstrong expressed there was not a place for discussion regarding the reason for course activation. She questioned the impact on the other campuses in respect to enrollment. Ingle asked the Council who would like to work on the issues paper as a summer project. Manzoni and Armstrong agreed to work on the paper.

Action: *Manzoni and Armstrong volunteered to assemble a summer task force to create a concept paper concerning course activation and enrollment issues.*

May 10, 2007

Approval of District and Transfer General Education Patterns

Discussion: Henry Ingle referred the Council to the handout for Review and Approval of General Education Transferability Actions and asked the Council if they wanted to pull or discuss any courses on the list. Duane Short wanted to discuss Biology 111 and Geographic Information Systems 104.

Action: *Motion to approve all courses for General Education/Transferability with the exception of the Manufacturing Engineering Technology courses at this time, pending their approval at City College. The MFET courses will be submitted if City College recommends them for submission.*

Discussion: Short added that researching the UC system for any courses similar to MFET taught there would be beneficial. Ingle asked the Council who should do the research, and Castaneda volunteered. Armstrong interjected that she wants Vice President of Instruction, Ron Manzoni to be involved in the research as well.

Action: *Short suggested a friendly amendment to the motion to approve all courses for General Education/Transferability with the exception of the Manufacturing Engineering Technology courses at this time, pending their approval at City College. The MFET courses will be submitted if City College recommends them for submission. Short's suggestion was to submit the MFET courses for UC Transfer once the courses are researched and recommended by City College for submission. Armstrong accepted Short's friendly amendment.*

Discussion: Short had a few questions regarding Biology 111 and Geographic Information Systems 104. He stated that he is not necessarily opposed to including these courses on the list. However, he is concerned that Biology 111 may be too narrow in scope to qualify for a GE course and for CSU and IGETC.

Action: *Motion: Short requested a second friendly amendment that Sociology 223 be added to the multicultural column, and if Biology 111 does not get approved for CSU GE and IGETC then we would not list it for District GE. Furthermore, Psychology 245 can be proposed for CSU GE. The Council accepted Short's second friendly amendment to the motion to approve all courses for General Education/Transferability with the exception of the Manufacturing Engineering Technology courses at this time. Here again, pending this recommendation is approved at City College. That is, the MFET courses will be submitted if City College recommends them for submission. Short's first friendly amendment was to submit the MFET courses for UC Transfer once the courses are researched and recommended by City College for submission.*

2007-2008 CIC Calendar

Discussion: Short stated that the February 22, 2008, Miramar CRC meeting was not correct and should be removed from the calendar.

Action: *Motion to approve the Curriculum Approval Calendar for 2007-2008 Academic Year as amended.*

Labels for Online Courses

Discussion: Short asked for clarification regarding hybrid courses and inquired about a rumor that they are being discontinued. Ingle clarified that the use of the label "hybrid" will no longer be applicable in the schedule and catalog, but that the hybrid modality will still be used by faculty in developing courses. Ingle confirmed that the labels agreed upon at the last CIC meeting are "fully online" and "partially online" and asked that the minutes be consistent as well as the communication going out to the Academic Senates as they review the recommendation.

Lower Division Transfer Pattern (LDTP) and Course Outlines

Discussion: Gustin wanted to discuss how the Lower Division Transfer Pattern (LDTP) will affect curriculum writing. She explained that LDTP uses descriptors to identify if a course being submitted meets all of the criteria for the LDTP.

Student Learning Objectives

Discussion: Murphy stated that she was looking at the CIC Resolved Actions List and noticed that in October 26, 2006, the Council voted to change the phrase “Student Learning Outcomes” to “Student Learning Objectives” in the course outline. She asked if that could be completed. Van Houten stated that it would be completed.

Action: *Update course outline to read “Student Learning Objectives”.*

Curriculum Walked-In

Administration of Justice 167, Report Writing; Anthropology 265B, Introduction to Medical Anthropology; Biology 130, Human Heredity

Hybrid Courses

Topic was covered under Old Business.

CurricUNET Steering Committee

Discussion: Van Houten explained that the Steering Committee is revising the procedure to split apart the experimental and special topics courses and is close to completing the revision. She thinks it should be complete by the end of next week’s meeting. Short expressed his appreciation for the committee’s work on revising the procedure. Van Houten conveyed that the program changes are on the test site for review and are moving forward to implement that change for the fall semester. She stated the committee is also revising the curriculum report to clearly reflect these changes.

State Academic Senate

Discussion: Roma Weaver gave the Council handouts for information on the 2007 ASCCC Curriculum Institute Program. She informed the Council that there were about 90 people registered so far.

Articulation Officers

Discussion: Short gave the Council a handout on the definitions and processes for inter-institutional agreements. He explained about two months ago at a District Articulation Council (DAC) meeting the question of MOU proposal procedures was raised.

May 24, 2007

Prerequisite Requirements for Anthropology 265B

Discussion: Paula Gustin did not have an update for the Council regarding Anthropology 265B because she had not received feedback from Juliette Parker.

Action: *Gustin will email Murphy with information when she receives a response from Parker on prerequisites at the university level in regards to Anthropology 265B.*

Accounting Courses

Discussion: Murphy asked Gustin if the course outlines for accounting that were sent back for changes were expanded. Gustin believed that the changes were made, but she had not reviewed them. Short interjected that the council should review Political Science 101 and 102 as potential courses to meet the American Institutions requirement. Liz Armstrong responded that the plan is to host a meeting at Mesa, on June 5, 2007, from 10:00 am until 12:00 pm to come to consensus on the outlines.

Curriculum Walked-In

Administration of Justice 308, Leadership Theory and Practice; Child Development 175, Infant-Toddler Growth and Development; Consumer Studies 110, Personal Financial Management

English 205, Critical Thinking and Intermediate Composition; English 215, English Literature I: 800-1799; Medical Assisting 106, Principles of Infection Control and

Sterile Technique; Military Science 120, Military Justice, Ethics, and the Law of Armed Conflict

Curriculum Updating Project

Discussion: Van Houten explained that the report on the curriculum updating project shows how many course integrations are left. Gustin asked Van Houten to explain why courses are removed from the list. Van Houten explained when course outlines are revised and integrated or a course is deactivated they are removed from the list.

CurricUNET Steering Committee

Discussion: The Committee reviewed the program area changes that were implemented in the CurricUNET test site. They were able to look at the screens that were developed and made minor recommended changes.

State Academic Senate

Discussion: Teegarden informed the Council that the Basic Skills workshop will be at Mesa on August 24, 2007. Armstrong explained she received an email stating each college could send 15 people which should include people in particular roles on campus and therefore attendance is by invitation only.

CIC Membership Changes

Discussion: Teegarden announced that she would not be on the Council for the 2007-2008 academic year and her replacement will be Juliette Parker.

August 23, 2007

Virtual meeting held. There are no minutes available for this date.

September 13, 2007

Introductions and Overview

Discussion: Members of the Council introduced themselves. Hess read the CIC Overview handout that was given to the Council. She explained the logistics and the committee membership.

Education 203: Service Learning for Prospective Teachers

Removed from consent agenda:

Discussion: Juliette Parker explained that there may be a timing issue for City College regarding the offering of Education 203. She continued that she was contacted at Mesa College by SDSU regarding the offering of Education 200 at City College but Education 203 was not being submitted by City College for the articulation update. At this point, SDSU has denied articulation for Education 203 for this year.

Action: *Education 203, Service Learning for Prospective Teachers was approved for activation at City College with the understanding that the course will not be offered until the articulation has been approved.*

Gender Studies 101: Introduction to Gender Studies

Removed from consent agenda:

Discussion: Gustin asked if Gender Studies 101 was an introduction to Gender Studies or Women's Studies, as she believed all of the course objectives deal with women's studies. Manzoni answered that the course was originally proposed as either a Sociology or Women's Studies course. However, the current trend is towards Gender Studies courses that cover both men and women even though they emphasize Women's Studies.

Action: *Gender Studies 101, Introduction to Gender Studies was approved for as a new course at City College.*

Psychology 111: Psychological/Social Aspects of Aging, Death and Dying Removed

from consent agenda:

Discussion: Gustin informed the Council that she was speaking on behalf of Vice President Armstrong, who had addressed this topic at the last CIC meeting. She stated the issue was the District's role in looking at course offerings to make sure that as different campuses activate courses, the enrollment in specialized courses are not impacted. She defended she was not referring to chemistry or biology that are large programs, with high enrollments, but the specialized courses.

Action: *Psychology 111, Psychological/Social Aspects of Aging, Death and Dying was approved for activation at City College.*

Psychology 165: Theories of Consciousness

Removed from consent agenda:

Discussion: Manzoni stated that Psychology 165 has the same activation issue as Psychology 111. He explained that Psychology 165 should be tabled for now until the faculty can discuss it.

Action: *Psychology 165, Theories of Consciousness is tabled for activation at City College until the psychology department faculty at City and Mesa colleges have discussed the course.*

Basic Skills and Degree Applicable Courses

Discussion: Hess informed the Council that many of the Title 5 curriculum regulations had been changed, (and went into effect) August 16, 2007. She stated that there would also be a second round of changes that would be approved in the next few months as well.

Mathematics and English Degree Requirements

Discussion: Hess explained the degree requirements will be changing and take effect in Fall 2009. She reminded the Council the vocational faculty from the Mathematics department would like to be included in the discussion regarding the mathematics degree requirements. It was suggested this topic will also be discussed at the Mathematics and English Symposium.

Stand-Alone Course Approval

Discussion: Hess advised the State Chancellor's office changed the Title 5 regulations regarding stand-alone courses. Previously any course that was not part of a program or general education requirements accepted in the UC or CSU systems was considered stand-alone and had to have separate approval from the State Chancellor's office. Now the regulation is that the local Curriculum Review Committees can approve them, but the reviewers must go through a process of certification.

Summer Taskforce Update

Discussion: Manzoni informed the Council that the taskforce was unable to convene during the summer.

Stand-Alone Course Approval Certification

Topic discussed under Old Business.

Curriculum Reporting for the California Community Colleges (CRCC) Update

Discussion: Neault explained to the Council that phase four of the CRCC project had been launched and it was due in a week and a half. She explained phase four entails giving a unique identifier to each course. She informed the Council phase three took about 25 submissions.

Curriculum Updating Project

Discussion: Van Houten stated the list of remaining courses that need to be integrated will be provided to the Council.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council the CurricUNET Steering Committee had reviewed the program area redesign entry screens in CurricUNET. Weaver updated the Council on Continuing Education's (C.E.) implementation of CurricUNET.

State Academic Senate

Discussion: Lombardi stated the plenary session is the first week in November.

Chief Instructional Officers

Discussion: Hess welcomed Bill Vincent, Vice President of Instruction at Miramar College, to the Curriculum Instructional Council.

Articulation Officers

Discussion: Short welcomed Libby Andersen, Articulation Officer at City College, back to the Curriculum Instructional Council.

September 27, 2007: Joint CIC/SSC Meeting

Title 5 Changes: Certificates of Completion

Discussion: Hess informed the Council the Board of Governors adopted a new set of revisions to Title 5. She announced that a taskforce would need to be formed to implement the curriculum changes. Section 55070 of Title 5 concerns Certificates of Completion.

Title 5 Changes: Cooperative Work Experience Education

Discussion: Hess stated Cooperative Work Experience Education is described by section 55250 of Title 5. Many of the changes to this section are minor and are mostly changes in language. The big change is in the types of cooperative work experience. The parallel plan and the alternative plan were removed from Title 5.

Title 5 Changes: Mathematics and English Requirements for Associate Degree

Discussion: Hess announced on October 19, 2007, there will be a symposium for the Mathematics and English Requirement for the Associate Degree. The purpose of the symposium is to gather everyone together and address some of the issues such as 1.) Assessment; 2.) Challenge Exam; 3.) New Math Requirements; and 4.) How to initiate articulation discussions with Continuing Education and K-12 faculty.

Title 5 Changes: New Degree Requirements (Transfer Studies Degree/Non-compliant Degrees)

Discussion: Hess presented the New Degree Requirements, section 55063, and the impact they will have on the Transfer Studies Degree. In 2005 a legal advisory was issued that confirmed the language in Title 5 does not allow a degree to consist only of transfer coursework required by the CSU or UC systems. New Title 5 regulations states a degree must be 18 semester units of General Education (GE) and 18 semester units in a major or an area of emphasis based on the Taxonomy of Programs (TOP) therefore it needs a TOP code. This will impact our Transfer Studies Degrees.

Title 5 Changes: Credit/No Credit changed to Pass/No Pass

Discussion: The grading option of Credit/No Credit has been changed to Pass/No Pass. Neault explained the change is effective Fall 2009. This change has a huge impact on the District in terms of forms and policies. The change affects 29 programs and the Education plan.

Title 5 Changes: Withdrawal

Discussion: Neault stated there are two components to a withdrawal. The limits on withdrawals have been redefined in the regulations.

Title 5 Changes: Course Repetition

Discussion: Neault explained course repetition is permissive. This permits the District to allow a substandard grade for extenuating circumstances, such as illness, circumstances beyond the student's control, etc. The District can allow an extra repetition.

Lower Division Transfer Pattern

Discussion: Hess updated the Council on the Lower Division Transfer Pattern (LDTP). LDTP was designed to replace CAN numbers. Last year the colleges started submitting courses through LDTP. 45% of the courses submitted through LDTP were accepted and 55% were rejected.

Basic Skills and Reclassification of Pre-Collegiate

Discussion: Hess informed the Council there has been a change in Title 5 regarding basic skills and funding. Now the only way the district can receive funding for a basic skills course is if it is not degree applicable.

Combo Class Schedule

Discussion: Hess stated most of the Council is aware the class schedule is moving to a combined class schedule versus individual class schedules.

2nd Annual CurricUNET Users Group

Discussion: Hess announced that the District Instructional Services Office (IS) would sponsor one faculty member from each college, including Continuing Education, to attend the 2nd Annual CurricUNET Users Group Conference.

October 11, 2007

Title 5 Changes Subcommittee

Discussion: Hess informed the Council that at the last CIC meeting it was discussed that a subcommittee be formed to address the Title 5 changes. The Title 5 changes to be discussed are Certificates of Completion and Transfer Studies Degree.

Course Activation Process

Discussion: Hess gave the Council the history behind the course activation process. Hess explained that the Council will develop a taskforce to review the process and possibly implement changes.

Walked-In Curriculum

Action: *The Personal Growth 065, Orientation to College was approved for activation at Miramar College pending review of the course for clarification of basic skills or associate degree status. [Armstrong confirmed at the November 11, 2007, CIC meeting that the Personal Growth 065 course is associate degree applicable.] Humanities 106, World Religions was withdrawn by Carol Murphy until further research is complete.*

Curriculum Updating Project

Discussion: Van Houten stated that the handout reflected the current course integration tallies. Van Houten volunteered to email the list of courses to be integrated to the Council.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the Steering Committee would be meeting on October 18, 2007 and would be discussing the process to separate special topics courses from experimental courses and that Duane Short will be attending the meeting to clarify his recommendations to changing District Procedure. Weaver informed the Council that the Continuing Education CurricUNET Steering Committee finalized everything. On October 31, 2007, the test web site will be up and ready for testing during the months of November and December.

Articulation Officers

Discussion: Short informed the Council that on Monday October 15, 2007, the Southern California Intersegmental Articulation Council (SCIAC) Fall Conference was being held in Long Beach, CA.

October 25, 2007

The meeting was cancelled. There are no minutes available for this date.

November 08, 2007

Personal Growth 065: Orientation to College

Discussion: At the October 11, 2007, CIC meeting Personal Growth 065, Orientation to College was approved for activation at Miramar College pending review of the course for clarification of basic skills or associate degree status. Elizabeth Armstrong informed the Council that Personal Growth (PERG) 065 is associate degree applicable.

Accounting 116A

Discussion: Juliette Parker explained the effective date for Accounting 116A is the Spring 2008 semester and Mesa faculty would like the effective date moved to the Fall 2008 semester. She continued the course was revised to meet San Diego State Universities' (SDSU) Lower Division Transfer Pattern (LDTP).

Action: *Accounting 116A, Financial Accounting was approved with the effective date of Fall 2008 for Mesa College.*

Computer and Information Sciences 220; and Geographic Information Systems 110

Discussion: Elizabeth Armstrong explained that Computer and Information Systems 220 (CISC) was written and approved for Mesa College.

Action: *Computer and Information Sciences 220 course is tabled for discussion and will be brought back to CIC after the Course Activation Process Subcommittee meets on November 27, 2007. Geographic Information Systems 110 was approved for activation at City College.*

{Elizabeth Armstrong commented that CISC 220 was tabled at the 11/08/07 CIC meeting until the Course Activation Process Subcommittee met on November 27, 2007. However, the meeting was postponed until December 6, 2007. Armstrong proposed at the 11/29/07 CIC meeting that the Council could precede with CISC 220 and vote on it at the meeting. The Council accepted her recommendation.}

Speech Communications 135

Discussion: Duane Short explained the Speech 135 (SPEE) course is proposed for distance education for City College. Miramar has the course approved to be taught entirely in a distance education format.

Action: *Speech 135 was tabled so City College could review the distance education portion of the course.*

Course Activation Process

Discussion: Hess informed the Council the Course Activation Process subcommittee has scheduled a meeting for November 27, 2007, from 1:00 p.m.–2:00 p.m. at Mesa College, room A-104A.

Course Integration

Discussion: Van Houten stated the colleges are concerned that some courses are assigned to a college that does not offer the course.

Associate Degree American Institutions Requirement

Discussion: When the District American Institutions Requirement for the Associates degree was created the idea was to align it with the CSU American Institutions Requirement.

Short Course Descriptions

Discussion: Hess informed the Council a sample of some of the courses already in CurricUNET with short course descriptions was included in their packets. She said the Single Combo Schedule Committee has made a recommendation to add short course descriptions, about 1 line, to each course for the Summer 2008 single combo schedule.

Curriculum Walked—In

Discussion: Murphy informed the Council that CBTE 165 was never added to the Miramar curriculum agenda.

Action: *Computer Business Technology 165 was approved for distance education at Miramar College.*

Curriculum Updating Project

Discussion: Van Houten informed the Council that the Curriculum Updating Project numbers had not changed since the last CIC meeting on October 11, 2007.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that she and Dean Hess would be attending the Community College League of California (CCLC) Annual Convention and Partner Conference from November 15–16, 2007, in San Jose California.

Van Houten explained that she is working on the 5300.2 policy regarding special topics courses and experimental courses.

Brian Ellison informed the Council that Continuing Education is working on implementation of CurricUNET.

State Academic Senate

Discussion: Lombardi attended the State Academic Senate plenary session the week before. She explained a resolution was passed recommending they study whether 30 units is enough in basic skills.

Chief Instructional Officers

Discussion: Bill Vincent thanked Duane Short for all of the hard work that he does as the Articulation Officer at Miramar College.

Articulation Officers

Discussion: Andersen informed the Council there have been proposed changes to IGETC.

Military Articulation

Discussion: Hess added Military Articulation has been housed in Tech Prep and will now be the responsibility of the District IS Office.

November 29, 2007

Approval of District and Transfer General Education Patterns

Discussion: DRAM 108 was added to the SDCCD GE, CSU GE BREADTH, IGETC and UC Transfer columns; JOUR 202 was not previously approved by the CIC Council; PERG 130 was previously approved by the CIC Council. Gustin recommended including Mesa College's walk-in course, Anthropology 205, on the District and Transfer General Education Patterns.

Action: *The District and Transfer General Education Patterns list was amended as follows: Added was Anthropology 205 added to SDCCD GE and CSU GE (Breadth). The District and Transfer General Education Patterns list was approved as amended.*

Course Integration

Discussion: Laurie Van Houten explained to the Council the Course Integration list was revised and campus responsibilities were reassigned. The courses highlighted in green are courses offered by one campus; therefore that campus is responsible for integrating them.

Action: *Motion: Curriculum Review Committee Co-Chairs take the courses not integrated issue to their committees with a recommendation that any course outlines that have not been reviewed or updated since 2001 will not be offered for the Fall 2008 semester.*

Lower Division Transfer Pattern (LDTP) Update

Discussion: Short updated the Council on the Lower Division Transfer Pattern (LDTP). He stated there has not been much change to the LDTP situation. At the end of last semester the Region 10 Transfer Center Directors and Articulation Officers along with two other regions, put forward a statement explaining the issues perceived with LDTP urging the community colleges to wait to participate until the issues are resolved.

Course Proposal for District Health Education Requirement

Discussion: Parker informed the Council the Evaluators brought up the topic of the District health Education requirement when they attended to the last District Articulation Council (DAC) meeting. The Evaluators proposed, some time ago, the District Health Requirement be expanded so students had more options to meet the requirement.

Title 5: Non-Compliant Degrees

Discussion: Hess informed the Council the Non-compliant degrees otherwise known as Liberal Arts, and Transfer Studies Degrees need to be modified before the 2008-2009 catalog deadline. She reminded the Council the Title 5 Subcommittee is meeting on December 10, 2007, and the State Chancellor's Office is having another CCConfer teleconference on December 5, 2007.

Certificate of Achievement

Discussion: Hess reminded the Council, that at the November 8th CIC meeting it was discussed to research how many Certificates of Completion are awarded to students and requested to be posted to their transcripts.

CIC Retreat

Discussion: Hess stated there was discussion of CIC having a retreat in January. The Instructional Services Office will propose dates and send them by email to the Council.

Curriculum Walked—In

Discussion: Anthropology 205, Introduction to Medical Anthropology; Gustin explained to the Council that Anthropology 205 is the permanent replacement of an experimental course. It is an introduction to Medical Anthropology. Gustin acknowledged Murphy had a comment regarding the course being a lower division course and not an upper division course.

Action: *Anthropology 205, Introduction to Medical Anthropology course was approved for Mesa College.*

Discussion: Computer and Information Systems 220, Fundamentals of Computer Game Programming; Computer and Information Systems 220 course were previously tabled. It was added to the agenda for approval.

Action: *Computer and Information Systems 220, Fundamentals of Computer Game Programming was approved.*

Curriculum Updating Project

Discussed under old business.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the Steering Committee is meeting on December 6, 2007, to finalize the data entry fields and the reports for the change to

the program piece of CurricUNET. The IS office will be cleaning up the data in January and implement the changes in the Spring 2008 semester.

Discussion: Roma Weaver informed the Council that Continuing Education is running about two weeks behind schedule with their implementation of CurricUNET. They do not have their test site up yet, but they are still hoping to go live in February.

Student Services Council

Discussion: Neault informed the Council that SSC met earlier that morning and discussed the Freshman Experience plan for next year. The SSC also met with the transfer Center Directors and talked about transfer issues.

Discussion: The priority registration for Active Military (not dependants) was discussed. There is some confusion at the state level in determining what priority registration means. Some colleges are giving priority registration to all veterans, which in our district would be half of our student body.

December 13, 2007

Title 5: Non-Compliant Degrees

Discussion: Hess updated the Council on the Title 5 Subcommittee's meeting that was held on December 10, 2007. The subcommittee discussed Transfer Studies Degrees with the recommendation that the colleges create an Associates in Arts Degree in General Studies with any of the following areas of Emphasis: Arts and Humanities, Business, Education, Mathematics Engineering and Science, Occupational Studies, and Social and Behavioral Sciences.

Title 5: Expedited Approval Process

Discussion: Hess informed the Council that Short put together a comprehensive expedited approval process for the replacement degrees. At the Title 5 subcommittee meeting Short suggested the approval process be modified slightly to accommodate the implemented changes as an expedited process.

Course Activation Subcommittee Update

Discussion: Hess updated the Council on the Course Activation Subcommittee. She briefly explained the subcommittee's draft proposal for the course activation process. The change that would occur in the current 5300 policy would be to remove the "or activation of a course" language. Policies 5300 1.1 and 7.1 will be updated to reflect the changes.

Short Course Descriptions

Discussion: Hess briefly updated the Council on the short course descriptions project. She reminded the Council the topic of developing short course descriptions was discussed at a previous CIC meeting for the single combo schedule, which is being developed for Summer 2008.

CIC Retreat

Discussion: The Council agreed the CIC Retreat will be held on January 23, 2008, in the afternoon. The District IS Office will inform the Council of the retreat location. Agenda items for the retreat will be Non-compliant Degrees, General Studies Degree, Certificate of Achievement General Education and the approval process.

Curriculum Updating Project

Discussion: Laurie Van Houten informed the Council there are 229 courses left to be integrated. She stated after this CIC meeting the number would be declining.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the Steering Committee met the previous week and reviewed the data entry screens in CurricUNET for changing the

programs. The committee is moving forward with implementation for the Spring 2008 semester. The IS office will be working on finalizing and cleaning the data up in January when the approval process is turned off.

Discussion: Weaver informed the Council that CE is reviewing their CurricUNET with Governet on Monday December 17, 2007.

January 24, 2008

Virtual meeting held. There are no minutes available for this date.

February 14, 2008

Approval of Continuing Education Curriculum

Discussion: Lynn Neault asked who evaluates the prerequisites for Continuing Education (CE) courses. Brian Ellison responded his understanding is that prerequisites are checked at the classroom level. Neault recommended the prerequisites be changed to advisories. Ellison agreed with Neault, however, the credit program is different than CE. He continued the prerequisites serve as advisories.

Discussion: Libby Andersen requested the CIC Council receive copies of the CE course outlines in the future so the outlines can be shared with interested parties on their campuses and so they can work with CE. She stated she was unable to take the Computer and Information Sciences courses to City College faculty in CISC, INWT or MSFT to see if there is any duplication or if they would like to network the courses with CE.

Action: *All other CE items were approved by consent with the condition that prerequisites are changed to advisories.*

Discussion: Neault stated the Title 5 changes are blending the credit and noncredit together. Ellison stated at this point in time there is no controlling language on this topic.

Discussion: Jan Lombardi questioned the High School Diploma Program (HSDP) courses 413A, Contemporary Voices I and 413B, Contemporary Voices II. Each course states it is the first semester of a two-semester course. Hess asked Lombardi if she wanted to pull both High School Diploma Program course, Lombardi replied yes.

Action: *Duane Short made a friendly amendment to the previous motion; CE items: High school Diploma Program, 461 Physics I; High school Diploma Program, 467A Unifying Algebra/Geometry I; and High School Diploma Program, 467B Unifying algebra/Geometry II are approved with the condition that prerequisites are changed to advisories.*

Approval of Continuing Education Program Changes

Removed from the Continuing Education Consent Agenda: Network Security Specialist Certificate Program and Network Support Specialist Certificate Program

Journalism 201: Advanced Newswriting and Reporting

Discussion: Duane Short informed the Council that Miramar College's Curriculum Review Committee (CRC) did not approve Journalism 201 (JOUR) as being a new course at Miramar. Andersen responded she believes the originator spoke with Leslie Klipper, Department Chair of English, Communications and World Languages at Miramar College, regarding JOUR 201 and she asked for Miramar to be added to the proposal.

Action: *Journalism 201, Advanced Newswriting and Reporting was tabled for review by Miramar's Curriculum Review Committee.*

Physical Education 191: Theory and Application of Conditioning – Advanced Basketball

Discussion: Short explained he pulled Physical Education 191 (PHYE) because he is concerned about the number of Physical Education (PE) courses in a single sport or area being approved. Additionally, this course creates a new category of PE, which is called Conditioning. Currently in terms of transfer categories there are four in PE: 1) Activities courses; 2) Intramural 3) Professional Activities courses; and 4) theory courses. Short stated the UC system is going to limit the number of units that a student can take in activity courses to four units.

Action: *Physical Education 191, Theory and Application of Conditioning – Advanced Basketball was tabled until the February 28, 2008, CIC meeting.*

Continuing Education: Computer and Information Sciences 604: Intro to Wireless LANS; Computer and Information Sciences 605: Intro to Network Operating SYS; Computer and Information Sciences 606: Intro to Network Security I; Computer and Information Sciences 607: Intro to Network Security II

Discussion: Manzoni apologized to Brian Ellison about pulling all of the Computer and Information Sciences courses. He sent an email to City College's Computer and Information Sciences (CISC) faculty regarding the CE courses; however the CISC faculty did not respond. Since all three colleges have computer and networking courses he believes the college faculty members would want to review or make suggestions regarding the CE CISC courses before they are approved. Manzoni stated he knows CE's intent is not to have their courses appear to be college courses. He feels, in addition to the prerequisite issue previously discussed, the courses should go to the colleges for review and suggestions before the Council takes action on them.

Action: *Computer and Information Sciences 604, Intro to Wireless LANS; Computer and Information Sciences 605, Intro to Network Operating SYS; Computer and Information Sciences 606, Intro to Network Security I; Computer and Information Sciences 607, Intro to Network Security II were tabled until the colleges can review the course outlines.*

Continuing Education: High School Diploma Program, 413A Contemporary Voices I and High School Diploma Program, 413B Contemporary Voices II

Discussion: Weaver explained the High School Diploma Program (HSDP) 413A and 413B courses used to be one course (231) that was split into two because of the enhanced funding bill. She stated they are kind of a continuous course.

Action: *High School Diploma Program, 413A Contemporary Voices I and High School Diploma Program, 413B Contemporary Voices II were approved with the friendly amendment that the first semester of a two semester course be changed to the second semester of a two semester course for High school Diploma Program, 413B.*

CIC Retreat Update

Title 5: Non-Compliant Degrees

Discussion: Hess updated the Council that the title changed for non-compliant degrees and they will be titled "Liberal Arts and Sciences with an emphasis in". Short stated Miramar College is not participating in the Liberal Arts and Sciences Degree. Miramar originally developed 20 "Flexible" major degrees that are now down to 19.

Title 5: Expedited Approval Process

Discussion: Hess informed the Council the Expedited Approval Process was updated at the retreat and if anyone needed a copy to please let the IS office know.

Short Course Descriptions

Discussion: Hess thanked the Council for all of their input and hard work on short course descriptions. She has incorporated all of the changes into a spreadsheet. Hess asked if the District Instructional Services Office (IS) can move forward with incorporating the changes in the class schedule and CurricUNET, and the Council agreed.

Work Experience Courses (Titles and Limitation on Enrollment)

Discussion: Hess explained that among the Title 5 changes, one issue that has not been discussed is the Work Experience courses specifically, the reference to the parallel and alternate plans in the titles. Additionally the limitation on enrollment for the 7 units should be removed. Neault responded that has been implemented in the student system. Hess added the change still needs to occur in curriculum.

English 51 Exit Exam

Discussion: Hess informed the Council during the joint SSC/CIC meeting on February 21, 2008, there will be a discussion on the English 51 Exit Exam and what direction the District plans to take. Currently there is an exit exam that not everyone is offering.

Review of Minimum Standards for Integrated Outlines

Discussion: Andersen asked for this topic to be added to the agenda because the three Academic Senates agreed to the integrated outline and she had noticed in the last year there is a differing minimum standard being applied at each campus. She continued one campus is asking for more information while another campus is approving integrated outlines that need to meet the minimum standard.

Transfer Studies Degree Program

Transfer Studies Degree Program was already discussed.

Curriculum Walked—In

Discussion: Black Studies 155, Afro-American Literature Lombardi informed the Council that Black Studies (BLAS) 155 is a Distance Education proposal for City College. City College would like to offer the course starting the second 8—week session of the Spring 2008 semester.

Action: *Black Studies 155 was approved for Distance Education at City College.*

Curriculum Updating Project

Discussion: Van Houten informed the Council the number of courses to be integrated is decreasing. She thanked the Council for the help they have provided with the Curriculum Updating Project.

CurricUNET Steering Committee

Discussion: Van Houten updated the Council on the Program revision in CurricUNET. She expects to have the ability to go into CurricUNET and create program proposals by the end of the day.

Discussion: Weaver updated the Council on CE's CurricUNET progress. She stated their outlines are up and they are testing. It is still on schedule.

Student Services Council

Discussion: Neault stated the Student Services Council is dealing with implementing new Title 5 regulations and freshman year experience for next year. They also discussed the Transfer Studies Degree and the Evaluator's concerns.

Chief Instructional Officers

Discussion: Ellison informed the council the State Department of Education is informing accrediting commissions nationally that if recommendations are made, districts no longer have a 6-year grace period to make the corrections; it has been condensed down to two years.

Articulation Officers

Discussion: Short informed the Council the new IGETC standards have been approved by all three systems and passed. The new standards explain how to certify IGETC and it is more useful for faculty and students and a little more permissive with the rules and who can certify, when you can certify, etc.

February 28, 2008

Virtual Vote

Discussion: Hess informed the Council that there was a modification to the proposed agenda. She recommended conducting a virtual vote for all College and Continuing Education curriculum.

Liberal Arts and Sciences Degree: General Education Patterns

Discussion: Hess informed the Council the System Office has concerns regarding the General Education Patterns and has recommended revisions. The System Office recommended the colleges remove the local General Education (GE) requirement as an option, but have the students complete the CSU or IGETC pattern. Stephanie Low at the System Office recommended 18 units from GE and an area of emphasis; 24 units of electives gives students too much freedom.

Liberal Arts and Sciences Degree: Arts and Humanities

Discussion: Hess explained the System Office is concerned the Arts and Humanities degree is too broad. The System Office is concerned that a student could complete the 18 units in Arts without completing any Humanities courses or vice versa. The recommendation is to break it into groups or require the student to take 6-9 units in each of those groups.

Liberal Arts and Sciences Degree: Business and Economics

Discussion: Hess explained the System Office concerns regarding the Business and Economics degree. They are concerned the description implies students will study Business in relation to Economics. The course list seems to be oriented towards Business more than Economics and in reality a student can complete this emphasis without taking any Economics courses. The State's recommendation is to revise the title and description to focus on Business or split the course list in order to require students to complete 6-9 units in each of two or three groups.

Liberal Arts and Sciences Degree: Education Emphasis

Discussion: Hess explained the System Office is concerned the Education Emphasis courses do not reflect the requirements for an Education degree. The System Office recommendation is to consider offering it as a separate degree such as Liberal Studies or Elementary Teacher Preparation.

Liberal Arts and Sciences Degree: Math, Engineering, and Science Emphasis

Discussion: Hess explained the System Office concerns with Math, Engineering and Science are students are not required to complete courses in all three disciplines and students might not be adequately prepared to major in Engineering at a 4-year institution. The System Office recommended listing three separate areas of emphasis or requiring some units from one or more groups.

Liberal Arts and Sciences Degree: Professional or Technical or Career

Discussion: Hess explained again the System Office is concerned that Professional or Technical or Career Technical Studies emphasis is too loosely defined and the course list is too broad. The System Office recommended developing individual degrees offered in these areas.

Liberal Arts and Sciences Degree: Social and Behavioral Sciences

Discussion: Hess explained to the Council that the System Office is fine with the Social and Behavioral Studies degree; however, they recommend students complete some units in Social Science and some units in Behavioral Science. She continued that Stephanie Low stated overall the degree for City College looked okay but she would prefer to see a separation of those two disciplines.

March 13, 2008

History 109: History of the United States I and History 110, History of the United States II

Discussion: Duane Short recommended removing the sentence in the course description that states, “This course is required for History majors and is recommended for transfer students” for both History 109 and 110.

Action: *History 109, History of the United States I and History 110, History of the United States II were approved with the removal of the sentence, “This course is required for History majors and is recommended for transfer students” from the course descriptions and with the provision that faculty from all three colleges will meet to discuss the language with a deadline of the 2009-2010 catalog.*

Journalism 201: Advanced Newswriting and Reporting

Discussion: Short explained to the Council he pulled Journalism 201 (JOUR) because Miramar College’s Curriculum Review Committee (CRC) did not approve the course for activation at Miramar College.

Action: *Journalism 201, Advanced Newswriting and Reporting was approved with the condition that Miramar College be removed from the proposal.*

Physical Education 191: Theory and Application of Conditioning – Advanced Basketball

Elizabeth Armstrong informed the Council that she consulted with Jan Ellis, the Physical Education Department Chair, and Dave Evans, the Dean of Physical Education regarding Physical Education 191 (PHYE). They explained it is important within athletics to keep the course sports specific rather than general.

Action: *Physical Education 191, Theory and Application of Conditioning – Advanced Basketball was approved at Mesa College.*

Hospitality 161: Timeshare Management

Discussion: Paula Gustin explained to the Council that the units for Hospitality 161 (HOSP) had been changed and she was not certain if it was an error or not. She requested the course be approved pending verification of the unit value.

Action: *Hospitality 161, Timeshare Management was approved at Mesa College with the caveat that upon further research the units could be changed if needed.*

Curriculum Walked—In

Discussion: Introduction to Manufacturing Technology, Certificate of Completion; Jan Lombardi explained to the Council the program Introduction to Manufacturing Technology was a new Certificate of Completion. Andersen added the originator in forming the Certificate of Completion took Manufacturing Engineering Technology 101 broke it into three modules, A, B, and C.

Discussion: Manufacturing Engineering Technology 230, Lean Manufacturing; Lombardi informed the Council that Manufacturing Engineering Technology 230 had a correction in the prerequisite.

Discussion: English 037A: Persuasive Writing and English; 037B: Persuasive Writing II- Lombardi informed the Council that English 037A and 037B are the renumbering of English 092A and 092B respectively due to a change to basic skills.

Discussion: Mathematics 098: Technical Intermediate Algebra and Geometry- Lombardi shared Mathematics 098 has been in the process for a while and has been revised many times. Andersen added this course is equivalent to Mathematics 096, but it is a very functional based technical math, using practical examples to work on intermediate algebra and geometry that is covered in more of a strict math sense in Mathematics 096.

Action: *The Program: Introduction to Manufacturing Technology, Certificate of Completion; and Curriculum: English 037A, Persuasive Writing; English 037B, Persuasive Writing II; Mathematics 098, Technical Intermediate Algebra and Geometry, with the removal of the course equivalency to Mathematics 096; and Manufacturing Engineering Technology 230, Lean Manufacturing were approved for City College.*

Discussion: School Age Care, Certificate of Completion; Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; Family Child Care, Certificate of Completion; Home Day Care, Certificate of Completion; Infant-Toddler Care, Certificate of Completion; Residential Care Workers, Certificate of Completion; Gustin explained that Mesa College was deleting the School Age Care, Certificate of Completion; Infant-Toddler, Certificate of Completion; Family Child Care, Certificate of Completion; and Residential Care Workers, Certificate of Completion. The Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; and Home Day Care, Certificate of Completion; were revised.

Action: *Assistant Teacher, Certificate of Completion; Child Development, Associate in Science; Home Day Care, Certificate of Completion revisions were approved at Mesa College. School Age Care, Certificate of Completion; Infant-Toddler Care, Certificate of Completion; and Family Child Care, Certificate of Completion; Residential Care Workers, Certificate of Completion, deactivations were approved at Mesa College.*

Discussion: Dental Assisting, Associate in Science; Dental Assisting, Certificate of Achievement; Dental Assistant 124, Basic Dental Assisting; Dental Assistant 124L, Basic Dental Assisting Lab; and Dental Assistant 128, Dental Radiology I; Gustin explained the Dental Assisting courses have been revised for licensing bodies. The program has been aligned to match new course numbers.

Action: *Dental Assisting, Associate in Science; Dental Assisting, Certificate of Achievement; Dental Assistant 124, Basic Dental Assisting; Dental Assistant 124L, Basic Dental Assisting Lab; and Dental Assistant 128, Dental Radiology I were approved for Mesa College.*

Discussion: Dietetic Service Supervisor, Certificate of Completion; Gustin informed the Council that the Dietetic Service Supervisor, Certificate of Completion is being revised to include a course required for the major. Mesa College would like to eventually convert the Certificate of Completion into a Certificate of Achievement.

Discussion: Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement; Gustin explained that Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement were all revised.

Discussion: Fashion Design-Production, Certificate of Completion; Fashion Design, Associate in Science; Fashion Design, Certificate of Achievement; Fashion Merchandising, Associate in Science; Fashion Merchandising, Certificate of Achievement; Gustin explained new courses were added to the Fashion Merchandising

Certificate of Achievement. The faculty evaluated the program and want CBTE included. The Fashion Design-Production, Certificate of Completion is being deactivated.

Discussion: Art-Fine Art 231, Introduction to Digital Art; Art-Fine Art 232, Introduction to Digital Drawing and Painting; Art-Fine Art 233, Introduction to Digital Photographic Imaging; Gustin explained these Art-Fine Art courses have been widely debated. The Fine Art program at Mesa College has six areas of emphasis. The Fine Art department would like to add this area of emphasis to the program and they are hoping to articulate these courses with UCSD. This is a new and emerging field, which may be why the outlines have been controversial. Gustin thinks the outlines meet minimum standards for the District's outlines. She continued she would like to have the courses approved so Mesa can begin the process of state approval along with the articulation process.

Discussion: Education 150, Advanced Tutor Training; Gustin explained Education 150 is a new course. It trains students on how to tutor in an online environment. Lombardi asked if City College could be added to the proposal. Armstrong added that Title 5 restricts units for tutor training.

Discussion: Engineering 116, Computational Methods in Engineering; Gustin stated when Engineering 116 was initially proposed there was not a lot of discussion between City and Mesa's engineering faculty. She continued that Elizabeth Castaneda helped streamline the course between the colleges. Lombardi stated that City College would like to activate the course as well. Gustin answered if City College activates Engineering 116 too then there needs to be coordination between Mesa and City College when offering the course.

Discussion: Physical Therapist Assistant, Associate in Science; Physical Therapist Assistant 137, Orthopedic Exercise and Rehabilitation; and Physical Therapist Assistant 137L, Rehabilitation and Exercise; Gustin explained the Physical Therapist Assistant (PHYR) 137 and 137L were the splitting of the lecture and lab and renumbering of PHYR 134. The program proposal is to revise the associate's degree to reflect the new course numbers.

Discussion: Digital Arts Emphasis, Associate in Science; Gustin stated once the program is approved they will be requesting state approval with an emphasis in Digital Arts. The department collaborated with Multi-Media.

Action: *Dietetic Service Supervisor, Certificate of Completion; Health Information Technology, Associate in Science; History, Associate in Arts; Interior Design, Associate in Science; Interior Design, Certificate of Achievement; Medical Assisting, Associate in Science; Medical Assisting, Certificate of Achievement; Radiologic Technology, Associate in Science; and Radiologic Technology, Certificate of Achievement; Fashion Design-Production, Certificate of Completion; Fashion Design, Associate in Science; Fashion Design, Certificate of Achievement; Fashion Merchandising, Associate in Science; Fashion Merchandising, Certificate of Achievement; Art-Fine Art 231, Introduction to Digital Art; Art-Fine Art 232, Introduction to Digital Drawing and painting; Art-Fine Art 233, Introduction to Digital Photographic Imaging; Education 150, Advanced Tutor Training with City College added to the proposal; Engineering 116, Computational Methods in Engineering with City College added to the proposal; Physical Therapist Assistant, Associate in Science; Physical Therapist Assistant 137, Orthopedic Exercise and Rehabilitation; and Physical Therapist Assistant 137L, Rehabilitation and Exercise; and Digital Arts Emphasis, Associate in Science walked in for Mesa College were approved.*

Discussion: Fire Prevention, Associate in Science; Fire Prevention, Certificate of Achievement; Fire Protection, Associate in Science; Fire Protection, Certificate of Achievement; Fire Technology, Associate in Science; Fire Technology, Certificate of Achievement; Carol Murphy informed the Council that the Fire programs all had an Associate in Science degree and a Certificate of Achievement. She continued Miramar College was cleaning up their catalog.

Discussion: Art and Visual Studies, Associate in Arts; Biological Studies, Associate in Science; General Education, Certificate of Achievement; Chemistry Studies, Associate in Science; Communication Studies, Associate in Arts; Earth Science Studies, Associate in Science; Elementary Education, Associate in Arts; English and Literature Studies, Associate in Arts; Health and Physical Education Studies, Associate in Science; Human Development Studies, Associate in Arts; Humanities Studies, Associate in Arts; Mathematics Studies, Associate in Arts; Music Studies, Associate in Arts; Occupational and Technology Studies, Associate in Science; Physics Studies, Associate in Science; Pre-Engineering Studies, Associate in Science; Psychology, Associate in Arts; Social and Behavioral Sciences, Associate in Arts; and World Language Studies, Associate in Arts; Short informed the Council that Miramar College created 18 “flexible” degrees to replace their Transfer Studies Degree and there had not been any changes, the degrees were the same as previously presented.

Action: *Art and Visual Studies, Associate in Arts; Biological Studies, Associate in Science; General Education, Certificate of Achievement; Chemistry Studies, Associate in Science; Communication Studies, Associate in Arts; Earth Science Studies, Associate in Science; Elementary Education, Associate in Arts; English and Literature Studies, Associate in Arts; Fire Prevention, Associate in Science; Fire Prevention, Certificate of Achievement; Fire Protection, Associate in Science; Fire Protection, Certificate of Achievement; Fire Technology, Associate in Science; Fire Technology, Certificate of Achievement; Health and Physical Education Studies, Associate in Science; Human Development Studies, Associate in Arts; Humanities Studies, Associate in Arts; Mathematics Studies, Associate in Arts; Music Studies, Associate in Arts; Occupational and Technology Studies, Associate in Science; Physics Studies, Associate in Science; Pre-Engineering Studies, Associate in Science; Psychology, Associate in Arts; Social and Behavioral Sciences, Associate in Arts; and World Language Studies, Associate in Arts programs were approve for Miramar College.*

Special Topics Courses

Discussion: Short requested to postpone Special Topics Courses in deference to time.

American Institutions Requirement

Discussion: Short stated last semester Mesa College proposed a change to the District requirement for American Institutions (AI). The proposal was intended to align our District’s AI with CSU’s AI. The change was approved at Miramar College and their Academic Senate. Short asked if it had been approved at Mesa College. Armstrong answered it was approved at Mesa College.

Associate Degree GE Requirements

Discussion: Hess stated at the last CIC meeting the Council discussed changing the Associate Degree Requirements information in the catalog. She reminded the Council that they agreed on changing the degrees to include the major requirements plus one of the General Education (GE) patterns (District, CSU GE or IGETC). Armstrong stated Title 5 requires that the District require competency in writing, reading and mathematics.

Curriculum Walked—In

Discussion: Liberal Arts and Sciences with Area of Emphasis, Associate in Arts; Paula Gustin explained to the Council at the March 13, 2008, CIC meeting Mesa College was advised they needed to further define the areas of emphasis in their Liberal Arts and Science degrees.

Discussion: Liberal Studies, Elementary Education Preparation; Elizabeth Armstrong explained the Liberal Studies, Elementary Education degree replaces the current Liberal Arts degree. The current Liberal Arts degree was considered to be non-compliant and it was advised that Mesa College should pay attention to what the specific requirements are for a student transferring for Elementary Education Preparation.

Action: *The Liberal Arts and Sciences with Area of Emphasis, Associate in Arts and Liberal Studies, Elementary Education Preparation were approved for Mesa College with the understanding there may be additional courses added and the format may change.*

Discussion: Event Management, Certificate of Achievement; and Event Management, Associate in Science; Gustin informed the Council the reason for the change in the Event Management, Certificate of Achievement and Event Management, Associate in Science programs is due to the number of courses that were walked in to the March 13, 2008, CIC meeting. The designators for the courses were changed from Tourism to Hospitality and from Hotel Management to Hospitality.

Discussion: Hotel Management, Certificate of Achievement; and Hotel Management, Associate in Science; Gustin stated the Hotel Management, Certificate of Achievement, and Hotel Management, Associate in Science program underwent the same changes as Event Management. The course designators were changed and the courses were cleaned up.

Action: *The Event Management, Certificate of Achievement; Event Management, Associate in Science; Hotel Management, Certificate of Achievement; and Hotel Management, Associate in Science degrees were approved for Mesa.*

Associate Degree GE Requirements

Discussion: Hess informed the Council at the March 13, 2008, CIC meeting there was a discussion regarding the proposed fourth option of General Education and whether or not it was an option. She continued that Duane Short researched it and the option is supported by Title 5.

Title 5: Renaming of Certificate of Completion

Discussion: Hess explained per the new Title 5 regulations the Certificates of Completion need to be titled differently because Certificate of Completion is now reserved for non-credit programs only. Originally the title of Certificate of Proficiency was discussed however Vice Chancellor Neault advised the Council not to use that title because the District used it previously for higher unit certificates. Hess stated some of the titles proposed by the Chief Instructional Officers (CIO's) are: 1) Skills Certificate; 2) Certificate of Specialization; and 3) Career Certificate. Ingle asked the Council to consider how the public will react to the new title.

Action: *Rename the title of Certificate of Completion with the title Certificate of Performance.*

Title 5: Work Experience Courses

Discussion: Hess explained per the Title 5 regulations there have been several changes made to the Work Experience courses. The first change is a name change from the Parallel and Alternative plan to General Work Experience and Occupational Work Experience. The second change is, currently the Work Experience courses require

students to be enrolled in a minimum of 7 units or at least enrolled in one course during the summer and that requirement has been removed. The third change is the repetitions and maximum units allowed for work experience, which is a maximum of 16 units.

Action: *Approval was given to the District Instructional Services Office to make the required Title 5 regulation changes regarding Work Experience Courses in CurricUNET, the class schedules and the catalogs.*

English 51 Exit Exam

Discussion: Hess informed the Council there was discussion with the English faculty wanting to move away from the English 51 Exit Exam and create Portfolios in lieu of the English 51 Exit Exam.

Short Course Descriptions—Fall 2008

Discussion: Hess informed the Council that the short course descriptions for the Fall 2008 semester were almost done and she would be emailing them to the VPI's. She wanted to make sure the Council was still okay with the process.

General Education for Noncompliant Replacement Degrees

Item previously discussed.

Title 5: Reporting Credit Courses Approved by the District Governing Board

Discussion: Hess stated one of the things the System Office is requiring the community colleges to do is notify them of all stand-alone courses and all program applicable credit courses that have been approved but have changed. It is recommended, since the courses are aligned, the office of Instructional Services take on this piece.

AP/IB Exam Review Approval

Discussion: Hess referred to a handout in the Council's packet regarding AP/IB (Advanced Placement/International Baccalaureate) Exam Review Approval. She stated there is a proposal to add a new section to procedure 5300.2 that formalizes the process for reviewing AP/IB Exams. Hess asked the Council to review the AP/IB Exam Review Approval procedure and the Council will discuss it again at the April 10, 2008, CIC meeting.

Curriculum Updating Project

Discussion: Van Houten informed the Council that the course integration list is going down. The list provided in the Council's packets did not include the curriculum that was walked in to the March 27, 2008, CIC meeting so it may go down further once that curriculum is added.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the Steering Committee had not met in a few weeks due to spring break. The next Steering Committee meeting will be April 3, 2008. Van Houten added they will discuss the issues brought forward from this CIC meeting. She continued the program revision went smoothly. The approval process is close to being turned back on.

Discussion: Roma Weaver informed the Council that Continuing Education had two days of training on their CurricUNET and they trained 47 people. They are still working on TOP codes. They expect to go live with the system next week.

Student Services Council

Discussion: Hess gave the Council an update from the last Student Services Council meeting. A few years ago the District determined concurrent enrollment in physical education classes could no longer be permitted at the high schools because of double dipping. Student Services is on track with implementing the Title 5 changes in ISIS with the exception of course repetition.

State Academic Senate

Discussion: Lombardi informed the Council there is a State Academic Senate plenary session in mid-April. She will be attending. Andersen added one resolution for the session has to do with a standard list of AP courses that fulfill GE requirements for all community colleges. IGETC and CSU GE are creating standard AP lists which will be used at all campuses, so the resolution is to do the same for community colleges.

April 10, 2008

Associate Degree GE Requirements

Discussion: Hess stated at the March 27, 2008, CIC meeting the Council discussed the Associate Degree General Education (GE) Requirements, particularly adding a fourth option of GE from Individual and Private Institutions, not including SDCCD requirements for Health Education, Multi-cultural Education and Physical Education (see options below).

1. *San Diego Community College District General Education and District Requirements. (See _____College catalog page__.)*
2. *CSU General Education Breadth (CSU GE Pattern). (See ____College catalog page__.)*
3. *Intersegmental General Education Transfer Curriculum (IGETC) pattern. (See _____College catalog page __.)*
4. *San Diego Community College District General Education and additional courses needed to meet all lower division general education requirements of an accredited U.S. postsecondary institution which awards the baccalaureate degree, as detailed in an inter-institutional articulation or transfer agreement and certified by a City, Mesa, or Miramar College counselor (see _____College catalog page__).*

The Council agreed to the fourth addition and moved the issue forward to the Academic Senates for their approval.

Discussion: Libby Andersen stated at City College in 2005-2006, the transfer section in the catalog was changed to include the fields of study and the articulation agreements with the CSUs, UCs, and private institutions in-state and out-of-state.

Discussion: Referring to the Associate Degree GE Requirements handout, Juliette Parker suggested pulling "District Requirements" or adding in detail what the District Requirements are for GE option 1 where it states, "(option 1) San Diego Community College District General Education and District Requirements. (See_____College catalog page__.)". She does not think referencing a page in the catalog is clear for students.

English 51 Exit Exam

Discussion: Hess asked Lombardi if she had an update on the English 51 Exit Exam. Lombardi answered that the English 51 committee has been meeting and Chris Sullivan will forward the draft to her. The committee was supposed to be finished inputting their draft on April 09, 2008. The course number needs to be changed. Lombardi stated the changes for English 51 and 56 should be complete for CIC review at the next meeting on April 24, 2008; however, the changes will need to be moved forward quickly at the campuses and have department approval.

AP/IB Exam Review Approval, Policy 5300.2

Discussion: Hess stated that at the last CIC meeting a new policy procedure for AP/IB Exam Review policy was introduced. The new procedure is intended to formalize the current AP/IB Exam Review Approval process.

Action: *The new procedure for Policy 5300.2 AP/IB Exam Review Approval was approved.*

Experimental and Special Topics Courses, Procedure 5300.2

Discussion: Hess explained the Experimental and Special Topics Courses, in Procedure 5300.2, has been revised to separate experimental and special topics courses. Short added a year ago CIC approved the need to update Procedure 5300.2 regarding Experimental and Special Topics courses. Once CIC approved it, it was sent to the CurricUNET Steering Committee for wordsmithing. The Steering Committee has completed the draft of the updated procedure.

Action: *The revised Experimental and Special Topics Courses, Policy 5300.2 was approved with the suggested changes.*

Discussion: Manzoni commented if the changes took effect in Fall, people need to know about the changes. The Council continued to discuss questions and concerns regarding Experimental and Special Topics Courses. Hess stated the Council approved Procedure 5300.2.5 but have added recommendations for changes. Lombardi moved to bring the topic back to CIC once section 8.1 of the procedure has been reexamined.

Action: *The Council amended their original approval to Experimental and Special Topics Courses Policy 5300.2.5. The policy will be brought back to CIC for approval once section 8.1 has been reexamined and recommended changes have been incorporated.*

10 for, 1 against, 1 abstained

Curriculum Approval Calendar

Discussion: Hess explained to the Council the IS office created a draft of the Curriculum Approval Calendar for the 2008-2009 academic year. She continued that the IS office populated the dates for the campuses' Curriculum Review Committees (CRC) meetings; if there are changes to notify the IS office and they will correct the calendar.

Curriculum Walked—In

Discussion: Mathematics 042, Fundamentals of Mathematics and Mathematics 043, Algebra for Math Placement; Lombardi explained to the Council that Mathematics 042 and Mathematics 043 were numbering changes. She continued that City College is the only campus offering those two mathematics courses. The courses were renumbered as basic skills. Mathematics 042 was formerly numbered 090 and Mathematics 043 was formerly numbered 091.

Action: *Mathematics 042, Fundamentals of Mathematics and Mathematics 043, Algebra for Math Placement were approved for City College.*

Discussion: Real Estate, Associate in Science Degree and Real Estate Broker Certificate of Achievement; Lombardi informed the Council that licensing regulations have changed for the Real Estate, Associate in Science Degree. The council had previously reviewed the associate degree and certificate of achievement and had questions regarding the courses required for the major. The courses have been clarified. Neault asked why Business 119 was included in the courses required for the major since it was not likely to satisfy the English requirement. Lombardi answered Miramar College has submitted a revision proposal for Business 119 and it should therefore be left in the requirements.

Action: *The Real Estate, Associate in Science Degree and Real Estate Broker Certificate of Achievement were approved for City College.*

Curriculum Updating Project

Discussion: Van Houten reported that the course integration list has dropped down to 210 courses left to be integrated. She stated there are many courses being submitted for the next meeting that are integrations so the list should shrink more.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that the Steering Committee has been looking at updating the Curriculum Report to make it more understandable. She continued the committee also discussed the need for identifying stand-alone courses in CurricUNET and adding the minimum/maximum hours to the outline of record.

State Academic Senate

Discussion: Lombardi informed the Council the State Academic Senate was having a plenary session the following week.

Chief Instructional Officers

Discussion: Manzoni mentioned to the Council there was a state conference held with Instructional and Student Services.

Articulation Officers

Discussion: Short informed the Council there is a State-wide conference in San Louis Obispo during the next CIC meeting on April 24, 2008. He will email the proposed changes for the GE requirement by Monday April 21, 2008.

April 24, 2008

Associate Degree GE Requirements

Discussion: Hess reported at the April 10, 2008, CIC meeting the Council decided that further discussion was needed with constituents from Mesa College regarding the fourth General Education (GE) option. *[1. San Diego Community College District General Education and District Requirements. (See _____College catalog page___); 2. CSU General Education Breadth (CSU GE Pattern). (See _____College catalog page___); 3. Intersegmental General Education Transfer Curriculum (IGETC) pattern. (See _____College catalog page ___); 4. San Diego Community College District General Education and additional courses needed to meet all lower division general education requirements of an accredited U.S. postsecondary institution which awards the baccalaureate degree, as detailed in an inter-institutional articulation or transfer agreement and certified by a City, Mesa, or Miramar College counselor (see _____College catalog page___).]*

Hess asked Paula Gustin if Mesa College was able to discuss the item at their campus. Gustin replied yes, and she had taken it to Counseling and the Deans Council. Mesa College had no changes. Hess referred the Council to the Associate Degree GE Requirement handout of the catalog mock-up. She asked the Council if there was further discussion.

Discussion: Lynn Neault stated she met with the Evaluators. Neault informed the Council the Evaluators do not understand why the District is granting degrees with a GE package based on a transfer institutions' requirements. Hess stated the fourth GE option language is permissible according to Title 5. Neault referred to the handout she gave the Council and explained it was a process proposed by the evaluators for the fourth GE pattern option. The Council discussed issues, questions and concerns further. Neault offered to bring the proposed process to the Student Services Council (SSC) for approval since there are counselors on the SSC. The Council agreed to have Neault bring the proposed process to the SSC meeting for Counselor approval. Hess stated the Associate Degree GE Requirements and the Process for Option IV General Education Pattern will be tabled until the May 08, 2008, CIC meeting.

Experimental and Special Topics Courses, Procedure 5300.2

Discussion: Hess informed the Council that the Articulation Officers had not seen the revised Experimental and Special Topics Courses, Procedure 5300.2 and that she would

like to hold off voting on it until the Articulation Officers had an opportunity to provide feedback. She notified the Council the procedure had been revised to clean up the language and include clearer explanations of Experimental and Special Topics Courses along with examples for each one

Curriculum Approval Calendar

Discussion: The Council made a few corrections to the Curriculum Approval Calendar 2008-2009 Academic Year.

Action: *The Curriculum Approval Calendar 2008-2009 Academic Year was approved.*

Catalog Language—State Approvals

Discussion: Hess explained to the Council one of the colleges recommended placing the non-compliant degrees in the catalog with the following sample statement for each degree: “The Associate in Arts Degree in Psychology has been submitted to the California Community Colleges System Office for approval effective in fall 2008. Miramar College will not issue this degree until state approval has been received.” if State Approval was not received before the catalogs are printed.

Title 5: Hours to Units

Discussion: Hess informed the Council that the Title 5 subcommittee met on Monday April 21, 2008, to review the new regulations on Hours to Units ratio. The Subcommittee determined the District needs to be proportionate in our scheduling of Hours to Units. Lombardi asked if a list could be compiled of the courses that are not compliant with the new Hours to Units regulations. Hess stated the District Instructional Services Office will compile a list.

Spring Roll—Timeline

Discussion: Hess informed the Council she received a note from Neault with a request to move the Spring Roll timeline forward one month early to May 10, 2008. She continued the date does not give the District Instructional Services Office time to create the CALT table. After some discussion the Council decided not to move the Spring Roll timeline up one month and leave it in June, 2008.

Curriculum Walked—In

Discussion: Geography 104, World Regional Geography; Murphy explained to the Council that Geography 104 needed to be approved because of the articulation agreement with San Diego State University (SDSU). Van Houten added that the District Instructional Services Office would change the SAM Code to area “E”.

Action: *Geography 104, World Regional Geography was approved for Miramar College.*

Discussion: Real Estate 120, Real Estate Practice; Murphy explained to the Council that Miramar College wanted to offer Real Estate 120 via distance education in the Fall semester. An online component was added to the course.

Action: *Real Estate 120, Real Estate Practice for distance education was approved for Miramar College.*

Discussion: Banking 104, Principles of Loan Processing; Murphy explained to the Council that Miramar College wanted to offer Banking 104 via distance education in the Fall semester. An online component was added to the course.

Action: *Banking 104, Principles of Loan Processing for distance education was approved for Miramar College.*

Discussion: Art—Fine Art Program Description; Murphy explained the program description changed for Art—Fine Art. The Fine Art department wanted to changed the wording slightly.

Hess clarified since the program area was changed in CurricUNET, when the description is changed it applies to all of the programs at that campus.

Action: *The Art—Fine Art program description was approved for Miramar College.*

Curriculum Updating Project

Discussion: Van Houten informed the Council that the integration project numbers had not changed since the last CIC meeting; however, after this CIC meeting the number of courses awaiting integration would go down.

CurricUNET Steering Committee

Discussion: Roma Weaver reported the Continuing Education CurricUNET site was turned on and would be going live. Ellison thanked Weaver for all of her hard work and coordination.

Student Services Council

Discussion: Neault informed the Council the Student Services Council discussed the categorical site visits, self-study and accreditation.

State Academic Senate

Discussion: Lombardi informed the Council she attended the State Academic Senate Spring Plenary Session. At the plenary session a resolution was passed to have the faculty create a glossary for SLO vocabulary and to determine what the term SLO really means. There will be regional State Academic Senate meetings at Mesa College from June 9 to June 10, 2008. August 10-13, 2008, is the Summer Teaching Institute.

Chief Instructional Officers

Discussion: Ellison informed the Council he serves on a statewide taskforce that is reviewing course repetition in the area of non-credit instruction. He stated the next meeting is April 25, 2008. Ellison stated one interesting thing from the last meeting was, a representative from the department of finance said to leave the decision to the colleges for local determination. The taskforce is working on a proposal.

May 08, 2008

Education 023A: Preparation for the California High School Exit Examination

Discussion: Brian Ellison explained Continuing Education (CE) offers CAHSEE prep, not as a course title under that heading, but under the independent study courses as well as GED prep. He is concerned about the redundancy that Education 023A (EDUC) represents, and about causing students to pay for a course they could take for no cost at CE. Ellison stated it is important for the Council to know CE has been and will continue to offer the course.

Discussion: Ron Manzoni explained EDUC 023A is part of a grant. City College has two Gates grants that were created for an early college high school program. EDUC 023A is designed to help students prepare for the CAHSEE, not those who have necessarily failed the CAHSEE. Manzoni continued EDUC 023A will be limited to only those students identified above. It will be offered as a credit course; however, the fee will be waived. City College does not intend to offer the course otherwise.

Action: *Education 023A was approved as a Special Topic/Experimental Course at City College.*

Speech Communications 135: Interpersonal Communication

Discussion: Paula Gustin asked about the overriding issue of certain courses, particularly courses such as speech and science labs, being denied transferability from the four-year universities because they are offered online. Short answered this course is currently offered as a fully online course and the proposal would restrict it to being offered partially online and clarify students are required to give speeches on campus in front of a live audience.

Action: *Speech Communications was approved for Distance Learning at Miramar College.*

Associate Degree GE Requirements

Discussion: Hess referred to the handouts for Associate Degree GE Requirements and the Process for Option IV General Education Pattern in the Council's packets. She reminded the Council they were going to take the Degree GE Requirements and the Process for Option IV General Education Pattern back to the Counselors for review to see if they had questions or concerns. Neault informed the Council she sent the information to the Student Services Council (SSC), which includes four faculty senate representatives that are all Counselors and she did not receive any feedback from them. Gustin informed the Council that Mesa College's Curriculum Review Committee (CRC), the Evaluators, and the Counseling representative are all okay with the four GE options and the process. She thinks the process may need to be refined. Lombardi added she did not receive any negative feedback.

Discussion Short pointed out that the last three bullets in the process are major specific and they do not have to do with GE options. The last two bullets are for City and Mesa Colleges only. Neault answered the process is an internal document and the third bullet is stating majors will not be allowed in the new Transfer Studies degrees. Typically everyone will be included in one process. Short stated bullets 1-7 of the process are exactly the current process at Miramar College.

Action: *The Associate Degree GE Requirements and the Process for Option IV General Education Pattern was approved.*

Discussion Short asked the Council if they felt their respective colleges were fully comfortable with Associate Degree GE Requirements option IV. Gustin answered she thinks it is still problematic and there is some hesitation as to whether or not option IV is beneficial. Short stated Miramar College approved all four GE options. He suggested as an alternative, CIC could approve the first 3 options and next year review the fourth option further. Short recognizes there is still uncertainty at the other colleges. Lombardi responded the only uncertainty she heard at City College was from the Evaluators who have to put the process in place. She continued the faculty senate and CRC were in favor of option IV. Juliette Parker stated the Mesa College Evaluators were uncertain about the process. Neault thinks waiting a year is wise because there are so many changes taking place. She continued anything can be done by petition, waivers and substitutions.

Action: *An amendment was made to the initial motion to approve the first three options of the Associate Degree GE Requirements with the fourth option to be reconsidered next year.*

Experimental and Special Topics Courses, Procedure 5300.2

Discussion: Hess reviewed the changes to the Experimental and Special Topics Courses, Procedure 5300.2. She stated Experimental and Special Topics courses were split into two separate types of courses. Experimental Topics courses cannot be offered more than three times. Special Topics courses would serve as the framework and the focus areas would change upon the needs of the course and the students.

Action: *The revised Procedure 5300.2 was approved.*

Approval of District and Transfer General Education Patterns

Discussion: Duane Short pulled Administration of Justice 101A, 101B, 101C; Fashion 120; and Nutrition 155 from the District and Transfer General Education (GE) Patterns list. Jan Lombardi pulled Astronomy 111 from the District and Transfer GE Patterns list.

Action: *All other curriculum on the District Transfer General Education Patterns list was approved.*

Discussion: Short explained he pulled Administration of Justice (ADJU) 101A, 101B and 101C from the District and Transfer General Education Patterns list because the courses do not meet the new standards for IGETC. He continued IGETC does not accept courses that are only one unit. He feels it will be unproductive to submit the courses through IGETC. The Miramar College Curriculum Review Committee (CRC) approved the removal of the three ADJU courses from the list.

Action: *Administration of Justice 101A, 101B and 101C were approved for removal from the District and Transfer General Education Patterns List for IGETC submission.*

Discussion: Short explained Fashion (FASH) 120 is approved for two different areas for District GE and he thought the District approved for one area or another, not both. He continued FASH 120 is proposed for CSU GE in humanities and social and behavioral sciences. Short researched other colleges and their GE proposals are usually for humanities and not social and behavioral sciences. Gustin answered it may be an error.

Discussion: Juliette Parker will research Fashion 120 further. Hess stated Fashion 120 will be held from the District and Transfer General Education Patterns List until Parker is able to research it further.

Discussion: Short informed the Council Nutrition 155 is being proposed for humanities in IGETC. He stated the course is clearly not a humanities course. Gustin confirmed it was a typo.

ECC/Colleges Degree Partnership

Discussion: Manzoni informed the Council that City College credit courses have been offered at ECC as an off campus site since the late 1970's. In the last two years, City College has been able to offer a complete set of general education (GE) courses that can be completed at ECC, including physical education and a lab science class. Manzoni stated students can now complete the required courses for a few City College degrees at ECC, i.e. child development. He commented the District has been trying to serve the community in the ECC area for awhile.

Discussion: Ellison added CE President Beebe is looking at ways of expanding and publicizing the coursework offerings at ECC. CE is interested in not only partnering with City College but also with Mesa and Miramar Colleges.

Major Field of Study (Degree/Certificate Programs)

Discussion: Lynn Neault stated the Major Field of Study table has been modified to accommodate the new transfer studies degree replacements. She provided the Council with a handout from the application for admission from the District website. Neault informed the Council the handout included proposed strikeouts to group majors into subsets and provide room for the transfer studies degree changes. Manzoni commented the proposed strikeouts and grouping of majors are helpful and beneficial to students.

Degrees Awarded

Discussion: Neault stated that a few CIC meetings ago Manzoni asked for a list of degrees and certificates that have been awarded in the last 5 years. Neault referred to a handout she provided the Council in regards to degrees awarded by SDCCD. It included all three colleges in the District. Neault explained the first page is a summary, in descending order, of the associate degrees awarded in the last five years (2002–2007). She continued the certificates awarded are at the end of each college's list. Manzoni stated it would be helpful to have a list of programs that have no degrees. Van Houten stated the list Neault gave could be compared with the full inventory of programs to retrieve the information Manzoni mentioned.

Curriculum Walked—In

Discussion: English 048, College Reading and Study Skills II; and English 049, Basic Composition, Lombardi informed the Council English 056 has been renumbered to English 048 and English 051 has been renumbered to English 049 due to the courses now being basic skills. She hoped that all three Curriculum Review Committee's (CRC) had a chance to review English 048 and 049. City College has discussed the renumbering of the courses and is in favor of the change as well as the English department at Mesa College. Murphy informed the Council she emailed the English 048 and 049 information to Miramar College's CRC. Miramar's CRC was going to vote on the renumbering of English 048 and 049 by email however she did not receive a quorum. Gustin added Mesa College's English department approves of the renumbering however Mesa's CRC has not officially approved the renumbering either. Lombardi explained the difficulty is implementing the number changes into the system.

Discussion: Gustin stated many of the courses have English 051 and 056 as advisories. She asked if there was a way to change the numbers in CurricUNET and if it would happen manually or automatically. The other issue Gustin was concerned about is if it is still appropriate to have English 048 and 049 as advisories, should they be removed or has English 101 replace them as the advisory. Lombardi replied the courses are not changing in content and regardless of the course numbering English 048 and 049 are still preparatory. Discussion continued regarding whether English 048 and 049 should continue to be advisory courses. Gustin suggested removing English 048 and 049 as advisory courses. Hess stated in terms of advisories the faculty who originally created those courses as advisories would need to be involved in the decision to remove them.

Discussion: Lombardi stated English 048 and 049 still prepare students for English at the transfer level. If the students only need to be prepared for English at the transfer level they are still the appropriate advisory. Hess informed the Council that the District Instructional Services Office would manually change English 051 and 056 in CurricUNET to English 048 and 049 during the summer session.

Action: *The renumbering of English 051 and English 056 to English 048 and English 049 was approved for the Fall semester.*

Discussion: Dramatic Arts 112, Introduction to Script Analysis, Gustin explained Dramatic Arts 112 is being proposed for distance learning at Mesa College. The intent is to make the course a hybrid.

Action: *Dramatic Arts 112 was approved for distance learning at Mesa College.*

Curriculum Updating Project

Discussion: Van Houten informed the Council that Mesa College has less than 100 courses left to integrate.

CurricUNET Steering Committee

Discussion: Van Houten notified the Council the Steering Committee would be meeting on Thursday May 15, 2008, and would be discussing Hours to Units in CurricUNET.

Student Services Council

Discussion: Neault informed the Council the SSC discussed the planning of the new provision in the Title 5 regulations for course repetition and substandard grades. This will be a topic for the joint CIC/SSC meeting in September 2008. Neault stated another issue is developing a new procedure for the revision that states a "W" cannot be assigned to a student if the student perceives they were discriminated against. Neault stated SSC also discussed the English Language Institute at SDSU.

May 22, 2008

Associate Degree GE Requirements

Discussion: Hess recounted at the May 08, 2008, the Council passed the Associate Degree General Education (GE) requirements for all degrees including the transfer studies replacement degrees: Options 1, 2, and 3. In addition, the Council decided to continue discussion in the fall about Option 4 for all degrees. After the May 08, 2008, CIC meeting Hess received emails and phone calls asking her if the three GE degree options CIC approved (listed above) were applicable to all degrees including the transfer studies replacement degrees. Hess explained she replied yes to these inquiries because it was her understanding that the three GE degree options were approved for all degrees, including transfer studies replacement degrees. However, after much discussion with various parties it became apparent that there was confusion on this issue. Hess decided to add it to the agenda for further discussion and clarification. Hess stated the purpose of adding Associate Degree GE Requirements, Liberal Arts and Sciences degrees and the Flexible Degree options to the agenda is not to go back and rehash the previous discussions. She continued that there were a lot of changes that took place, the Council was pressed for time, and they needed to determine as a Council where the district wants to head in the future for the transfer studies replacement degrees and GE options.

Discussion: Hess opened for discussion GE options for the new transfer studies replacement degrees. After lengthy discussion regarding the options, it was decided that for this year the Council was not going to come to a consensus regarding the GE options. She continued the Council should move on as the Colleges have practiced, where they have had a different variation of GE patterns for transfer students. Hess concluded that no vote was necessary, the colleges would proceed with the options submitted to the System Office, and recommended that next year the Council review the issue and come to a consensus regarding GE options.

Work Experience Catalog Update

Discussion: Hess gave the Council a handout regarding the work experience catalog update and explained parallel will be removed from the title. She continued that clarification has been added regarding hours and units, as the information was at the end of the course description and was confusing to students when they enrolled in the class. Hess stated another change to work experience was to the first sentence, which has been edited to explain the need to be enrolled in a minimum of 7 units. These changes were also in Title 5. Hess asked the Council for permission to remove occupational work experience 274 because technically the alternate plan is no longer part of Title 5.

Action: *The removal of Occupational Work Experience 274 was approved.*

Curriculum Approval Calendar

Discussion: Hess explained to the Council that after they approved the Curriculum Approval Calendar for the 2008-2009 academic year at the May 08, 2008, CIC meeting, it was pointed out that the CIC meeting scheduled on May 28, 2009 was after classes ended. The date was removed and the revised calendar reflected the change.

Action: *The revised Curriculum Approval Calendar for the 2008-2009 academic year was approved with the removal of the May 28, 2009, CIC meeting date.*

Curriculum Walked—In

Discussion: Applied Biotechnology, Certificate of Performance, Lombardi explained to the Council that the Applied Biotechnology Certificate of Performance was stalled in CurricUNET when the program changes took place. The certificate is 11 units. Short asked if Applied Biotechnology was discussed with Sandy Slivka in regards to the Biotechnology program at Miramar College. Lombardi answered that she thought they were in communication but was not sure. Short asked if Biotechnology was a new

program and Lombardi responded yes. Andersen added Biotechnology 206 was revised and activated it again.

Action: *Applied Biotechnology, Certificate of Performance was approved for City College.*

Discussion: Manufacturing Engineering Technology 055, Metal Cutting Processes for Welding; and Manufacturing Engineering Technology 060, Shielded Metal Arc Welding Process, Lombardi explained to the Council that Manufacturing Engineering Technology 055 and 060 are theory courses for welding. Andersen added they are college level theory courses that will be partnered with the Continuing Education lab course, where the actual application occurs. She continued there is a real need for the theory courses and they should be at the associate degree level. Andersen added the goal is to create a certificate. The lab courses are Continuing Education and will be taught at ECC. Manzoni added the theory courses are City College course; however, they will be taught at ECC.

Action: *Manufacturing Engineering Technology 055, Metal Cutting Processes for Welding and Manufacturing Engineering Technology 060, Shielded Metal Arc Welding Process were approved for City College.*

Discussion: English 012A, Basic English Review and English 012E, English 049 Review, Lombardi informed the Council that, for a long time City College had an English 097 course, which was a one unit lab course for helping students succeed in their regular English courses. The course has not been very successful just a lab course. After reviewing English 097 it was decided that there needed to be more instructor involvement. English 012A is a more general course that assists students who are having difficulties with English courses. English 012E is for students who are giving problems in English 051. They are both one unit lab courses with considerable instructor involvement.

Action: *English 012A, Basic English Review and English 012E, English 049 Review were approved for City College.*

Discussion: Fire Protection Technology 115, Low Angle Rope Rescue; Fire Protection Technology 200A, Fire Command IA; Fire Protection Technology 200B, Fire Command IB; Fire Protection Technology 201, Fire Management I; Fire Protection Technology 202A, Fire Prevention IA; Fire Protection Technology 202B, Fire Prevention IB; Fire Protection Technology 247, Refresher, Rescue Systems I; Fire Protection Technology 265, In-service Fire Training Modules; Fire Protection Technology 306A, Haz Mat Emergency Response First Responder Operational; Fire Protection Technology 312A, Auto Extrication; Fire Protection Technology 362A, In-service Fire Training Modules; and Fire Protection Technology 370A, Firehouse World Hands-on Training, Murphy explained to the Council a lot of the Fire Protection Technology (FIPT) courses contained just a few hours of laboratory or a few hours of lecture. After some discussion with the Fire Science faculty, they agreed to switch the courses in either the direction of full laboratory hours or full lecture hours. Murphy informed the Council that course numbers FIPT 115, FIPT 200A, FIPT 200B, FIPT 201, FIPT 202A, FIPT 202B, and FIPT 306A were all changed to lecture only courses. Course number FIPT 247 was changed to a laboratory only course. She continued course number FIPT 265 was being deactivated. Murphy explained the unit value changed for course number FIPT 312 from .2 to .5. She continued the course number is also being changed from FIPT 312 to FIPT 312A. Murphy explained course number FIPT 362 had many hours and it was .2 units and is being changed to 4 units. She continued the course number is also being changed from FIPT 362 to FIPT 362A. Murphy explained the unit value changed for

course number FIPT 370 from .2 units to .5 units. She continued the course number is also being changed from FIPT 370 to FIPT 370A.

Action: *Fire Protection Technology 115, Low Angle Rope Rescue; Fire Protection Technology 200A, Fire Command IA; Fire Protection Technology 200B, Fire Command IB; Fire Protection Technology 201, Fire Management I; Fire Protection Technology 202A, Fire Prevention IA; Fire Protection Technology 202B, Fire Prevention IB; and Fire Protection Technology 306A, Haz Mat Emergency Response First Responder Operational courses were approved at Miramar College as lecture only courses. Fire Protection Technology 247, Refresher, Rescue Systems I was approved at Miramar College as a laboratory only course. Fire Protection Technology 265, In-service Fire Training Modules was approved for deactivation at Miramar College. The unit value change and course number change for Fire Protection Technology 312A, Auto Extrication; Fire Protection Technology 362A, In-service Fire Training Modules; and Fire Protection Technology 370A, Firehouse World Hands-on Training were approved for Miramar College.*

Discussion: Administration of Justice 085, Public Safety Program; Administration of Justice 316, Baton Instructor Course; Administration of Justice 324, S.T.C. Certified Supplemental Core Course; Administration of Justice 334, Law Enforcement Emergency Vehicle Operation; Administration of Justice 365, Assessment Tools Used on Adult Offender Populations; and Administration of Justice 373, P.O.S.T. Certified Regular Basic Course Modular Format, Level III, P.C. 832 (Part 1), Murphy explained to the Council that Administration of Justice (ADJU) 085, ADJU 324, ADJU 365, ADJU 373 all had very few laboratory hours so the courses are all being changed to lecture only courses. She continued ADJU 316 and ADJU 334 had very few lecture hours so the courses are all being changed to laboratory only courses. Murphy informed the Council that all of the units for the ADJU courses unit values did not change.

Action: *Administration of Justice 085, Public Safety Program; Administration of Justice 324, Administration of Justice 365, Assessment Tools Used on Adult Offender Populations; and Administration of Justice 373, P.O.S.T. Certified Regular Basic Course Modular Format, Level III, P.C. 832 (Part 1) were approved as lecture only courses for Miramar College. Administration of Justice 316, Baton Instructor Course; S.T.C. Certified Supplemental Core Course and Administration of Justice 334, Law Enforcement Emergency Vehicle Operation were approved as laboratory only courses.*

Discussion: American Sign Language 105, Implications of Deafness, Gustin informed the Council that American Sign Language (AMSL) 105 has been in CurricUNET for two years and the reason being is there are now 20 courses in the system. The AMSL department wants to offer the course as distance education. At the time the course was created the originator made the proposal a course integration and distance education. Gustin explained Mesa College just wanted the course approved for distance education.

Action: *American Sign Language 105, Implications of Deafness was approved for distance education at Mesa College.*

Discussion: Automotive Technology 600, Quick Service Lube, Pre-Delivery Inspection Technician; and Automotive Technology 601, Automotive Introductory and Safety, Weaver informed the Council that Automotive Technology 600 and 601 were going to be dual listings. She continued she spoke with Short regarding the courses. The courses are mirrored curriculum and will be taught at Miramar College. The courses will be credit by examination. Gustin asked what dual listing courses meant. Vincent responded that Miramar College students and Continuing Education students will be on the same roster. He continued at the end of the course there will be a credit by examination for Continuing Education students who desire credit for the course.

Discussion: Diesel Technology 400, Introduction to Diesel Technology; and Diesel Technology 401, Measuring Tools and Applied Mathematics, Weaver explained Diesel Technology 400 and 401 are the same focus as the Automotive Technology courses.

Discussion: Clothing and Textiles 651, Sewn Production Business I; Clothing and Textiles 652, Sewn Production Business II; and Clothing and Textiles 653, Sewn Production Business III, Weaver explained the Clothing and Textiles 651, 652 and 653 courses were collaboration with the Clothing and Textiles programs and there is an articulation agreement. These courses are in preparation of starting a business and are vocational. Short asked Weaver if the courses were a partnership with Mesa College and she responded yes there is an articulation agreement with Mesa College. The courses are taught at Continuing Education. Weaver explained she was not entirely sure what the articulation agreement entailed.

Action: *Automotive Technology 600, Quick Service Lube, Pre-Delivery Inspection Technician; and Automotive Technology 601, Automotive Introductory and Safety; Clothing and Textiles 651, Sewn Production Business I; Clothing and Textiles 652, Sewn Production Business II; Clothing and Textiles 653, Sewn Production Business III; Diesel Technology 400, Introduction to Diesel Technology; and Diesel Technology 401, Measuring Tools and Applied Mathematics were approved for Continuing Education.*

Discussion: Inspection and Vehicle Preparation Technician Program, Certificate of Completion; Introduction to Diesel Technology Program, Certificate of Completion; and Sewn Production Business Program, Certificate of Completion, Short asked Weaver if the Certificates of Completion were being called that because the title is reserved for non-credit and if the certificates needed to be sent to the System's Office for approval. Weaver responded yes to Short's questions.

Action: *Inspection and Vehicle Preparation Technician Program, Certificate of Completion; Introduction to Diesel Technology Program, Certificate of Completion; and Sewn Production Business Program, Certificate of Completion were approved for Continuing Education.*

CurricUNET Steering Committee

Discussion: Van Houten explained to the Council that the Steering Committee developed an Americans with Disabilities Act (ADA) statement for the distance education section of CurricUNET. The ADA statement will automatically display on the curriculum report for each of the colleges.

Articulation Officers

Discussion: Short explained at the September CIC meetings the Council will need to discuss the Lower Division Transfer Pattern (LDTP) issues. He continued the District will have to make a decision on how to respond to the State's action. There is urgency to this and a response has to be given by October 15, 2008.

August 21, 2008

Virtual meeting held. There are no minutes available for this date.

September 11, 2008

Introductions and Overview

Discussion: Members of the Council introduced themselves. Hess briefly reviewed the CIC Overview handout that was given to the Council. She explained the logistics and the committee membership.

Computer Business Technology 143: Intermediate Microsoft Excel, Computer Business Technology 152: Beginning Microsoft Access

Discussion: Juliette Parker stated these courses were pulled because of significant overlaps between CBTE 143 and 140, and CBTE 152 and 151. The department chair at Mesa told her a meeting was held between the originating Miramar faculty and the Mesa faculty, and that there was no agreement between them on how to best proceed. She stated she knows that City suggested a meeting between all three campuses to coordinate and discuss. Parker followed she does not feel that CBTE 142 and 152 have the 50% difference in content that is required to justify a new course being created. Murphy stated Miramar felt there was an understanding that the existing one unit courses would be deactivated in favor of these new 2 unit courses, which would be consistent with other CBTE courses. She expressed her concern these courses have been repeatedly held up. Lee asked the Vice Presidents if they were okay with taking the lead and involving the CBTE deans, as these courses could impact both the major and other CBTE courses.

LDTP: SDSU and Accounting Courses

Discussion: Short provided an overview of the evolution and status of the Council's current position regarding LDTP. When LDTP was first proposed, the District opted to refrain from submitting curriculum via LDTP and wait and see what issues came to light and how they would be resolved; many other districts took the same approach. The problems have continued, and we still have not submitted. The District is now faced with SDSU's Accounting Department announcing they will not accept courses not submitted through this process. Recent discussions with personnel from SDSU have made it clear that courses not submitted in this way will not be accepted, which may cause problems for our students. Neault told the Council this issue has been discussed in a broader, statewide context. The CSUs have been told LDTP must go into effect in Fall 2009, but added the process is not very organized. She is concerned if the District continues to refrain from submitting courses via LDTP, an opportunity may be missed.

Discussion: Short summarized today he is asking the Council should the articulation officers submit Accounting 116A and 116B for LDTP, and if so should they include a statement of protest with the submission? Neault stressed that she does not want to jeopardize our working relationship with SDSU by including such a statement, as they are the more powerful party in our relationship. Hess concluded we will work on fact finding, including a meeting with Lee and the articulation officers, and will return this issue to the agenda for later discussion. In the meantime, the accounting courses should be submitted.

Action: *The submission of Accounting 116A and 116B via LDTP without comment was approved.*

SSC Joint Meeting Agenda Items

Discussion: Neault stated her belief the joint CIC-SSC meeting should be dedicated to recent Title 5 changes regarding repetition and redress. She stated the recent language changes were all permissive, meaning the District must create policies if we would like to allow these changes. Neault hopes via discussion, she can get a sense of whether the leadership is behind creating such policies. She also wants to make sure everyone is aware of the restrictions. Neault emphasized the District is currently in compliance, but wants to know if we want to change policies to give students more options in case of extenuating circumstances.

Non-transferrable Individualized Instruction Courses

Discussion: Hess explained to the Council there are currently courses designated 296 that are degree level transferable Individualized Instruction courses. A recommendation

has been received from one of the colleges to create an equivalent course that is not transferable for pairing with a basic skills-level course. Lombardi informed the Council City had already created such a course to pair with some of its basic skills English courses. Hess stated City's courses would be reviewed, and item would then be brought back for the Council's consideration.

Catalog

Discussion: Hess proposed to the Council a revision of the college catalogs, including a change to the fonts, look and feel in order to make it seem more contemporary. Short asked that samples be created and brought to the Council for review by the campuses.

Math 95/English Title 5

Discussion: Hess directed the Council to a handout she had prepared explaining some recent Title 5 changes. She pointed out that English 51 and 56 had already been reviewed and been designated as non degree-applicable. She emphasized the need to review all of the degree-applicable English courses to make sure they fulfill the requirement of composition; the handout includes other courses that currently fulfill the English graduation requirement. The handout dealt with competency; specifically, she was hoping to get the Council to begin to review Business 119, English 101, English 105, English 205, and Technical Writing 101 to ensure that those courses have the composition piece required by Title 5. She stated the reason these needed revisions are being brought up now are to make sure that people are aware of the deadlines to review them. Any changes to the courses on the handout, particularly to Mathematics 095, need to be approved at the December 11, 2008, CIC meeting to ensure that all pieces (catalog changes, Student Services changes) are in place for the 2009-2010 school year.

Stand-Alone Training

Discussion: Hess reminded the Council that stand-alone training certification is due to the State by September 30.

Curriculum Walked—In

Discussion: Physical Therapist Assistant 143A, Directed Clinical Practice, The Council gave Shirley Flor a list of recommendations and issues for the course outline. Hess made clear that the course could still be offered in the spring as required for accreditation even if it was not approved at the current meeting.

Discussion: Health Information Technology 155C, Current Procedural Terminology (CPT) Coding, Flor announced this course had been modified to add a prerequisite. The Council discussed whether the prerequisite was appropriate as it was stated, or if it should be changed to an advisory. Yvonne Bergland clarified that for accreditation purposes, the course must be a prerequisite, as the knowledge is required to succeed in this class. The Council discussed the appropriate way to phrase that in the course outline. Quorum was lost before the courses could be voted upon.

September 25, 2008

Computer Business Technology 143 and Computer Business Technology 152

Discussion: William Craft announced that Mesa had withdrawn its objection to the passage of these courses upon realizing that Mesa did not have to deactivate any courses at this time.

Action: *The courses were approved by consent.*

Title 5 Revisions

Discussion: Lynn Neault announced to the Council that there were recent permissive changes to Title 5 language regarding repetition and withdrawal. She stressed that the District is currently in compliance with Title 5 standards, but wanted to get a sense of

whether the Council supported changing policy to take advantage of these changes. Neault gave a PowerPoint presentation to the Council highlighting how the interaction between withdrawal Ws and repetitions could change under the new provisions. The presentation included information about specific revisions in regards to repetition to alleviate substandard work, repetition in repeatable courses, repetition for significant lapse of time, repetition for extenuating circumstances, and withdrawal limitations (including military withdrawal and withdrawal due to discrimination or retaliation). There were numerous examples highlighting what the effect of each policy change would be on students, and a list of the pros and cons of each change. There was also a summary of each policy decision that Neault was asking the Council to make. Neault clarified that the Council did not need to worry about the various funding implications that any change in current policy would bring, but rather focus on whether they feel that the changes would help students. The Council reviewed the examples, and discussed the implications of changing each policy.

Action: *The Council resolved not to change District policies at this time, but to monitor other colleges' results and reevaluate at a later date.*

October 9, 2008

LDTP: SDSU and Accounting Courses

Discussion: Libby Andersen explained to the Council that following approval at the September 11, 2008, CIC meeting, Accounting 116A and 116B had been submitted for LDTP review. Having been assisted by SDSU in their submission for early review, both courses had been accepted for LDTP. Lee had joined the October District Articulation Council (DAC) meeting to discuss LDTP with Hess and the articulation officers. They are working to come up with a way to present the information to the Chancellor's Cabinet.

Math 95/English Title 5

Discussion: Hess informed the Council that she and Dean Lynne Ornelas had met with the CTE deans to discuss their concerns about the recent Title 5 changes to Math and English requirements. She will be meeting with English faculty and the English Discipline Dean on Wednesday, October 15 to begin working to create a definition for English competency. Hess continued Math Discipline Dean Saeid Eidgahy was working to form a group to discuss the changes to Math 95.

Fashion 120: Fashion History and Trends

Discussion: Hess reminded the Council that Mesa course Fashion 120 had been approved the previous spring. She explained that articulation officer Juliette Parker had researched the course and recommended removing its UCTCA and IGETC transferability. She further recommended amending the CSUGE to remove areas D6 and C2 and replace it with C1, as well as to amend District GE to remove it from area D-Social/Behavioral Sciences but keep it for area C.

Work Experience District Plan

Discussion: Hess invited the Council's guests to present the District's Work Experience plan. Mario Chacon informed the Council the recent Title 5 revisions had led to changes to several District documents pertaining to Work Experience. Chacon explained there are two significant Title 5 changes that are to be discussed today: first, the elimination of the parallel and alternative plan formats, and second, the change in language regarding mandatory in person counseling at the site students are performing their work experience.

Significant Lapse of Time Policy

Discussion: Hess reminded the Council the need for a significant lapse of time policy had been raised at the Joint CIC-SSC meeting. She continued that Lynn Neault would present further information to the Council about the decisions that needed to be made, but as she was not present, the issue will be raised at a later CIC meeting.

Accreditation/Student Learning Outcomes

Discussion: Hess explained to the Council during a recent accreditation presentation, WASC announced that colleges would be required to present degree, general education, and program levels of Student Learning Outcomes (SLOs) in their catalogs. During the most recent District Accreditation meeting Hess provided representatives from each college with sample Student Learning Outcomes to help guide their effort. Hess explained the several levels required: 1) Associate Degree level; 2) General Education level and; 3) Program/Department level. She continued while the Associate Degree SLOs would vary by college (but would likely be similar), since the three colleges have the same general education requirements those SLOs should be the same; to that end, all three colleges would be collaborating and working toward concurrence. The coordinators have met and have returned to their Academic Senates to start presenting the Associate Degree and general education level outcomes for feedback and development at the college level. Hess explained that SLOs would not be presented to the Council for their approval, as they were college-level, department-level decisions.

Curriculum Updating Project

Discussion: Laurie Van Houten announced that there were less than 200 courses left on the list to be integrated; she expected that number to decline further due to several course integrations being included in the meeting's Curriculum.

CurricUNET Steering Committee

Discussion: Van Houten announced that making Total Hours changes mandated by Title 5 were currently on the CurricUNET test site, and that she hoped to move to the live site soon.

Discussion: Roma Weaver announced that Continuing Education had made 2 big steps. First, they were working on an approval process for distance education courses. Second, because they have moved their accreditation date to match the rest of the colleges, there are many courses to change.

Articulation Officers

Discussion: Andersen reported that the articulation officers had just received their lists from SDSU for 2008-2009, and would be working on the prep for the major. Andersen informed the Council that in order to submit Economics 120 and 121 to LDTP, SDSU was requiring a prerequisite of Math 96 (Intermediate Algebra). At present, we have course-to-course articulation with SDSU, so our students will not be impacted at this time, but this could change if they choose to follow the same path as the Accounting department. She continued that in order to transfer, our students have to have Intermediate Algebra; what we are unclear of is if students will be required to retake Economics if they take it prior to passing Math 96. She will keep the Council updated.

October 23, 2008

Math 95/English Title 5

Discussion: Hess updated the Council on the English competency meeting that had been held the previous week. She announced representatives from all of the colleges had met and begun to discuss the new Title 5 requirement of a definition for competency in Freshmen composition. Hess continued she would be meeting with the Math faculty the following day to discuss the changes to Math 95, Elementary Algebra.

Discussion: Libby Andersen informed the Council she had discussed the English meeting with City's business department. Because Business 119 articulates with a number of the CSUs, they are not looking to update the course to meet District English competency requirements. Hess clarified Business 119 would remain Associate Degree applicable and CSU transferrable, but would no longer meet the competency for English. Jan Lombardi expressed concern there are several Philosophy courses that currently meet the competency for English; will this continue after the definition has been created? Hess replied those courses will not be reviewed until after a definition has been made, but based on a tentative review by the English faculty, Philosophy 205 should definitely meet the requirement. Andersen reminded the Council Philosophy 101 has been removed from the Mathematics section of CSU GE, as it was determined it did not have enough math to meet the criteria.

Significant Lapse of Time Policy

Discussion: Lynn Neault reminded the Council of the need to establish a significant lapse of time policy. She continued that in the past, the District has allowed case by case exceptions; under the new Title 5 revisions, this cannot continue. The policy cannot be student specific, but must apply to specific courses. She gave the example that a course can have a prerequisite of a math class taken within the last 5 years. In order to allow students to repeat courses due to a significant lapse of time, we must develop a policy that will include a procedure for determining how long a "significant lapse of time" is for each course. It must go into the course repetition policy, and include a definition of what significant lapse of time is based on. Not just the logistics of how to add a requirement, but a process of determining the number of years. She thinks that aligning it with transfer universities would be a good basis.

Revision process for Transfer Studies replacement degrees

Discussion: Hess informed the council she had received an inquiry from one of the colleges regarding the process to revise the replacement transfer studies degrees. She stated the process would be the same as revising other programs, but because many of these degrees are interdisciplinary, the office of Curriculum and Instructional Services is requesting that the colleges identify the appropriate department and faculty to approve each of the degrees.

Curriculum Updating Project

Discussion: Van Houten referred the Council to the Curriculum Updating handout. She reminded the Council they had received a full list of courses yet to be integrated via email. She announced that soon the Curriculum and Instructional Services Office would be sending out a list of courses that are active but not offered at the campuses to help them determine if some of the courses on the integration list should be deactivated.

State Academic Senate

Discussion: Andersen stated there are several area meetings this weekend, and articulation officers from around the region will be sending information on their desire for continued support in creating a community college system-wide AP list (similar to what the CSUs and UCs have). This issue has support from 109 of the California Community Colleges.

Chief Instructional Officers

Discussion: Yvonne Bergland announced Bill Craft would be attending the CCCIO meeting next week. Lee added he will also be attending, and believes all of the Vice Presidents of Instruction except for Brian Ellison will be as well. He continued that a letter had been received from the union objecting to the way the accreditation committee is tying Student Learning Outcomes (SLOs) to evaluations. The Chancellor's Cabinet is

working to purchase software to help the colleges track their SLOs; the Presidents have been tasked with collaborating on which software to purchase.

Articulation Officers

Short informed the Council that SDSU and CSU Long Beach were changing their requirements for Economics to require Intermediate Algebra as a prerequisite. CSU Long Beach will be eliminating their course-to-course articulation for economics in favor of LDTP, and he expects that SDSU will be doing the same. However, most CSUs have no intention of changing this requirement. Short asked the Council if the District should change the courses for just two campuses. Parker continued the overall issue is not the prerequisite, but rather the ongoing concerns related to LDTP. If 1 CSU has a significant difference, the District will have to eliminate course-to-course articulations with other institutions, which could require a lot of content change, which may cause problems as we have students that transfer to many different schools. Short pointed out no matter what strategy we follow with LDTP, at least about 10% of students will be given faulty transfer information that may require them to take more courses than necessary. He gave the example of students transferring into SDSU's Criminal Justice Administration, who are told they have to take at least 2 Administration of Justice courses with us, when in actuality SDSU prefers that they don't take any.

Curriculum Walked—In

Discussion: Nutrition 150; Carol Murphy announced the Nutrition Department at Miramar would like to offer Nutrition 150 via distance education in the Spring. She continued while the course did not appear in her queue in CurricUNET, the comments indicated it was at her level, so she was unable to advance it as desired.

Action: *The course was approved by consent.*

November 13, 2008

Chemistry 110: Chemistry in Society; Chemistry 110L: Chemistry in Society Laboratory

Discussion: Duane Short requested that these courses be tabled, as they were not discussed or approved by the Miramar Curriculum Committee and there is a chance that Miramar might want to activate them. Jan Lombardi agreed that she did not recall these courses being discussed at City, either. Hess recommended that these courses be tabled and brought back for discussion at the December 11 CIC meeting, giving Miramar and City a chance to review them. Libby Andersen informed the council that these courses were also on the GE approval list to be discussed later in the meeting. Short recommended approving them for GE, since the only issue is whether the other colleges want to activate it. Laurie Van Houten stated that the Council cannot approve GE for courses that have not been otherwise approved.

Action: *Chemistry 110, Chemistry in Society and Chemistry 110L, Chemistry in Society Laboratory were tabled for review by City and Miramar's Curriculum Review Committees and be placed on the December 11 CIC agenda.*

Electronic Systems 225: Microcontrollers; Electronic Systems 225L: Microcontrollers Laboratory

Discussion: Short stated his concern that these courses seem to significantly overlap with both Mecomtronics 206 and Computer and Information Sciences (CISC) 71. All three courses deal with Microcontrollers and seem to teach the same material, yet they have different subject designators, TOP codes, and qualifications. He expressed his concern that the Council may not be doing its job to prevent the duplication of courses. Van Houten responded that these courses are intended to replace the Mecomtronics course, which will be deactivated. She continued that there have been extensive

discussions between City and Miramar regarding CISC 71, and it has been decided because of the approach taken to the material, the content is different enough as to justify multiple courses. Short asked if a limitation should be placed for students who have taken the Mecontronics courses. Van Houten responded the course was never actually offered, so there is no need.

Action: *Electronic Systems 225, Microcontrollers and Electronic Systems 225L, Microcontrollers Laboratory were approved at City College.*

Math 95/English Title 5

Discussion: Hess updated the Council on the status of the meetings that had been taking place to discuss the Math 95 and English basic skills changes. She informed the Council there is a meeting on Thursday, November 20 to discuss the English competency requirement and will include not only English faculty, but others representing Philosophy, Technical Writing, and Business. She continued there had been meetings to discuss the Math requirements, as well. Mathematics 95 will be revised to a basic skills course, including a number change to designate as such. The primary concern in passing this revision quickly is to allow Student Services time to change the assessments. She also informed the Council there will be two new courses coming to CIC for their consideration, Math 84 and 85. One is a Geometry course, while the other is a course in Practical Careers.

Significant Lapse of Time Policy

Discussion: Hess announced that the first meeting of the Significant Lapse of Time Policy Subcommittee would be the following day, Friday November 14th.

Approval of District and Transfer General Education Patterns

Discussion: Several courses were discussed prior to Council approval of the Patterns. All courses were approved, except for Chemistry 110 and 110L (which were tabled by the Council earlier and therefore not yet approved) and Photography 205 (which Andersen did not feel appropriate for the CSU GE areas it was being proposed for).

Action: *All other curriculum on the District and Transfer General Education Patterns list was approved.*

Curriculum Updating Project

Discussion: Van Houten directed the Council to look at the handout that listed the number of courses left to be integrated. She said that a number of integrations had been approved earlier in the meeting, so these numbers should go down further.

CurricUNET Steering Committee

Discussion: Van Houten announced the Steering Committee met last Monday. The focus of the meeting was refining the Distance Ed process, including discussion of adding new technologies for contact with students and removal of old ones, and changing how the frequency of contact is reported.

State Academic Senate

Discussion: Lombardi announced the Academic Senate met earlier in November and discussed ways to define the A.A. and A.S. degrees statewide. She also repeated her earlier announcement that the Senate has revised its rubrics for Basic Skills. She announced that Student Learning Outcomes (SLOs) were also discussed. The Senate decided to collect samples from schools around the state (who are willing to submit them) to form a library collection for access by other schools. She also noted the Senate reaffirmed its position that SLOs should not be used in faculty evaluations (despite the recommendation of accrediting bodies). Additionally, there was considerable discussion regarding TBAs ("to be announced" used in scheduling), but no resolutions at this point. William Craft explained a legal opinion issued by the State Chancellor's Office interpreted TBAs as meaning each student will arrange specific hours with the instructor

that they will attend at the same time each week. As such, anyone supervising a lab section would need to have the same qualifications as the person teaching the TBA course. This can have significant impacts in the way that attendance is counted, meaning differences in funding. Solutions were also discussed, such as making such courses Distance Education or hybrids to allow students the same flexibility. To do so, the topics must be very specifically spelled out in the syllabus.

Discussion: Lombardi also mentioned to the Council that there was a resolution passed regarding grading and academic dishonesty. The Senate will investigate faculty legal and professional rights and obligations concerning academic dishonesty. This includes options for grading, disciplinary action, definitions of academic dishonesty, a statement of best practices, and an explanation of student rights. Additionally, the Senate is seeking clarification regarding legal opinion, L 95-31 which limits the ability of local faculty to fail a student for a single academic dishonesty incident. The Senate is seeking an appropriate Title 5 change to address faculty concerns.

Chief Instructional Officers

Discussion: Vincent informed the Council of the recent discussion regarding Distance Education authentication that took place at the recent CIO meeting. Mary Benard added one of the issues is the fact similar authentication is not required for on-campus students. Lombardi mentioned the Academic Senate had passed a resolution calling for equality in authentication standards. Benard stated there are two issues at stake: 1) academic honesty; and 2) impersonation. Hess informed the Council the emphasis in online authentication is due to recent changes in the Higher Education Act. Craft supported that statement, saying Otto Lee had told him he had spoken with Barbara Beno; she should be clarifying with people in Washington what the accreditation committee should be doing to ensure compliance, as the language currently says that they will do so without saying how.

Articulation Officers

Discussion: Short reported the articulation officers are still working on LDTP. They have completed an analysis of the number of students who would be affected if the District fully participates, and will present the information at a future meeting. Andersen and Parker gave further examples of the issues surrounding LDTP, including the fact that the focus is no longer on admissions but articulation, and how that might affect students. Andersen reported the evaluators and Transfer Center Directors attended the most recent District Articulation Council meeting, allowing the group to discuss common issues and catalog information. The articulation officers are working to update articulation agreements.

December 11, 2008

Chemistry 110: Chemistry in Society; Chemistry 110L: Chemistry in Society Laboratory

Discussion: Shirley Flor informed the Council that it was her understanding that, after review by their respective CRCs, City would like to activate this course, while Miramar does not at this time.

Action: *Chemistry 110, Chemistry in Society and Chemistry 110L, Chemistry in Society Laboratory were approved for activation at City College and Mesa College.*

Discussion: Flor added that she would also like to have these courses approved for District GE, CSU GE, IGETC, and UCTCA. Hess informed the Council that generally courses are only approved for the District and Transfer General Education Patterns twice a year, but that she would allow it in order to meet the CSUGE deadline of 12/12/08 with the Council's consent.

Action: *Chemistry 110, Chemistry in Society and Chemistry 110L, Chemistry in Society Laboratory were added to the District and Transfer General Education Patterns list*

Peace Studies 102: Nonviolence and Conflict Resolution; Peace Studies 201: Environmental Sustainability, Justice and Ethics

Libby Andersen informed the Council that she would like to add these courses to the District and Transfer General Education Patterns list as well in order to meet the CSUGE deadline.

Action: *Peace Studies 102, Nonviolence and Conflict Resolution; Peace Studies 201, Environmental Sustainability, Justice and Ethics were approved*

Action: *Peace Studies 102, Nonviolence and Conflict Resolution; Peace Studies 201, Environmental Sustainability, Justice and Ethics were added to the District and Transfer General Education Patterns list*

Math 95/English Title 5

Discussion: Hess informed the Council that pending approval by Miramar and City's CRCs, Math 95 will soon be revised to Math 46. Lynn Neault stated that a plan needs to be developed very soon regarding assessment and other components of the change. Hess responded that she is developing a chart that details the forthcoming changes, and will help with the mapping and direction of how to proceed with the changes. Neault emphasized a meeting should be held as soon as possible (possibly the first week of January) to ensure that there is adequate time for testing the new courses in the assessment systems.

Significant Lapse of Time Policy

Discussion: Hess informed the Council that the Significant Lapse of Time Policy subcommittee had met, and that she would have a write-up available by the next CIC meeting.

Articulation Officers

Discussion: Duane Short presented to the Council the research that the articulation officers had compiled thus far regarding the impacts of participation in LDTP. Short referred the Council to handout number 5, a summary of these impacts. The first page of the handout included the estimated advantages and disadvantages of participation in the program, including the number of students affected. Short stressed that these numbers assumed that the program operates exactly as the CSU system says it will, which thus far has not been the case. The second page included the articulation officers' predictions of how students will actually be affected by participation in LDTP. The third and fourth pages document how these numbers were arrived at and the fifth and sixth pages gave specific examples of situations when it will help or hurt students.

Discussion: Short stated that he is the Region X articulation representative to the State Chancellor's office, and asked the Council if anyone would be opposed to him sharing this information. Neault recommended using more specific information, including an explanation of the impact of LDTP on course articulation with other institutions.

January 29, 2009

Virtual meeting held. There are no minutes available for this date.

February 12, 2009

Math 95/English Title 5

Discussion: Hess informed the Council that there are 2 additional Math courses that are being renumbered. These changes will not affect the District Math Competency requirements, but will affect assessment testing. Hess continued that there are unresolved issues in the Math and English Competency revisions recently undertaken.

Lynn Neault explained that Business 101 and 119 no longer meet the respective requirements, but due to catalog rights they will continue to clear competency for continuously enrolled students even if they take the courses 20 years from now unless the course numbers are changed. The Council continued to debate the specific definition of catalog rights and how they impact this decision and the students. Neault stated that there needs to be discussions going on about what to do inform students about the requirements and the resources available to them. Hess recommended the topic be part of the upcoming joint SSC/CIC Meeting.

Art-Fine Art 260, Studio Art Studies

Discussion: Short expressed his concern about the language of the course description. He recommended that the phrase “after all sequential offerings in the selected discipline have been exhausted” be removed, as it makes it seem that the intent of the course is to circumvent repeatability restrictions.

Action: *Art-Fine Art 260, Studio Art Studies, was approved as amended*

Significant Lapse of Time Policy

Discussion: Hess informed the Council that the committee is working on a final draft of the Significant Lapse of Time Policy and hopes to bring it to the Council soon.

Catalog Redesign

Discussion: Hess reminded the Council that an update to the catalogs’ font and layout had been discussed at an earlier meeting. She informed the Council that a sample of these changes would be sent to them the following Tuesday. Benard asked why the catalog needed to be changed. Hess responded that the update was to make the catalog more contemporary, easier to read, and more academic looking.

State Approval Checklist

Discussion: Hess informed the Council that she is working on a checklist to help faculty submitting program revisions identify what is a substantial vs. unsubstantial change, to ensure that the correct procedure is followed with the State Chancellor’s Office. This form will be implemented in the 2009-2010 Catalog year.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that Steering Committee had met earlier this month and implemented the changes to reflect semester hours. Currently, the Committee is working on getting the system to be able to revise old distance education methods (for example, telecourses).

Discussion: Roma Weaver announced that Continuing Education is in the process of changing from ESLRs to SLOs, and are working on revising the course outline to reflect that change.

Student Services Council

Discussion: Neault announced that SSC had discussed the District’s Strategic Plan. Additionally, they had composed a letter to warn students of the possible impacts the budget cuts would have on them, and ways to mitigate those impacts (such as enrolling at your appointment time, and not waiting until classes are full).

State Academic Senate

Discussion: Lombardi discussed the new rubrics and recoding of basic skills recently released by the state for feedback. Hopefully, the Math and English departments are discussing the committee’s recommendations, as there are changes that may affect funding. Hess stated that she knows faculty have seen the rubrics, but does not know the extent of the discussion. Van Houten asked if the MIS codes are changing for basic skills. Neault responded that they could be.

Chief Instructional Officers

Discussion: Craft stated that while due to the budget there had been discussion about limiting hours in student services, Mesa's LRC did not feel that cutting hours would help. There are two full time, contract librarians who are used to operating largely on their own; reducing hours would just result in the library having increased coverage in the afternoon, when there is the least demand. Craft continued that if the other colleges found it cost effective to cut LRC hours, their students would be welcome to use Mesa's LRC.

Discussion: Brian Ellison announced that after 15 months of toil Continuing Education had developed and published a catalog.

Articulation Officers

Discussion: Short thanked the Council for allowing him to share the LDTP information at the State level; it was well received, and the articulation officers are now working on a document that provides options for various colleges. Short announced that he has been invited to be the articulation officer representative to the CSU LDTP advisory committee.

March 12, 2009

Journalism 206, Online Journalism

Discussion: Duane Short informed the Council that Miramar had two concerns with this proposal; first, Miramar was listed as activating the course when they had no intention of doing so, and second, they were concerned that the course content was too similar to Journalism 202, Introduction to Mass Communication. Laurie Van Houten responded 2 of the 7 course objectives were similar, but the focus of the course and its content were very different.

Discussion: Libby Andersen stated that the originator had attended City's Curriculum Review Committee and discussed the differences; while 202 was a survey course, 206 was an application course. Jan Lombardi moved that the course be amended to remove Miramar from the proposal.

Action: *Journalism 206, Online Journalism, was approved as amended.*

Significant Lapse of Time Policy

Discussion: Hess reminded the Council that at the February 26 joint meeting with Student Services Council, they had received a copy of the new significant lapse of time procedure. Recommendations to change some language were discussed, and those changes were now being presented to the Council. The Council discussed the specifics of the procedure as written and expressed concerns about unclear/awkward language in several sections.

Discussion: Elizabeth Armstrong asked if the colleges would need to document how they determined the amount of time for each recency prerequisite. Hess responded that they would have to go through the same scrutiny process as any other prerequisite. The Council expressed concern about having to do a statistical validation study on each prerequisite. Hess explained that validation was not always going to be necessary. She agreed to review the current District procedure and Title 5 to make sure the scrutiny process was the same for significant lapse of time as for course prerequisites, and announced that she would bring in a copy of the current procedure for establishing prerequisites and corequisites to a future meeting to help the Council understand the process.

Catalog Redesign

Discussion: Hess reminded the Council they had been sent a sample of the proposed font changes to the catalog. She asked if there were any objections to proceeding with the changes; there were no responses.

Art-Fine Art 260: Studio Art Studies

Discussion: Hess reminded the Council that at the February 12 meeting Art-Fine Art 260, Studio Art, had been approved with an amendment to remove some questionable language from the course description. The originating faculty objected to the change, and submitted new language for the Council's consideration. Short stated his belief that the language seems intended to get around the limitations on course repeatability. He asked if the course had content different from the other art courses. Van Houten responded that in talking to the originator, this course is intended for students preparing their portfolios for transfer, or to prepare for an art exhibit. As such, students would already need to have works to use necessitating that the course be limited to advanced students. The originator did not want to put prerequisites on the course, so the course description was written to make the course's purpose clear. The course discussed whether it was necessary to list prerequisites for the course to clarify its purpose further. Hess announced the Council's suggestions of new language and a prerequisite would be taken back to the originating faculty for their consideration.

Curriculum Updating Project

Discussion: Van Houten announced there were fewer courses left to be integrated. She informed the Council there would be several course deactivations on the next agenda, hopefully further reducing the number of integrations remaining.

CurricUNET Steering Committee

Discussion: Van Houten informed the Council that at the last Steering meeting, the Committee determined it should be simple to change CurricUNET to allow revisions of distance education information. She is hoping to initiate this change as soon as Spring Break.

Discussion: Roma Weaver announced the CE is still in the process of switching from ESLRs to SLOs. At this time, they are creating a report in CurricUNET, and will determine how to integrate SLOs into the course outlines at a later time.

State Academic Senate

Discussion: Andersen announced that 2 articulation-related things had recently come from the State Academic Senate. The first is an interest in developing a statewide list of AP exams accepted for general education. The second is an interest in developing a paper on transfer, geared towards the unsophisticated reader. The goal is to help faculty members understand the transfer process, its benefits, and how it affects students.

Chief Instructional Officers

Discussion: Brian Ellison informed the Council that in the CE basic skills action plan, there is an emphasis to build bridges between CE and the colleges. He asked the Council to think about ways to build bridges when the colleges are developing curriculum.

Articulation Officers

Discussion: Short announced the information about the impacts of LDTP on transfer previously presented to the Council has now been presented to the State Chancellor's Office, and disseminated to community colleges throughout the state. Andersen thanked and commended Short for all of his hard work, stating he had helped to open the eyes of many to the limitations of LDTP.

Student Services Council

Discussion: Neault informed the Council that there were some issues with students attempting to transfer to SDSU. As of this morning, the district received a list from SDSU of Mesa students that had been rejected for admission. According to SDSU, the vast majority of these students were missing coursework. Student Services is currently trying to determine what course work is missing, and if the supplemental application is

confusing for the students. While Neault conceded that there are some students who legitimately did not qualify, she wants to find out about many others who the district feels should. She is working with SDSU to determine if mistakes were made; if SDSU made any errors, they will fix them. However, if the students were rejected because they failed to fill out the supplemental correctly, they will not be admitted at this time because there are too few available seats.

Curriculum Walked—In

Discussion: Physics 181A and 181B, General Physics Lab; Lombardi explained that these courses were being renumbered from Physics 121A and 121B to make it easier for students to understand that they go with courses 180A and 180B.

Action: *Physics 181A, General Physics Lab and Physics 181B, General Physics Lab, were approved for City College pending technical review.*

Discussion: Applied Biology Track, Associate in Science; Lombardi explained the program was being reactivated due to an industry demand for entry level biotechnology. Short expressed concern because Miramar has a degree with the same name but different requirements; employers who have students from the same district with degrees of the same name may expect the same level of preparation, but that will not be the case.

Action: *Applied Biology Track, Associate in Science, was approved for City College pending technical review.*

Discussion: Liberal Arts and Sciences (all emphases), Associate in Arts; Andersen explained to she had updated each of the program emphases with courses that had been articulated since last year to keep them up to date. She also searched for deactivated courses in order to remove them, but did not find any.

Action: *Liberal Arts and Sciences (all emphases), Associate in Arts, was approved for City College pending technical review.*

Discussion: Legal Assistant 100A, Introduction to Paralegalism, Legal Assistant 100B, Introduction to Law, Legal Assistant 105, Legal Research, Legal Assistant 110, Legal Writing and Communications, Legal Assistant 115, Civil Litigation-Procedures, Legal Assistant 120, Tort Law; Carol Murphy told the Council that a representative from the ABA had met with the Dean and Director of the Legal Assistant (Paralegal) Program. In order to keep in compliance, Miramar was told that the courses need to be sequential within the discipline. The courses had been revised to follow those recommendations in order to keep accreditation. Murphy also informed the Council that the representative had indicated that English 101 should be a prerequisite for the first course, LEGL 100A. For now, the course has been added as an advisory due to the need for validation.

Action: *Legal Assistant 100A, Introduction to Paralegalism, Legal Assistant 100B, Introduction to Law, Legal Assistant 105, Legal Research, Legal Assistant 110, Legal Writing and Communications, Legal Assistant 115, Civil Litigation-Procedures, Legal Assistant 120, Tort Law, were approved for Miramar College pending technical review.*

Discussion: Andersen asked if a proposal had been submitted to deactivate the program at City to allow Miramar to keep its accreditation. Murphy responded that she thought City would have to originate the proposal. It was determined that a proposal had been submitted, and was currently awaiting approval by City's CRC. Lombardi asked if it was possible, as it was the catalog deadline, to walk in the Legal Assistant (Paralegal) Program deactivation for City College even though it was not yet approved by City's CRC. Hess stated it would be allowed, pending confirmation by City's CRC that they approved the action.

Action: *Legal Assistant (Paralegal) Certificate of Achievement and Associate in Science Degree, were approved for deactivation at City College pending confirmation of City CRC approval and technical review.*

March 26, 2009

Title 5 Revisions-Overview of Implementation

Discussion: Hess explained to the Council that some Title 5 changes had not required discussion, but she still wanted Council members to be aware of them and their status. She reviewed the different sections covered in the handout. Hess reminded the Council that renewal of stand-alone certification was due to the state by September 30 each year. Elizabeth Armstrong pointed out the Course Approval requirements include a section limiting the number of units of stand-alone courses linked by prerequisites in a single TOP code. She asked how this is currently being tracked. Hess responded the District Instructional Services office has been monitoring this as courses come to our office for review.

Discussion: Hess also reminded the Council she was still working on a Significant Lapse of Time policy, and hoped to bring something back for review at the next meeting. She announced she would send the full text of the sections quoted so the Council could get a fuller understanding of the changes. Hess added there is a possible change coming to MIS codes in regard to basic skills ranking. She assured the Council she is keeping an eye on the discussion and will update them on any changes.

Update on Legal ABA Accreditation

Discussion: Armstrong announced Miramar had received a letter from the accreditation council for the Legal Assistant (Paralegal) Program. The report contained what was expected. The recommendation was for continued accreditation for the Miramar program. Armstrong continued the accreditation commission understood the need for scrutiny prior to adding English 101 as a prerequisite for LEGL 100A, and would like the college to proceed with the process.

Program Revisions/Deactivations

Discussion: Hess reminded everyone that when faculty are activating, revising, or deactivating a program, to please make sure the need for change section of the program proposal was detailed. With the new Board, there has been increased scrutiny of curriculum, and Hess would like to make sure all requested information is readily available.

2009-2010 CIC Calendar

Discussion: Van Houten displayed a draft of the 2009-2010 CIC calendar. She requested the campus curriculum review committee meeting dates so they could be added to the calendar prior to its approval. She reminded the Council there are only 2 remaining CIC dates, so some urgency is required. Van Houten noted that September 24 and February 25 will be joint meetings with Student Services Council, and as such are denoted in a different color.

Student Services Council

Discussion: Hess informed the Council that Student Services Council had met that morning, largely to discuss a communication to students regarding the change in hours for many campus offices in the Summer and Fall. She added that Lynn Neault is still working with SDSU on transfer student acceptance, and asks that we be patient.

Curriculum Walked—In

Discussion: Japanese 101, First Course in Japanese, Japanese 102, Second Course in Japanese, Japanese 201, Third Course in Japanese, Japanese 202, Fourth Course in

Japanese; Flor announced these courses were being revised to update them for articulation with SDSU. They have not been successfully articulated in the past, but this revision was done with cooperation of SDSU faculty and access to their course outline and textbook lists.

Action: *Japanese 101, First Course in Japanese; Japanese 102, Second Course in Japanese; Japanese 201, Third Course in Japanese; and Japanese 202, Fourth Course in Japanese were approved*

May 14, 2009

American Sign Language 107: American Sign Language Fingerspelling

Discussion: Shirley Flor announced Mesa would like to change the effective date of the proposal to Fall 2010.

Action: *American Sign Language 107 was approved to be deactivated effective Fall 2010.*

Mathematics 15F, College Algebra Refresher

Discussion: Jan Lombardi asked to amend the proposal to activate the course at City as well as at Mesa.

Action: *Mathematics 15F was approved for activation at City College and Mesa College.*

Approval of Continuing Education Curriculum

Discussion: Roma Weaver announced that minor course revisions had been approved at the Continuing Education Curriculum Review Committee, and would not be brought to CIC. Hess reminded her that all curriculum revisions need to go through CIC. Weaver replied that a list of what had been approved would be brought to CIC in the Fall. Hess stated she would speak to Brian Ellison about the procedure.

Approval of District and Transfer General Education Patterns

Discussion: Duane Short inquired about ARTF 191, and whether Mesa intended to create a new degree in Photography. Flor responded that an emphasis in Photography was to be created. Libby Andersen addressed the Council's previous concerns with FUTR 101. She stated she had brought outlines of comparable courses that had received CSUGE and IGETC approval for discussion. Short asked whether the Council should add recently activated courses HUMA 106 and ARTF 125 to the list. Laurie Van Houten responded that all courses previously approved for transfer applicability are automatically applied for when activated at other colleges.

Action: *All curriculum on the District Transfer General Education Patterns list was approved.*

Significant Lapse of Time Policy

Discussion: Hess gave the Council an updated draft of the Significant Lapse of Time Policy for their review. Hess mentioned that it may eventually be better to merge this policy into the existing prerequisite policy, 5500, but at this time it is impractical. The Council discussed the policy and gave Hess several recommendations for changes. Hess suggested forming a subcommittee to address the concerns surrounding this new policy.

2009-2010 CIC Calendar

Discussion: Van Houten presented a final draft of the CIC Calendar for 2009-2010. She will email a finalized version to the Council.

Action: *The Curriculum Approval Calendar for the 2009-2010 academic year was approved.*

Higher Level Courses that Clear Prerequisites

Discussion: Hess informed the Council that in 1997 when the District started enforcing prerequisites, a list existed of higher level equivalent courses that would clear listed prerequisites. Now, faculty are asking to update this list in order to add more higher level courses. Short asked if the courses that clear prerequisites were on the course outline. Hess replied that they only existed on a list. The Council continued discussion until Hess told them that no decision needs to be made at this time; she simply wanted to make them aware of the situation so we can create a procedure in the fall.

CSUGE Title Changes

Discussion: Hess notified the Council that some of the CSUGE areas have changed their titles and some narrative language. The changes have been made in the new catalog, and an email will be sent out detailing the changes. Student advising sheets may need to be updated.

Catalog Redesign

Discussion: Hess informed the Council that in addition to the campus catalog committees, a District Catalog Committee will be created in the Fall. This committee will look at the procedure for catalog review, as well as evaluate whether there should be standard criteria or standardized areas in the catalog.

CB21 (Basic Skills) Recoding

Discussion: Hess announced the finalization of Basic Skills rubrics by the State Academic Senate. Between now and September there will be time for training faculty and administrators about the new rubrics and decide how to recode courses. These changes won't impact course numbers, just the MIS coding. Murphy asked if this would be done for all campuses at once; Hess responded that it was already in progress and she just wanted the Council to know that we're on top of it.

Curriculum Updating Project

Discussion: Van Houten stated that the project was moving along, and only 158 courses were left.

Student Services Council

Discussion: Lynn Neault told the Council that she has been to several regional meetings with SDSU to discuss the transfer issues. One thing of concern to note is that TAG as we know it will change. We don't know how, but at present SDSU has issued too many guarantees for too few seats. Any community college student with non-community college courses will be rejected. Since our students are considered "in area" they get top priority. 14,000 applications were received for 2,300 slots. Only 230 were awarded to out of area students. Any students who filled out their supplemental applications wrong were rejected. If it was a glitch, the TAG was honored; if not, they remain rejected.

Discussion: There has been an increase in the number of degrees awarded by the District. City and Miramar have each increased the number of degrees awarded; Mesa has not. While this issue will be addressed, Neault thinks it will be worse with the elimination of the Transfer Studies degree.

Discussion: The District is looking at ways to reduce schedule costs. Hess added that we will be taking several steps, such as condensing the mailed schedule and reducing the number of campus quantities. Neault continued that we are printing more than one schedule per student.

Discussion: Neault announced that Title 5 will be changing to close some loopholes opened during the last round of revisions. The revision will be going to the Board of Governors in July, but there is no opposition. Neault continued there will be policy decisions to make, and recommended the 9/24 joint meeting to discuss them.

Curriculum Walked—In

Discussion: Dance 150, Dance Making: Ballet; Dance 151, Dance Making: Jazz; Dance 152, Dance Making: Modern; Dance 153, Dance Making: Dance Theater; Elizabeth Castaneda told the Council that these courses were developed to allow student to get credit for participating in City's dance production; some students take part in several productions and cannot currently get credit. Andersen expanded that recent Title 5 changes do not allow students to enroll in multiple sections of the same class in the same semester.

Action: *Dance 150, Dance Making: Ballet; Dance 151, Dance Making: Jazz; Dance 152, Dance Making: Modern; and Dance 153, Dance Making: Dance Theater were approved as new courses at City College and Mesa College.*

Discussion: Plumbing 170A, Advanced Plumbing I; Plumbing 170B, Advanced Plumbing II; Plumbing 175A, Plumbing Construction Specialties; Plumbing 175B, Plumbing Code; Plumbing 325, Advanced Plumbing I; Plumbing 330, Advanced Plumbing II; Plumbing 335, Plumbing Construction Specialties; Plumbing 340, Plumbing Code; Lombardi informed the Council that these courses are a continuation of courses approved earlier in the meeting. Steve Ford told the Council the Division of Apprenticeship is requiring an additional 10 hours of work for each course. These courses are being updated accordingly.

Action: *Plumbing 170A, Advanced Plumbing I; Plumbing 170B, Advanced Plumbing II; Plumbing 175A, Plumbing Construction Specialties; Plumbing 175B, Plumbing Code; Plumbing 325, Advanced Plumbing I; Plumbing 330, Advanced Plumbing II; Plumbing 335, Plumbing Construction Specialties; and Plumbing 340, Plumbing Code were approved for Fall 2010.*

Discussion: Anthropology 205, Introduction to Medical Anthropology; Flor explained Anthropology 205 is being proposed for distance learning at Mesa College.

Action: *Anthropology 205 was approved for distance learning at Mesa College.*

Discussion: Art—Fine Art 191, Cultural Influences on Photography; Castaneda stated that this course was “History of Photography” before it was deactivated. The course outline had no content or assignments. After it was deactivated, City created a PHOT course titled “History of Photography” so the course was made very different upon reactivation.

Action: *Art-Fine Art 191 was approved for reactivation at Mesa College.*

Discussion: Selected Studies Program Deactivation; Flor explained the history of this proposal. At Mesa, a student who wants to pursue a degree in Selected Studies must seek approval from the Academic Committee. There are very few degrees issued. There is now a debate about whether this degree complies with Title 5, and since the creation of many other majors in Liberal Arts and Studies, there is little need for this program.

Action: *The Selected Studies Program was approved for deactivation at Mesa College.*

August 27, 2009

Virtual meeting held. There are no minutes available for this date.

September 10, 2009

Business 101, Business Mathematics

Discussion: Tim McGrath asked whether this proposal was related to the program revisions for the Art-Fine Art Associate degrees, specifically the math competency

section. Libby Andersen explained that this proposal was part of the normal six-review cycle for all courses, and was not related to the Art-Fine Art proposals.

Action: *The revision of Business 101, Business Mathematics was approved.*

Higher Level Courses that Clear Prerequisites

Discussion: Hess reminded the Council that at the last meeting in May the Council discussed some courses that had a list of faculty determined higher level equivalent courses used to clear prerequisites that are currently not in the Course Outline, the catalog, or CurricUNET. The District Office of Instructional Services (IS) is working to make available to students a list of what these courses are. For example, Chemistry 130 currently has a prerequisite of Chemistry 100 and 100L; however, Chemistry 200 and 200L or 201 and 201L will also satisfy this prerequisite. Students are not informed of these alternates. Hess would like to require that all prerequisites be listed in the catalog so that they can be identified to students, as well as go through the same scrutiny process that all other prerequisites require. Libby Andersen asked if this would require faculty from all three colleges to meet, decide on the criteria and create new CurricUNET revision proposals. Hess indicated it would.

Discussion: Neault expressed her concerns about the way this change would affect ISIS. The Council discussed this and the effect that not publishing the information has on students and counselors. Lee recommended that the Council start by taking a few courses and seeing what is on their prerequisite screens and determining how the new process would affect that. Andersen suggested making the Chemistry courses a pilot program to evaluate the effect and impact on other departments of allowing higher level courses as alternative prerequisites. Lee recommended if the Council approves an action documenting expectations, they document their expectations, including what kind of outcomes they expect (i.e. a report to the committee, etc.) as well as a list of questions that we have that would evidence success so that they understand what the Council is interested in.

Andersen moved to support chemistry faculty to start a pilot project to research and determine what additional prerequisites should be added to each course, entering revisions in CurricUNET, and meanwhile evaluate how this procedure would affect other departments.

Action: *The chemistry departments will act as a pilot program to determine the effect of requiring that faculty add all additional course prerequisite options in CurricUNET.*

Catalog Subcommittee

Discussion: Hess announced that Mesa and City currently have catalog committees. IS would like to develop a CIC catalog subcommittee to help support the college committees. Lee asked interested parties to email Hess. Andersen asked when the committee would meet. Hess responded meeting dates would depend upon the availability of committee members.

Discipline Deans

Discussion: Hess directed the Council to handout #4 in their packets, the current Discipline Deans list. Hess explained the idea of this list is to designate one Dean to be the contact person for all discipline-specific issues. Some new disciplines are not on the list. She asked whether the Council would prefer to only list aligned disciplines (therefore, disciplines only offered at one college would not be listed). Mary Benard responded the full list is helpful. She asked how the list was decided; in her opinion, there are disciplines that she would prefer to see assigned to different deans. Hess explained that we updated an old list with whoever the new dean for that discipline and

college is. Lee announced he would facilitate a meeting with the VPIs to review the list and redistribute disciplines as necessary.

CB21 (Basic Skills) Recoding

Discussion: Hess announced she has started setting up meetings with the English and Mathematics faculty to discuss the recoding of basic skills courses. She will meet next week with the English faculty; she is waiting to hear back from the Mathematics Discipline Dean. November 30 is the deadline to submit the recoded courses in MIS. There will be a meeting about Continuing Education rubrics next week, which she will be attending. She will work with Continuing Education on their recoding.

Procedures Subcommittees

Discussion: Hess explained the current District Policy 5300 is very out of date, particularly considering recent Title 5 and other changes. She has worked on a draft to update the procedure, and would like to convene a subcommittee to meet and review the changes. She would like a faculty representative from each campus to serve on the subcommittee so they can bring these revisions to their constituent groups (i.e., the Academic Senates). As with the catalog subcommittee, interested parties can email her.

Offering New Stand-Alone Courses

Discussion: Hess advised the Council that while recertifying for stand-alone course approval, she noticed something they need to be aware of. New stand-alone courses cannot be offered the same semester they are approved; they must be offered the following semester or later. Andersen asked if this applied to when new courses were first approved, or when they were approved as stand-alone. Hess responded that since, at this time new courses are only approved once, it was both. This information can be found on slide 7 of the State Chancellor's Office presentation.

Discussion: Duane Short stated his understanding is there cannot be 18 standalone units used toward the major, not the degree in general. Therefore, we cannot accept petitions to allow that many standalone units to replace major requirements. Andersen reminded the Council City still has a Selected Studies degree that this may affect. Hess told the Council she would research it and report back.

New Procedure for Pending Program Applications

Discussion: Hess discussed a memo sent from the State Chancellor's Office. If any information is missing from a program approval packet, they will send an email request and hold the packet for 90 days. If a response is not received in that time, the packet will be disposed of and the college will need to resubmit the whole thing. While this has been the policy, it has not been enforced in the past.

Curriculum Approval Tips

Discussion: Hess directed the Council to the Instructional Services website, which now includes several Curriculum Approval tips. Due to furlough days and staffing shortages at the State Chancellor's Office, we can no longer be assured that programs submitted by our catalog deadline in March will complete the State Chancellor's approval process in time to make the catalog. We are recommending all program proposals be sent through as soon as possible. Tips include a calendar to show when proposals sent to CIC by a certain date will go to the Board (a necessary step before going to the State), a new program flow chart, and a program checklist. The IS office is working on more charts and checklists.

Statewide CurricUNET

Discussion: Hess informed the Council that Governet is currently working with the State Chancellor's Office on a program approval process for CurricUNET. Laurie Van Houten is serving on their advisory committee, and is meeting regularly with Governet and the State to bring up our concerns as the program is being designed. Roma Weaver

announced that Governet has contacted her about piloting the noncredit approval process. Hess recommended that she be on that committee, to make sure the concerns of Continuing Education are addressed early on.

Curriculum Updating Project

Discussion: Hess reported that the number of unintegrated courses is down to 153.

CurricUNET Steering Committee

Discussion: Hess told the Council that IS is working with Governet to populate Student Learning Outcomes (SLOs) in CurricUNET. She will be meeting with the colleges soon to demonstrate the changes. Weaver told the Council that Continuing Education's Steering Committee is also working to put SLOs into CurricUNET, but their task is complicated by their old program and course ESLRs.

Student Services Council

Discussion: Neault explained that Student Services is dealing with the matriculation and categorical budget cuts from the state. They are also looking at the impact of adds and drops.

State Academic Senate

Discussion: Andersen announced the State Academic Senate Fall plenary is November 15. At the Spring meeting a resolution was approved to encourage local academic senates to approve standardized general education approval for Advanced Placement tests using Title 5 descriptors. City College has recently approved such a resolution.

Chief Instructional Officers

Discussion: Brian Ellison reported that Continuing Education's attention is more focused on Student Services because of the cuts. He remarked that business will probably never be the same again. Neault remarked that Student Services is looking at ways to reduce assessment, such as alternate "equivalencies" such as SAT scores and self assessment.

Articulation Officers

Discussion: Juliette Parker reported that a message had been received from the CSU Chancellor's Office that due to budget cuts, they are considering changes to LDTP. The program is probably not going to continue; they will not be reviewing any new course submissions. At this time, they may continue with the Accounting and Economics programs already in place.

September 24, 2009

CB21 (Basic Skills) Recoding

Discussion: Hess directed the Council to Handout 4, CB 21 Recoding, which included an overview and background of the process. The goal is to clean up the current coding system to account for the number and variety of courses below transfer level. The handout included the finalized credit rubrics as decided by the State Academic Senate. Hess informed the Council that the noncredit rubrics are being developed, and a very productive session was held September 18 to discuss them. They should be finalized soon. A spreadsheet included in Handout 4 (which is essentially the state rubric with a column for the recoded courses level) shows how the English and ESOL courses will be recoded, pending approval by the constituent groups that are currently reviewing it. Courses in red are those that have created questions. The math faculty will meet on October 23 to discuss recoding.

Discussion: Tim McGrath suggested renumbering the courses so they match the sequence they should be taken in. Hess responded there is a grid in the class schedule that shows the proper sequence. She warned caution must be taken before renumbering

the courses, as course numbers can only be used once in the District's history. She suggested this may be an issue to bring up to ESOL faculty.

Offering New Stand-Alone Courses

Discussion: Hess reminded the Council that at the last meeting there was a question about whether the limit of 18 stand-alone units applied to the degree, the major, or any award. Hess confirmed the answer is all of the above; no more than 18 units of stand-alone courses can be applied towards a major requirement, a degree, or any other award.

Higher Level Courses that Clear Prerequisites

Discussion: Hess acknowledged that following the last CIC meeting, everyone was left with questions regarding the new procedure for higher level courses that clear prerequisites. She informed the Council she is meeting with many individuals to address their concerns, and will bring back a more cohesive plan to a later meeting to help clarify any confusion.

Standardizing New Business Items

Discussion: Hess observed there have been several issues proposed lately where not everyone has the same amount of information, which has led to confusion. She directed the Council to the New Business Item Form. The point of this form is to give the Council a brief background on and analysis of a new topic to make sure that everyone is on the same page in future discussions, and to ensure the Council has looked at the concerns and implications of issues brought before it. Mary Benard inquired as to the rules of the new form; specifically, how far in advance must it be submitted, and to whom? Lee responded the point is not to over regulate new topics, but to ensure that future discussions are properly focused.

Discussion: The Council discussed the form and provided Hess with recommendations on how to clarify and improve it. It was decided that when there is an item for discussion, the form should be submitted to the Instructional Services office one week prior to the CIC meeting it is to be discussed at so that it can be sent out with the draft agenda.

Articulation Officers

Discussion: Short informed that Council that since its last meeting, LDTP information has been "temporarily" removed from ASSIST.

October 8, 2009

Philosophy 105: Contemporary Philosophy; Philosophy 130: Philosophy of Art and Music

Discussion: Duane Short informed the Council that Miramar does not intend to activate these courses at this time.

Action: *The Philosophy 105 and Philosophy 130 were approved without activation at Miramar.*

Higher Level Courses that Clear Prerequisites

Discussion: Hess reminded the Council of its recommendation to create a pilot program, including research into the process of adding additional prerequisites to CurricUNET and ISIS. Hess announced that she had concluded this research. No CIC action is required. Higher level prerequisites already clear lower level prerequisites. Faculty shall follow Procedure 5500.1 when establishing new/additional prerequisites. Hess concluded that the chemistry faculty only need to add one set of alternate prerequisites, Chemistry 152 and 152L, using the process outlined in current procedure 5500.1 to make the change they are requesting. Tim McGrath clarified that this change would not add additional steps to students looking to take Chemistry 130 and 130L, but would add options.

Discussion: Lee summarized that this would close the pilot project started at the September 10 CIC meeting. The chemistry faculty no longer need to worry about making a report to the Council; they only need to follow the current process, Procedure 5500.1, to add Chemistry 152 and 152L as a prerequisite. The flow chart created for the chemistry example should be used as a model in the future if and when there is a similar question regarding prerequisites.

Standardizing New Business Items

Discussion: Hess shared with the Council an updated version of the form based on their recommendations. Andersen asked what the procedure was if an urgent issue came up after the agenda went out, such as a decision by the State Chancellor's Office. Would this form allow the flexibility for that issue to be discussed? Lee clarified the point of the form is to give the Council and its members a clear idea of what the issued to be discussed is, to ensure that there is sufficient information and focus in the discussion. If an urgent issue comes up, it can of course be discussed even if the form is not submitted on time.

Math Competency—Catalog Rights Clarification

Discussion: Hess announced she had received several questions about the new math requirement and Math 46 from evaluators and counselors. She reminded the Council of the recent Title 5 change that required a review of courses meeting the District's mathematics competency and had resulted in the revision of Mathematics 95 to a new course, Mathematics 46. The question she had received is if students have catalog rights, can they use Math 46 to satisfy the math competency or GE Area A2 (as it used to be Math 95). The answer is no, they cannot. Math 46 is a new course, and therefore catalog rights do not hold. Further, it is a basic skills course and is therefore not degree applicable. Hess stated the Council's recommendation is to notify counselors and evaluations via Student Services Council that students with catalog rights who take Math 46 do not clear the math competency or GE Area A2.

October 22, 2009

Discipline Deans

Discussion: Hess informed the Council that the District Office of Instructional Services is working to finalize the updated list of discipline deans. It will need to go back to the Vice Presidents of Instruction one last time; it should be ready for the next CIC meeting. Libby Andersen asked how City's new interdisciplinary subjects were assigned, as they often fell under multiple subject areas and they are difficult to designate in CurricUNET. Hess added the issue of designating interdisciplinary subjects in CurricUNET has been brought to her attention. Otto Lee will be discussing with the VPIs how to add them to CurricUNET.

Course Descriptions

Discussion: Hess stated the issue at hand involves clarification within the course description of the target audience of the course. As the handout indicated, in 2004, CIC developed the "*San Diego Community College District Associate Degree Credit Course Outline Guide*" which includes requirements for the catalog course description. She has received several questions about the target audience statement and the need to make it clearer. Hess stated the ultimate recommendation is to clarify the "target audience" in the course description and update the aforementioned guide. Hess referred the Council to the examples on the handout. These are intended to be broader to clarify for students whether they should take this course. What she is asking for is clarification on the target audience requirement. Laurie Van Houten reiterated the integrated outline

recommendation of the State Academic Senate to include target audience statements. Short pointed out this District is unique; unlike most colleges, our curriculum is completely aligned, which complicates target statements.

Discussion: Hess stated she had heard several recommendations discussed by the Council. Specifically, eliminating the target audience statement completely or broadening the statement. Bergland argued to keep the statement in some cases; there are areas where students need the guidance it provides. Short recommended leaving it to the technical and curriculum committees to establish which courses need the clarification. Currently, all courses require it, sometimes leading to hastily created statements that are not necessarily accurate. He asked that the requirement for the statement be changed to be more permissive. Hess vowed to integrate the discussion into the form, to be brought back to the Council for future discussion; in the meantime, she asked the Council to bring this discussion to their curriculum committees.

Articulation Officers

Discussion: Short reported the articulation officers had received word they would be allowed to submit the Economics courses at the last LDTP submission, due by December 11, 2009.

November 12, 2009

Course Description

Discussion: Hess informed the Council that this was the second reading of the form. It had been brought back for discussion because the Vice Presidents of Instruction were at a conference and not in attendance at the 10/22/09 meeting. She reminded the Council that in 2004, CIC had developed an outline guide for curriculum, including a requirement that course descriptions include a target audience statement. Unfortunately, the phrasing for this requirement is a little vague and has resulted in a lot of inconsistencies in the statements currently found in course descriptions. Hess has received a request to modify that statement in the outline guide. Based on the discussion at the last CIC meeting, there is a new proposed statement that says, "Include general statement that identifies the target audience, e.g. students who would benefit from taking this course."

Discussion: Mary Benard asked if this meant that we were removing the information regarding where the course transfers to. Hess clarified that the transferability information is a separate section of the course description that Juliette Parker will discuss later; this pertains to the information within the actual course description. There are some course descriptions that identify courses as transferring to a specific institution or being part of a specific major; because our courses are aligned, this information is not always the same across our colleges. Hess referred the Council to look at an example statement in the Course Description handout. By clarifying the language in the outline guide, it will be easier for curriculum chairs and others to explain what is meant by "target audience" so that faculty have a clearer understanding.

Math Competency—Catalog Rights Clarification

Discussion: Hess reminded the Council there had been confusion regarding Math 46 in relation to its degree applicability and catalog rights. The evaluators are concerned that some local colleges still offer elementary algebra as degree applicable. Because Math 46 is a non-degree applicable basic skills class for our district effective Fall 2009, if a student did not successfully complete Math 95 or its equivalent prior to Fall 2009, it will not be applicable to a degree or to satisfy a competency regardless of where it was taken.

Catalog Revision Proposal

Discussion: On behalf of the Mesa Catalog Committee, Parker presented a proposal to revise the District's catalog and course outlines for all the District's colleges. There are several changes that she is recommending. The first change is to remove the phrase "and/or private colleges and universities" from the transferability section of the course description. The reason for this is because the articulation officers are not able to ensure that each course will articulate to those colleges and universities; this has led to confusion by counselors and students. The second change is to the course description and explanation of terms. Parker said the Mesa Catalog Committee would like to revise the credit and applicability information in the catalog course descriptions to abbreviations. Currently, information about transferability to UCs and CSU runs into the same sentence. Parker referred the committee to her New Business form, which shows the proposed change. 82 college catalogs have been reviewed and most have some sort of abbreviation; we would like to update the catalog to follow what other institutions are doing. There will be a legend indicating what the abbreviations mean: "A" will mean associate degree applicable, "CSU" will indicate that it transfers to a CSU and "UC" will mean that it transfers to a UC. The proposed effective date for this change is the 2011-2012 catalog. Parker continued the third change the Mesa Catalog Committee is recommending is an explanation of terms that will identify more accurately what takes place when a student transfers. The fourth and final change is to revise the course numbering description information in the catalog, specifically changing the language to make it more clear and accurate.

Curriculum Walked—In

Discussion: Economics 120, Principles of Macroeconomics; Economics 121, Principles of Microeconomics. Shirley Flor announced that these courses were being walked in so they could be submitted for LDTP articulation; as discussed in previous CIC meetings, SDSU is requiring the classes be revised to include a prerequisite of MATH 96, Intermediate Algebra. Hess announces that she received a request from Lynn Neault to share with the Council some statistics regarding current student success rates. Of the students who took these classes in Fall 2008, 571 students had not completed MATH 96 but most passed. Short clarified what these statistics show is that the classes will probably see a drop of enrollment of 1/3 to 1/2 by adding this prerequisite. Parker reminded the council that while LDTP has been suspended and the Council had previously decided not to submit courses unless necessary for course to course articulation with CSU. SDSU, CSU Long Beach and possibly Fullerton have stated that they will not accept these courses without this prerequisite. These are our top transfer institutions, so if we don't approve these revisions, we will lose course-to-course articulation with these schools.

Action: *Economics 120, Principles of Macroeconomics and Economics 121, Principles of Microeconomics were approved by consent.*

Discussion: Medical Laboratory Technician Program. Short announced this is a new program funded by the ARRA grant. The faculty have worked very hard to get this program through quickly. The program was not submitted to the Instruction Services office in time to meet the deadline for this meeting; however, the courses have all been approved and there is a need for urgency to continue to move this through the state approval process.

Action: *The Medical Laboratory Technician Program was approved by consent.*

Articulation Officers

Discussion: Short announced that the community colleges have received a mandate to create a common course numbering system to facilitate articulation. The issue that this does not address is that just because courses share a number does not mean that they are

used the same. As such, CID has been created as a community college-sponsored/driven program that will create and use course descriptors. Similar to what LDTP was originally supposed to be, a committee will review each course and determine whether it has the minimum requirements to satisfy the descriptor. Universities can then articulate the descriptor to their requirements, rather than maintaining separate articulation for each course with each college in order to reduce the number of individual articulation decisions that need to be made. Parker encouraged addressing the program as being voluntary, since it is community college driven. There is a concern about involvement among faculty regarding whether this system will stay in place (LDTP didn't). Faculty want assurance this system will be around for awhile, making it worth their time and effort to get involved. With LDTP, 1 person at 1 school made a decision that has affected the whole state. Lee asked if this scenario could cause the same thing to happen; 3 people deciding if a course fits into a category. While it's efficient, it could be biased. Short agreed that one of the issues going forward will definitely be if this 3 person body is legitimate enough to be trusted.

December 10, 2009

Course Description

Discussion: Hess reminded that Council that at the last meeting, the recommendation to the Council was to revise the outline guide for curriculum to read "Include general statement that identifies the target audience, e.g. students who would benefit from taking this course." The outline currently lists recommends listing a target audience such as UC, CSU, etc. This statement is more general so it will apply to curriculum active at all 3 colleges. Duane Short remarked that this will allow the curriculum committees more discretion in deciding what kinds of statements are appropriate. Hess clarified this step is just to clean up the outline guide; further steps will be discussed later. Juliette Parker added this cleans up the definition of target audience to coincide with current practice.

Action: *The San Diego Community College District Associate Degree Credit Course Outline Guide will be revised to include a more general statement about the target audience, "Include general statement that identifies the target audience, e.g. students who would benefit from taking this course."*

Futures Studies 101: Introduction to Futures Studies

Discussion: Andersen reminded the Council that at the 11/12/09 CIC they had approved the District and Transfer General Education Patterns list. At the time, they approved Futures Studies 101 for CSUGE area C2 and IGETC area 3B. These areas are under Humanities; after discussion with the faculty, it was determined that the course should be under the interdisciplinary requirement. These courses have not yet been submitted; the deadline to do so is 12/11/09 (the day after the current CIC meeting). Andersen moved to change the approval of FUTR 101 from CSUGE area C2 to area D7 and IGETC area 3B to area 4G.

Action: *The District and Transfer General Education Patterns list was amended to approve Futures Studies 101 for CSUGE area D7 and IGETC area 4G.*

Child Development 133: Language and Literature

Discussion: Shirley Flor reminded the Council that as part of the curriculum at the 11/12/09 CIC meeting they had approved CHIL 133 for all 3 colleges. Following this meeting, Flor learned from the faculty at Mesa College that they do not want to activate the course at this time, as it is intended to replace CHIL 131.

Action: *The proposal for Child Development 133 was revised to remove Mesa from course activation.*

Philosophy 105: Contemporary Philosophy;

Discussion: Parker stated the District and Transfer General Education Patterns list approved at the 11/12/09, included submission of Philosophy 105 to IGETC for approval under area 3B by City College. Mesa would like to revise the list to allow submission of this course by Mesa College as well to ensure alignment.

Action: *The District and Transfer General Education Patterns list was amended to approve submitting Philosophy 105 for IGETC area 3B by Mesa College.*

American Sign Language 276: Field Work in Interpreting

Discussion: Lynn Neault informed the Council that she had received a request from a faculty member to override the prerequisite of AMSL 108 for course AMSL 276. AMSL 108 has not been offered since 2002, making it impossible for most students to have completed the prerequisite. The department plans to offer the course in 2010 or 2011, but in the mean time the current process requires manually overriding the prerequisite for each student taking the course. Neault feels that there should be a process in place to allow Student Services to administratively remove a prerequisite requirement from a course if the prerequisite has not been offered in several years. It should not be legal to require students to take the prerequisite, and it certainly isn't right to block enrollment for a class that is not available to students. Neault asked if, rather than waiting for this to go to the curriculum revision process, if there can be an administrative process put in place to deal with courses that include prerequisites that haven't been offered in several years. Neault added that as a business practice, it does not seem legal to include the restriction of a course that essentially doesn't exist. The Council discussed the proposal at length, before ultimately deciding to allow the Vice Chancellor of Student Services to decide the appropriate course of action in this case.

Action: *The matter at hand (AMSL 276) was remanded back to the office of the Vice Chancellor of Student Services for consideration and resolution). The AMSL department chair is encouraged to follow up as soon as possible.*

SSC Joint Meeting Agenda Items

Discussion: Hess asked the Council if anyone had agenda items for a joint Student Services Council/Curriculum and Instructional Council meeting. When no one presented items, she recommended that the Vice Presidents of Instruction and Student Services get together and create an agenda for a joint retreat to be held later in the spring. She informed the Council there would be no joint meeting as scheduled in February, but one would be scheduled later on if necessary.

Student Services Policies

Discussion: Hess informed the Council that the Student Services Council will be sending policies to the Board for approval in January. Instructional Services will send them to the Council so they are aware of the policy changes. Neault added that the big change will be the repetition and withdrawal policy, as discussed at previous joint meetings. Hess concluded that a subcommittee will be meeting in the Spring to review our policy and procedures changes.

Student Services Council

Discussion: Parker asked if it was true that there is a discussion about not having assessment. Neault responded there is a new law that allows us to use EAP results; we are currently working to incorporate that into the process. It has also been proposed that the district use UC and CSU SAT levels to clear prerequisites for English 101 and Math 96. Overall, we are look to expand the numbers of ways we have available to place people, not get rid of assessment. These are not placement tests; they can only clear all prerequisites or not. Neault continued that the district will be asking for SAT results and will be entering them into the system in a similar way to transcripts. The policy still

must be written, but is planned for Fall. She will be bringing it to the Council for their review.

Chief Instructional Officers

Discussion: Werle informed the Council that there are several big threats looming that the District will need to take a stance on. The first is funding for physical education. State Chancellor Jack Scott has stated that community colleges are competing with local fitness centers. The colleges are being told that they need to fix the situation, but with little guidance; we do not know what the legislature will do. We are currently trying to get a list of the kinds of changes they would like us to make so that we know what direction to go in. In the last budget cycle, there was a threat to fund PE at the noncredit rate, but at the time the PE faculty protested; their argument was that they had to have the same credentials as other professors. They won that battle, but fear that there will be more down the road as the budget situation deteriorates. There is a lot of tension at Miramar, where a brand new fitness center has just been opened. Hess added that when the noncredit discussion first came up, she asked the state to define physical education. They do not have one, which will cause further issues. Andersen told the Council that during previous rounds of cuts, the district had eliminated borderline courses (such as surfing and SCUBA diving), and worked to revise the course outlines to include things like “cardiovascular” “physical strength” and “testing and assessment” to make sure the courses gave students lifelong skills. Werle is perfectly confident that we meet all current standards; unfortunately that does not mitigate the theory that this is a looming threat.

January 28, 2010

Virtual meeting held. There are no minutes available for this date.

February 11, 2010

English 35: Vocational English

Discussion: Libby Andersen told the Council that the City curriculum committee was unable to come to a decision regarding this course and so decided to their concerns to CIC. Their concerns include the requisites, the level of assignments and the length of the writing requirements, and the student learning objectives; City’s CRC feels they are all too advanced for a basic skills course. Duane Short clarified these concerns. The requisite originally did include an advisory of English 42 and 43; Miramar’s CRC had a lengthy discussion regarding this and decided to remove it. In regards to the second and third concerns, this course is intended to be taken by students taking vocational courses. It is supposed to be comparable to English 48 and 49 (1 level below transfer). Most of these students will not be transferring (and therefore this course will not be on a transfer pathway), but may need additional writing assistance. This course is being promoted and requested by several vocational and English faculty members.

Discussion: Lombardi moved to table this course until the next CIC meeting so that it could be discussed further by City’s English faculty.

CB21 (Basic Skills) Recoding

Discussion: Hess gave the Council an update on the CB21 recoding process. A meeting will be held by the Statewide Academic Senate at Miramar College to review and finalize the credit recoding, including some TOP Code changes. A state-wide noncredit meeting will be held on February 26 in Anaheim to finalize the recoding guidelines.

Multicultural Graduation Requirement

Discussion: Shirley Flor told the Council that she asked for this item to be put on the agenda because the courses approved to fulfill the multicultural graduation requirement don't seem to have a consistent definition. In her research, it seems this issue was last discussed by the Council in April 2007. Other California community colleges also have a range of multicultural requirements; this lack of definition creates issues when students try to transfer courses to our college. Flor is asking the Council for a further definition of the multicultural requirement for graduation and evaluation purposes. She feels this would help the counselors interpret courses, and help students understand what is transferable. She recommends creating a subcommittee to define the multicultural graduation requirement.

Discussion: Lombardi informed the Council that she had served on the original committee. While there were many discussions as to how to define the requirement there was some disagreement, leading to its vagueness. There was desire among committee members to protect and expand the various ethnic studies departments, making it difficult to limit the definition.

Discussion: Juliette Parker volunteered that there is a discussion going on at Mesa as to giving further definition to all of the District's general education areas. Hess asked the Council if they felt the two discussions should be combined or kept separate. Short responded the subcommittee should review all of the general education areas, and move on to specific areas later on.

Biology 101 Prerequisite

Discussion: Hess notified the Council that a revision of Biology 101 had been approved in 2003 with English 48 and 49 as prerequisites. A validation study performed at the time determined these prerequisites were not valid. While the prerequisites have never been enforced in ISIS, they have remained in the catalog and in CurricUNET. The faculty have requested a new validation study; while this is being completed, the prerequisites will be changed to advisories in future versions of the catalog, and an Errata will be sent out soon for the current version.

Anthropology 265C: Argentinean Life and Culture-Study Abroad

Discussion: Lombardi asked the Council's permission to extend Special Topics course Anthropology 265C for one additional semester, Fall 2010. This course is used as part of the study abroad program. While there is a proposal in the works to turn this into a permanent course, there are some complications that will likely prevent it from being approved in time for the Fall 2010 semester.

Action: *Anthropology 265C has been granted a one semester extension to allow the course to be offered in Fall 2010.*

State Academic Senate

Discussion: Werle cautioned the Council that the Senate has a proposal dealing with equivalencies that should be read. She encouraged that a dialogue should take place prior to its passage. Lombardi added that they are doing research in different parts of the state on prerequisites. Specifically, they are looking at different ways of establishing prerequisites and ways to enforce prerequisites for transfer courses.

February 25, 2010

English 35: Vocational English

Discussion: Jan Lombardi announced that while City College's English Department is still confused about the purpose of this course and how it fits, they will not block approval of the course. Daniel Igou clarified that the course is geared towards improving the writing capabilities of vocational students, specifically Automotive

Technology students. The Automotive Technology department wanted to make it an English course to ensure that it was taught by English faculty, and not Automotive Technology faculty. Most students who take this course will only be getting a certificate and will not be transferring. Lombardi asked what happens when students complete this course and then want to take a regular English course. Hess responded it was her understanding that this course is nonsequential—it is not a prerequisite; students would take whatever course they were assessed at.

Action: *English 35, Vocational English, was approved for activation at Miramar College.*

CB21 (Basic Skills) Recoding

Discussion: Hess updated the Council on the CB21 recoding process. A meeting was held at Miramar College on Monday, February 22, sponsored by the State Academic Senate. It was determined that we are right on track with our recoding of both TOP Codes and CB21. All that is left is for District Instructional Services to input the codes into ISIS, which they are working on. On Friday, February 26, there will be a meeting in Anaheim to discuss the noncredit recoding. Following the meeting, Continuing Education will input their changes. Hess added that she needed to know what coding would be used for the newly approved English 35.

Multicultural Graduation Requirement

Discussion: Hess reminded the Council that at the last meeting it was recommended that this business item be expanded to include a review of not just the multicultural graduation requirement, but also the American Institutions/California Government, Health Education, and Physical Education requirements. Juliette Parker asked if there are guidelines and criteria for how we include courses on our general education pattern for the associate degree. Hess responded that there are procedures, but no guidelines. Parker recommended that along with the review of District proficiency requirements for the associate degree, that we also consider establishing guidelines/criteria for course inclusion on the SDCCD general education pattern.

Discussion: Tim McGrath informed the Council that some colleges have General Education committees who review all courses before they receive General Education approval. Because CIC is a larger committee, is difficult to do that on an in-depth level. GE committee members usually have more in-depth knowledge of the requirements and are better able to assess courses.

Implementation of the CCC Curriculum Inventory

Discussion: Hess reminded the Council that at the last meeting she had mentioned the State Approval CurricUNET system was going to be launched in March. Since that meeting, the State Chancellor's Office had sent out a timeline. Hess described it as "aggressive, yet nebulous." Effective March 1, the State will implement the new system, known as the CCC Inventory. The Chancellor's office will no longer be accepting hard copies of course or program forms. On March 19, the new system will be announced at the CCCAOE & CCCCIO conference. In April (probably the 6-30) there will be training sessions for colleges on how to use the system. New courses and programs will need to be held for that month. The good news is that our district is a test site, so we have access to the system. We will likely be in the first group to get training (possibly and hopefully in March). Hess announced she would like to meet with the curriculum chairs to figure out the process and needs of each college. She has reviewed the new process and compared it to our current one. The new process will require scanning and attaching documents and filling out online forms. At this time, the CCC Inventory is not integrated with our CurricUNET; that will hopefully occur next year.

Hess stressed that there is no need to panic; the District Instructional Services is working on training documents to make the transition as easy as possible.

Curriculum Walked—In

Discussion: Certificate of Performance, Geographic Information Systems Technician Associate in Science, Geographic Information Systems. Shirley Flor informed the Council that these programs were being revised to add new courses and removing courses no longer offered. Benard asked what the demand for this program is. McGrath responded that there is a growing demand. There are many applications for this type of degree; students are able to complete an Associate degree and get a job. They can then go back and complete a Bachelor's or Master's degree. The next revision of this program will be to create areas of emphasis for students to specialize. There is a lot of potential for growth.

Action: *Certificate in Performance, Geographic Information System Technician and Associate in Science, Geographic Information Systems, was approved for Mesa College pending technical review.*

March 11, 2010

Self-Assessment on Shared Governance Structure

Discussion: Hasson explained the self-assessment process that all district wide shared governance committees are undergoing as part of accreditation. The self-assessment will be completed via email and the results will be shared at an upcoming CIC meeting. This will be used to formulate and action plan. What the District is hoping to garner from this process is a holistic view of how each of the district wide committees contribute to the shared governance process. This will allow us to evaluate our strengths and opportunities. The overall purpose of the assessment is to evaluate the contributions that each group makes, not the quality or effectiveness. Hasson then reviewed with the committee the rubric that is to be used and how it was created.

Administration of Justice 392: Special Topics in Instructor Development

Discussion: Lee explained that when he was acting as Interim Vice Chancellor 4 years ago, it was the procedure that all courses of less than 0.5 units had to go to the Chancellor's Cabinet for approval. He is not sure if there is a new procedure in place, but wanted to make sure this course was approved appropriately. Duane Short gave Lee and the Council background on the proposal; Miramar is contractually required to teach in-service training courses to local law enforcement agencies. There is a Special Topics framework in place to allow for flexibility in the subjects covered. It is possible that at some point in the future an agency will want to teach a one day, 8 hour lab course. Under Title 5, we cannot make that a 0.5 unit course because the hours are not sufficient. Lee added that his understanding is that these courses can be approved by exception; he supports this course and believes it meets the exception criteria, but just wants to make sure the procedure is followed correctly.

Action: *Administration of Justice 392, Special Topics in Instructor Development, was approved for activation at Miramar College pending cabinet approval.*

Multicultural Graduation Requirement

Discussion: Hess read the recommended action to the Council, to "Develop a subcommittee to define and clarify the content and standards necessary to satisfy the SDCCD District Graduation and General Education Requirements and create a process to determine how courses are selected, reviewed and approved to fulfill each requirement." Libby Andersen clarified that a decision to approve this is a decision to create a subcommittee to come up with the content and process of the District General

Education approval, and to bring those recommendations back to CIC for final approval. Jan Lombardi asked who would be on this committee. Hess responded it would consist of a faculty representative from each college (and Continuing Education if they would like to be involved), as well as an administrator if that was the wish of the Council. Andersen suggested including at least one articulation officer, a faculty representative from each are of Title 5, and someone with a background in the courses that meet the American Institutions requirement. Hess announced she would bring this issue to the next meeting with a clearer definition of who would be on the subcommittee and its structure. The subcommittee will be allowed to determine if they need to have smaller groups within the process.

Instructional Policies

Discussion: Hess introduces four of the instructional policies currently under review by the Policy and Procedures subgroup. She gave the Council an overview of what the process of approving the policies would be: the subcommittee will bring the policy to CIC for a first review. Council members are asked to take it back to their College Curriculum Review Committees for their input, after which CIC will review the suggestions from all 4 institutions before creating a final draft. Otto Lee will then take that to the District Governance Council for a final review before going to the Board of Trustees for approval. This process will ensure shared governance. Hess explained the make up of the subcommittee. Its charge is to update and add policies as recommended by the Community College League of California (using the subscription service the District is a part of). As such, the subcommittee is developing new policies and revising (and deleting as necessary) existing policies. After the policies have been review, the subcommittee will move on to updating instructional procedures. Policies are broad and established by the Board of Trustees; procedures are more detailed descriptions of how we carry things out and are approved by the Chancellor. Juliette Parker asked Hess when the subcommittee planned to be finished. Hess responded that she plans to take the policies to the Board of Trustees in June to make sure they are in place for accreditation; procedures will be revised afterward and will be more time consuming. Parker noted that Mesa's accreditation self study includes citations from the current policies. The Council then reviewed the four policies (Program Curriculum and Course Development, Auditing and Auditing Fees, Credit by Exam, and Prerequisites and Corequisites), making changes as recommended. Hess announced she would email the changed policies to the Council the following day. She asked that they bring the changes to their CRCs so that revisions can be made at the next CIC meeting.

Curriculum Walked—In

Discussion: Certificate of Performance, Basic Refrigeration and Control Systems; Certificate of Performance, Air Conditioning and Solar Energy. Lombardi announced that one of these proposals was a revision to the program notes that inform students of what to take, and the other was a new program created in response to industry demand. Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Elementary(Multiple Subject) Teaching Preparation; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Visual and Performing Arts; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Scientific Studies Physical and Earth Sciences Specialization; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Social and Behavioral Sciences; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Language Arts and Humanities. Lombardi informed the Council these programs were being revised to add newly articulate courses.

Action: *Certificate of Performance, Basic Refrigeration and Control Systems; Certificate of Performance, Air Conditioning and Solar Energy; Associate in Arts*

Degree, Liberal Arts and Sciences: Emphasis in Elementary(Multiple Subject) Teaching Preparation; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Visual and Performing Arts; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Scientific Studies Physical and Earth Sciences Specialization; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Social and Behavioral Sciences; Associate in Arts Degree, and Liberal Arts and Sciences: Emphasis in Language Arts and Humanities were approved for City College pending technical review.

Discussion: American Sign Language 276, Field Work in Interpreting. Shirley Flor informed the Council this course was being revised to remove a prerequisite course that is not currently offered. Associate in Science Degree, Architecture Survey; Certificate of Achievement, Architecture Survey; Associate in Science Degree, Architecture Technician; Certificate of Achievement, Architecture Technician; Certificate of Performance, Architecture Technician; Associate in Science Degree, Architecture Transfer; Certificate of Achievement, Architecture Transfer; Certificate of Performance, Architecture Transfer; Certificate of Performance, Computer Aided Drafting; Associate in Science Degree, Construction Management; Certificate of Achievement, Construction Management; Associate in Science Degree, Woodbury University Transfer Track; Certificate of Achievement, Woodbury Transfer Track; Certificate of Achievement, Inspection ; Associate in Arts Degree, Black Studies; Associate in Arts Degree, Psychology; Associate in Arts Degree, Sociology. Flor announced these proposals are for minor grammatical changes to the program descriptions. Associate in Science Degree, Computer Fashion Technology Design; Certificate of Achievement, Computer Fashion Technology Design; Associate in Science Degree, Computer Fashion Technology Merchandising; Certificate of Achievement, Computer Fashion Technology Merchandising. Flor continued these proposals are for a revision to the program description to recognize the newly approved programs in the catalog. Associate in Science Degree, Event Management; Certificate of Achievement, Event Management; Associate in Science Degree, Hospitality Management; Certificate of Achievement, Hospitality Management; Hospitality 165, Special Event Management; Hospitality 185, Event & Meeting Facilities Management; Hospitality 186, The Business of Social Events & Wedding Consulting; Hospitality 270, Hospitality 270; Hospitality 290, Hospitality 290. Flor stated these proposals are changes to the programs and courses. Medical Assisting 55, Fundamentals Human Anatomy and Physiology; Medical Assisting 80, Basic Phlebotomy; Medical Assisting 85, Advanced Phlebotomy; Medical Assisting 90, Phlebotomy Practicum; Medical Assisting 110, Medical Terminology; Certificate of Performance, Phlebotomy. Flor concluded these proposals are for new courses related the new phlebotomy certificate, and revisions to the course number to reflect that it is associate degree applicable but not transferable. The certificate of performance was created based on a grant, and to assist Miramar MLTT students who need to be certified phlebotomists. Short expressed concern about the removal of a limitation of enrollment; even if the course has not been offered in some time, it is still important to retain the limitation if the course content is the same. Hess reminded the Council that all walked-in curriculum is approved pending technical review by the District Office of Instructional Services; if it is appropriate for the limitation to remain, they will see to it that it does.

Action: *Action: American Sign Language 276, Field Work in Interpreting; Associate in Science Degree, Architecture Survey; Certificate of Achievement, Architecture Survey; Associate in Science Degree, Architecture Technician; Certificate of Achievement, Architecture Technician; Certificate of Performance, Architecture Technician; Associate in Science Degree, Architecture Transfer; Certificate of Achievement,*

Architecture Transfer; Certificate of Performance, Architecture Transfer; Certificate of Performance, Computer Aided Drafting; Associate in Science Degree, Construction Management; Certificate of Achievement, Construction Management; Associate in Science Degree, Woodbury University Transfer Track; Certificate of Achievement, Woodbury Transfer Track; Certificate of Achievement, Inspection ; Associate in Arts Degree, Black Studies; Associate in Arts Degree, Psychology; Associate in Arts Degree, Sociology; Associate in Science Degree, Computer Fashion Technology Design; Certificate of Achievement, Computer Fashion Technology Design; Associate in Science Degree, Computer Fashion Technology Merchandising; Certificate of Achievement, Computer Fashion Technology Merchandising; Associate in Science Degree, Event Management; Certificate of Achievement, Event Management; Associate in Science Degree, Hospitality Management; Certificate of Achievement, Hospitality Management; Hospitality 165, Special Event Management; Hospitality 185, Event & Meeting Facilities Management; Hospitality 186, The Business of Social Events & Wedding Consulting; Hospitality 270, Hospitality 270; Hospitality 290, Hospitality 290; Medical Assisting 55, Fundamentals Human Anatomy and Physiology; Medical Assisting 80, Basic Phlebotomy; Medical Assisting 85, Advanced Phlebotomy; Medical Assisting 90, Phlebotomy Practicum; Medical Assisting 110, Medical Terminology; and Certificate of Performance, Phlebotomy were approved for Mesa College pending technical review.

March 25, 2010

Child Development 265P: The Power of Play

Discussion: Duane Short expressed concern that this course was being activated at Miramar given that it had not been reviewed by the Miramar Curriculum Committee. Jan Lombardi motioned to approve the course for activation at City, but remove Mesa and Miramar from the proposal. Libby Andersen expressed concern regarding the approval process in CurricUNET. Hess assured her it would be investigated and fixed. Short asked for confirmation that none of the other members of the Council were aware of the Child Development departments at Mesa and Miramar wanting to activate the course. Hess responded that if that were the case, the course would be brought back.

Action: *Child Development 265P, The Power of Play, was approved for activation at City College.*

Discipline Deans List

Discussion: Hess presented the Council with an updated Discipline Deans list finalized by Vice Chancellor Lee and the Vice Presidents of Instruction. This list will be sent to everyone soon. Andersen expressed concern that Sustainability was not on the list. The Council discussed what should be listed; courses, programs, or state-approved disciplines. Hess responded that she would send the list out to the Council, and asked they give her any feedback and suggestions. An updated list will be brought to a future CIC meeting.

ADJU Course Updates

Discussion: Hess informed the Council that Administration of Justice 365, approved at the March 11 CIC meeting, had been renumbered to 365A because 365 had been used in the past. Hess added that Administration of Justice 392 had been approved by the Chancellor's Cabinet for .1 unit to 4 units pending a review of the lecture hours.

Instructional Policies

Discussion: Hess reintroduced the policies reviewed by the Council at the March 11 CIC meeting. The draft policy *Program, Curriculum and Course Development* was

discussed and revised by the Council. Hess confirmed she would bring the revisions back prior to final CIC approval. Next, the Council discussed the draft policy *Auditing and Auditing Fees*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Auditing and Auditing Fees was approved for submission to the District Governance Council.*

Discussion: The Council next reviewed the draft policy *Credit by Exam*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Credit by Exam was approved for submission to the District Governance Council.*

Discussion: Finally, the Council reviewed the draft policy *Prerequisites and Corequisites*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Prerequisites and Corequisites was approved for submission to the District Governance Council.*

Discussion: Hess presented a new round of draft policies to the Council for their review, including *Philosophy and Criteria for Associate Degree and General Education, Library Services, Articulation, and Graduation Requirements for Degrees and Certificates*. Hess reviewed each policy with the Council, and took note of their suggestions and concerns. She promised the Council the revisions would be brought back to the next meeting for further review.

CIC Calendar

Discussion: Hess informed the Council the District Office of Instructional Services is preparing the CIC Calendar for the 2010-2011 school year. She asked everyone to send her their Curriculum Committee dates for input on the calendar. It will be brought to a future CIC meeting for approval.

CCC Inventory Update

Discussion: Hess announced that the District Office of Instructional Services has started soft testing of the new CCC Inventory for the State Chancellor's Office. They have submitted some test programs, and provided the Chancellor's Office with a long list of suggestions and issues. Instructional Services is currently developing a quick guide and training module for use by the whole state. Once everyone is trained, Instructional Services will work on getting login information for each of the campus designated people. Dan Igou clarified that we are proceeding with the idea that one person per college will be inputting information. Hess confirmed this, saying Instructional Services will assist with the setup and training, but will leave the actual input decentralized at the Colleges.

Curriculum Walked—In

Discussion: Web Design 168, Cascading Style Sheets (CSS) for Web Design. Shirley Flor informed the Council this was the last of the courses being redesignated to the new WEDB subject area.

Action: *Web Design 168, Cascading Style Sheets (CSS) for Web Design, was approved for activation at Mesa College pending technical review.*

Discussion: Associate in Science Degree, Interior Design- Flor announced this proposal was to revise some grammatical errors in the program description. Andersen recommended that in the future, abbreviations should be spelled out.

Action: *The Associate in Science Degree, Interior Design, was approved for activation at Mesa College pending technical review.*

Discussion: Administration of Justice 323, S.T.C. Certified Corrections Officer Core Course. Igou informed the Council that this course was being revised for 6 year review

and to comply with updated In Service training requests. The lecture hours were reduced and the lab hours increased to reflect the nature of the course.

Action: *Administration of Justice 323, S.T.C. Certified Corrections Officer Core Course, was approved for activation at Miramar College pending technical review.*

Discussion: Administration of Justice 350A, Weapons and Safety Training for Probation Officers. Igou stated this revision was similar; the lecture units were reduced to comply with Title 5 regulations.

Action: *Administration Justice 350A, Weapons and Safety Training for Probation Officers, was approved for activation at Miramar College pending technical review.*

Articulation Officers

Discussion: Andersen commented on a recent report issued from the UC Office of the President stating that groups were being established to review issues facing the UC. One suggestion is to create a common general education pattern accepted by the UCs. Andersen would like to inform the Council that there are already procedures in place; currently, if a course is accepted by 4 UCs, it is accepted by all of them. She asked the Council to inform anyone concerned about UC GE that there are pathways and streamlining already in place.

April 8, 2010

Physics 100: Introductory Physics

Discussion: Shirley Flor announced to the Council that Juliette Parker would like to pull this proposal due to concerns that offering a laboratory course online might create articulation problems similar those experienced with Biology 107. She would like to hold the proposal until she has a chance to have the Mesa Physics faculty review it. Jan Lombardi clarified that the course is a lecture/lab combination and that only the lecture portion would be online. Duane Short reminded the Council of a similar situation where a fully online course caused articulation problems, but a hybrid course was approved. Flor reiterated that Parker's concern is that not all institutions have the resources to review whether the course is a hybrid, so the "online" designation may be an issue despite the in-person lab. Andersen informed the Council that she was the curriculum chair when this proposal went to City's curriculum committee. As the articulation officer, she worked with the originator to ensure that the explanation of the in-person lab showed that only the lecture portion was online. The explanation highlights the requirement of weekly contact as part of the proposal. While we don't know what institutions like USC might do, City feels how the course is organized will satisfy any concerns. Flor added that Parker also made a suggestion to split the course into two, separating the lecture and lab. This would clarify the issue. Flor reiterated that Parker would like to make sure the faculty has a chance to review it. Andersen responded that she does not see a need for this, as the only thing that this proposal changes is the pedagogy. City does not expect there to be a concern based on the UC and CSU standards. USC and other private colleges can ask for a review of the course outline and syllabus should they have concerns. Lombardi moved to table Physics 100 until the April 22 meeting. Short asked that any conversation take place prior to the next meeting, as the articulation officers will be at a conference and therefore not in attendance.

Action: *Physics 100, Introductory Physics, was tabled until the April 22 meeting.*

Instructional Policies

Discussion: The Council began to review the draft instructional policies until Cathy Hasson could arrive. Hess reminded the Council this is the third reading for the *Program, Curriculum and Course Development* draft policy. The draft policy has been clarified to replace “degree and certificate” anywhere the word “program” was used. The policy is intentionally broad and specifics will be clarified in the corresponding procedure. Mary Benard recommended revising the draft policy title to remove “Program”. After further discussion, the draft policy was renamed *Curriculum Development*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Curriculum Development was approved for submission to the District Governance Council.*

Discussion: The Council resumed review of the draft policies. The Council reviewed *Philosophy and Criteria for Associate Degree and General Education*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Philosophy and Criteria for Associate Degree and General Education was approved for submission to the District Governance Council.*

Discussion: The Council next reviewed the draft policy *Library Services*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Library Services was approved for submission to the District Governance Council.*

Discussion: The Council next reviewed the draft policy *Articulation*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Articulation was approved for submission to the District Governance Council.*

Discussion: Finally, the Council reviewed the draft policy *Graduation Requirements for Degrees and Certificates*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Graduation Requirements for Degrees and Certificates was approved for submission to the District Governance Council.*

Discussion: Hess presented the draft policy *Community Service Programs* for a first reading. It will be brought to the April 22 meeting for a second review.

Self-Assessment on Shared Governance Structure

Discussion: Cathy Hasson informed the Council she had returned to share the results of the self assessment it recently underwent. She reviewed the process with the Council and presented the results of the survey and a draft of the action plan/contribution report. The information was based on the survey, completed by 7 people. It included verbatim comments and recommended actions. The Council reviewed the report and discussed the results and recommended actions. Hasson asked the Council to further review the report and make any changes they felt necessary. The final report is due April 23. Hess announced she would look at the report and bring it back to the April 22 meeting for final review.

CIC Calendar

Discussion: Hess asked the Council to please send the District Office of Instructional Services a list of anticipated curriculum committee dates by April 15 for inclusion in the 2010-2011 CIC calendar.

Curriculum Walked—In

Discussion: Psychology 201, Academic and Career Opportunities in Psychology. Andersen informed the Council that this course is currently active at Mesa. Due to changes in enrollment management at SDSU, City would like to activate the course for psychology majors. Any psychology student transferring to SDSU without the course is

considered to not have completed the preparation for the major, and loses Tier 1 transfer status. The course is being walked in to make the articulation window. The course has also been revised in compliance with the six year review process. Tim McGrath added that there is a huge demand for the course, and that very few area schools currently offer it.

Action: *Psychology 201, Academic and Career Opportunities in Psychology, was approved for activation at City College pending technical review.*

April 22, 2010

Physics 100

Discussion: Jan Lombardi announced City would like to withdraw the Distance Education proposal at this time, though City still maintains this proposal would not create articulation issues.

Self-Assessment on Shared Governance Structure

Discussion: Hess reviewed the self-assessment report generated following the Council's self assessment and discussed the incorporated changes recommended at the April 8th CIC meeting. The Council reviewed the recommended actions.

Instructional Policies

Discussion: Instructional Policies

The Council reviewed the draft policy *Community Service Programs*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: *The draft policy Community Service Programs was approved for submission to the District Governance Council.*

CIC Calendar

Discussion: Amanda Ficken-Davis presented the draft of the 2010-2011 CIC calendar. The Council discussed the calendar. Hess announced she would send it out for review prior to the next CIC meeting, and asked the Council members to submit any revisions.

Curriculum Walked—In

Discussion: Allied Health 48, Basic Skills for Health Care Careers. Shirley Flor introduced this proposal for Summer 2010. It is a standalone course developed for a program with Hoover High School. It is intended as basic skills course. Lombardi expressed concern about the level of the basic skills courses in the advisories. Brian Ellison asked if students would be assessed prior to admission into the course. Flor responded that this course is intended to help students develop professional skills prior to enrollment. Tim McGrath added that it is taught by discipline faculty who will help guide students in the enrollment process. Lynn Neault echoed Lombardi's concern about the basic skills courses; if the students complete the advisories, they will be at transfer level. If this is a basics skills course, that would be too advanced. Hess recommended Flor take this back to the faculty with the Council's concerns and bring it back to the May 14 meeting.

Discussion: Automotive Technology 53, Introduction to Automotive Technology; Automotive Technology 53A, Introduction to Automotive Technology Module I; Automotive Technology 53B, Introduction to Automotive Technology Module II; Automotive Technology 53C, Introduction to Automotive Technology Module III. Dan Igou presented this course revision and new courses; also, the lecture and lab hours were adjusted to reflect updated industry standards. An advisory was added to the course revision; the new courses break up the revised courses into modules.

Neault stated her concern about the level of the advisories. Hess recommended Igou take these back to the faculty with the Council's concerns and bring it back to the May 14 meeting.

Assessment Update

Discussion: Neault announced that Student Services is working with the college English and math faculty to look at accepting alternative assessment tests. We are trying to align our process with that of CSU and UC to accept tests and skill levels for clearance of English and math competencies. She gave the Council a handout showing both the current and proposed processes. Some of the proposed tests are new and are given at the high school level. Some of the tests are CSU exams; since many of our students are "reverse transfers" it benefits them if we accept these tests. Student Services is working to create a process for gathering the students test information and storing it until needed by counselors. Neault continued that the students would be getting an email about 4 new things for fall. The first is acceptance of alternate test scores, already in progress. The second is the Title 5-required intervention for multiple withdrawals from the same course. Counselors will be determining the best way to intervene. The third thing is that Student Services is starting to block enrollment when students reach the remedial limit of 30 units of basic skills courses. This has been done manually in the past, but the increase in the number of courses deemed basic skills is raising the number of students who reach this limit. The final thing mentioned in the email will be the listing of textbooks in the online class schedule.

Discussion: The Council discussed some of the challenges the District is facing in getting this information in a timely manner. Mary Benard mentioned that the City bookstore sent a deadline warning to faculty members based on old information; many of the faculty members had not yet been assigned the course sections discussed. Otto Lee expressed his concern that this information should be coming from the instructional offices on the campus, as this requirement is driven by Title 5. Neault agrees, and stated that the problem is trying to meld the processes of the colleges and the bookstore, which is a business. The faculty are frustrated with how they must input the books; it is not always clear to the students what is intended, which may affect enrollment in some sections. The way that Neault described how things should be entered is different than how the bookstore is instructing people to do it. Neault described the new process as a cultural shift for the faculty. Rather than instructing students how best to obtain their books, we are just providing them with the information and letting them decide what to do with it. The overall goal is to give students an idea of the actual cost of taking a course. Lee recommended discussing this issue further at the joint vice president meeting to map out a process of ordering textbooks and to find out what other issues we are facing. Benard invited everyone to the May 3rd 8 am textbook meeting to speak to the confusion caused by the current system and how it leads to problems

Instructional Services and Student Services Joint Meeting or Retreat

Discussion: Hess asked the Council for a recommendation as to whether to schedule future joint meetings twice a year or an annual retreat. Lee articulated his desire to have the topics drive the meeting rather than the other way around. He would rather schedule meetings only when there is something to discuss, rather than waiting until just before a meeting to come up with items to "fill time". By scheduling based on topical needs, we can determine whether it should be retreat or a more formal business meeting. Tim McGrath agreed with Lee in principle, but is concerned that scheduling a joint meeting on short notice would be difficult given the busy schedules of those involved. He stated he would rather have meetings scheduled well in advanced and cancelled if not needed. He also expressed concern that a full or half day retreat might be harder to schedule, as it

is difficult to block off that much time. Neault agreed that it would be preferable to schedule tentative meetings and cancel them if not needed. Lee recommended having each Council keep track of possible topics in preparation for future joint meetings. Hess agreed that it should be an item added to the standing reports section.

Student Services Policies

Discussion: The Council reviewed two draft Student Services policies, *Textbook Adoption and Procurement* and *Instructional and Other Materials*. Neault informed the Council that the draft policies have been through extensive review and feedback at the colleges. The textbook policy has had some controversial clauses and has undergone extensive revision. One of the goals of the policy is to express the concept of affordability for students.

CurricUNET Steering Committee

Discussion: Hess informed the Council another Steering Committee meeting would hopefully be scheduled before the end of the semester. She announced that City, Miramar and Continuing Education had completed their CCCCO Inventory and training, and that Mesa was scheduled soon. Lee added that a specific date will soon be established for the transition of responsibility for entering State Approval forms from the District Office to the Colleges.

State Academic Senate

Discussion: Neault informed the Council that a change in the prerequisite regulations is going to the Board of Governors for approval. The proposal is a removal of the requirements of cross discipline validation for prerequisites. This concerns Neault because we have never successfully validated a cross discipline requirement. The change would devolve the decision of whether to require validation to the local level. We will need to discuss what this is going to mean for our district. Neault also reported that there had been a change to the 50% law.

Discussion: Lee added that there is a discussion of creating a universal transfer degree accepted by all CSUs to try and tackle the issue of fragmentation amongst the CSUs. This is a clear emphasis on accountability, of which transfer is a big piece. Neault reminded the Council that SDSU still operates very independently of the rest of the CSUs.

May 13, 2010

CIC Calendar Discussion: Amanda Ficken-Davis presented the Draft 2010-2011 CIC Calendar. She pointed out that since the last meeting, the calendar was modified to include a second joint meeting date with Student Services Council, and the Summer 2011 and Fall 2011 schedule deadlines.

Instructional Policies

Discussion: Hess announced that most of the draft policies approved by the Council were going to the Board today for a first reading. The policies going to the Board are *5020 Curriculum Development*, *5025 Philosophy and Criteria for Associate Degree and General Education*, *5050 Articulation*, *5070 Auditing and Auditing Fees*, *5100 Graduation Requirements for Degrees and Certificates*, *5235 Credit by Exam*, and *5250 Prerequisites and Corequisites*. Draft policy, *5040 Library Services*, was pulled due to the need for further research and discussion regarding the role of the colleges and Continuing Education. Hess hopes to bring the remaining Instructional Services policies to the Council in the fall.

Proposed Revisions to the Title 5 Regulations: Policies for Prerequisites, Corequisites and Advisories

Discussion: The Council discussed the proposed revision to Title 5 going before the Board of Governors that will change the prerequisite policy and procedures to allow community college districts to establish prerequisites, corequisites, and advisories based on content review on a course-by-course or program-by-program basis, removing the need for validation studies for cross-disciplinary prerequisites. This is a permissive change; no action has to be taken unless all three colleges agree. There has been significant interest from the faculty regarding content review. The Council discussed the pros and cons of the changes.

ASCCC Spring Plenary—Resolutions 9.01 S10 and 9.02 S10

Discussion: Hess informed the Council that at the 4/17/10 plenary session the State Academic Senate passed two resolutions. The first, 9.01 S10, encourages local Academic Senates to consider a system-wide policy template regarding the use of International Baccalaureate exams for meetings Associate Degree general education requirements. This will be brought through articulation to the Academic Senates next year. The second resolution, 9.02 S10, encourages college to honor GE courses from any California Community College. This will be a huge but timely discussion. This will be a topic for our new General Education subcommittee to discuss.

Curriculum Walked—In

Discussion: Nursing 140, Foundations of Nursing; Nursing 141, Pharmacology for Nursing; Nursing 142, Medical Surgical Nursing I; Nursing 143, Pharmacology for Nursing II; Nursing 144, Medical Surgical Nursing II; Nursing 145, Pharmacology for Nursing III; Nursing 146, Maternal-Child Health Nursing; Nursing 147, Pharmacology for Nursing IV. Lombardi explained that Nursing is rewriting the entire program to bring it up to date and reflect the recommendations of its accreditation agency. These are all new first-year courses to be offered starting in the fall. New second year courses will be submitted next year to allow students currently in the program to complete it.

Discussion: Agriculture 100, Principles of Sustainable Agriculture; Agriculture 102, Sustainable Urban Agriculture Practice. Lombardi announced these were the first of a new series of courses coming through; the rest of the courses and the program should be coming to CIC in the fall. Benard added that the courses and program are grant funded. Short reminded City that there was a limit to the number of standalone courses that could be approved in each TOP code; this has caused Miramar problems as they wait for programs to be approved.

Discussion: Radio and Television 141, Radio News Production. Lombardi presented RTVC 141. She stated the primary revision was the change from prerequisites to advisories. The Council discussed concerns about the course's repeatability; ultimately, Lombardi withdrew the proposal at this time.

Discussion: Photography 200A, Photographic Lighting Techniques. Lombardi presented the course revision. It included a change to the prerequisite and to the number of units.

Discussion: Black Studies 100, Introduction to Black Studies. Lombardi presented the Distance Education only proposal.

Discussion: Certificate of Achievement, Human Services Adult/Gerontology Track. Lombardi presented the program deactivation; this is part of a realignment of the Human Services program at City.

Discussion: Allied Health 48, Basic Skills for Health Care Careers. This proposal addresses concerns raised at the last meeting regarding the assessment levels.

Discussion: Architecture 230, Sustainability in the Built Environment. Flor announced that this was a new course, created from a grant. It is currently standalone, but eventually will be part of a program.

Discussion: Dental Assisting 136, Dental Radiography II. Flor informed the Council that this course is being revised to add a new corequisite. This course is used both by students in the Dental Assisting program and students working in the field who need to recertify.

Discussion: English 265B: Accelerated Reading, Writing and Reasoning. Flor announced that this course is being offered as an experimental course combining English 48 and 49. It has been a joint effort between City and Mesa. She invited Tracey Walker, an English faculty member from Mesa, to present further. Walker discussed the perceived need and construction of the class. Short asked where students who complete the class would go next in the course progression; would they need to retake the assessment test to be eligible for 101? Walker responded that a very small group of students would initially take this course. Upon completion, the faculty will allow students to challenge the prerequisite for future courses. Short also expressed his concern about the lack of requisites; does this mean the course is broad enough that people at any skill level can take it? Walker responded that they are working closely with the counseling departments to ensure that the students who enroll are a good fit. Tim McGrath added that counselors will help explain to students what their options are. This allows us to try something new in Basic Skills learning, and possible increase the options available to students. Short pointed out that the course is listed as Grade Only. Since it is an experimental course, it can only be offered a maximum of two times. If a student fails the course, it is possible that they will never have the option to retake it and clear the F from their transcript, and do not have the option to take it credit/no credit. Walker understood the concern, and offered to add the credit/no credit option. Lombardi asked for assurance that there will be research into placement levels for students taking the course to make sure we can better assess their success.

Discussion: Certificate of Achievement-General Education. Flor pointed out that this is a certificate currently offered by both City and Miramar. Short noted that the State Chancellor's Office has a very particular title that they want to see, and recommended that Mesa change it prior to submission to match what City and Miramar have in their catalogs (no specific title was stated).

Discussion: Automotive Technology 51, Quick Service Lube, Pre-Delivery Inspection Technician; Automotive Technology 51A, Quick Service Lube, Pre-Delivery Inspection Technician Module I; Automotive Technology 51B, Quick Service Lube, Pre-Delivery Inspection Technician Module II; Automotive Technology 51C Quick Service Lube, Pre-Delivery Inspection Technician Module III.

Daniel Igou stated that these courses are similar to the AUTO 53 series approved earlier in the meeting. The proposals include a course revision and the creation of three course modules to allow high school and college students to take the course at a local high school (and fit into the high school schedule).

September 9, 2010

Instructional Policies

Discussion: Hess gave the Council an update on the policies currently under review by the CIC Policies and Procedures Subcommittee. These policies will be brought to CIC for review and approval before being forwarded to the District Governance Council and the Board of Trustees. Hess reviewed the committee composition and policy approval process.

Assigning Courses to Disciplines

Discussion: Hess informed the Council of the need to formalize a process for assigning courses to disciplines. This issue was raised at the Curriculum Institute held over the summer and attended by many representatives of the District. According to Title 5, Section 53200, the faculty (via local Academic Senates) are responsible for placing courses in disciplines. Specifically, each course is required to be assigned to one or more disciplines that are identified in the Statewide Academic Senate/CCCCO approved “Disciplines List.” The District currently has no formal process. Hess urged the committee to develop a process for selecting and recording this information. There is a field for this information in CurricUNET; it will become a required field for all course proposals (except deactivations and distance education only) launched in Spring 2011 or later. Hess recommended that the faculty pick one or more appropriate disciplines, which would then be vetted through the campus curriculum committees and CIC. She suggested involving the department chairs and deans in the decision. Daniel Igou asked if aligned curriculum would require approval of faculty at all three colleges. Hess acknowledged that it would; this is why the process established will need to include a mechanism for resolving disagreements between the colleges. Mary Benard asked where interdisciplinary courses fell. Duane Short acknowledged this issue was discussed at the Curriculum Institute. There are two different ways to assign disciplines to these courses. Both require selecting more than one discipline. The first is to state that meeting minimum qualifications in one listed discipline is sufficient to teach the course. The other is to state that teacher must meet the minimum qualifications in all disciplines. Kathy Werle clarified that usually this meant meeting minimum qualifications in one discipline with some additional coursework in the others.

Catalog Errata

Discussion: Hess updated the Council on several Catalog Erratum that had been recently sent out. Include the change to City because it was approved by CIC.

October 14 CIC Meeting

Discussion: Hess reminded the Council that a meeting was scheduled for October 14th, a date that coincides with the campus accreditation visits. She asked the committee if they would like to change this to a virtual meeting. The committee agreed.

SB 1440

Discussion: Hess gave the Council an update on Senate Bill 1440, currently on the governor’s desk. It is expected we will know whether it will pass by September 30, 2010. Hess reviewed the highlights of the bill, which mandates that California Community Colleges create associate degrees for transfer to a local CSU with areas of emphasis. Completion of the degree guarantees students priority admission to his or her local CSU campus and to a program or area of emphasis, as determined by the CSU to which the student is admitted. Hess informed the Council that the California Community College Chancellor’s Office is putting together an implementation task force in case of passage. They do not want colleges to do anything until the final is passed and they have created guidelines. Stephanie Low has indicated that most colleges will not have to do much to be in compliance with this law.

Technical Review Process

Discussion: Hess reminded the Council that on April 22, 2010 CIC adopted the Action Plan which derived from the “Shared Governance Self Assessment” that CIC underwent in March 2010. It was determined at that time that there was a need to develop an improved process for the technical review process that works better within the shared governance framework. Hess would like to set up and schedule meetings between District Instructional Services and the technical review staff of each of the campuses.

She will work with each campus to determine a process and schedule that works best for their individual needs.

Walk-In Process

Discussion: Hess informed the Council that during the 2009-2010 academic year, CIC reviewed 83 “walked-in” proposals including 43 course proposals and 40 awards—78 proposals were approved and 5 were pulled and reviewed at a later date. District Instructional Services is not looking to eliminate walked-in proposals, but to develop a formalized process for approving them. It seems that there has been an increase in the number of proposals, which has led to an increase in the number of errors. While there is a written procedure for emergency approval, there is no formal procedure for walked-in proposal approval. Hess feels that the Instructional Policies and Procedures Subcommittee should be tasked with developing a procedure; in the meantime, District Instructional Services is looking to implement a form (which was then presented). The Council discussed the suggested form and the process. Brian Ellison noted that it seems the “other” box would be frequently checked. He questioned how many proposals are walked in due to unavoidable situations rather than a mere lack of planning. It seems that the volume of proposals being walked in is the issue; it has clearly had an impact. Duane Short reminded the Council that in walking in proposals, we are putting aside the Board-approved policy and process. This should only happen in extreme cases.

Walked-In Curriculum

Discussion: Architecture 226, Architectural Theory; Architecture 230, Sustainability in the Built Environment. Parsons announced these course need to be approved so they can be submitted for UCTCA. There are no further changes to the outline.

Discussion: Computer Information Science 150, Introduction to Computer and Information Sciences; Philosophy 102B, Introduction to Philosophy: Values. Parsons announced these proposals are for Distance Education only; they are being submitted now for inclusion in the Spring schedule.

Chief Instructional Officers

Discussion: Tim McGrath notified the Council of an issue with UCSD’s History Department that impacts the Chief Instructional Officers and the Articulation Officers. The UCSD faculty are picking what courses to accept based on course syllabi and not the course outline. This needs to be dealt with by both the individual colleges and the District as a whole. He recommended working with UCSD to resolve the issue, while simultaneously creating a task force to collect information and determine a strategy for dealing with this at both a local and statewide level, as the UCs and CSUs continue to take similar actions. Short added that articulation will not be lost until next academic year. This issue pertains to History major requirements, not general education. He echoed McGrath’s proposal to develop a local and statewide District strategy for dealing with this issue. It will be discussed at the regional articulation officers meeting and at the state level. He suggested that it may be requested that the Academic Senate issue a resolution. In the meantime, he recommended refusing to submit syllabi.

Articulation Officers

Discussion: Short described an emerging issue with SDSU. ARTF 125 was articulated for Miramar. Mesa activated the course and requested articulation; CSU instead removed articulation from both colleges. Usually the colleges are given a year but that has not happened this time. Parker added that faculty changes in the Art department are responsible for the issues. We have asked to meet with the faculty to see what changes can be made to the course but they have refused. Short explained the broader issue is that the District has articulation officers who are faculty members who follow the

process. At the UCs and CSUs have issues because their articulation officers are not faculty and have no authority to enforce articulation.

October 28, 2010

Diesel Technology 101 and 131

Discussion: Daniel Igou requested that the effective date of these courses be changed from fall 2011 to summer 2011.

SB 1440

Discussion: Duane Short gave the Council two presentations regarding the recently passed Senate Bill 1440. He gave a summary of SB 1440 and its requirements, implications, and potential problems. There will likely be a conflict between how the State Academic Senate and the CSUs (particularly SDSU) will each interpret and implement the law. The bill requires CSUs to give students priority admission and allow the associate degree to satisfy all major preparation requirements. Short discussed the Academic Senate's recommendation for developing these degrees. Brian Ellison asked what would happen to currently approved degrees that won't carry the same priority admission status. Short responded that nothing is required to happen to those degrees, but it would probably make sense to replace these with the transfer degrees. Short reiterated that this is an area where it is particularly important to work with SDSU; their interpretation may be different than the state Academic Senate's. This can lead to a number of dangerous scenarios, including students who don't have all of the required major preparation gaining priority admission, and those who complete the major prep but don't have a degree being denied. Parker expressed her concern that SDSU often does not act in tangent with the rest of the CSU; this will impact how we should proceed.

Short then gave his second presentation, a decision matrix to help guide our region. We may not want to want to adopt a statewide template if SDSU indicates that they won't accept it. The matrix presented the different decisions that the community colleges could make, the decisions that the CSUs might make, and the potential result of each decision combination. Short discussed which decisions were most unlikely, and what the best and worst options were of those left. Short recommended waiting to see what course of action the CSUs will take. If the CSUs agree with the Academic Senate and SDSU agrees, we should move forward with the statewide degrees. If SDSU indicates that they will take an action other than what the State Academic Senate thinks they should, we should then modify the state decision to meet our local needs.

Assigning Courses to Disciplines

Discussion: Hess reminded the Council that in September they discussed the fact that currently there are no disciplines listed on the course outline of record for our courses. She referred the committee to Handout 6, the Assigning Courses to Disciplines New Business Form. Updates to the form have been made based on the Council's recommendations. Parsons stated her concern that adding the extra step of assigning the discipline(s) might be too much for originating faculty. Is this something that can be done at the curriculum committee level? Hess responded that CurricUNET can be programmed to indicate who must fill this out. Currently TOP, SAM, and other codes are entered by the Dean. We can modify the process so that it is entered elsewhere as long as it is faculty driven (which the curriculum committee would be). Juliette Parker would like to see each college determine who should select the discipline(s) for their own courses. Not all colleges may think the curriculum committee should be the one to choose, or think that it should be entered on the course outline. Hess responded that

each college is free to choose their own process so long as it is a faculty decision. CurricUNET is the logical place as it is where all other curriculum information is stored. Libby Andersen stated wherever the information is stored it should be in the same spot for all three colleges so that the information can be accessed by whoever might need it. Short added the form for the information is currently in CurricUNET and can be filled in at any point in the process. He recommends that it stays that way. Hess added that CurricUNET is the logical place to keep the information because that is where all other curriculum data is stored.

Technical Review Process

Discussion: Hess reminded the Council of the previous discussion of the Technical Review Process, which stemmed from last spring's shared governance self assessment. Since the September 9 meeting, Hess discussed the updates to Handout 7, the Technical Review Process New Business Form. Hess asked the committee to vote to establish a process that will ensure that there is more collaboration between District technical review and the colleges and Continuing Education technical review. This will include at least one meeting a year; the environment and number of meetings will be established by each curriculum committee.

Walk-In Process

Discussion: Hess reminded the Council of the need to formalize the walk-in process for curriculum, previously discussed at the September 9 meeting. She presented the Council with the data they had requested at that meeting. The data showed that most proposals are walked-in to the catalog deadline meeting and the final meeting of the academic year. Based on this information, she recommended the previously introduced form be implemented for those two dates. For other meetings, walk-ins will still be allowed following the current process. Parker asked who would determine whether a course can be walked in. Currently that decision is made by the campus curriculum committees. Hess stated that walked-in curriculum would still be accepted; the intention of this form is not to limit the curriculum but to make sure that procedure is being followed and to manage the proposals that are walked in. Lombardi requested dates be added to the business form and the Walked-In Curriculum form. Hess said she would make the change.

District Subject Assignment List

Discussion: Hess discussed Handout 11, the District Subject Assignment List (previously the Discipline Dean List). The list now includes all subjects currently offered by the colleges (including those that are interdisciplinary). Hess recommended adding a list of the roles and responsibilities of the Discipline Deans to the upcoming procedure revisions. A draft list of the responsibilities will be brought to the next CIC meeting before the Subject Assignment List is made available to the rest of the District.

Experimental Courses

Discussion: Hess informed the Council that the current procedure 5300.2 states that an experimental course can only be offered three times. There is currently an issue of interpretation as to whether the number of times refers to sections or semesters. Mesa is currently offering three course sections of experimental course English 265B, and would like to schedule more sections for spring 2011 and fall 2011 in order to continue to gather data and to have time to review and revise the course. Hess is asking the Council to make an exception and allow Mesa to offer additional course sections. Additionally, she would like to recommend that the policies and procedures subcommittee revise the current procedure to clarify the language. Lombardi asked to have City, who also offers course section of English 265B, to be included in the exception. Short expressed his concern regarding the extension and the number of students enrolled. He feels that the

Council was not properly informed of these intentions at the time the course was approved. Hess responded that a discipline meeting took place earlier that week with Lou Ascione, discipline dean, and faculty from all three colleges to discuss all the concerns surrounding this course, including how to implement the transition of students to English 101. Currently, the recommendation of the faculty is for students to follow the current student challenge procedure. Further meetings will take place with student services to clarify the next steps. The Council can wait to vote on the extension until after the issues have been addressed. The Council continued discussion. It was decided that the issue would be brought back for a vote at a future date following consultation with the campus CRCs.

Six Year Review

Discussion: Parsons gave the Council background on the issue. She is concerned by the number of course listed as out of compliance on the six-year review report in CurricUNET. She believes that this number may include courses that have been reviewed but failed to check a box on the proposal, courses that have been deactivated, and courses that have been updated and approved but are not yet active. There also is no mechanism for two year review of vocational education courses. Parsons is wondering what the process is for six year review of courses. Are the deans aware of their responsibility? Do meetings need to happen to get everyone on the same page? Does a process need to be developed? Hess clarified that Parsons's recommendation is for the District Instructional Services Office to investigate issues with the six year review list, and refer the process to the policies and procedures subcommittee. Hess will also clarify whether vocational education courses and programs must undergo two year review.

CIC Subcommittees

Discussion: Hess reminded the Council that several CIC subcommittees are meeting or in the process of being formed. Policies and procedures has met and will continue to meet. Steering will be meeting October 29. There are also two more committees to be formed, the Catalog Committee and the GE Committee. Hess's research has turned up documentation establishing the membership and responsibility of these committees, but would like to bring it to the Council for their review. Representatives will then be solicited.

Course Outline/Course Report Transferability

Discussion: Parker presented a proposal to revise the transfer applicability are of the course outline. She is requesting that pending transfer applicability be removed because it is not always accurate or clear, leading to issues for students and with articulation. She gave the example of Chinese 202, which had been approved along with the rest of the curriculum earlier in the meeting. The course is being proposed for UCTCA and CSUGE, but will not be submitted until next year; however, the transfer applicability section of the course outline lists the information now as if it were already approved.

Discussion: Parker would like to recommend that the information be removed from the course outline. She would also like to revise the curriculum report to indicate when things are proposed versus approved, including a distinction between baccalaureate credit and general education credit.

Discussion: Short gave his support to the proposal. He added that because of our aligned curriculum, there are cases where a course's transferability is approved at one college, but is activated at another where there is no articulation in place. Currently, there is no distinction between colleges in the system. Parker recommended having different sections, as the curriculum report currently has for distance education.

Instructional Policies

Discussion: Hess presented a new round of draft policies to the Council for their review, including *Community Service Programs*; *Military Services and Education Coordination*; *Health Occupation Instruction—Selection of Off-Campus Facilities*; *District Catalogs and Related Information Publications*; and *Delineation of Functions*. Hess reviewed each policy with the Council, and took note of their suggestions and concerns. She promised the Council the revisions would be brought back to the next meeting for further review.

November 11, 2010

Walk-In Process

Discussion: Hess reminded the Council of the previous discussion regarding the walk-in process. She referred everyone to Handout 6, the Walk-In Curriculum Approval Form. Hess reviewed that the form was clarified to reflect that it will be used for the catalog deadline and the final meeting of the year, the two meetings that see the most walked-in proposals. For other dates, curriculum will be walked in following the current process. Mary Benard expressed concern that courses being walked-in were not being vetted through Student Services. Hess responded that aside from the Student Services representatives on the campus CRCs; other than that, we generally do not work with Student Services until after curriculum has been approved. A new new/updated process has been put into place to ensure that they are notified sooner of curriculum changes that will impact them. Instructional Services collaborated with Student Services to develop “Student Services Implementation Notes”. The Council discussed whether and where Student Services belongs in the curriculum approval process. Hess added that the new process that has been added of sending Student Services implementation notes has added an additional level of scrutiny and communication to the process.

Hess summarized that issues like the one presented by English 265B are one of the reasons why we want to formalize the walk-in process, to make sure that the courses coming through (which often tend to be the ones that have the most impact) are thoroughly reviewed.

District Subject Assignment List

Discussion: Hess reminded the Council that they had previously reviewed and discussed the revised District Subject Assignment List (formerly known as the Discipline Deans List). She gave them a list of the roles that the Discipline Dean is expected to play, as found in previous CIC meeting minutes. Hess announced that the list would be sent out, and that the Council could discuss at a later time whether any other responsibilities need to be added.

CIC Subcommittees

Discussion: The Council reviewed a partial list of CIC subcommittees that included the Educational Review Subcommittee and the Catalog Subcommittee. Hess explained the role of the Educational Review Subcommittee, which is to review and discuss changes to general education and graduation requirements such as the recent recommended changes to the multicultural graduation requirements. Parker asked what the terms are for members of each subcommittee and how they are selected. Hess responded that she is not sure. The complete list of subcommittees also includes DAC, CurricUNET Steering, and Policies and Procedures. The terms have not been firmly established for any of the committees; this is something that can be decided by the Council. Generally, committee members are recommended by the academic senate of each college (and Continuing Education as applicable). Libby Andersen asked that the list be sent out for review and brought back for further discussion. Hess agreed.

Discussion: The Council then discussed the Catalog Subcommittee. Hess informed the Council that currently, requests and recommendations are sent by each college to the District Office of Instructional Services. That office currently decides whether to implement the recommendations. This subcommittee will allow others to vet and decide on changes, making the process more inclusive and democratic. Andersen recommended adding a co-chair to this subcommittee to mirror the set up of the Educational Review Subcommittee. The co-chair would be determined by the college academic senates. Hess added that Mesa's catalog committee meets twice a year; she anticipates a similar timeframe for this committee. Hess summarized that she would be adding the selection process, term length, and meeting schedule to the description of each subcommittee and would bring this issue back for further discussion.

Instructional Policies

Discussion: The Council reviewed the draft policy *Community Service Programs*. It was determined this draft policy is ready for submission to the District Governance Council.

Discussion: The Council next reviewed the draft policy *Military Courses and Education Coordination*. There was concern about the title of the draft policy. It was decided that the draft policy would be returned to the policies and procedures subcommittee for further discussion and revision.

Discussion: Next, the Council reviewed the draft policy *Health Occupation Instruction*. It was determined this draft policy is ready for submission to the District Governance Council.

Discussion: The Council reviewed the draft policy *Catalogs and Related Information Publications*. It was determined this draft policy is ready for submission to the District Governance Council.

Discussion: The Council reviewed the draft policy *Delineation of Functions*. It was determined this draft policy is ready for submission to the District Governance Council. CurricUNET Steering Committee (Van Houten/Weaver)

Discussion:

Hess reported that the Steering Committee had met and began going through the list of things to update. District Instructional Services is working with Governet to fix the FTEF and Hours to Units calculations on the CR.

Chief Instructional Officers

Discussion: McGrath informed the Council that a major topic of discussion at the CIO was SB1440. There is a fear that while a decision is in the works, it may be made at a point where we have to move very quickly. Stephanie Low was at the meeting, and emphatically asking everyone to please adopt the initial state template and make changes later in order to make the process easier on both the colleges and the State Chancellor's Office. Hess informed the VPIs that a meeting would be held in the near future where Duane would go over a presentation that included our local options. Andersen expressed that we are waiting for SDSU to tell us what they are going to do so that we can choose our next steps. McGrath responded that he has been told that SDSU will play by the same rules as the other CSUs.

Discussion: Hess asked if there was any news about SDSU's service area. McGrath responded that for the spring, they are accepting students north of the 56. CSUSM is also becoming concerned about impaction. Ellison added that Student Services has been trying to get a list of the students denied transfer and why.

Discussion: Andersen added that she is concerned about the 5 models that have been sent through. Only one has a complete set of descriptors, making it difficult for us to adapt the models to our local curriculum. Benard mentioned that Stephanie Low had

talked about creating a template for language that could be added to the printed catalogs referring students to the online catalog for more up-to-date program information.

Articulation Officers

Discussion: Parker announced that the articulation officers had agreed that because of the issues with maintaining and creating new articulation, we will not be sending an articulation other than the course outline of record. In the past, sending syllabi has resulted in a loss of articulation. Andersen added that in the past, the state academic senate has issued a series of resolutions to the CSUs and UCs reminding them that course outline is the official record and should be the only document used for articulation.

Discussion: Ellison informed the Council that K-12 adult education has seen transformational change recently. A document came out of the State Department of Education regarding this change. There are questions about whether community colleges will be included in the change. The ramifications of the document are startling; much of what the state would like K-12 adult education to become is what our Continuing Education is. The problem we face is that K-12 adult education is generally funded categorically. That funding is evaporating, and these programs along with it. San Diego Unified has placed their adult education on the chopping block for 2011-2012. We are working with them to have a contingency plan in place should their program cease to exist. Parker asked how this will impact our program. Ellison responded that this program serves about 1100 students. We do not have the facilities at this time to serve that many people; if we were able to secure access to his facilities, then it might be feasible for us to expand our operations. There are several factors to consider in whether we want to approve it such as funding, State Chancellor's Office approval (as what they offer is different than the preferred path of our students), and the consideration of other options. It is not definite that the program is going away, but they will not know until May. Our decisions will likely need to be made before then just in case.

December 9, 2010

SB 1440

Discussion: Duane Short informed the Council that he is on the Implementation Task Force for SB1440, which includes faculty, CCCCCO representatives, counselors, and articulation officers. The issues currently faced are which CSUs are going to accept the degrees in lieu of their own major preparation and impact criteria (which many people don't think will happen though the CCCCCO remains optimistic) and how the admissions priority piece will work (what does admission mean and what does local mean?). We are still awaiting these answers. Short thinks we should not move forward until we know the answers at either the state or local level. He thinks we should also work on a contingency plan in case the questions aren't answered. He is also concerned that some of the transfer model curriculum do not fit local programs and could cause students to take more classes than needed. Hess added that new programs need to be in the 2011-2012 catalog. Local meetings are being scheduled with local CSUs to see what they will do to help us decide what our course of action will be. The legislation requires at least 2 awards. It will be up to local faculty to decide which departments want to adopt the TMCs; some may never want to adopt, and that's allowed.

Assigning Courses to Disciplines

Discussion: Hess reminded the Council that this was the third reading of this proposal. At this time, the Council is being asked to determine if CurricUNET is where we want to

keep the course discipline assignments. Each college will determine separately who will select and enter the discipline(s) for their courses. Lombardi announced that it has not been discussed by City's CRC. Parker asked if there was a way to make the disciplines different for each college. Hess responded that because the curriculum is aligned, there will need to be consensus for aligned courses. The Council continued to discuss where the information should be displayed once entered. Hess summarized that it sounds like the Council is in favor of the information being entered into CurricUNET, but allowing each college to determine who will input it. City still must discuss the issue before final approval.

Experimental Courses

Discussion: Hess informed the Council that a meeting had taken place earlier in the day to discuss implementation of English 265B. She has reviewed notes from the meeting (she was not in attendance) regarding the decision made at the earlier meeting. It has been decided that students who pass English 265B will automatically have their assessment skill levels updated to enroll in English 101. Hess added that on the day prior to the CIC meeting, she received an answer from the State Chancellor's Office regarding the number of times an experimental topics course could be offered. Short clarified that the skills are being upgraded just for this course. Hess answered in the affirmative; if the course is made permanent, English 101 will have to be revised to make it a prerequisite. She recommended the procedures be clarified regarding the definition of how many times a course can be offered. Short expressed his concern regarding how students are being placed and the research being done. Toni Parsons responded that the course is open to all students from all skill levels. Hess added the research findings should explain the methodology.

Six-Year Review

Discussion: Parsons reminded the Council that when she looked at the six-year review report in CurricUNET, she was surprised at the number of courses on it. Upon further research, she discovered that some of the courses have been deactivated or revised but are not listed. She added that this discussion ties in with the assigned subjects list, and the fact that there is no two-year review for vocational courses. Hess responded that further research has been done. She reported that the six-year review includes all courses, including generic outlines such as 044 courses. The procedure for these will need to be discussed. Amanda Ficken-Davis added that we have contacted Governet to request that the coding be changed to display the status of an approved course if one is available. We have reviewed our internal process for course revisions; of the need for change expressed that it is for six-year review but the box is not checked, District Instructional Services will do that during technical review. Ficken-Davis requested that a list of colleges feel should have been reviewed be sent to District Instructional Services and we will research and update the list. Tim McGrath recommended getting the Discipline Deans together to discuss their role and the process. Hess suggested that, as most deans are in charge of at least one discipline, she attend the campus deans meetings to discuss the issue. Lombardi recommended integrating the list with the list of courses yet to be integrated. Hess responded that it will be brought back so the Council can discuss merging the procedures.

CIC Subcommittees

Discussion: Hess referred the Council to handout 7, the partial list of CIC subcommittees. The Educational Review committee addresses issues such as SB1440. Hess would like to reinstate the committee to address this issue, as well as that of GE patterns. The selection process for the committee is not defined. At the policies and procedures subcommittee, the representatives were selected by the Academic Senates of

each institution. Kathy Werle recommended having a student services representative from registration (admissions and records) to discuss the impact of curriculum changes. She also recommended that a VPI or designee be on the committee, and that members serve 2-year, staggered terms (so that it wasn't an all new committee every two years). Next, the Council discussed the catalog subcommittee. At present, each college makes requests and recommendations for their catalog to District Instructional Services. It is then up to that office to decide whether to allow the changes. This committee will allow those requests to be subject to district wide discussion, making the process more democratic. Lombardi expressed her concern that this would lead to more standardization and centralization. She would like to discuss this with her Senate.

Instructional Policies

Discussion: The Council reviewed the draft policy *Military Courses Education Coordination*. Hess reminded them that there was concern about the title of the draft policy. After review by the policies and procedures subcommittee, it was recommended that the program be titled *Military Courses Education Coordination*.

Action: *The draft policy Military Courses Education Coordination was approved for submission to the District Governance Council.*

Planning for Approving Instructional Procedures

Discussion: Hess reminded the Council that there is currently no procedure to update instructional procedures. The policy and procedures subcommittee has drafted such a procedure, and would like the CIC membership to take the draft to their respective senates for review, revision, and approval. She reviewed the draft procedure. Andersen asked about procedures shared by Student Services and Instruction. Hess responded that a step can be added regarding consulting with student services as needed. This will be made available to take to the senate.

Curriculum Walked—In

Discussion: Fire Protection Technology 63, Personal Watercraft Operations. Dan Igou presented the course revision; this course was revised last year and the lecture hours were inadvertently changed. This proposal is to correct that.

Action: *Fire Protection Technology 63, Personal Watercraft Operations, was approved for revision at Miramar College pending technical review.*

Revise SDCCD Catalogs and Course Outlines

Discussion: Hess referred the Council to handout 11, the catalog course revision proposals. She announced the Council is being asked to make 5 decisions. Each decision was reviewed and discussed. Lombardi noted that it seemed that City seemed to be requesting different options from the other two colleges. She asked if it had to be standardized. Hess responded that it did, as this change will be reflected on the official course outlines. Hess clarified that CIC is being asked to resolve the conflict. The issue will be discussed, decided and approved by CIC at this time. What the Council is being asked to do is to come up with a resolution for the issue, as there is a discrepancy between the colleges.

Catalog Course Descriptions—Additional Information

Discussion: Hess informed the Council that some catalog course descriptions include additional information that is listed elsewhere in the catalogs, such as transferability and GE status. Over time, this information may change but the course description is not updated. She is asking the Council to approve removing this information from course descriptions.

Introduction to Statway

Discussion: Andersen announced that City is one of 19 colleges working to create a special statistics course for students having difficulty with math. The course is designed

for nonSTEM majors to help satisfy their math requirement. 4 other community colleges in the state are taking part in the program, which is being funded by Carnegie as a pilot project. Andersen added that she has been notified in draft form that the CSUGE Academic Committee will approve the course to be accepted for 3 years, at which time it will be reevaluated. It is a 2 year pilot program that includes basic skills-level math in the fall and transfer level math in the spring. Following the pilot, it will be available to the other colleges.

February 10, 2011

Geography 154: Introduction to Urban Geography

Discussion: Juliette Parker asked for this course to be pulled in order to request that the effective date be changed from fall 2011 to fall 2012. The articulation officers have agreed not to offer a course, which is active at a sister college, until all transfer applicability (i.e. UCTCA, CSUGE and IGETC), has been established.

Action: *Geography 154, Introduction to Urban Geography, was approved for activation at City College effective fall 2012.*

Field Experience Courses

Discussion: Duane Short stated that he is not opposed to these classes (Peace Studies 250, Field Experience in Peace Studies and Sustainability 250, Field Experience in Sustainability), but feels that they are service learning courses and should be numbered as such (277C). Short suggested changing the course number to reflect what the course is, in order to maintain the standardization of the course numbering system and avoid problems with repeatability. Lombardi responded that this is not service learning, as the faculty will be supervising the field work. The course has a different type of framework because of this. Short responded that as this is not service learning, the hours should be listed as lab hours instead of “other hours” in order to pay the faculty correctly. Courses such as work experience that use other hours generally pay instructors by the student as opposed to by the hour.

Action: *Peace Studies 250, Field Experience in Peace Studies and Sustainability 250, Field Experience in Sustainability were approved for activation at City College pending the resolution of the hours issue.*

SB 1440

Discussion: Hess reminded the Council of the discussion that had taken place at the SB1440 meeting earlier that day. She introduced the expedited approval timeline for the Council to discuss and revise as necessary. Tim McGrath expressed concern over whether the state approved catalog description language would be available in time to meet the March 10th deadline. Hess responded that the official description will not be required, but rather a general placeholder to notify everyone whether the faculty intend to adopt the TMCs. Short added that the general language is only one piece of the required description. There will also be a blurb in front of each degree stating that it satisfies the requirements of and guarantees admission to all CSUs. This clause is still under debate, as it may not be completely accurate pending the decision of the CSUs whether to universally accept these degrees.

CIC Subcommittees

Discussion: Hess reviewed the changes that she made to the subcommittee list; she added the selection process, term length, and meeting schedule for each group.

Action: *The CIC Catalog and Educational Review Subcommittees were approved.*

Six-Year Review

Discussion: Hess informed the Council that to date, District Instructional Services has not received a list of courses the colleges feel should not be on the six-year review list.

Jan Lombardi expressed concern regarding the inclusion of generic courses on the list. How will these courses be taken care of? Hess responded that this issue will be discussed as item IV. A. Toni Parsons asked how many courses on the list are generic, deactivated, etc. Hess offered to give Mesa a list of only courses offered at that college. Parsons reiterated that her frustration is with the lack of clarity as to how many courses are actually waiting to be reviewed. Someone needs to sort through the list and determine what actually needs to be happening. She would like to see the Discipline Deans focusing on the list and prioritizing. Hess summarized sounds like the Council is recommending that the Discipline Deans list be reviewed and perhaps redivided. There is also the issue of the 2-year review for vocational courses (which would create a separate report).

Revise SDCCD Catalogs and Course Outlines

Discussion: Hess reminded the Council of the issues they were being asked to review and discuss. There were five decisions they were being asked to make regarding how information is and should be displayed in the course outlines and college catalogs.

Action: *The phrase “and/or private colleges and universities” will be removed from the Explanation of Terms, Individual Course Descriptions in the SDCCD college catalogs and course outlines effective the 2012-2013 catalog.*

Action: *The phrase PCU will be not included in the legend or any course description effective the 2012-2013 catalog.*

Action: *Degree applicable courses will be indicated by ‘AA/AS’ in Individual Course Descriptions in the SDCCD college catalogs and course outlines effective the 2012-2013 catalog.*

Action: *The Explanation of Terms will be revised to reflect the changes voted on using ‘AA/AS’ to indicate degree applicability and to refer students to contact PCUs directly regarding credit applicability effective the 2012-2013 catalog.*

Action: *The course numbering description information will be revised to reflect the changes effective the 2012-2013 catalog.*

Catalog Course Descriptions—Additional Information

Discussion: Hess informed the Council that at present, some course descriptions include information that is found elsewhere in the catalogs such as transfer applicability. Some of this information is incorrect for certain colleges. This agenda item asks for CIC approval to remove duplicate and inconsistent information from course descriptions, based on the updated course outline guide.

Action: *Information provided elsewhere in the catalog will be removed from catalog course descriptions effective the 2011-2012 catalog.*

Generic Outlines

Discussion: Hess informed the Council that three issues regarding generic outlines have recently emerged. The first is that generic courses are listed under some subjects in the catalog but not others. The second is the appearance of generics on the six-year review report. The third is the lack of a process for developing new generic outlines; for example, City would like to develop a generic outline for study abroad. Short suggested that as the generic outline process rarely goes as smoothly as it is intended to, it might be better to avoid the current process and instead have boiler plate templates the colleges can use to activate courses through the regular process.

Discussion: Andersen informed the Council that the generic outline for Service Learning was developed in 1996. Study abroad courses are usually created as experimental topics related to the subject area and country of study. Short responded that it seems as if a 392 Special Topics framework would be appropriate. A general framework can be created and modified to fit the country of study. Hess declared that it sounds like the issue

needs further discussion. She suggested that this would be an appropriate topic for the educational review subcommittee.

CCC Curriculum Inventory Training

Discussion: Hess informed the Council that the CCCCCO was offering several online trainings on the new TMC degrees. She will send out specific date and access information.

Articulation Officers

Discussion: Andersen reported that the Statway collaboration has received CSUGE approval for Math 115. She asked that the college curriculum committees sign off on the course as soon as possible. City will be taking the course through UC approval along with Pierce, Foothill, and American River colleges. The four colleges will confer on strategy for approaching UC faculty to explain the importance of this course for NonSTEM majors. She is also hoping that it will be accepted for District Math competency requirements.

February 24, 2011

Microsoft 134: Implementing, Managing, and Maintaining Network Infrastructure I

Discussion: Toni Parsons expressed concern that the proposal was listed as proposed for City College when Mesa College was requesting deactivation. It was clarified that the course is intended for deactivation at Mesa College.

Action: *Action: Microsoft 134, Implementing, Managing, and Maintaining Network Infrastructure I, was approved for deactivation at Mesa College effective spring 2011.*

Nursing Education 235: LVN to RN Transition

Discussion: Jan Lombardi indicated that she believed the course was intended for spring 2011 activation. Hess responded that generally courses are not activated during their effective semester. Further, as this course is not part of an approved program, it would be considered standalone and therefore cannot be offered until the semester after it is approved.

Action: *Nursing 235, LVN to RN Transition, was approved for activation at City College effective fall 2011.*

Biology 290: Independent Study and Chemistry 290: Independent Study

Discussion: Duane Short explained that these courses are generic outlines, which in the past have not gone through the six-year review process. He is concerned about setting a precedent in approving these courses, particularly in light of the fact that the Council is currently discussing revising the generic outline process. Parsons explained that several departments jumped on updating the courses on the six-year review list very quickly. These proposals are a result of that. She agrees that we might want to hold off on approving the courses until the generic outlines question is settled.

Action: *Biology 290, Independent Study and Chemistry 290, Independent Study, were tabled pending the recommendation of the educational review subcommittee.*

Agriculture, Certificate of Performance- Organic Gardening for the Culinary Arts; Sustainable Urban Agriculture, Certificate of Achievement- Urban Gardening; Sustainable Urban Agriculture, Certificate of Achievement- Urban Farming

Discussion: Randy Barnes expressed his concern that these programs, though listed under different subject areas, are all part of the same family of programs. He wants to ensure that they are listed together in the catalog. Hess asked where they should be listed. Libby Andersen responded that they should all go under Agriculture.

Action: *Agriculture, Certificate of Performance- Organic Gardening for the Culinary Arts; Sustainable Urban Agriculture, Certificate of Achievement- Urban Gardening; and Sustainable Urban Agriculture, Certificate of Achievement- Urban Farming, were approved for activation at City College effective fall 2011.*

SB 1440

Discussion: Hess asked the Council for updates regarding the progress the colleges were making towards new degrees. She indicated that she knows that Miramar will be implementing the Sociology and Psychology TMCs. Lombardi responded that City is working on Communication Studies and Sociology. Psychology is possible.

Discussion: Hess added that Kinesiology is being pursued by Kathy McGinnis. Short expressed his concerns that we cannot create a degree that currently conforms to the TMC as it currently appears. Our courses are 2 units to be in line with SDSU's requirements; the TMC assumes that courses are 3 units. He encouraged everyone to complain to the CCCCCO through the official channels to revise the TMC. Parsons indicated that Mesa department chair Jan Ellis has recommended revising our courses to be 3 units to bring them into compliance. The concern with this is whether there is enough time. Short indicated that this might be a good fall back if necessary, but would rather see us lobby to change the TMC. Juliette Parker supported the suggestion not to change the courses until the TMC is finalized. She also feels we should wait until we know if SDSU will accept the TMC; if not, there is no point in revising already articulated courses.

Discussion: Parsons will be meeting with Mesa deans and department chairs on Friday, February 25 to determine which TMCs might be adopted. She believed Math will be adopted. Kinesiology was looking good minus the issue with the units. She asked if the paperwork was available from the State yet; if so, she will be able to take it to the meeting tomorrow and get everything filled out.

Discussion: Hess responded that the CCCCCO has released the updated program approval form. District Instructional Services has a website that has the information regarding SB 1440. This form will be added as will a cheat sheet/checklist for filling out the form.

Discussion: Mary Benard asked for clarification on the due dates. Hess informed her that the programs will go to the CCCCCO following Board of Trustees approval. According to the timeline, programs will go to the April 14 meeting. To be ready for this meeting, the programs will need to be approved by CIC at the March 24 meeting. To ensure room in the catalog, District Instructional Services is asking that the colleges inform them which programs they will be submitting by March 10.

Generic Outlines

Discussion: Hess reviewed the Generic Outlines New Business Form. Based on previous discussion, the recommendation before the Council is to send this issue to the Educational Review subcommittee for their review and further recommendation. Lombardi asked what City should do in the meantime regarding the study abroad courses they would like to offer. They are hoping to offer them in the fall. How does this impact that timeline? Short recommended City move forward with their proposals until the subcommittee returns with its recommendation. Andersen indicated the proposals were being submitted as special topics courses. Short agreed this is what makes the most sense; the special topics framework can be created and focus areas can be made for each country.

Action: *The issue of generic outlines will be referred to the Educational; Review Subcommittee for their review and recommendation.*

Field Experience Course Updates

Discussion: Hess reminded the Council that at the February 10 meeting, Peace Studies 250 and Sustainability 250 were approved pending further clarification. To date, she has not received clarification from the faculty. Has this issue been resolved? It was indicated to Hess that it had not. She summarized that the issue will remain in technical review. Andersen expressed her concern at the number of course proposals at the CIC technical review level. She requested that a list of proposals be provided with information about what needs to happen for each. Hess agreed to provide this, and reminded the colleges that they needed to meet with district technical review personnel so each can learn the processes of the other.

Catalog Deadline

Discussion: Hess reminded the Council that the catalog deadline is the March 10 meeting. Because this will be a joint meeting with Student Services Council and there likely will not be time to discuss the walked-in curriculum, courses will be accepted at the March 24 meeting provided that a list is given the Instructional Services by March 10. Parsons asked what the policy is regarding when courses need to be submitted. Can courses be offered that are not listed in the catalog? Hess responded that courses can be offered, but because the catalog is a guide for students, it is recommended that it be as accurate as possible. Only programs listed in the catalog will be offered. Very rarely addendum will be put out in the case of extenuating circumstances.

Program Forms

Discussion: Hess reiterated that the new program forms exist from the CCCCCO. She will send out a cheat sheet and link to the forms soon. Parker asked that we discuss with CCCCCO personnel their definition of articulation; it differs from ours and has caused problems with the program approval process. Hess responded that this would be discussed further at the next DAC meeting.

Prerequisites

Discussion: Parsons informed the Council that Wheeler North, Region D representative and Miramar College faculty member, has been requesting letters of support for the new Title 5 prerequisite language. Following extensive discussion, the consensus seems to be that the change in the language is supported; however, there are concerns about adding additional prerequisites and having to give FTES to English and math courses because of the current budget situation. The language specifically states that a District policy will have to be created. Lombardi added that the language is permissive; we do not have to adopt content review. Parsons stressed that a conversation needs to start about what we will do. Some departments would love to add the prerequisites but are concerned about what that means. Lombardi added that because of aligned curriculum, these decisions will have to be made as a district.

Discussion: Parsons explained that currently Title 5 requires rigorous and statistically relevant results. Unfortunately, the number of students is so small that it is impossible to meet these standards. The new language is far less rigorous. She anticipates that it will lead to a change in the course outlines of the prerequisites. Rather than English 101 reading “research paper” it might be changed to “research paper of 6000 words or more” or something similar. While our process will still be rigorous, there are concerns about how to approach it.

Discussion: Hess recommended that as part of the training, faculty should be warned that enrollments may drop. For example, ECON 120 and 121 have had to add MATH 96 as a prerequisite and have seen significant drops in enrollment. Once prerequisites are established they are on there, they will be enforced, and cannot be removed without a course revision proposal in CurricUNET.

Discussion: Benard thanked Parsons for bringing this up. She feels this is a conversation that needs to be led by instruction, not student services. Barnes added that he attended part of the webinar on the issue. It seems that the data they are looking for can be as simple as the percentage of students who passed the class with and without the suggested prerequisite. It does not need to be statistically significant, making it much simpler than the old method.

Discussion: Ellison agrees that it is important to divorce the student services element from instruction. He warned that there is a heavy political undercurrent that student services grapples with, so the issue will need to be discussed jointly at some point later on. Based on his experience, faculty will want to add a prerequisite, but will not actually want to block students from enrolling in the class. Times are bad now, but eventually we will be back to chasing FTES. Faculty need to be prepared for that change.

Discussion: Parsons argued that Title 5 has changed sufficiently since MALDEF's lawsuit to address many of the concerns. She also stated that Chemistry recently had to add a math prerequisite to one of their courses. While they, like ECON, initially saw a decrease in enrollment, the number of students finishing the course was the same. In time, enrollment was mostly restored as students had time to take the prerequisite, and the success rate of students is much higher than it was before. Over 80 percent of our students are testing into Basic Skills. They will have to take these courses at some point in order to complete their degree or transfer requirements. Adding prerequisites only means that they will have to take them sooner in their academic careers.

Joint Meeting

Discussion: Amanda Ficken-Davis listed the items to be discussed at the March 10 joint meeting. An item requested by Student Services, Meeting Students' Basic Skills Needs, required clarification. Ellison responded that the group looked at District data regarding basic skills persistence and success. While the persistence rates of basic skills students are higher than that of "general" students, their success rates in basic skills courses are lower. The question is why and what can we do about it. The Council discussed the different initiatives that are addressing this issue. Concerns were raised about the methodology of the study. Hess will ensure that the report is brought to the joint meeting for the Council's review.

March 24, 2011

Multimedia Courses

Discussion: Short asked about the method Multimedia was using to allow repeatability for significant software and hardware changes. He understands that the process is that when there is a significant change, the VPI will notify the District Office of Instructional Services to reset the course's repeatability and allow students to retake the course with the updated content. The repeatability is indicated in the course's description. The course's CR in CurricUNET indicates that the course is repeatable up to four times, but makes no mention of this process. Short asked how this is coded in ISIS. Carmen Scott responded that despite what the CR indicates, the course will not automatically be coded in ISIS as repeatable. District Instructional Services is aware of the process, and will code it as not repeatable; it will be overridden if necessary as technology changes.

Action: *Multimedia 120, Video Game Development I: Introduction to Game Design; Multimedia 121, Digital Image Editing I: Introduction to Photoshop; Multimedia 137, 3D Animation I: Introduction to 3D Animation; Multimedia 139, 3D Animation II: Character Design for Film and Video Game Production; Multimedia 141, 3D Animation*

III: Realism, Physics, and Particle Systems; Multimedia 143, 3D Animation IV: 3D Short Film Production were approved for activation at Mesa College.

Administration of Justice 361T, Block 20: Force Options / Internal Affairs for Correctional Deputies

Discussion: Hess informed the Council that any course less than 0.5 units must go to the Chancellor's Cabinet for approval prior to activation. Short clarified that this course is intended to be offered in one to two eight-hour days with no expectation of work outside of class. This is for courses that we are directed to offer by our partner agencies.

Action: *Administration of Justice 361T, Block 20: Force Options / Internal Affairs for Correctional Deputies, was approved for activation at Miramar College pending cabinet approval.*

SB 1440

Discussion: Hess thanked everyone for their hard work on these programs. She reviewed the expedited timeline previously approved by CIC. So far, the programs are on track with that timeline. The programs will go to the Board of Trustees for approval on April 14; beginning April 15, completed packets can be sent to the District Office of Instructional Services for signatures. She is hoping that all the colleges will be able to send in their packets by April 21, the deadline approved earlier by CIC. Hess added that quick guides for putting together the completed packets using the expedited TMC approval process were recently sent out. The email included a link to the full approval process. Hess has learned from Stephanie Low that when packets are submitted to the state, any program following the Transfer Model Curriculum must be submitted in the TMC template.

Peace Studies 250 and Sustainability 250 Update

Discussion: Hess reminded the Council that Peace Studies 250 and Sustainability 250 were approved at CIC on 2/10/11 pending clarification of the hours. The questions asked by the Council have been answered by the faculty. Peace Studies 277C did not allow as much student/faculty contact as they would like. This course is designed to allow more time with guiding faculty members in addition to the regular field experience component, which would not be faculty supervised.

Credit by Examination

Discussion: Hess informed the Council that there were several different processes that deal with Credit by Examination. The process she is referring to today is the internal process by which departments chose to award credit for existing courses to students who complete an examination. Each college has a list of which courses credit can be awarded for this way, held by the Vice President of Instruction. A request has come from a Mesa department to remove courses from this list. Hess recommended that this go through the college curriculum committee. Juliette Parker responded that the courses on the list are decided by the department. It has never had to go through the CRC before. The Council discussed the reasons for the current process and possible changes. Hess recommended that this discussion be brought back at a later date. She would like to have a smaller group (either policies and procedures or educational review; it will be determined who later) discuss the issue and bring a resolution to CIC.

Walked-In Curriculum

Discussion: Building Construction Technology 44, Supervised Tutoring in Building Construction Technology; Chemistry 44, Supervised Tutoring in Chemistry; Hotel Management 44, Supervised Tutoring in Hotel Management; Mathematics 107L, Introduction to Scientific Programming Lab; Mathematics 296, Individual Instruction in Mathematics; Radiologic Technology 44 Supervised Tutoring in Radiologic

Technology; Vietnamese 44, Supervised Tutoring in Vietnamese. These courses are all deactivations. Most of these courses have not been offered at Mesa in years. For MATH 107L, there are plans to revise programs to remove the course.

Discussion: Economics 120, Principles of Macroeconomics; Economics 121, Principles of Microeconomics. These courses are being updated to clarify the prerequisite. It was entered as completion of MATH 96, but did not indicate that higher level courses would also satisfy. Students who have completed higher level courses are having difficulty enrolling.

Discussion: Mathematics 215, Introduction to Teaching Mathematics; Physical Science 215, Introduction to Teaching Science. These are new courses designed with help from UCSD in order to start a program for secondary teaching in STEM fields.

Discussion: Medical Assisting 66, Administrative Medical Assisting I; Medical Assisting 68, Human Behavior for Allied Health Students; Medical Assisting 76, Principles of Infection Control and Sterile Technique; Medical Assisting 78, Principles of Patient Care; Medical Assisting 82, Diagnostic Testing; Medical Assisting 86, Administrative Medical Assisting II. These courses are being renumbered to show their correct degree applicability and articulation levels.

Discussion: Associate in Arts Degree, Communication Studies (Mesa College); Certificate of Performance, Communication Studies (Mesa College). These programs are undergoing a name change from Speech Communications. No further changes have been made.

Discussion: Mathematics 047, Beginning Algebra and Practical Descriptive; Statistics; Mathematics 113, Gateway to Experimental Statistics. Jan Lombardi explained that these courses are part of a Carnegie Institute funded special program for nonSTEM students to help with math proficiency. Hess informed the Council that these courses will require number changes since 47 and 113 have already been used.

Discussion: Nursing Education 244, Medical Surgical Nursing IV; Nursing Education 245, Pharmacology for Nursing VII; Nursing Education 246, Leadership in Nursing; Associate in Science Degree, Nursing (Generic RN).

Lombardi continued that Nursing has rewritten their entire program. These are the last few courses and the associated program. A number of course activations will be coming through in the near future.

Discussion: Photography 103, Intermediate Directed Photo Lab Studies; Photography 109, Photographic Composition and Design; Photography 127, Self Promotion for Professional Photographers; Photography 165, Electronic Portfolios for Photographers; Photography 201, Intermediate Lighting Techniques; Associate in Arts Degree, Photography; Certificate of Achievement, Photography. The Photography department has moved into a new building with expanded resources. The program has been updated and new courses added to reflect this. Short asked if the new Photography courses would be standalone or part of the program. Lombardi responded they would be part of the revised program, with existing courses to be deactivated. It is a substantial program revision that is being put in place because of the number of students who complete the program and go directly into the work force.

Discussion: Physical Education 187, Outdoor Cycling; Physical Education 188, Hiking for Fitness. It is hoped that these courses can be offered in the summer.

Discussion: Associate in Arts Degree, Communication Studies (City College); Certificate of Performance, Communication Studies (City College). These programs, like Mesa's, are being revised to reflect the subject name change from Speech to Communication Studies.

Discussion: Associate in Science Degree, Cosmetology; Certificate of Achievement, Esthetician; Certificate of Performance, Teacher Training Program. The program description has been revised to rewrite the way the program is described.

Discussion: Associate in Arts Degree, Musical Theater; Associate in Arts Degree, Theater. These program changes are intended for the new catalog.

Discussion: Certificate of Performance, News Editing Production; Certificate of Performance, Newswriting; Certificate of Performance, Online Journalism. These are new certificates.

April 14, 2011

SB 1440

Discussion: Hess reminded the Council she had sent an email with links to samples of how the information for the SB 1440 TMC degrees will appear in each catalog. She would like the Council members to take this information to their Academic Senates and curriculum committees for review, making sure to include counselors. She updated the Council on changes in the CCCCCO approval process. Hess proposed placing the tentative catalog language in the Academic Requirements section, where other information for the associate degree is listed. The Council then discussed formatting and other recommendations. Hess added that she would like to clarify how the general education options are indicated in the catalog. At this time, they are listed in the beginning of the Academic Requirements, but 'Option 2' and 'Option 3' do not appear where these transfer patterns are detailed. Next, the Council discussed where the degrees would appear in the catalog. Hess announced Lee wanted everyone to see how they would appear once they are approved by the CCCCCO. Each college may designate where the degrees appear. The Council discussed how best to place and clarify the degrees.

Walked-In Curriculum

Discussion: Nursing Education 240, Medical/Surgical Nursing III; Nursing Education 101, Interactions in Nursing; Nursing Education 102, Fundamental Nursing Concepts and Skills I; Nursing Education 103, Fundamental Nursing Concepts and Skills II; Nursing Education 104, Pharmacology for Nursing Practice; Nursing Education 105, Adult Health Nursing I; Nursing Education 107, Adult Health Nursing II; Nursing Education 201, Transition to Associate Degree Nursing; Nursing Education 202, Adult Health Nursing III; Nursing Education 203, Psychosocial and Gerontological Nursing; Nursing Education 204, Family Health Nursing; Nursing Education 205, Transition to the Registered Nurse Role.

Deanna Shelton reported that NRSE 240 is a new course that is a prerequisite for courses walked in to the last CIC meeting; she is not sure why this course was left off of the list. The other courses are all deactivations as part of the program revision.

Discussion: Anthropology 392, Cross-Cultural Studies—Study Abroad. Hess explained that this was a special topics course designed for study abroad. This a framework course so others can be brought forward. She explained how the special topics framework process works. Short questioned whether this course meets all of the facets of the college mission, as required. Norvell responded that students as part of the study abroad experience learn from local instructors about politics, society, food, and other cultural information. This gives students credit for that time and a well rounded view of where they are. Hess added that this was an experimental course that has been offered the full three times.

Discussion: Associate in Science Degree, Information Technology Management; Certificate of Achievement, Information Technology Management. Shelton explained that these are new programs that the department is hoping to offer in the fall to meet local demand for work in the field. Libby Andersen added that this will enable us to enter into an MOA with National University to help students transfer as juniors to National (where courses will be taught at City College). Short asked for clarification of what MOA stood for. Andersen responded it was a Memorandum of Agreement. City will provide National University with space to teach classes; National will provide the equipment and instructors. Short responded that Miramar had tried something similar, but was ultimately denied due to parking issues.

Discussion: Certificate of Achievement, Technology Specialist. Shelton explained that this program revision includes some course changes.

Discussion: Legal Assisting 270, Paralegal Internship/Work Experience. Short explained that this course is being created based on the recommendation of the accrediting body for the legal assistant program to add an apprenticeship. The only difference from the generic 270 is the addition of LEGL 101B as a corequisite, as required by the accrediting body.

Student Services Council

Discussion: Andersen recommended that Student Services begin looking at how the new transfer degrees will affect the continuity of articulation for courses students take at other colleges but want to apply to our degrees. Hess responded that she assumes the same residency requirements as for other degrees will still be in effect for these degrees. Short added that he thinks a grid should be created for local community college TMC to help evaluators determine how courses should be honored.

Chief Instructional Officers

Discussion: McGrath mentioned the CIO conference, where discussion of SB 1440 took place. Senator Padilla is currently working on updating and changing the law to clarify its intentions. It was recommended that community colleges continue the work they are doing and keep pressure on the CSUs to come into compliance.

Articulation Officers

Discussion: Short warned that many TMCs are being disapproved and sent back for revision; this may happen to us. Andersen asked if there is an appeal process. Hess responded that when programs are sent back, they include a list of recommendations. In resubmitting the programs, the colleges have an opportunity to address those recommendations. McGrath added that Stephanie Low has encouraged Vice Presidents of Instruction to call her with any questions or concerns.

April 28, 2011

ARTD Courses

Discussion: Shirley Flor stated that faculty member Karen Owen feels that these courses Digital Media 158, Survey of Graphics Technology; Digital Media 160A, Vector Art 01: Illustration Tools; Digital Media 160B, Vector Art 01: Illustration Tasks; Digital Media 170A, Raster Art 01A: Image Editing Tools; and Digital Media 170B, Raster Art 01B: Image Editing Tasks are similar to existing Multimedia courses at Mesa College. Daniel Igou responded that Miramar's curriculum committee has reviewed both subjects extensively and feels that there is a significant difference between the courses. They have been conscientious about differentiating the courses from City and Mesa's programs. The ARTD courses are more hands on, are not about multimedia, and have different learning objectives. Toni Parsons asked if these courses will be part of a

program. Igou explained they would be part of the Digital Art/Graphics program at Miramar, which currently includes City courses. Flor suggested that since Karen Owen expressed concerns, approval of these courses should be delayed until the faculty have had time to review them and address their concerns. Igou asked if there was still time to offer these courses in the fall. Hess responded that as long as they were approved at the next CIC meeting they could be. Randy Barnes asked who would initiate contact between the faculties. Flor responded she would have Karen Owen initiate the discussion.

Mathematics 265S Applied Beginning and Intermediate Algebra

Discussion: Carol Murphy informed the Council that this course had been brought to the attention of the Miramar Mathematics department. The department's concern at this time is the statistical study method that will be used to evaluate the course. The department has been told that the two instructors who teach this in the fall will also be teaching statistics in the spring. The Council discussed the validity of this method. Mary Benard asked what the statistical analysis has to do with the curriculum approval, which is the purview of this Council. Hess clarified that Miramar's concern is how the data collected will be used and that discussion can take place after the course's implementation.

Discussion: Jan Lombardi expressed City's concern with lack of clarity in the course description. Parsons responded that the Mesa math faculty have been working with Lynn Neault to clarify the issue. Hess cautioned that this is not the ideal method of advancing students. This has been the source of much of the conflict associated with ENGL 265B.

Discussion: Tim McGrath reminded the Council that the purpose of the experimental courses is to see if we want to make changes to the course or move forward with it as is. When the course becomes permanent, there will be time to discuss these issues more in-depth.

Discussion: Lombardi asked how students will know to take the course, as is not the prerequisite or advisory for any other course. Parsons responded that the course is only for nonSTEM students who need statistics to transfer. The math department is working with counseling to make sure everyone knows what is going on. Lombardi suggested there might be a need for discussion between the faculty of City and Mesa about the competing experimental statistics preparation courses.

SB 1440

Discussion: Hess announced that Miramar has submitted their TMC paperwork and received the Chancellor's signature. City and Mesa should be submitting their packets soon. We have heard that this is the CCCCO's primary concern and that all other programs are being delayed for approval.

Discussion: Hess reminded the Council that at the April 14 meeting they had reviewed and discussed the catalog language common to each catalog. The language for the individual programs will be left for each college to determine. The Council reviewed the updated catalog language and made further revisions. Hess announced it would be brought back for approval at the May 12 meeting.

Physical Education 187: Outdoor Cycling and 188: Hiking for Fitness

Hess reminded the Council that Physical Education 187 and 188 had been approved for activation at City, Mesa, and Miramar at the March 24 CIC meeting. It has since been determined that neither Mesa nor Miramar want to activate the course at this time. Lombardi asked why the course was not effective summer 2011. Scott announced that it was because of the requested transferability. The originator consented to the change.

Physical Education 242: Care and Prevention of Injuries

Discussion: Hess announced that this course revision was recently approved and included removal of lab hours. Mesa and Miramar have rescinded their approval of the

course because of this change. Implementation of Physical Education 242 will be suspended until the issue is worked out amongst the campus faculty.

Distance Education

Discussion: Hess invited Dean Andrea Henne to give a presentation on what information the college curriculum committees should be aware of when reviewing Distance Education proposals. Henne announced that there were new regulations that required more specific information than some of the proposals were currently providing, particularly in the contact type section. Mary Benard requested that the colleges be sent guidelines to help with their reviews. Henne agrees and offered to be a resource for the committees whenever necessary. She pointed out that distance education courses are subject to a higher level of scrutiny than others. Henne concluded that all of the information she presented is available on the Online Learning Pathways website.

CIC Calendar 2011-2012

Discussion: Amanda Ficken-Davis presented a draft of the 2011-2012 calendar. It will be approved at the next meeting.

Walked-In Curriculum

Discussion:

Administration of Justice 359, Field Training Officer Update; Administration of Justice 361D, Defensive Tactics Building Searches; Administration of Justice 361L, Less-Lethal Munitions Training (LLMT); Administration of Justice 366, Radar-Laser Operator (LIDAR); Administration of Justice 367, Traffic Collision Computer Aided Diagramming; Administration of Justice 368, Critical Incidents/Tactical Commander's Course; Administration of Justice 369, Drug Influence: 11550; Administration of Justice 378, Defensive Tactics Instructor; Administration of Justice 379, Academy Instructor Certification Course (AICC); Administration of Justice 392B, Special Topics in Instructor Development: Classroom Presentation. Igou announced that previously, Miramar used ADJU 361 as a catch-all in-service training course. The department is breaking it into smaller modules to accommodate the needs of its contract agencies. Hess announced that those courses less than 0.5 units would need to go to the Chancellor's Cabinet for additional approval.

Discussion: Nursing Education 270, Occupational Work Experience in Nursing Education; Associate in Science, Licensed Vocational Nurse to Registered Nurse (Advanced Placement); Licensure, Licensed Vocational Nurse to Registered Nurse, Thirty-Unit Option. Lombardi announced that these are the final revisions required to finish up the program changes.

Discussion: Radio and Television 141, Radio News Production. Lombardi reminded the Council that this course was walked-in last year. It was not approved due to questions about its repeatability. The repeatability has been removed and a change has been made to the prerequisite.

State Academic Senate

Discussion: Lombardi reported on the recent plenary session. A lot of issues were discussed and voted on. Prerequisite scrutiny is being addressed, but many are waiting for the Curriculum Institute in July for more information.

Discussion: Parsons added that repeatability was another topic thoroughly discussed, especially relating to activity courses. The Senate passed a resolution to get rid of the activity designation category and redefine courses for both physical education and Art-Fine Art. Hess stated her understanding that intercollegiate courses will not be included in this redefinition. Parsons continued that another issue with repeatability is the number of times currents are able to take a course for apportionment. Per Title 5, a

student can take a course up to 7 times (though the District's requirements are stricter). This could change; if it does, we may also want to reevaluate our process.

May 12, 2011

Digital Media Courses

Discussion: Toni Parsons informed the Council that this course was sent to Karen Owen for review. She feels that these courses are similar to currently active Multimedia courses at Mesa College. Dan Igou responded that Miramar carefully reviewed these with the originating faculty, taking care to distinguish the courses. These courses are hands on, as opposed to Multimedia's theory courses. There is an overlap in the content, but the focus, modality and intent of the courses are very different. Yvonne Bergland recommended changing the course description to clarify the application and resolve the concerns. Otto Lee agreed that because the course is Career Technical and directed at a specific occupation, it should be noted. He asked if the faculties have met to discuss the courses and recommended that the Discipline Dean convene a meeting. Lee reiterated his recommendation that the discipline dean convene a meeting of the faculty.

Action: *The courses are approved for activation at Miramar, with the understanding that the faculty will meet at some point in the future and revise the courses if necessary.*

Philosophy 250: Field Experience in Philosophy

Discussion: Parsons expressed Mesa's concerns with the course. The Mesa faculty is unsure if this course will transfer as a 200 level course. Communication has occurred between the faculties, but Mesa remains unsatisfied. They are also concerned about the course ethics. Parker clarified that the concern about the transferability is whether the course would transfer as prep for the major or only as elective credit. She added that the course has a corequisite to ensure that students would be appropriately guided through the field experience component. Parsons questioned the corequisite. Because Philosophy is an aligned subject, would students be able to take the corequisite at a different institution? Hess agreed that issue needs to be resolved prior to implementation. She will contact the discipline dean about calling a meeting with the faculty.

Action: *Philosophy 250, Field Experience in Philosophy will be tabled until the corequisite issue can figured out.*

SB 1440

Discussion: Hess reviewed the changes to the catalog language with the Council, pointing out additional revisions recommended by the Chancellor's Cabinet and the joint Vice Presidents. The Council discussed the changes, particularly concerns about language involving CSU San Marcos, who accepts some of the SB 1440 degrees but who does not consider our students to be local area.

Action: *The catalog language pertaining to SB 1440 degrees was approved for use in the college catalogs effective 2011-2012.*

Assigned Courses to Disciplines

Discussion: Hess directed the Council's attention to the Assigning Courses to Disciplines New Business Form. Igou asked if a process needs to be specified for situations where there is disagreement between the colleges about the discipline. Short responded he feels the same process for all other areas of disagreement for course outlines should be followed. The Council agreed. Hess asked if there were any other changes. Short recommended specifying that this information would be stored on the Curriculum Report. Hess asked if there were any other changes. Short recommended specifying that this information would be stored on the Curriculum Report.

Action: *The Process for assigning courses to disciplines was approved for adoption for proposals launched in fall 2011 or later.*

ADJU Courses

Discussion: Hess updated the Council of the ADJU courses previously approved pending approval by Chancellor's Cabinet. The hours and units for the courses were standardized; they are still in compliance with Title 5.

Walked-In Curriculum

Discussion: City: Agriculture 104, Cool Season Organic Production; Agriculture 106, Warm Season Organic Production; Agriculture 110, Organic Fruit Tree Care. Lombardi informed the Council that these courses were being revised in order to propose UC Transferability.

Discussion: English 12B, Basic Composition Across the Curriculum; English 12F, Basic Composition Review. The courses are one unit alternatives that supplement and compliments basic skills classes. These are being added for students that need additional help, including for students who are taking transfer level coursework in other subjects, but that are still in basic skills English courses. Hess expressed her concern about the repeatability of English 12B, but said she will work with City during the technical review process to resolve the issues.

Discussion: English 37A, Persuasive Writing; Mathematics 43, Algebra for Math Placement. These courses are current offered under and MOU we have with SDSU. Short expressed concern about the course description, which explicitly states these courses are for students at another institution. Such courses are not eligible for apportionment if the CCCCCO learns of this. Hess indicated the faculty wants to revise the course based on catalog corrections; hopefully this will happen before any issues arise with the course.

Discussion: Human Services 105, Family Support Model; Human Services 118, Diversity and Cultural Competency. The courses were not moving through the CurricUNET approval process. Ficken-Davis explained that at one point, Mesa began the process of activating some of these courses; as such, they are viewed as aligned curriculum in CurricUNET even though there is no one at Mesa or Miramar to sign off on the courses. District Instructional Services is working on resolving this issue.

Discussion: Journalism 202, Introduction to Mass Communication. This course is being proposed for Distance Education only.

Discussion: Associate in Arts, Psychology. This program is being revised to make sure it is compliant with Title 5.

Action: *Agriculture 104, Cool Season Organic Production; Agriculture 106, Warm Season Organic Production; Agriculture 110, Organic Fruit Tree Care; English 12B, Basic Composition Across the Curriculum; English 12F, Basic Composition Review; English 37A, Persuasive Writing; Human Services 105, Family Support Model; Human Services 118, Diversity and Cultural Competency; Journalism 202, Introduction to Mass Communication; Mathematics 43, Algebra for Math Placement; and Associate in Arts, Psychology were approved for activation at City pending technical review.*

Discussion: Mesa: Music 116A, College Piano I; Music 116B, College Piano II; Music 216, College Piano III. Parsons informed the Council these courses will replace the Music 115 and 215 sequence. The courses have additional hours and units, and will include more theory. They are not repeatable, as the previous sequence had been. The 115 and 215 courses will be deactivated.

Discussion: Physical Education 142, Racquetball. Several PHYE course revisions have recently gone through. This course was intended to be among them, but was not included for some reason.

Discussion: Speech Communications 44, Supervised Tutoring in Speech; Speech Communications 290, Independent Study. These courses are being deactivated at all three colleges.

Action: *Music 116A, College Piano I; Music 116B, College Piano II; Music 216, College Piano III; Physical Education 142, Racquetball; Speech Communications 44, Supervised Tutoring in Speech; and Speech Communications 290, Independent Study were approved for activation at Mesa pending technical review.*

Discussion: Miramar: Automotive Technology 67, Advanced Engine Performance; Automotive Technology 69, climate Control Systems; Automotive Technology 76, Automotive Brake Systems. Igou informed the Council that these courses are being revised to reflect technology changes and licensing requirements.

Discussion: Communication Studies 99, Voices and diction for Non-Native Speakers of English. This is the last of the Speech Communications courses to be revised to the new subject indicator.

Discussion: Fire Protection Technology 362B, In-service Lifeguard Training Modules. This course is being revised to reflect the updated training lifeguards must go through.

Discussion: Associate in Arts, Communication Studies. Rather than offering two Communication Studies programs, Miramar would like to deactivate their current program contingent upon state approval of the SB 1440 degree.

Action: *Automotive Technology 67, Advanced Engine Performance; Automotive Technology 69, Climate Control Systems; Automotive Technology 76, Automotive Brake Systems; Communication Studies 99, Voices and Diction for Non-Native Speakers of English; Fire Protection Technology 120, Firefighter Safety and Survival; Fire Protection Technology 362B, In-service Lifeguard Training Modules; and Associate in Arts, Communication Studies were approved for activation at Miramar pending technical review.*

CurricUNET Steering Committee

Discussion: Hess announced we are working with Governet to resolve the current glitches in the system.

Joint Meeting Agenda Items

Discussion: Parsons recommended that repeatability be an issue on the first CIC agenda.

Articulation Officers

Discussion: Andersen reported that the external exam chart for the catalogs has been finished.

September 8, 2011

Assigning courses to Disciplines

Discussion: Hess refereed the Council the Assigning Courses to Disciplines New Business form they had approved at May 12, 2011 meeting. She informed the Council that the functionality had been added to CurricUNET to assign one or more disciplines to each course. As soon as each college determines who they would like trained, she will arrange the training. Jan Lombardi responded that the entire curriculum committee, department chairs, and deans should all receive this training. Hess agreed, and will work with each of the curriculum chairs to set up the training sessions.

Procedure for Approving Instructional Services Procedures

Discussion: Procedure for Approving Instructional Services Procedures. Hess reminded the Council that the Procedure to Approve Instructional Procedures has been approved by all of the Academic Senates except for the City College. Once this is received, the procedure will return to CIC for final review and approval.

Six Year Review

Discussion: Hess presented an updated list of courses that are awaiting six year review, including courses due in 2012. The list does not include courses due in 2013 or later, generic courses, or courses that have an approved proposal waiting to become effective. She would like to recommend, with the Council's approval, that responsibility for the list be delegated to the Discipline Deans according to the assigned subject list. Short informed the Council that he maintains a similar list for Miramar courses. It is color coded to indicate whether the course is overdue, currently due, or will be due soon. He also recommended Discipline Deans consider which colleges have full time discipline faculty members when deciding how to assign courses. He added that they should also be aware of CSU articulation concerns when reviewing the courses. Parker recommended that once the Discipline Deans had determined which college would be responsible for each course, the six-year review list be updated with this information to assist faculty in their program reports.

Subcommittee Update

Discussion: Hess reminded the Council two new CIC subcommittees have been approved. She is still waiting for representatives from one college, after which time she should be able to start convening meetings.

CurricUNET Steering Committee

Discussion: Parsons asked for an overview of where aligned curriculum proposals default and where they are held. Libby Andersen recommended including a discussion of why the approval process was set up the way it is. Hess responded the Council could be given an overview of the different approval processes, but any decisions should be deferred to the CurricUNET Steering Subcommittee.

Joint Meeting Agenda Items

Discussion: Andersen asked to add prerequisites to the list. She asked if there would be a discussion about the recent Title 5 changes in repeatability. Hess responded the District is currently in compliance, but can consider discussing the changes.

State Academic Senate

Discussion: Parsons informed the Council that there would be regional meeting on September 23 at Mt. San Antonio College during which the primary discussion will be repeatability. Parsons continued that at the Summer Curriculum Institute, the attending curriculum chairs and articulation officers began a discussion on how to make content review work given the unique needs and challenges of our district. Hess added that further discussion on this issue will take place at the next CIC meeting.

Articulation Officers

Discussion: Short announced that Miramar had received its first reply from C-ID, one acceptance and one rejection. The system is working. Libby Andersen added City has submitted four agriculture classes.

September 22, 2011

Procedure for Approving Instructional Services Procedures

Discussion: Jan Lombardi announced that City had approved the Procedure for Approving Instructional Services Procedures. Hess announced it will come back to the next CIC meeting for final review.

Six Year Review

Discussion: Hess informed the Council the spreadsheet had been updated based on previous recommendations, including condensing the date due columns and using colors to indicate the status of courses. The next step is for Hess to call a meeting with the

assigned subject deans to discuss what their role should be. Toni Parsons expressed concerns with a specific course that was showing up incorrectly on the list. Hess said that this is one of the issues that Assigned Subjects Deans will be made aware of and tasked with.

MIS Course Submissions

Discussion: Hess announced that District Instructional Services had to administrative change the effective dates on some courses because a course control number has not yet been received by the CCCCCO. This is causing issues with the MIS submissions, requiring the change. None of the courses in question were offered during the summer semester. The courses are: Administration of Justice 361L, Administration of Justice 361D, Administration of Justice 361T, Administration of Justice 366, Administration of Justice 369, Administration of Justice 392B, and Geographic Information Systems 121. The new effective term is Fall 2011. The CCCCCO is not charged with approving credit courses, but rather keeping an inventory of courses we have approved; however, there have been some issues with Title 5 compliant courses being held up. There is also a delay in approvals due to a shortage of staff. She asked the Council to be aware of this when approved and scheduling new courses.

Prerequisites

Discussion: Parsons announced that the curriculum chairs would like to move forward on establishing a new policy and subsequent procedure relating to prerequisite content review. She referred the Council to the New Business Form, which recommended for a subcommittee or a task force charged with working only on this prerequisite question. She warned that it would likely take the whole year for this issue to be vetted through proper channels. Hess clarified whether the CE curriculum chair was necessary for the proposed subcommittee. Parsons responded that would not be necessary, as CE has advisories and not prerequisites. Hess asked who would assign the articulation officer to the subcommittee. Parsons feels CIC is qualified to make this assignment, as the subject will be thoroughly vetted through the Academic Senates. Hess next asked if the student services representative needs to be from the District Office, or if it can be someone from one of the colleges. Parsons responded that they would like someone with a district-wide perspective. This issue will be brought back for official approval at the next CIC.

CurricUNET Steering Committee

Discussion: Roma Weaver stated that Continuing Education is having trouble with their CurricUNET. She asked Hess if they could meet to discuss the issues.

Joint Meeting Agenda Items

Discussion: The Council asked when the joint meeting would be. Hess stated that according to the Approved Calendar, meetings would be scheduled as necessary. She asked if there were specific issues that needed to be discussed. In addition to prerequisites, council members indicated they would like to discuss repeatability, repetition, and new student services forms that were meant to replace faculty initiated challenges. Juliette Parker added that she would like to discuss SB1440 and the CSU American Institutions requirement. A change has recently been made, and it may be important to discuss what it means for our district.

State Academic Senate

Discussion: There will be a regional meeting on September 23. Plenary will be November 3-5 and will take place in San Diego.

October 13, 2011

Digital Media: 181 Projects 01:Multi-modal productions

Discussion: Jan Lombardi explained Digital Media was discussed in detail during the spring 2011 particularly how the courses were related to the program offered at City. Lombardi expressed her concern that she had not been able to contact City faculty to determine if they had any issues with Digital Media 181. Igou mentioned Lou Ascione, the Miramar dean who oversees digital media, told him he discussed the issue with City and Mesa faculty and their concerns were addressed. Hess stated she met with the deans from all three colleges during the summer to discuss the issue, but was unaware of the resolution. Hess asked Igou if it would impact Miramar if approval of the course was held until the next meeting. Igou did not feel it would be an issue because the spring schedule had already been developed.

Action: Motion to table Digital Media, 181 Projects 01: Multi-modal productions.

Legal Assistant

Discussion: Lombardi expressed her concern about the courses being proposed for Miramar and City, but they did not appear on the agenda for City College CRC. Carmen Scott explained the courses were originally proposed for deactivation at City, but CurricUNET does not allow for it. Currently there isn't a revision proposal with a deactivation option. Therefore, City had to be administratively added back to the proposal. Unfortunately, City was not included because these types of changes are not updated in the CurricUNET approval process.

Action: The courses were approved.

Procedure for Approving Instructional Services Procedures

Discussion: Hess reminded the Council last year the Policies and Procedures Subcommittee developed the Procedure for Approving Instructional Services Procedures for their review and consultation with their constituents. Hess announced the Academic Senates at the colleges and Continuing Education had reviewed the procedure.

Action: The Procedure for Approving Instructional Services Procedures was approved.

Six Year Review

Discussion: Hess informed the Council she held a meeting with the Discipline Deans regarding the courses due for six year review. They recommended a meeting to be held each fall semester in late September or early October. The deans will start working with faculty to update the courses on the list. Hess explained there were some requests from the deans to change the subject assignments. She is sending them to the Vice President of Instruction for final approval. Hess also mentioned the deans were very interested in a two-year review report for vocational courses and programs.

Prerequisite Subcommittee

Discussion: Hess reminded the Council during the last meeting the need to develop a prerequisite committee whose sole charge is to develop a district policy and procedure on the establishment of prerequisites. She explained the committee would be comprised of the college Curriculum Chairs, District Dean of Instruction, one Vice President of Instruction, the CIC Recording Secretary, and a District Student Services representative. Hess announced that Lynn Neault would serve as the Student Service representative. Andersen inquired if the approved CIC business items were available for the council. Hess confirmed they are posted in the Instructional Services website. The link will be emailed out to the members of the Council.

Action: Prerequisite Subcommittee was approved.

AACCRAO "AG rating"

Discussion: Hess introduces the new business item American Association of Collegiate Registrars and Admissions Officers (AACRAO) "AG rating." She explained the current SDCCD procedure not to accept credit from regionally accredited institutions that are not AACRAO "AG rated" significantly impacts acceptance of credit and partnerships

for some of the college's programs. Hess explained the transfer credit guidelines presented to Student Services Council on January 7, 1988 stated "In order to accept credit, the coursework must have been taken: at a regionally accredited institution, or listed as "AG" rating (credit is generally accepted) in the "Transfer Guide" and is completed while the institution was officially accredited or within three years of the accreditation date of the institution. This issue was first discussed at the District Articulation Council (DAC) in 2006. According to DAC the AG rating is not indicative of the level, rigor, breadth or the accreditation of an institution and is not encouraged by AACRAO to be used as a way of determining whether or not to articulate with them or accept credit. SDCCD is the only college (District) in the region using the AG rating to make decisions. According to their research SDCCD is the only institution in region 10 following this guideline. Nonetheless, it has yet to be resolved and is causing some issues for allied health programs at Mesa College. This business item requests CIC support DAC's (Articulation Officers) and the Mesa Dean's Council recommendation to request Student Services Council reconsider and stop the SDCCD procedures of not accepting credit from regionally accredited institutions that are not AACRAO AG rated. Hess invited Dean Margie Fritch to explain the magnitude of the issue with Mesa's partnership with Kaiser Permanente. Fritch reported Mesa Deans advocate the idea that we should not preclude a regionally accredited agency, no matter where it is in the United States, from bringing in credit. Fritch explained Kaiser, one of the main providers in San Diego with 13 sites struck up a partnership with Colorado Technical University. Although they are a very well respected institution our procedure not to accept credit from a non-AG rated agency impacts our partnership. Kaiser who is a very strong partnership with our nursing program at City, all of the healthcare programs at Mesa, was appalled we would not be able to enter into a partnership with them because of our procedure. Fritch continued to explain the huge impact, particularly with Mesa's desperate need for partnership for clinical placements and jobs for students. Lombardi requested someone in favor of the procedure be present when CIC is asked to take a vote on this issue. Hess stated the revisions would be made to the form and brought back to CIC for approval. She reminded the Council the vote will be a recommendation to Student Services Council. Fritch volunteered to make a presentation to Student Services Council. Lee requested specific examples of the impact of the AG procedure be added to the new business form and sent forward to Student Services Council.

Course Deactivations and Program Revisions

Discussion: Hess notified the Council that the current practice of removing deactivated courses from programs is no longer effective. She explained in the current process Instructional Services administratively removes deactivated courses from programs as long as they do not bring the program down below 18 units. This practice is no longer viable because the new Curriculum Inventory at the state Chancellor's Office requires colleges to report all course and program changes. Therefore, our practice needs to be changed – effective January 1, 2012 all courses deactivations launched in CurricUNET will require corresponding program revisions. All program revisions will require a state Chancellor's Office non-substantial change approval. District Instructional Services will monitor the process. Several members inquired about the logistics of the changes including knowing which programs would be impacted and monitoring changes to prerequisites. Hess reminded them of the Program Impact report in CurricUNET which tracks these types of changes. She also explained Instructional Services currently monitors deactivations and the impact on requisites to help diffuse potential registration complications.

Discussion from SDSU/SDCCD TMC Aligned Degrees

Discussion: Hess invited Lee to update the Council on the discussions between San Diego State University and San Diego Community College District Colleges regarding the aligned Transfer Model Curriculum (associate for transfer) degrees. Lee told the Council San Diego State University recently announced they would accept three TMC's including history, theatre arts and math. From that, Lee scheduled a meeting with the Vice Chancellor and Dean of Undergraduate Studies, the designated SDSU contracts. SDSU leadership confirmed they had worked through the issues with their faculty including the 18 unites in an area of emphasis. They also confirmed it was highly unlikely the business faculty would accept the business TMC. Lee stated although SDSU did not accept the TMCs the colleges approved last year, he was pleased they were able to develop and approve them because we are in compliance with the state Chancellor's Office. Lee explained he has been communicating with SDCCD VPIs and Articulation Officers about the details of the three TMC's SDSU said they will accept. Lee's goal is to present to SDCCD College faculty a clear and concise proposal for their review and consideration for adoption.

Walked-In Curriculum

Discussion: Journalism 206 Online Journalism-Juliette Parker explained that Journalism 206 is part of Mesa's programs and needs to activate the course to include it in their Journalism programs. Parker verified there is a current activation program in CurricUNET.

Action: *Journalism 206 was approved for activation at Mesa pending technical review.*

CurricUNET Steering Committee

Discussion: Plourde informed the committee that they are working with Governet to see if we can create a deactivation proposal type similar to how the distance education proposal type works so that a course can be deactivated at a college while it is being revised at another college. Plourde informed the committee the steering committee is working on re-designing the programs in CurricUNET to include the information for submission to the State Chancellor's office.

Joint Meeting Agenda Items

Discussion: Discussion of TMC (Associate for Transfer) degrees, assessment and placement issues were added to the list.

State Academic Senate

Discussion: Roma Weaver reported the statewide assessment would be discussed at the upcoming plenary session in November. She also mentioned faculty has been invited to provide input to the discussion regarding the Student Success initiative. She expressed the importance of providing feedback; however, she warned the Council when they sign up for the website they need to look in their spam for a confirmation email. Weaver mentioned she is particularly concerned that some of the recommendations may negatively impact Continuing Education. The academic senate representatives will report back to CIC after the plenary session.

Articulation Officers

Discussion: Andersen discussed the potential negative impact of the CSU's decision to waive the American Institutions requirements. This decision is a great disservice to students because the requirement provides them with the only opportunity in their studies to learn extensively about the history of our country, the Constitution, Bill of Rights, amendments and California government. Parker mentioned every other state has this requirement and the native students are required to complete the requirement but the transfer students will not.

Prerequisite Subcommittee

Discussion: Hess informed the Council one of the recommendations that Lynn Neault made was in regards to the Cross Disciplinary Prerequisite Procedures and the changes that will be made in the content review. Hess stated the second recommendation by Neault, was to keep an eye on the “Gate Keeper courses” that are thinking of changing some of its advisories or prerequisites. Hess asked the other members of the Council who attended the subcommittee if there were any other decisions made. Jan Lombardi responded that it was mentioned during the meeting that they would collect more data and will return with a new report on the next scheduled meeting. In regards to the changing of advisories or prerequisites, Libby Andersen suggested selecting a much higher science course like Chemistry 100 to be added to the list, considering that it does not have an English Advisory. Hess stated the courses that were chosen were those that were already thinking of adding or increasing their existing advisory. Duane Short reported during his recent Articulation meeting that other colleges are now starting to implement systems like the CurricUNET to show the content review of the courses and explain why it is required. Lombardi then stated that according to the Statewide Academic Senate, the use of the content review was not sufficient. Andersen asked if Neault would also be looking at Withdrawals. Both Andersen and Lombardi believe Withdrawals should be considered as well. Hess stated in the process of creating the procedure several items will be reviewed that it would include ensuring the prerequisite courses are being offered as well as the issues of Withdrawals.

Joint Meeting Agenda

Discussion: Hess stated the following items are currently on the list: discussion of Procedure for Credit by Exam; Procedure for Incoming Articulation; Prerequisites; and Assessments. Discussion of SB1440/Transfer Degrees was added. Lombardi requested to add the recommendations of the Success Task Force along with Repeatability. Short asked if the Procedures for Credit by Exam and the acceptance and use of credit would be discussed before or after writing the draft procedure. Hess believes the discussion should occur after since the Subcommittee is in the process of working on it. Hess recalled that there was discussion about wanting to have a split in the functions between the Instructional Services and Student Services. Hess suggested the coordination between the two might be best discussed outside the joint meeting to be more thorough and then hold a discussion after all the data and information has been collected.

State Academic Senate

Discussion: Lombardi reminded the Council about the California Community Colleges Plenary that is being held at the first week of November, and the discussions would include the issues of Repeatability. Lombardi handed Hess a copy of a packet entitled: *Recommendations Regarding Repeatability*. Hess mentioned that the issues in the packet would be taken to the Plenary meeting and be discussed there as well.

Articulation Officers

Discussion: Short announced Advising sheets are in the process of being created for counselors to help students to understand the admissions policies as they relate to transfer aligned degrees aka SB1440 degrees. The draft was created; however, was not approved by the formal oversight committee because it was not positive enough. Regardless of this decision; however, Short believes it is still their responsibility to provide information to the counselors so that they in turn can provide information that would help the students. Short continued to state the advising sheet is still being worked on and that it will be brought out informally through the Articulation Officers’ panel.

November 10, 2011

District Tech Review

Discussion: Libby Andersen shared the concerns and questions of the staff at City College in regards to tech review operations. She wanted to make sure that she and her staff at City are incorporating the proper items that tech review looks for in their curriculum committee. Hess reminded the Council the business item was approved by CIC last year.

Walked-In Curriculum

Discussion: Psychology 259B Behavioral Science Statistics – Distance Education Proposal: Lombardi stated that this course instructs students on how to properly operate the SBSS software and is crucial for students in order to transfer to San Diego State University as Psychology majors. Tim McGrath asked if this course was only being proposed for City, and asked if it can be amended to include Mesa to the proposal as well.

Action: *Motion to approve Psychology 259 for Distance Education and to include Mesa College has been approved pending tech review effective Spring 2012.*

Discussion: Biology 265C Employment Skills in Biotechnology proposal: Lombardi began by stating that this is an experimental course intended for Biotechnology students to teach them interpersonal skills as a preparation for future careers. Lombardi requested on behalf of the Life Science Department, to move the course proposal to be approved so that it may be offered in the Spring 2012 semester. Duane Short offered a number of questions to be presented to tech review regarding the course, which includes: degree applicability, units, and expected work load hours for students. Parsons suggested tabling it for the next meeting. Hess explained that if it's tabled, the course will not be offered in time for Spring 2012 semester.

Action: *Motion to approve pending tech review with Short's specific questions.*

Curriculum Updating Project

Discussion: Plourde announced the number of courses remaining to be integrated has gone down. Parson requested for an updated spreadsheet which Plourde announced will be distributed to the Curriculum Chairs as soon as it's finalized.

CurricUNET Steering Committee

Discussion: Parsons requested a new action button. Plourde replied that the issue will be discussed for the next meeting. Lombardi commented that CurricUNET is slow. Hess acknowledges the requests and concerns and assured the issues will be taken care of.

Prerequisite Subcommittee

Discussion: Hess stated that the subcommittee has yet to meet and a meeting will be scheduled before the next CIC.

Joint Meeting Agenda Items

Discussion: Mary Benard asked when the Joint Meeting will be and Hess informed her that a date has not been set up yet and will work on scheduling a meeting. McGrath wish to discuss SB1440 and SDSU during that time.

State Academic Senate

Discussion: Shelton and Lombardi distributed a handout that contained information on resolutions that influenced repeatability issues discussed at the Plenary meeting. Parson added that these resolutions were in response to the repeatability task force recommendation papers. Parson also suggested a District wide curriculum meeting with the particular Disciplines to discuss the recommendations and resolutions in regards to repeatability issues (workshop). Parson also brought up other issues concerning Title 5 changes, Board Policy changes and audit fees. Hess suggested adding those topics to be

discussed for the next Joint meeting. McGrath volunteered to organize the meeting for a planning committee in regards to the Discipline Workshop.

Chief Instructional Officers

Discussion: Otto Lee informed the committee of his meeting with Chancellor Constance and President Elliot Hirshman of SDSU pertaining to the same issue, and their supportive responses. Lee's meeting resulted in the discussion of possibly establishing what he refers to as "parallel path," which means that within the 1440 regulation, a local degree will be created in addition to the State-wide TMC. Discussion of the TMC, Disciplines, SDSU and "parallel path" continued.

Articulation Officers

Discussion: Short reported on SB1440 and its costs and benefits from a curricular stand point. He also announced that an advising tool for counselors was developed by the CCC Articulation Officers Regional Representative group and was distributed last week to all CCC articulation officers.

December 8, 2011

Gainful Employment Requirements (Information)

Discussion: Hess introduced information regarding the submission of New Certificates to the Department of Education for approval. The procedures include: 1) submission of report information about students enrolled in Title IV, 2) disclosure to students the information about their GE programs, and 3) notifying the U.S. Secretary of Education regarding new GE programs and certificates that are to be added in the inventory. In response to the number of concerns regarding the program tracking issues and Gainful Employment, Tim McGrath suggested a separate meeting to discuss protocol. Hess agreed to the McGrath's proposal and a schedule for this meeting will be discussed.

Walked-In Curriculum

Discussion: GISG 104 Geographic Information Science and Spatial Reasoning- Mesa distributed a handout with information regarding GISG 104. Parker requested City to be added to the proposal as well.

Action: *GISG 104 was approved.*

Discussion: PHYE 270 Fitness Specialist Work Experience, PHYE 288 Fitness Specialist Internship Lecture- Parsons explained the development is to replace PHYE 287 due to transfer requirements, and a work experience component is required for state licensing.

Action: *PHYE 270 has been approved with the addition of CSU transfer ability. PHYE 288 and PHYE 287 will be further discussed within the week.*

Discussion: ADJU 392C Special Topics in Instructor Development: Graffiti (Information);

FIPT 392A: Special Topics in Fire Management: Management 2A (Information); FIPT 392B: Special Topics in Fire Management: Management 2B (Information)- Daniel Igou reported that the purpose for developing the special topics is to provide courses that has specific focus areas, and the frame work for these special topics have been approved and is currently being offered.

Prerequisite Subcommittee

Discussion: Hess announced the Subcommittee meeting occurred earlier in the afternoon before CIC. Hess also shared the Advisory Skill Level Validation Report Lynn Neault presented to the Subcommittee. Parsons elaborated on the data report and the discussion continued.

Chief Instructional Officers

Discussion: Lee distributed a spreadsheet with information pertaining to the associate Degree for Transfer (SB1440) – Implementations. Lee was pleased to report that the District is engaged in good conversation and is in collaboration with San Diego State in regards to SB1440. Discussions concerning local degrees and TMC continued.

Articulation Officers

Discussion: Short made some clarifications on issues regarding course acceptance and local TMC degrees. He explained that the term “local” can be interpreted differently depending on the institution, and would then affect which degrees are approved and/or accepted by the colleges. Short also expressed his views on what he believed to be one of the legislation’s purposes for the development of the TMCs.

February 9, 2012

Gainful Employment

Discussion: Hess presented a follow-up on her meeting with the VPIs on Gainful Employment. She announced the result of the meeting was a recommendation to create an approval flow chart that outlines every step of the program approval process. A narrative will be provided with the chart which will explain each step and what’s involved in the process. Hess further stated the idea was to collect the requirements for the programs and incorporate them with CurricUNET to assist the College faculty with the process.

Walked-In Curriculum

Discussion: ACCT 121 Income Tax Return Certification- Daniel Igou explains the importance of the course in getting the required California certification in professionally preparing tax returns, and Miramar would like to have the ability to offer this certification course to the state in order for students to acquire future jobs. Straight activation is what Miramar’s asking for.

Action: ACCT 121 approved.

CurricUNET Steering Committee

Discussion: No update. Plourde stated a meeting is still in the process of being organized and scheduled sometime this semester. She announced the new “Change Cr report” and “Change program report” icons found in CurricUNET.

SB 1440

Discussion: Lee distributes copies of the tracking grid to the members and explains its contents. He announced the five new TMC degrees that San Diego State has accepted (*Sociology, Administration of Justice, Physics, Art History, and Political Science*), totaling 8 approved TMC degrees by SDSU. Lee explains the State TMCs that were accepted by San Diego State were their preferred choice within the list of choices that were presented to them in order to suit the programs they offer. Lee asked for the committee’s updates and feedback.

Mesa: Michelle Parsons-Theatre Arts TMC, stated that it’s something that does not suit Mesa’s Drama department, mainly because of the Youth Theatre emphasis that was chosen by San Diego State, which is not the emphasis at Mesa. Parsons mentioned she’s putting together the Math and History and should be available soon.

City: Andersen-History: She stated the faculty does not believe that language is more important than the other history courses, and believe the format as established TMC is the format that would be expected to be filled out in the way it is. However, they are looking at developing the TMC with the three levels of the various languages with an asterisk next to the course to indicate SDSUs preference. Political Science: According to Andersen, the faculty has denied this due to the fact that the first course (the COR) is a

three unit combination of their 101 and 102. This limits their ability to propose it for C-ID approval. Math: the faculty is interested and is in support of it. However, they would like to insert a note about the Science emphasis to clearly notify students the degree doesn't go with the applied Math/other Math emphasis found in SDSU catalog. Andersen stated that City already has Psychology and Communications Studies TMC degrees.

Among the colleagues Andersen has spoken with, she stated the biggest concern of everyone was *Miramar*: Igou reported he approached the Chair of Miramar's History department and is very interested in developing the TMCs, and a meeting with all History faculty members is scheduled for the 24th of February. Math has not yet been discussed and the Administration of Justice meeting is scheduled as well.

Articulation Officers

Discussion: Short reported SB1440 was the most discussed topic during the Regional Meeting and the Southern California Intersegmental Articulation Council (SCIAC) Conference. He also suggested for the CIC members to be updated on SCIAC's perspective. The members agreed. Tim McGrath brought up the upcoming workshop (Articulation Officers Training) which would give a perfect opportunity to learn more about Articulation, and asked if it was possible for members from the Colleges or District Office be allowed to participate. The discussion continues.

February 23, 2012

Administration of Justice 393: Special Topics in Field Tactics & 394: Special Topics in Law Enforcement Policy and Procedure

Discussion: Hess provided an update that these courses were approved at CIC with variable unit range (.1 - .4 units), and the Cabinet requested it to be changed to .2 units and let it be a standard. The courses above have then been changed to .2 - .4 units. Parsons asked if the Cabinet gave a reason for the change. Hess explained the Cabinet wanted to keep it within a standard, not allowing it to be below .2. A brief discussion continued.

Military Leadership Certificate of Achievement; Military Leadership Associate in Science Degree; MILS 100: Introduction to Military Science; 110: Leadership Theory and Practice; 120: Military Justice, Ethics, and the Law of Armed Conflict; 270: Work Experience in Military Leadership

Discussion: Duane Short wanted to clarify Military Leadership also has an AS degree. Miramar proposed for the above courses and degree certificate to be deactivated because they were unable to offer them to the students due to budget cuts. After the deactivation proposal, a possibility of the military providing Grant funding to offer these courses was presented. Miramar still needs to discuss the issue with the District Military Ed. personnel about this possibility.

The Miramar Curriculum Committee voted to rescind the deactivation and be brought to CIC to do the same.

Action: *Program and courses rescinded for deactivation.*

SB 1440

Discussion: Short's presentation on SB1440 consisted of (but not limited to) issues concerning transfer preparations, coursework, local admissions, complexity and conflicts. Short began his presentation by providing a background on SB1440, ADT (Associate Degree for Transfer), and a breakdown of how each system can be interpreted. He later addressed the issue of incomplete transfer preparations, in which he explained using a table showing a comparison in the amount of courses a student needs

to take through ADT versus the list of TMC coursework, in order to satisfy a University major preparation requirements. Among other issues presented is the increase in complexity in advising students on which courses to take in order to meet their major prep requirements prior to transfer, and if not properly advised, would only cause more confusion for the students.

Walked-In Curriculum

Discussion: AUTO 51T Honda/Toyota Quick Service Lube, Pre-Delivery Inspection Technician Daniel Igou explained the AUTO 51T is now a prerequisite to AUTO 50 which is specifically geared towards the Honda/Toyota track program. The department would like to offer AUTO 51T this summer so students may take AUTO 50 during fall semester.

Action: *AUTO 51T approved, pending tech review.*

Joint Meeting Agenda Items

Discussion: Hess informed the council that a meeting is being scheduled.

Chief Instructional Officers

Discussion: Jerry Buckley updated the council of the joint meeting he attended which discussed the mechanics of English 47 course. Hess asked if there will be an Implementation meeting with Student Services, Faculty and all the Colleges to discuss the issue. Buckley hoped a meeting will be scheduled soon.

March 8, 2012

Commercial Music 050: Music Fundamentals for the Studio Engineer; 070: Commercial Music Performance; 080: Introduction to Digital Audio and MIDI; 082: Audio Recording; 084: Fundamentals of MIDI Production; 095: Advanced Topics in Music Production

Discussion: Duane Short expressed concern of duplication courses and/or programs between City and Miramar in Commercial Music studies. Libby Andersen explained City's focus is mainly on MIDI software. Short recommended tabling the MUSC 084 and MUSC 095 courses pending further research. Jan Lombardi inquired what impact tabling these MUSC courses would have on City's Music Program. Hess advised on the potential impact of tabling courses in relation to Board approval timeline and inclusion in the catalog.

Action: *MUSC 050, MUSC 070, MUSC 080, MUSC 082 pulled pending research. MUSC 084 and MUSC 095 tabled; 1 abstention.*

Walked-In Curriculum

Discussion: AUTO 051 Quick Service Lube Pre-Delivery Inspection Technician, AUTO 051A Quick Service Lube, Pre-Delivery Inspection Technician Mod. I; AUTO 051B Quick Service Lube, Pre-Delivery Inspection Technician Mod. II; AUTO 051C Quick Service Lube, Pre-Delivery Inspection Technician Mod. III; AUTO 056 Engine and Related Systems; AUTO 061 Basic Electricity and Electrical Systems Fundamentals; AUTO 062 Advanced Electrical; AUTO 065 Engine Performance; AUTO 067 Advanced Engine Performance; AUTO 069 Climate Control Systems; AUTO 072 Manual Drive Train and Axles; AUTO 074 Automatic Transmissions/Axles; AUTO 076 Automotive Brake Systems; AUTO 078 Suspension, Steering and Handling- Daniel Igou explained the minor course revisions to existing Automotive courses. Igou requested course revisions be approved in order for course information to be accurate in the 2012-13 Catalog.

Action: *AUTO 051, AUTO 051A, AUTO 051B, AUTO 051C, AUTO 056, AUTO 061, AUTO 062, AUTO 065, AUTO 067, AUTO 069, AUTO 072, AUTO 074, AUTO 076, AUTO 078 revisions approved.*

Discussion: AUTO 056T Honda/Toyota Engine and Related Systems; AUTO 061T Honda/Toyota Basic Electricity and Electrical Systems Fundamentals; AUTO 062T Honda/Toyota Advanced Electrical; AUTO 065T Honda/Toyota Engine Performance; AUTO 067T Honda/Toyota Advanced Engine Performance; AUTO 069T Honda/Toyota Climate Control Systems; AUTO 072T Honda/Toyota Manual Drive Train and Axles; AUTO 074T Honda/Toyota Automatic Transmissions/Axles; AUTO 076T Honda/Toyota Automotive Brake Systems; AUTO 078T Honda/Toyota Suspension; Steering and Handling-Igou provided background on new Automotive courses, advised courses are a partnership with Miramar College and Honda/Toyota companies.

Action: *AUTO 056T, AUTO 061T, AUTO 062T, AUTO 065T, AUTO 067T, AUTO 069T, AUTO 072T, AUTO 074T, AUTO 076T, AUTO 078T new courses approved.*

Discussion: AUTO Automotive Chassis Certificate of Achievement, AUTO Automotive Engine Performance Certificate of Achievement, AUTO Associate of Science Degree-Igou informed committee members that revisions were made to existing Automotive Certificates of Achievement and Associate in Science degree in order to reflect the addition of the Honda/Toyota specific courses as additional options in the program.

Action: *AUTO CA: Automotive Transmissions, AUTO CA: Automotive Electrical, AUTO CA: Automotive Chassis, AUTO CA: Automotive Engine Performance, Auto AS Degree revisions approved; pending tech review.*

Discussion: RADT 085 Fluoroscopy and Radiation Safety; RADT 085L Fluoroscopy and Radiation Safety Laboratory; RADT 105 Basic Radiology Technology; RADT 110 Recording Media; RADT 120A Radiographic Exposure; RADT 120B Radiographic Exposure Laboratory; RADT 130 Patient Care; RADT 199 Radiographic Positioning I; RADT 200 Radiographic Positioning II; RADT 211 Radiographic Positioning III; RADT 220 Special Topics in Imaging; RADT 230 Radiologic Science; RADT 240 Radiation Biology; RADT 241 Sectional Anatomy; RADT 242 Organization of Radiology; RADT 248 Mammography; RADT 251A Directed Clinical Practice I; RADT 251B Directed Clinical Practice II; RADT 252B Directed Clinical Practice IV; RADT 253A Directed Clinical Practice V; RADT 253B Directed Clinical Practice VI-Michelle Parsons provided background on RADT courses. Parsons stated that requisites and/or co-requisites were updated. Parsons explained RADT 085 and RADT 085L were updated to comply with State licensing requirements.

Action: *RADT 085, RADT 085L, RADT 105, RADT 110, RADT 120A, RADT 120B, RADT 130, RADT 199, RADT 200, RADT 211, RADT 220, RADT 230, RADT 240, RADT 241, RADT 242, RADT 248, RADT 251A, RADT 251B, RADT 252B, RADT 253A, RADT 253B revisions approved; pending tech review.*

Discussion: PHYR 070 Directed Clinical Practice, PHYR 080 Directed Clinical Practice-Parsons advised revisions were necessary to stay in compliance with State licensing requirements.

Action: *PHYR 070 and PHYR 080 revisions approved; pending tech review.*

Discussion: MATH 092 Applied Beginning and Intermediate Algebra- Parsons explained MATH 092 is an accelerated math course for degrees and/or transfer requirements that only require statistics. Parsons added that MATH 038 is listed as a pre-requisite. Parsons requested that MATH 092 satisfy math competency. Jan Lombardi questioned MATH 092's relation to MATH 118 and MATH 119. Parsons replied that MATH 092 would be an alternate course which allows students to gain entry into statistics only; course does allow students to move on to trigonometry, college algebra or any other transfer level math courses. Parsons advised students would need to take the appropriate higher level math course(s) as specified.

Action: *MATH 092 approved.*

Discussion: Radiologic Technology Certificate of Achievement; Radiologic Technology Associate in Science Degree- Parsons stated the RADT AS Degree and RADT CA were updated to reflect RADT course revisions.

Action: *RADT AS Degree and RADT CA revisions approved.*

Discussion: DJRN 200 Newswriting for Online and Print Media; DJRN 201 Feature Writing for Online and Print Media; DJRN 210 News Reporting and Editing for Publication; DJRN 211 Online News Concepts for Publication; DJRN 212 News Publication Management; DJRN 213 Advanced News Publication Management; DJRN 215 Photo Journalism and Documentary Photography; DJRN 220 Reporting and Editing for Specialty Publications-Lombardi presented background information on City's DJRN courses. Lombardi advised the DJRN courses will replace City's old Journalism courses and inquired on the possibility of increasing the English pre-requisite to ENG 105. Shelton advised that Roman Koenig has been working on the DJRN courses and with a focus on moving from print to online. Shelton added that there may be a future goal to integrate these courses with City's Radio/TV program. Short asked if the increase of the English pre-requisite can be approved. Hess stated the English 105 would have to be listed as an advisory. Juliette Parker stated that Mesa may have similar journalism courses and would like to discuss these courses with Mesa's faculty.

Action: *DJRN 200, DJRN 201, DJRN 210, DJRN 211, DJRN 212, DJRN 213, DJRN 220 tabled. DJRN 215 pulled, as it is cross listed with PHOT 215 course. PHOT 215 needs to be revised and brought to CIC.*

Discussion: ANTH 392A Cross-Cultural Studies in Argentina-Hess commented this is a Special Topics course. Lombardi explained this course is a part of a study abroad program. Hess clarified that the ANTH 392A course is a FYI, not a course requiring approval.

Discussion: PHYE 242B Care and Prevention of Injuries- Lombardi explained this is a new course and it is desired the course be offered in Fall 2012. Andersen advised there is a unit increase from 2.0 to 3.0 units in order to align with SDSU's requirements, students with previous credit for PHYE 242 will be grandfathered into SDSU and effective Fall 2012 students will need to take PHYE 242B in order to meet SDSU requirements. Short advised PHYE 242 is still active and is a course currently offered at Miramar. Andersen advised that City and Mesa plan to deactivate PHYE 242. Hess inquired if Miramar planned to deactivate. Short stated he was under the impression PHYE 242 and PHYE 242B would not be equivalent as Miramar does offer and needs PHYE 242 at 2.0 units for use as a vocational education course. Parsons offered she was under the impression the PHYE faculty had discussed the need to increase the unit value to meet SDSU requirement and that PHYE 242 was to be deactivated. Discussion continues.

Action: *PHYE 242B approved; pending tech review.*

Discussion: PHIL 131 Environmental Ethics-Lombardi advised this course still needs tech review but also the need for the course to be listed in the 2012-13 Catalog. Lombardi explained the course should be cross listed with SUST 102. Hess advised if PHIL 131 is to be cross listed with SUST 102 both courses need to match and be submitted at the same time. Hess clarified CIC cannot move forward with PHIL 131 until it is brought back with SUST 102. PHIL 131 pulled.

Discussion: Alcohol and Other Drug Studies Certificate of Achievement- Lombardi advises this is an existing program revised to comply with State certification.

Action: *AODS CA revisions approved.*

MATH 15C Intermediate Algebra and Geometry Refresher

Discussion: Libby Andersen distributed a math skills level progression chart hand out she had received and stated there are concerns regarding the skills progression. Andersen detailed the concern is Math 015C recommended as comparable to Math 096, when Math 015C is a refresher, 1 unit, course. Andersen used the progression chart as an example of how Math 015C may be viewed as equivalent to Math 096. Hess advised the progression chart has not been officially approved. Discussion regarding skills progression continues.

Action: *Math 015C was approved.*

MATH 15F Algebra Refresher

Discussion: Parsons advised when Math 015F was created Distance Education was accidentally applied to Miramar and this was incorrect as the course is not offered at that campus. Igou confirmed.

Action: *Math 015F was approved, pending removal of Distance Education for Miramar.*

Commercial Music 050: Music Fundamentals for the Studio Engineer; 070: Commercial Music Performance; 080: Introduction to Digital Audio and MIDI; 082: Audio Recording

Discussion: Parsons stated Jonathan Fohrman relayed to her the discipline deans are scheduling a meeting to discuss the MUSC 050, 070, 080 and 082 courses. Igou added Miramar's faculty plan to hold a meeting to discuss the courses as well. Mary Benard recommended the faculty member participate in meetings remotely. Hess suggested City should be involved in future discussions regarding the MUSC courses.

Action: *MUSC 050, 070, 080 and 082 were tabled.*

Walked- In Curriculum

Discussion: ARTD 160 Vector Art 01: Illustration; ARTD 170 Raster Art 01: Image Editing; ARTD 160A Vector Art 01: Illustration Tools; ARTD 160B Vector Art 01: Illustration Tasks; ARTD 170A Raster Art 01A: Image Editing Tools; ARTD 170B Raster Art 01B: Image Editing Tasks- Igou explained ARTD 160 is a combination of ARTD 160A and 160B and ARTD 170 is a combination of ARTD 170A and 170B. Igou continued to explain the need for Miramar to combine the courses and eventually ARTD 160C, 160D, 170C and 170D courses will be created. Hess noted limitations on enrollment listed on ARTD 160 and 170. Igou confirmed limitation of enrollment was listed on both course outlines.

Action: *ARTD 160 and 170 approved; ARTD 160A, 160B, 170A and 170B revisions were approved.*

Discussion: Art- Graphic Design Certificate of Achievement, Art- Graphic Design Associate in Arts Degree- Igou explained programs were revised to include the new ARTD 160 and 170 courses.

Action: *Art- Graphic Design Certificate of Achievement and Art- Graphic Design Associate in Arts Degree revisions were approved.*

Discussion: Human Services- Community Health Work Certificate of Performance, Human Services- Youth Development Work Certificate of Performance- Lombardi advised HUMS 113 was removed and HUMS 112 was added to the Community Health Work Certificate of Performance, and HUMS 116 was removed and HUMS 112 was added to the Youth Development Work Certificate of Performance.

Action: *Human Services- Community Health Work Certificate of Performance and Youth Development Certificate of Performance revisions were approved.*

Discussion: Humanities- Honors Global Competencies Certificate of Achievement- Parson advised Honors Global Competencies Certificate of Achievement is a new

program and added the State packet is currently being worked on. Parsons advised some are Honors courses and some are Honors contracts. Parsons stated it is her understanding the Honors committee verified with departments the courses listed on the program are appropriate courses. McGrath stated 15-17 units is the normal requirement for Honors transfer, but given the recent competitiveness to transfer the additional units were added as an enhancement. McGrath added Honors students who wish to transfer with the traditional 15-17 units will not be impacted by this unit increase or the certificate. Action: *Humanities- Honors Global Competencies Certificate of Achievement was approved.*

English and Mathematics Prerequisites

Discussion: Parsons wanted to clarify the English and Math prerequisite issues, as well as math prerequisite in relation to ECON 120 and 121. Parsons stated prerequisite for courses are dependent on what goal or major the student is working towards and the Counseling department at Mesa works with students to ensure students are on the correct path. Parsons is working with Rebecca Arnold to address ECON faculty concern with Math 092 being used as a prerequisite.

CurricUNET Steering Committee

Discussion: Hess advised CurricUNET now has the ability to add conditions to disciplines

Prerequisite Subcommittee

Discussion: McGrath provided update on subcommittee's work on developing a process for obtaining data, creation of a request form, flowchart and timeline templates. McGrath added once the templates are created they will be routed through the Senates. McGrath relayed the discussion regarding the impact of prerequisites on departments, faculty and students. Hess added Lynn Neault is a member of this subcommittee and her input regarding student related issues has been valuable. Parsons commented policies on how the process will work and how faculty will be given direction on the process was discussed.

SB 1440

Discussion: Lee reported the CSUs announced the decision to not admit Spring transfers except for SB 1440 transfer degrees. Lee relayed according to the State Chancellor's office three community s do not have any SB 1440 degrees and five s have five or more SB 1440 degrees.

Joint Meeting Agenda Items

Discussion: Hess inquired on agenda items. No agenda items were offered. Hess advised securing a meeting date will be attempted.

State Academic Senate

Discussion: Lombardi advised the Spring Plenary Session is scheduled to take place middle of April 2012.

April 12, 2012

Commercial Music 050, 070, 080, 082

Discussion: Committee discussed Jonathan Fohrman and meeting that should occur regarding possible content duplication. Lombardi expressed concern as to whether the courses, if held at CIC longer, could be offered in the Fall 2012 semester. Hess advised Fohrman is aware City would like to offer the courses beginning in the Fall. Mary Benard suggested if a meeting cannot occur soon Fohrman should obtain feedback electronically in order to address any concerns before the last 2011-12 CIC meeting. Erica Plourde clarified the schedule deadline is April 26, 2012.

Action: *MUSC 050, 070, 080 and 082 tabled.*

Course Description Additional Information Follow-Up

Discussion: The Course Description Additional Information form was distributed to committee. Hess summarized the CIC decision made in February 2011 to remove duplicate and inconsistent information from catalog course description. Hess informed the committee DAC reviewed the course descriptions, developed criteria for language to be removed and created a list of courses to be revised. Hess reviewed the three language removal criteria. Hess inquired if the committee had any questions or concerns. Hess advised the document is for information only.

New Subject Designator

Discussion: Hess presented City's request submitted to the Instructional Services office to develop new subject indicator/designator for conflict resolution course. Hess advised City's request for a new subject designator should be shared at campuses CRC.

Committees Status Report

Discussion: List of CIC Subcommittees was provided to the committee. Hess reviewed the document, advising of the need to secure representatives for various subcommittees. Hess provided update of status of subcommittees.

Joint Meeting Update

Discussion: Hess advised Instructional Services and Students Services have been in contact and are working towards scheduling a meeting.

Mathematics 092 Update

Discussion: Hess relayed a meeting occurred with Lynn Neault to address any questions, concerns and/or issues. Hess advised Neault noted the M45 skills level was recommended by the faculty. Hess commented CurricUNET has the capability to list skills levels and this could be an additional screen for faculty to complete.

Walked-In Curriculum

Discussion: *RADT 110 Recording Media; RADT 121A Radiographic Exposure; RADT 121B Radiographic Exposure Laboratory; RADT 200 Radiographic Positioning II; RADT 251A Directed Clinical Practice I; RADT 251B Directed Clinical Practice II; Radiologic Technology Certificate of Achievement; Radiologic Technology Associate in Science Degree-* Juliette Parker advised the RADT courses were walked in at the March 8, 2012, CIC meeting and upon Instructional Services technical review a numbering issue with one of the courses was discovered. Numbering issue was corrected.

Action: *RADT 110, 121A, 121B, 200, 251A, 251B, Radiologic Technology-Associate in Science Degree and Radiologic Technology-Certificate of Achievement approved.*

Curriculum Updating Project

Discussion: Plourde advised the number of courses not integrated has increased and research is being conducted to determine what caused the increase.

CurricUNET Steering Committee

Discussion: Plourde advised approval glitch issue in CurricUNET is being addressed. Plourde advised an audit is being conducted based on a Governet report, which should assist in resolving this issue. Hess advised the committee an email was distributed regarding this issue. Hess provided an update on integration with state approval process. Hess stated curriculum inventory is being updated in order to be more modernized and should be easier to complete. Hess stated a feature to assist with Gainful Employment is being worked on. Hess advised meeting was held with Governet and two year review report was discussed.

Prerequisite Subcommittee

Discussion: Hess advised committee meeting was held prior to CIC meeting and a draft flow chart, created by Neault based on recommendations from the subcommittee, was

discussed and revised. Hess requested, once revisions have been made and subcommittee approves draft, the curriculum chairs present the chart to the Academic Senates. Daniel Igou advised implementation plan is being determined.

SB 1440

Discussion: Otto Lee provided the committee with a SB 1440 Associate Degree for Transfer (SB 1440)-Implementation tracking grid. Lee followed up with Michelle Parsons' TMC inquiry, expressed weeks prior, stating some existing degrees are similar to TMC and all that is needed is to revise the courses listed as requirements in current degrees to optional electives and faculty has agreed on this. Lee continued to state this could be considered a degree revision and the State Chancellor's office has agreed a SB 1440 degree can be a revision of a degree already offered.

State Academic Senate

Discussion: Lombardi advised the Spring Plenary Session will take place on April 19-21, 2012.

Articulation Officers

Discussion: Parker advised officers are scheduled to attend a statewide conference and will not be in attendance for the April 26, 2012, CIC meeting. Hess inquired if a representative could be sent in Parker's place. Parker confirmed. Short provided information on a regional meeting held the week prior, noting SB 1440 was the main topic.

April 26, 2012

Chicano Studies 170: La Chicana; Spanish 102: Second Course In Spanish

Discussion: Michelle Parsons advised she was speaking on behalf of Juliette Parker. The effective dates for the CHIC 170 course should be changed to Fall 2013. There is concern regarding SPAN 102 being offered as distance education and the effect this may have concerning articulation with some institutions. The committee discussed tabling the courses until the May 10th CIC meeting when Articulation Officers will be present to review and provide their feedback.

Action: *CHIC 170 and SPAN 102 tabled.*

POLI 101: Introduction to Political Science

Discussion: Jan Lombardi requested the POLI 101 course be tabled until the May 10th CIC meeting, when the Articulation Officers will be present.

Action: *POLI 101 tabled.*

Commercial Music 050 Music Fundamentals for the Studio Engineer; 080 Introduction to Digital Audio and MIDI; 082 Audio Recording

Discussion: Parsons explained a discussion had occurred with faculty and the originator of the MUSC 050, 080 and 082 courses. Parsons added discussion is still on going to determine if there is content duplication with existing music courses. Parsons recommended the courses be held until further discussion occurs.

Action: *MUSC 050, 080 and 082 tabled.*

New Subject Designator

Discussion: Hess inquired if the committee had any questions or feedback to report concerning City's Conflict Resolution designator request. The curriculum chairs advised they had not received a response back from their campuses faculty. Committee agreed to communicate via email should any questions or concerns arise.

G.E. Course Approval

Discussion: The committee reviewed the G.E. Review handout. Parsons inquired if Math 092 should be approved for G.E. Hess confirmed Math 092 should be added for G.E. review and approval.

AAT/AST Catalog Note

Discussion: Hess relayed to the committee a request was received to remove language in the catalog pertaining to TMC degrees. Committee agreed statement should be removed.

CIC Calendar 2012-2013

Discussion: Draft 2012-2013 CIC Calendar presented to committee. Additional CRC dates will be added and reviewed. Committee discussed addition of virtual meeting in April.

Walked-In Curriculum

Discussion: Mathematics 047A: Beginning Algebra and Practical Descriptive Statistics; 115: Gateway to Experimental Statistics-Igou explained the courses are Statway courses to be offered at Miramar. Faculty have met with City faculty to conduct training and City supports Miramar's activation. Cecilia Cheung (proxy for Libby Andersen) recommended tabling courses until faculty have more time to discuss.

Action: *Motion to table MATH 47A and 115- 6 opposed. MATH 47A and 115 approved, pending tech review; 1 opposed; 1 abstention.*

Discussion: Mathematics 119: Elementary Statistics- Parsons advised Math 092 was added as a prerequisite option and noted minor revisions to course outline. Parsons stated that the skill level 12 should be removed from requisites section and requested the assessment level 50 be noted separately from the course, Math 096. Hess advised this feature would need to be researched.

Action: *MATH 119 approved; pending tech review.*

Discussion: Philosophy 131: Environmental Ethics; Sustainability 102: Environmental Ethics-Lombardi advised PHIL 131 is a new course, SUST 102 is an existing course and courses are to be cross listed. Mary Benard recommended the courses be removed from the agenda until further discussion and clarification with City's faculty can occur.

Action: *PHIL 131 and SUST 102 removed from agenda.*

Discussion: Digital Journalism 215: Photo Journalism and Documentary Photography; Photography 215: Photo Journalism and Documentary Photography- Courses are to be cross listed. Lombardi advised she was informed the cross listing is to accommodate photography and digital journalism students.

Action: *DJRN 215 and PHOT 215 removed from agenda.*

Discussion: Photography 220: Portraiture; Photography 235: Advanced Black and White Photography; Photography 250: Fashion Photography-Course revisions.

Action: *PHOT 220, 235 and 250 approved, pending tech review.*

Discussion: Radio and Television 111: Production for On Location Filming; Radio and Television 112: Documentary Film Production- RTVC was to be converted to RTVF, which has yet to occur. RTVC 111 and 112 need to be effective Fall 2012. Once new RTVF courses are activated the RTVC courses should be deactivated.

Action: *RTVC 111 and 112 approved, pending tech review.*

Discussion: Mental Health Work Certificate of Performance- Certificate of Performance is 3 units less than the Mental Health Work Certificate of Achievement.

Action: *Mental Health Work-Certificate of Performance approved, pending tech review.*

Curriculum Updating Project

Discussion: The number of courses not integrated has decreased.

Prerequisite Subcommittee

Discussion: Hess advised the Prerequisite Subcommittee met before CIC, reviewed a draft flow chart and discussed the need to develop a roll out plan. Parsons advised Mesa

is working towards reducing Math 34A course offerings. Parsons stated Mesa has been working with Continuing Education to minimize impact on students.

May 10, 2012

PERG 130 Life Planning

Discussion: Course outline was reviewed. Jan Lombardi advised faculty would like to compare PERG 030 to PERG 130. Duane Short expressed concern regarding PERG 30 proposed as equivalent to PERG 130.

Action: *PERG 130 tabled.*

ENGL 047A Accelerated Reading, Writing and Reasoning

Discussion: Hess recommended ENGL 047A, as well as ENGL 105 and 208, be discussed with the ENGL walk-ins. Committee agreed.

Action: *ENGL 047A discussion delayed.*

BIOL 107 General Biology Lecture and Laboratory

Discussion: Short advised the course was previously offered as an online course and Miramar faculty no longer desire this option. Course is currently offered as a hybrid at Miramar.

Action: *BIOL 107 approved; pending revision to distance education authorization for Miramar from an online to a hybrid course.*

SPAN 102 Second Course in Spanish

Discussion: Juliette Parker advised, per Jonathan Fohrman, distance education was added to course by mistake.

Action: *SPAN 102 approved; pending removal of distance education.*

MEDA 103 Professionalism and Teamwork in Health Care

Discussion: Michelle Parsons advised the course is proposed for deactivation and at the same time proposed for distance education. Course is to be deactivated.

Action: *Deactivation of MEDA 103 approved; pending removal of distance education.*

MUSC 050 Music Fundamentals for the Studio Engineer, MUSC 080 Introduction to Digital Audio & MIDI and MUSC 082 Audio Recording

Discussion: Parsons informed the committee the discussion regarding course duplication is still ongoing. Deanna Shelton advised she had spoken with Trudy Gerald regarding discussion amongst faculty and was under the impression issues had been resolved. Shelton added the course originator has made the requested edits to the courses. Shelton recommended, on behalf of course originator and deans, approving the courses. Hess advised she received information the issues haven't been completely resolved. Dan Igou advised Channing Booth has relayed his concerns to Fohrman.

G.E. Course Approval

Discussion: POLI 101 Introduction to Political Science-Andersen provided two documents to committee members: California State University, Office of the Chancellor, Executive Order 1061-Graduation Requirements in United States History, Constitution and American Ideals; CSU Course Outline Review Criteria for United States History, Constitution and American Ideals Areas 1, 2 and 3. Anderson explained history criteria as defined in the two documents. POLI 101 course outline was reviewed. Andersen expressed concern the history subject matter, as dictated in Executive Order 1061, is not sufficiently covered in the course. Parker suggested approving the course in order to submit for review at the CSU level. Rodriguez provided background on the course and relayed the American Institution requirement of American History and Introduction to Government topics. Rodriguez advised the course was revised with the intent to meet student needs while covering history, government and California history.

Action: *POLI 101 approved with request CSU response be reported to CIC; amendment to review and revise course if denied by CSU was rejected; 2 opposed.*

Discussion: MATH 092 Applied Beginning and Intermediate Algebra

Short recommended elementary algebra be added in order to adhere to Title 5. Parsons advised the required algebra subject matter is imbedded into the course

Action: MATH 092 approved.

Discussion: MATH 115 Gateway to Experimental Statistics

Short advised Miramar should be added to G.E. approval pattern.

Action: MATH 115 approved.

C-ID New Business form (Information)

Discussion: Hess advised of the revisions received from Andersen and Parker. Hess reviewed the form. It was recommended the form be discussed with the Academic Senate. Form will be updated to reflect all recommended revisions and re-reviewed before presented to the Academic Senate.

CIC Calendar 2012-2013

Discussion: City to provide CRC meeting dates.

Action: *2012-2013 CIC Calendar approved; pending City CRC dates.*

Walked-In Curriculum

Discussion: Administration of Justice for Transfer - Associate in Science Degree

History for Transfer - Associate in Arts Degree- Igou advised Administration of Justice and History TMC-aligned associate degrees created to accommodate related four year degrees offered at universities. Lee recommended a discussion with Student Services take place in order to develop a method for sharing the degree information with students, counselors and other departments.

Action: *Administration of Justice for Transfer- Associate in Science Degree and History for Transfer - Associate in Arts Degree approved.*

Discussion: Liberal Arts and Sciences with an Emphasis in Visual and Performing Arts - Associate of Arts Degree-Andersen explained the addition of "Courses can only be counted once toward the major." sentence above "COURSES REQUIRED FOR THE MAJOR" heading in program degree report in order to assist with the issue course repetition.

Action: *Liberal Arts and Sciences with an Emphasis in Visual and Performing Arts - Associate in Arts Degree approved pending tech review.*

Discussion: Real Estate – Associate in Science Degree; Retail Management – Certificate of Achievement; Retail Management – Associate in Science Degree; San Diego State University Business Administration – Associate in Science Degree; Small Business Accounting – Associate in Science Degree; Small Business Community Management Community Service – Associate in Science Degree; Small Business Management Entrepreneur – Associate in Science Degree-

Lombardi advised minor revisions were made to the programs.

Action: *Real Estate - Associate in Science Degree, Retail Management - Certificate of Achievement, Retail Management - Associate in Science Degree, San Diego State University Business Administration - Associate in Science Degree, Small Business Accounting - Associate in Science Degree, Small Business Community Management Community Service - Associate in Science Degree and Small Business Management Entrepreneur - Associate in Science Degree approved pending tech review.*

Discussion: 451 Electronic Technician I; 452 Electronic Technician II; 601 Shielded Metal Arc Welding I; 602 Shielded Metal Arc Welding II; 605 Gas Metal Arc Welding; 606 Flux Cored Arc Welding; 611 Pipe Welding I; 612 Pipe Welding II; 621 Gas Tungsten Arc Welding I; 622 Gas Tungsten Arc Welding II; 631 Metal Fabrication I;

632 Metal Fabrication II; Electronic Technician Certificate of Completion; Gas Metal and Flux Cored Arc Welding Certificate of Completion; Gas Tungsten Arc Welding Certificate of Completion; Metal Fabrication Certificate of Completion; Pipe Welding Certificate of Completion; Shielded Metal Arc Welding Certificate of Completion- Roma Weaver provided an overview of new welding courses and programs. Brian Ellison explained background of welding courses and programs.

Action: *451 Electronic Technician I, 452 Electronic Technician II, 601 Shielded Metal Arc Welding I, 602 Shielded Metal Arc Welding II, 605 Gas Metal Arc Welding, 606 Flux Cored Arc Welding, 611 Pipe Welding, 612 Pipe Welding II, 621 Gas Tungsten Arc Welding I, 622 Gas Tungsten Arc Welding II, 631 Metal Fabrication I, 632 Metal Fabrication II, Electronic Technician Certification of Completion, Gas Metal and Flux Cored Arc Welding Certificate of Completion, Gas Tungsten Arc Welding Certification of Completion, Metal Fabrication Certificate of Completion, Shielded Metal Arc Welding Certificate of Completion* approved pending tech review.

Discussion: *Front Desk/Office Assistant Program-* Weaver explained the program was updated. Disc Operating Systems course replaced by Basic Business Math.

Action: *Front Desk/Office* approved pending tech review.

Discussion: *POLI 101 Introduction to Political Science-* Andersen expressed concern the history subject matter, as dictated in Executive Order 1061, is not sufficiently covered in the course. Parker advised the course was in need of a revision and faculty have worked with other community colleges to ensure history criteria meets current requirements. Parker suggested approving the course in order to submit for review at the CSU level. Rodriguez provided background on the course and relayed the American Institution requirement of American History and Introduction to Government topics. Rodriguez advised the course was revised with the intent to meet student needs while covering history, government and California history. Discussion continued.

Action: *POLI 101 Introduction to Political Science* approved, pending tech review, with request CSU response be reported to CIC; amendment to review and revise course if denied by CSU was rejected; 2 opposed.

Discussion: *DJRN 215 Photo Journalism and Documentary Photography and PHOT 215 Photo Journalism and Documentary Photography-* Shelton stated DJRN 215 is a proposed new course and PHOT 215 was revised to reflect proposed cross listing with DJRN 215. Committee discussed cross listing courses and discipline designation.

Action: *DRJN 215 and PHOT 215* approved pending tech review.

Discussion: *JOUR 200 Introduction to Newswriting and Reporting-* Parsons advised course was revised with addition of distance education proposal.

Action: *JOUR 200* approved pending tech review.

Discussion: *ENGL 047A Accelerated Reading, Writing and Reasoning-* Igou advised Miramar discipline dean is concerned with the R5 skill level and considers the course is focused more on writing than reading objectives. Short expressed concern with skill level. Discussion continued regarding skill level and course content. Committee reviewed implementation document drafted from English 047A meeting on March 30th, 2012. Richard Halliday expressed concern regarding the course's reading level. Daphne Figueroa relayed her concern of the course's potential negative impact on students. Figueroa continued to state the results of the experimental data could be viewed as inconclusive. Committee discussed monitoring course, if approved, and to continue to track data.

Action: *ENGL 047A* approved pending tech review; 3 opposed.

Discussion: *ENGL 042 College Reading and Study Skills I, ENGL 043 English Review, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition,, ENGL*

101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 208 Introduction to Literature, ENGL 209 Literary Approaches to Film, ENGL 220 Masterpieces of World Literature I, ENGL 221 Masterpieces of World Literature II, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare- Parsons advised the courses were revised to reflect a limitation on enrollment in order to align with ENGL 047A. Neault advised a D letter grade could be considered previous credit and the Limitation on Enrollment language would need to be changed to reflect previous credit with C or better in order to clearly define previous credit as intended.

Action: *ENGL 042, 043, 048, 049, 101, 105, 202, 208, 209, 220, 221, 238 and 240 approved pending tech review; pending revision to Limitation on Enrollment language.*

Discussion: *PHYE 289 Injury Care and Prevention for Personal Trainers* Committee discussed the impact of deactivating PHYE 242 and replacing with PHYE 242B. Short recommended revising PHYE 242. Short stated a course revision will have less impact on articulation and the degree program. Parker advised PHYE 242B is needed in order to align with SDSU articulation. Cross listing PHYE 242, PHYE 242B and PHYE 289 was suggested. Neault urged the committee to consider the courses from a student's degree completion perspective. Discussion continued.

Action: *PHYE 289 removed from the agenda.*

August 30, 2012

Virtual Meeting was held. There are no minutes available for this date.

September 13, 2012

American Sign Language 115L American Sign Language I (lab), 116 American Sign Language Level II, 116L American Sign Language II (lab) , 215 American Sign Language Level III and 216 American Sign Language Level IV

Discussion: Juliette Parker recommended the courses be revised from Career Technical to Liberal Arts and Sciences.

Action: *American Sign Language 115L, 116, 116L, 215 and 216 approved.*

ARTF 150B Beginning Graphic Design

Discussion: Jan Lombardi advised City has concerns with the course. Lombardi requested the course be tabled in order for City's concerns to be clarified.

Action: *ARTF 150B Beginning Graphic Design tabled.*

CHIL 180 Nutrition, Health and Safety for Children and CHIL 280 Environmental Rating

Scale

Discussion: Parker requested distance education be removed for Mesa. Lombardi inquired on the reason for removal of distance education. Hess clarified distance education will remain for City.

Action: *CHIL 180 Nutrition, Health and Safety for Children and CHIL 280 Environmental Rating Scale approved.*

Administration of Justice for Transfer - Associate in Science Degree

Discussion: Hess advised Miramar's Administration of Justice for Transfer program was approved at the previous Curriculum and Instructional Council (CIC) meeting. Hess stated a recommendation was received from Chancellor's Cabinet to align the degree with recommendations from San Diego State University (SDSU) and the degree was modified. Libby Andersen stated she would like to file a verbal protest. Andersen expressed her concern regarding a university dictating the San Diego Community

College District (SDCCD) curriculum. Andersen requested this be noted by Vice Chancellor Lee and Dean Hess. Lee responded by acknowledging Andersen's objection and agreed another university should not dictate SDCCD's curriculum process. Lee advised he did not feel this has corrupted the curriculum process and agreed SDCCD's curriculum is created by its faculty members. Parsons inquired if the SDSU recommendations would apply to other TMC degrees. Hess advised the issue may arise in a future CIC meeting.

Action: *Administration of Justice for Transfer - Associate in Science Degree approved; 2 opposed; 1 abstention.*

Repeatability (Information)

Discussion: Hess advised during the summer the Board of Governors approved changes to Title 5 Repeatability. Hess stated an implementation plan will be presented to the Vice Presidents (VP) at the September 14, 2012 joint VP meeting and the plan will be brought to CIC. Discussion occurred regarding the timeline of fall 2013 and implementation of the course revisions. Hess advised pending the VPs' discussion the proposed plan information should be distributed.

Mathematics 042 (Information)

Discussion: Hess advised City's CRC held an emergency approval for the course to be offered for distance education.

Curriculum Subcommittees

Discussion: Hess referred to the handout listing the current subcommittees and members. Hess requested a determination be made on the priority of continuing to hold existing subcommittees and whether additional subcommittees should be created. Hess reviewed the status of the current subcommittees:

1. Catalog Subcommittee
In need of members, has not met recently.
2. CurricUNET Steering Subcommittee
Has been meeting.
3. Educational Review Subcommittee
In need of members, has not met recently.
4. Policies and Procedures Subcommittee
Met during the spring 2012 semester.
5. Prerequisite Subcommittee
Meeting on regular basis.

Action: *Catalog Subcommittee placed on hold. CurricUNET Steering Subcommittee, Educational Review Subcommittee, Policies and Procedures Subcommittee and Prerequisite Subcommittee approved.*

Program Approval Process and Deadlines (Information)

Discussion: Hess referred to the Substantive Change Timeline document. Hess explained the timeline was created as a result of the Department of Education (DOE) and Western Association of Community Colleges (WASC) approval processes. Discussion occurred regarding what constitutes a substantive change.

Curriculum Updating Project

Discussion: Hess advised the number of courses not integrated is 73 [84; see October 12, 2012 CIC Minutes], as of August 30, 2012.

SB 1440

Discussion: Lee advised the recommendations from SDSU are aligned with the state-wide TMC degrees. Lee advised of the need to develop and approve TMC degrees in order to accommodate transfer students. Lee noted given the approval deadlines and process there is an urgency to work on TMC degrees in order to meet the 2013 graduation

petitions. McGrath inquired if the SDSU recommended TMC degrees are not created will the state-wide TMC degrees be accepted by SDSU. Lee advised SDSU's Vice President made a public statement at a San Diego/Imperial County Community College Association meeting advising SDSU has been admonished for being slow to embrace the SB 1440 degrees. Discussion continued regarding SDSU's TMC degree model impact on students.

September 27, 2012

ARTF 150B Beginning Graphic Design

Discussion: Jan Lombardi advised faculty are scheduled to meet with the discipline dean to discuss course.

Action: *ARTF 150B Beginning Graphic Design tabled.*

Walked-In Curriculum

Discussion: Physics for Transfer—Associate in Science Degree- Program catalog course descriptions and comparison charts for the four walked-in transfer degrees were distributed. Discussion occurred regarding the SB 1440 Transfer Model Curriculum (TMC) degree legislation and language in proposed Physics TMC degree. Lee recommended voting on the proposed degree with an agreement the language could be revised based on guidance from the State Chancellor's Office.

Action: *Physics for Transfer—Associate in Science Degree approved pending tech review; language can be revised at City College's discretion.*

Discussion: Mathematics for Transfer—Associate in Science Degree- Comparison chart for Mathematics for Transfer degree displayed. Andersen reviewed the chart. Andersen explained Mathematics (MATH) 255 was added, as City faculty recommended the course be added to assist students transferring to a California State University (CSU). Discussion occurred regarding listing both MATH 254 and 255 in Category A of the required courses list. Discussion occurred regarding general Mathematics TMC and Mathematics with Emphasis degree.

Action: *Mathematics for Transfer—Associate in Science Degree approved pending tech review; language can be revised at City College's discretion.*

Discussion: Political Science for Transfer—Associate in Arts Degree- Comparison chart for Political Science for Transfer degree displayed. Andersen reviewed the chart. Lombardi clarified the proposed degree encompasses the SDSU recommended requirements. Catalog course outline displayed.

Action: *Political Science for Transfer—Associate in Arts Degree approved pending tech review; language can be revised at City College's discretion.*

Discussion: History for Transfer—Associate in Arts Degree- Comparison chart for History for Transfer degree displayed. Andersen explained the courses and categories listed on the chart. Discussion occurred regarding categories and difference between proposed degrees and SDSU recommendations.

Action: *History for Transfer—Associate in Arts Degree approved tech review; language can be revised at City College's discretion. Lee requested it be noted he does not support the degree with the Category A option as approved. Lee recommend Category A be restricted to History 100 and 101.*

Discussion: ENGL 237 Women in Literature- Dan Igou advised the course has been revised for articulation purposes. Short explained the addition of ENGL 47A as prerequisite.

Action: *English 237 approved pending tech review.*

Discussion: *HIST 100 World History, HIST 101 World History II, HIST 106 Introduction to Western Civilization II-* Igou advised the courses have been revised to meet University of California, San Diego (UCSD) recommendations. Igou explained revisions to course outline; reading and writing assignments.

Action: *History 100, 101 and 106 approved pending tech review.*

Discussion: *SUST 101 Introduction to Sustainability-* Igou explained the course is activation for Miramar. Miramar faculty wish to offer the course by fall 2013.

Action: *Sustainability 101 approved pending tech review.*

Discussion: *BLAS 145A Introduction to African History and BLAS 145B Introduction to African History-* Andersen advised the courses have been revised to meet University of California Transferable Course Agreement (UCTCA) approval. McGrath inquired on the discipline assigned to the courses. Disciplines, Ethnic Studies or History, assigned to course discussed. Short advised if the courses are not submitted for the second UCTCA review transferability may be lost. McGrath inquired how verification of correct disciplines assignment can be verified once courses are approved. Hess offered the option of approving the courses with a recommendation to check discipline.

Action: *Black Studies 145A and 145B approved pending technical review and discipline verification.*

Repeatability New Business Item (Information)

Discussion: Hess reviewed the three repeatability documents distributed to the council members; draft Curriculum Fall 2013 New Business form, draft Curriculum Spring 2013 New Business form and draft New Repeatability Regulations Fall 2013 New Business form. Hess reviewed the Title 5 Repeatability changes going into effect fall 2013. Discussion occurred regarding course revisions, program revisions, revision to catalog language and courses assigned to families.

Curriculum Updating Project

Discussion: Hess advised the number of courses not integrated is 83, as of September 13, 2012.

CurricUNET Steering Committee

Discussion: Hess advised the new CurricUNET Meta is still in the development phase. Hess announced a draft 5th edition of the Program and Course Approval Handbook has been released and the new edition has been added to the Instructional Services website. Lombardi recommended a CurricUNET Steering Committee meeting be scheduled in the near future.

SB 1440

Discussion: Lee advised a meeting had occurred with the Vice Presidents and Lynn Neault regarding a roll out plan for the SB 1440 degrees. Lee stated indentifying transfer students in order to recommend counseling appointments was one of the topics discussed at the meeting.

State Academic Senate

Discussion: Lombardi announced on September 29, 2012, a SoCal Curriculum Regional Meeting will be held at Chaffey College.

October 11, 2012

FASH 168 Textiles

Discussion: Michelle Parsons explained the Fashion course is replacing Consumer Studies (CONF) 140 and is to be offered spring 2013. Tim McGrath clarified the course will be offered as CONF 140 during spring 2013 and effective fall 2013 the course will be offered as FASH 168.

Action: *FASH 168 approved.*

BLAS 125 Dynamics of the Black Community

Discussion: Parsons advised the need to discuss the discipline designation with the Sociology department in order to determine equivalencies in all interdisciplinary Black Studies courses.

Action: *BLAS 125 tabled.*

MUSC Courses on Hold (Information)

Discussion: Hess stated, per Jonathan Fohrman, Elizabeth Norvell is working with Stephanie Robinson to input the changes in CurricUNET for the Commercial Music courses. Once revisions have been made the courses will be brought back to faculty for review and then brought back to CIC for approval.

September 13, 2012 Curriculum Updating Project Report (Information)

Discussion: Hess advised the number of course not integrated announced during the September 13, 2012, Curriculum Updating Project Report was incorrect, correct count at the time was 84.

Implementation Plan for Title 5 Repeatability Changes (Information)

Discussion: Hess reviewed the 2nd reading New Repeatability Regulations, 2nd reading Repeatability Regulations: Planned Correction for Fall 2013 and 2nd reading Repeatability Regulations: Planned Correction for Spring 2013 draft documents provided to committee members. Hess advised electronic copies would also be provided. Parsons recommended replacing the word “repetition” with “repeatability” in all the documents. Jan Lombardi advised additional courses will be added to the list. Hess requested additional courses be provided to her. Dan Igou inquired if a report reflecting addition of courses could be provided. Hess affirmed an update would be provided

Courses Active but Not Offered (Information)

Discussion: Hess provided background of the Courses Active but Not Offered report. Hess advised of courses that have not been offered for significant amount of years. Hess advised the determination of which courses should be deactivated is a campus action. Hess recommended campus review reports and examine courses that have not been offered in a number of years, as this may impact accreditation and students’ educational goals. Discussion occurred regarding budget cuts and faculty resources. Otto Lee recommended a tracking report be created to indentify progress. Duane Short stated it would be helpful for the report to be produced in an electronic spreadsheet format. Hess advised an electronic spreadsheet is a possibility and if created would be provided for the next academic year’s report.

Walked-In Curriculum

Discussion: *Dental Assisting—Certificate of Achievement and Dental Assisting—Associate in Science Degree (Mesa)*- Fritch explained the recent accreditation site visit. Fritch advised in preparation for the visit it was discovered some courses were dropped off from the Dental Assisting (DENA) programs. Hess inquired if the current program is to be revised to reflect the addition of the required courses. Discussion occurred regarding DENA course numbers listed in the 2012-2013 Mesa catalog, approval status of the new course numbers and courses on hold. Hess proposed adding DENA 162, 162L, 182 and 182L to the current program and a catalog addendum could be created, in order for the current catalog to be in alignment with the class schedules. Hess recommended the DENA program be brought back to CIC with the new courses numbers. McGrath recommend approving the addition of the four courses effective fall 2012.

Action: *Addition of 162, 162L, 182, and 182L to Dental Assisting Certificate of Achievement and Associate in Science Degree approved pending tech review.*

Discussion: *History for Transfer—Associate in Arts Degree (Miramar)* Igou explained the modifications made to the degree.

Action: *History for Transfer Associate in Arts Degree approved pending tech review.*

Discussion: *Physics for Transfer—Associate in Science Degree (Miramar)*- Short explained the degree.

Action: *Physics for Transfer Associate in Science Degree approved pending tech review.*

Discussion: *NRSE 265B Nursing Student Success (City)*- Lombardi provided background on the experimental course. Discussion occurred regarding the course and funding. Parsons recommended the mathematics advisory be reviewed.

Action: *NRSE 265B approved pending tech review.*

Discussion: *BIOL 091 Employment Skills in Biotechnology (City)*- Lombard advised the course will replace BIOL 265C. Discussion occurred regarding the course, lab hours and budget resources.

Action: *BIOL 091 approved pending tech review.*

Massive Open Online Courses (Information)

Discussion: Lombardi advised City's senate has been informed of a Massive Open Online Courses (MOOC) grant application, funded by the Bill & Melinda Gates Foundation, to offer a Psychology 101 course at City. Lombardi added it has been relayed the same grant application has been submitted for an English course at Mesa. Lombardi stated City's Academic Senate is requesting the MOOC grant be held until further research can be conducted.

Curriculum Updating Project

Discussion: Hess advised as of September 27, 2012 the number of courses not integrated is 82.

CurricUNET Steering Committee

Discussion: Hess advised a meeting is to be scheduled.

SB 1440

Discussion: Lee reviewed the recent San Diego Imperial County Community College Association (SDICCA) meeting attended by himself, Vice Chancellor Lynn Neault and the Vice Presidents of Instruction. At the meeting Sandra Cook from San Diego State University (SDSU) commented on the SB 1440 degrees and SDSU's acceptance of the state-wide Transfer Model Curriculum (TMC) model degrees, advising the SDSU recommended degrees would be benefit students transferring to SDSU. A SB 1440 handout, provided at the SDICCA meeting, was distributed. Lee reviewed the handout. Short confirmed Cook's statement regarding the curricular aspect of acceptance of the TMC degrees, as stated by Lee. Short relayed Cook's clarification of admission priority for students; students with an Associate Degree for Transfer from a local college, south of the I-56, will have first priority, students with a TMC degree from a non-local college will have second priority and students who complete the major preparation are given priority following the first two groups. Short advised City's approach to listing advisement notes on the TMC degrees regarding SDSU courses was shared at the meeting and well received. Short provided information on new degree options.

State Academic Senate

Discussion: Lombardi advised of a recent meeting where SB 1440, repeatability and prerequisites were discussed. Lombard stated the fall Plenary Session will be held in November and an Area B meeting is to be held soon. Discussion occurred regarding development of families to comply with repeatability changes.

Articulation Officers

Discussion: Andersen thanked Lee for the budgetary support for the recent Southern California Intersegmental Articulation Council (SCIAC) meeting. Short provided a review of the SCIAC meeting.

October 25, 2012

Implementation Plan for Title 5 Repeatability Changes (Information)

Discussion: Hess displayed the 2nd reading New Repeatability Regulations, 2nd reading Repeatability Regulations: Planned Correction for Fall 2013 and 2nd reading Repeatability Regulations: Planned Correction for Spring 2013 draft documents and inquired if committee members had presented the documents to their respective constituents on campus. The committee advised the documents had been presented. Hess inquired if a vote could be conducted. Jan Lombardi advised City would like more time to review and discuss the proposed plan. Hess questioned if Mesa and Miramar require additional time as well. Dan Igou and Michelle Parsons advised additional review at the campus level would be preferable. Hess advised the vote would be postponed.

C-ID Submission New Business Item

Discussion: Hess reviewed the revisions, and explained the recommendation to authorize Articulation Officers to develop a process for submission of C-ID designated courses within Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T). Hess proposed the committee vote on the form and the process be presented to the Academic Senates at each college for review and approval. Short recommended the language in the form be revised to reflect all C-ID designated courses. Lee summarized the C-ID submission process and advised the recommendation is designed to assist faculty by granting the Articulation Officers authority to develop a submission process.

Action: *C-ID Submission New Business form approved.*

New or Substantial Change Course Proposal (Information)

Discussion: Hess explained the state Chancellor's Office has implemented Curriculum Inventory Version 2 and with the new inventory an approval signature page must be submitted for all new courses as well as courses with substantive changes. Hess listed examples of substantial changes to courses; Taxonomy of Programs-TOP code change, credit status change, course unit change, basic skills status change, Student Accountability Model-SAM code change, CB21 prior to college level change, non-credit category change and funding agency category change. Hess continued to advise that a signature page, with all appropriate signatures obtained, must be submitted. Hess advised a list of substantive course changes could be provided via email.

Walked-In Curriculum

Discussion: *Communication Studies for Transfer (Mesa)*-Parsons explained the degree, as with the other walked-in transfer degrees from Mesa, was developed by the faculty with advisement from Juliette Parker and CurricUNET assistance from Elizabeth Norvell.

Action: *Communication Studies for Transfer-Associate in Arts Degree approved, pending tech review.*

Discussion: *History for Transfer, Kinesiology for Transfer, Mathematics for Transfer, Physics for Transfer and Political Science for Transfer (Mesa)*-Degrees and courses listed in degrees were discussed. Short noted the Kinesiology degree appeared different from Chancellor's Office template structure. Parker advised the physical education department developed the degree based on upon their interpretation of the template.

Action: *History for Transfer-Associate in Arts Degree, Kinesiology for Transfer-Associate in Science Degree, Mathematics for Transfer-Associate in Science Degree,*

Physics for Transfer-Associate in Science Degree and Political Science for Transfer-Associate in Arts Degree approved, pending tech review; 2 abstentions to Kinesiology for Transfer Degree; 1 abstention to History for Transfer-Associate in Arts Degree, Kinesiology for Transfer-Associate in Science Degree, Mathematics for Transfer-Associate in Science Degree, Physics for Transfer-Associate in Science Degree and Political Science for Transfer-Associate in Arts Degree.

Discussion: *Theatre for Transfer (City)*-Andersen provided catalog description for the degree. Andersen advised youth theatre emphasis was removed as feedback from SDSU was never received. Lee inquired if City has an emphasis in youth theatre. Andersen replied City does not offer the emphasis.

Action: *Theatre for Transfer-Associate in Arts Degree approved, pending tech review.*

Discussion: *BLAS 140A History of the U.S., Black Perspective and BLAS 140B History of the U.S., Black Perspective (Mesa)*-Parker advised the courses have been integrated and the courses need to be updated into the History Associate in Arts for Transfer (AA-T) degree.

Action: *Black Studies 140A and 140B approved, pending tech review.*

Discussion: *ARTF 174A Book Arts I and ARTG 174A Book Arts I (City)*-Lombardi advised the courses are cross-listed, the current revision is to add distance education. Andersen clarified the courses are to be offered as hybrid courses.

Action: *Art-Fine Art 174A and Art-Graphic Design 174A approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess advised as of October 11, 2012 the number of courses not integrated is 81.

CurricUNET Steering Committee

Discussion: Hess explained the current issues with CurricUNET. Hess added Erica Plourde is working with GoverNET to resolve the issues. Hess thanked the committee members for notifications of problems experienced with CurricUNET. Hess recommended the Steering Committee convene when CurricUNET is functioning properly.

SB 1440

Discussion: Lee reported seven TMC degrees were approved by the Board of Trustees on October 18, 2012. Lee thanked the Instructional Services department and the colleges for their efforts.

State Academic Senate

Discussion: Lombardi announced the fall 2012 Plenary Session meeting is scheduled for November 8-10, 2012 in Irvine. Lombardi reported a resolution for Massive Open Online Courses (MOOCs) was discussed at the Area D meeting.

Chief Instructional Officers

Discussion: Lee advised MOOCs is scheduled to be discussed at the November District Governance Council (DGC) meeting. DGC is scheduled to examine creation of a MOOCs task force and training.

November 8, 2012

AVIA 115 Meteorology: Weather and Climate

Discussion: Juliette Parker relayed Mesa's geography department concerns regarding the course content and title. Parker stated Mesa's faculty have been advised to contact Duane Short to discuss course. Short inquired if the course is brought back to the November 29, 2012 CIC meeting for approval if the course can be included on the G.E

approval list. Hess advised if the course is brought back to the November 29 meeting it will meet the fall G.E. course approval deadline.

Action: AVIA 115 held.

HIST 142 Women in United States History II

Discussion: Andersen stated History 141 and 142 were proposed for deactivation by City. Andersen questioned why History 141 was included on the November 8, 2012 Curriculum Summary and History 142 was excluded. Carmen Scott advised History 142 would need to be researched. Hess inquired if History 141 should be held. Andersen replied History 141 can remain on the curriculum review and approval agenda.

Action: No action required.

Implementation Plan for Title 5 Repeatability Changes

Discussion: Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013. Hess inquired if the implementation plan had been discussed with each of the college's senates. Council members confirmed. Hess advised the Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013 document will be revised to reflect fall 2013 due to implementation time constraints. Andersen advised in City's catalog several Computer Business Technology (CBTE) courses are listed as repeatable in order to update skills as technologies change. Hess stated CBTE course will no longer be repeatable and in order for students to update skills new CBTE courses will have to be created. Discussion occurred regarding implementation and repeatability exemption due to articulation requirement(s). Lee recommended the repeatability waiver, in relation to articulation, be researched. Hess advised the waiver process will be researched.

Action: Courses that Do Not Meet Current Repeatability Regulations: Planned correction for spring 2013 approved with revision of spring 2013 to fall 2013, pending removal of courses exempt due to documented articulation requirements.

Discussion: The Courses Do not Meet Current Repeatability Regulations: Planned correction for fall 2013. Peace Studies 250 confirmed to be on course list.

Action: Courses that Do Not Meet Current Repeatability Regulations: Planned correction for fall 2013 approved, pending removal of courses exempt due to documented articulation requirements.

Discussion: Courses that Will Not be eligible for Repeatability effective fall 2013. Hess noted CBTE courses will be added to list. Andersen inquired on repeatability status for internship courses, specifically Commercial Music (MUSC) 209. Hess advised internships are not exempt from the new repeatability regulations.

Action: Courses that Will Not be eligible for Repeatability effective Fall 2013, pending removal of courses exempt due to documented articulation requirements.

New or Substantial Change Course Proposal (Information)

Discussion: Randy Barnes reported discussion with Barry Russell regarding the new signature form. Barnes advised, per Russell, Title 5 requires Board of Trustees approval, academic senate approval or curriculum committee approval operating under academic senate and regional dean approval for career technical education. Barnes added Russell recommended retaining documentation of all approvals. Barnes commented on CCC Curriculum Inventory Update – Signature Page Requirements memo recently released by state Chancellor's office. Barnes clarified campus curriculum review committees are subcommittees of academic senates. Hess confirmed.

Educational Review Subcommittee (Information)

Discussion: Hess advised it has been recommended the educational review subcommittee resume regular meetings. Hess explained the role of the subcommittee.

Hess advised a request will be sent to the academic senates to obtain representatives for the subcommittee.

Kinesiology for Transfer (Information)

Discussion: Hess explained Mesa's Kinesiology for Transfer degree was pulled from the November 8, 2012 Board of Trustees agenda as result of the 0.5-1 variable units courses within the degree. Further research is required. Hess added Mesa's faculty, curriculum committee representatives, Vice President of Instruction and President agreed to pull the degree.

Walked-In Curriculum

Discussion: *Mathematics for Transfer (Miramar)*- Short provided an overview of the new transfer degree. Short noted the degree is closely aligned with San Diego State University's recommended TMC model.

Action: *Mathematics for Transfer Associate in Science Degree approved, pending tech review.*

Discussion: *PLPF 195/ PLPF 340 Advanced Pipefitting II, PLPF 180/ PLPF 325 Introduction to Pipefitting, PLPF 185/ PLPF 330 Intermediate Pipefitting and PLPF 190/ PLPF 335 Advanced Pipefitting (City)*- Hess explained two course numbers are assigned to reflect regular and apprenticeship courses. Barnes explained 195 and 340 are new courses and the remaining are revisions which include increase in lab hours. Short expressed concern the courses do not meet baccalaureate level criteria. Andersen advised requests were received from two CSUs to designate the courses as CSU transferable.

Action: *PLPF 195/340, PLPF 180/325, PLPF 185/330 and PLPF 190/335 approved, pending tech review. 1 Opposed. Hess noted as a general rule revisions to hours are not implemented during the spring semester due to conflicts with the catalogs and class schedule development. Hess advised implementation date will be examined during tech review.*

Curriculum Updating Project

Discussion: Hess advised as of October 25, 2012 the number of courses not integrated is 79.

SB 1440

Discussion: Hess reported City's Mathematics for Transfer and Miramar's Administration of Justice degrees were approved by the state Chancellor's Office. Approval is pending on the other submitted transfer degrees.

Chief Instructional Officers

Discussion: No report. Hess thanked the Chief Instructional Officers for their attendance and feedback from the fall 2012 California Community Colleges Chief Instructional Officers conference.

C-ID

Discussion: Hess reported the District Articulation Council's progress on the proposed procedure for C-ID submission. Hess explained the proposed procedure. Barnes advised at the fall 2012 California Community Colleges Chief Instructional Officers conference there was mention of a January 1st deadline to submit all transfer applicable courses. Lee advised C-ID submission is a high priority and has been recently assigned as a standing report. Hess advised once the C-ID submission procedure has been completed it will be presented to the academic senates for review and approval, and upon academic senate approval the procedure would be brought back to CIC for approval.

November 29, 2012

AVIA 115 Meteorology: Weather and Climate

Discussion: Hess advised of the title change to Aviation Weather.

General Education Course Approval

Discussion: Review and approval of G.E./Transferability Actions document was displayed. Short recommended should Aviation 115 not be approved for CSU/G.E. the course be excluded from the District's G.E. pattern.

Action: *G.E. Transferability Actions approved.*

Walked-In Curriculum

Discussion: *Anthropology for Transfer (Mesa)*- Michelle Parsons advised the evaluators reviewed the six Mesa degrees and had recommended revisions. Parsons advised the revisions were technical issues; unit calculation, correct insertion of "or" and "and" conditions. Parsons advised the Business Administration degree was designed after the basic Transfer Model Curriculum (TMC) model.

Action: *Anthropology for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Art History for Transfer (Mesa)* - The degree was reviewed.

Action: *Art History for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Business Administration for Transfer (Mesa)*- Council reviewed the degree.

Action: *Business Administration for Transfer Associate in Science Degree approved, pending tech review.*

Discussion: *Geography for Transfer (Mesa)*-Parsons noted the "or" condition in between Mathematics 119 and Chemistry 200 should be removed. Hess advised the condition will be removed.

Action: *Geography for Transfer Associate in Science Degree approved, pending tech review.*

Discussion: *Journalism for Transfer (Mesa)* -Parsons stated two journalism courses are offered as variable units, 2-3 units, and are listed on the degree as three unit courses.

Action: *Journalism for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Theatre Arts for Transfer (Mesa)*- Andersen inquired if notation for San Diego State University (SDSU) transfer was included in the degree language. Hess advised SDSU language was not included.

Action: *Theatre Arts for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Anthropology for Transfer (Miramar)*-Anthropology for Transfer degree was reviewed.

Action: *Anthropology for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Kinesiology for Transfer (Miramar)*- Dan Igou advised Miramar's kinesiology degree is similar to City's and Mesa's, with variations among the physical education courses. Variable units listed on the TMC degrees discussed.

Action: *Kinesiology for Transfer Associate in Arts Degree approved, pending tech review.*

Discussion: *Kinesiology for Transfer (City)*- Similarities between all three college's kinesiology degrees discussed.

Action: *Kinesiology for Transfer Associate in Arts Degree approved, pending tech review. Andersen noted the pass/no pass language will be removed.*

PSYC 111 Psychological/Social Aspects of Aging, Death and Dying

Discussion: Andersen recommended the course be reviewed for California State University (CSU)/General Education (GE) Area D9 submission. Andersen requested a separate vote for CSU/GE in order for course to be included on the December 14, 2012 GE approval.

Action: *PSYC 111 approved. PSYC 111 for CSU/GE Area D9 approved.*

POLI 102 The American Political System

Discussion: Juliette Parker requested the course be held in order to verify City and Mesa had reviewed the revisions to the course.

Action: *POLI 102 tabled until the next meeting.*

Associate in Arts for Transfer (AA-T)/Associate in Science for Transfer (AS-T) Certification Form

Discussion: Barnes recommended discussion occur regarding the possibility of creating or modifying courses to be included in the Transfer Model Curriculum (TMC) degrees. Andersen discussed TOP code portion of form. Hess advised certificates should not be reported on the form. Hess clarified only TOP codes assigned to associate degrees should be listed. Otto Lee relayed recent discussion with Barry Russell, California Community Colleges Vice Chancellor of Academic Affairs, regarding submittal process for certification forms. Russell, per Lee, had advised “x” can be removed as long as justification is noted on the form. Andersen inquired on acceptable formatting for justification language; footnotes, asterisk. Formatting discussed. Andersen recommended all three campuses adhere to the same language and formatting. Short noted reporting methods should be as accurate as possible and be reflective of current curriculum. Jerry Buckley proposed the articulation officers meet to formulate a standardized format. Hess advised the deadline to submit the form is January 31, 2013 and development of a process would need to be completed prior to deadline.

Courses On Hold

Discussion: Hess advised inquiries have been received at the District Office regarding courses on hold. Document listing courses on hold displayed. Hess advised the document reflects course, issue and responder’s role. Modifications to the document were recommended. Distribution method and availability of document discussed. Document to be distributed via email to the council and will be posted on the Instructional Services webpage.

Walked-In Curriculum

Discussion: *Fire Protection Technology Certificate of Achievement* and *Fire Protection Technology Associate in Science Degree (Miramar)*- Dan Igou stated FIPT 120 was added to courses required for the major. Hess inquired if the addition of the course resulted in a unit change. Short confirmed the addition of the course increased the total units. Hess advised Board of Trustees approval is required.

Action: *Fire Protection Technology Certificate of Achievement* and *Fire Protection Technology Associate in Science Degree* approved, pending tech review.

Curriculum Updating Project

Discussion: Hess advised as of November 29, 2012 the number of courses not integrated is 74.

SB 1440

Discussion: Hess advised she will continue to relay comments received from the state regarding TMC degrees.

Articulation Officers

Discussion: Andersen discussed the need to review the physical education activity course proposals, several of which are required for the kinesiology degree, to determine if the courses are Area E: Lifelong Learning and Self-Development applicable. Andersen inquired how the Area E proposal would be included in the submittal process. Short recommended reviewing the CSU guiding notes. Area E criteria discussed. Hess suggested adding this topic to the DAC meeting to be scheduled in January. Andersen inquired how the family of courses should be presented to CIC. Hess recommended the courses be presented at CIC at the same time. Michelle Parsons advised presenting the family of courses together at CIC would ensure the courses are reviewed properly.

January 31, 2013

Virtual Meeting was held. There are no minutes available for this date.

February 14, 2013

Curriculum Updating Project

Discussion: Hess advised as of January 31, 2013 the number of courses not integrated was 70. Duane Short inquired if the courses not integrated spreadsheet listing campus responsibility could be distributed. Hess stated the spreadsheet would be provided.

CurricUNET Steering Committee

Discussion: Council discussed issues with CurricUNET; system delay, notification glitches, etc. Plourde offered the current PHYE proposals could be moved to the CRC level in CurricUNET and left open. Discussion on alternate process continued. Novell inquired on the deadline for submission of the EXCS curriculum. Hess advised the curriculum will need to be at CIC level by March 14 [2013]. Short summarized Instructional Services would provide a list of EXCS curriculum to assist with the approval process, the technical writer deadline is the end of February, curriculum is to be walked-in in March to the CRCs and CIC. Hess confirmed EXCS is in the queue and will be moved to one level in order for work to be conducted on the proposals, Instructional Services will provide a list detailing which faculty/college is working on a proposal and an EXCS course outline check list will be provided and is to be presented to each college's CRC. Council inquired when CurricUNET is expected to function properly. Hess stated Govenet has been working on CurricUNET daily and a priority list has been compiled. Hess sought the council's recommendations for addressing other curriculum impacted by the repeatability statute change. Short noted the urgency to meet the 2013 repeatability deadline and recommended opening all repeatability impacted proposals in CurricUNET. Hess agreed, and added the PHYE designator change to EXCS is a high priority as it impacts the Student Services databases. Hess advised only curriculum impacted by the repeatability change will be moved to open access.

SB 1440

Discussion: Andersen and Jan Lombardi relayed City's current work on Art History, English, Journalism, Sociology and Studio Arts degrees. McGrath advised Mesa is working on English and Studio Arts. Short relayed Miramar is currently in the early stages of researching Business and Political Science degrees.

C-ID

Discussion: Hess displayed a C-ID tracker and explained submissions, approvals, campuses, C-ID numbers and notes will be monitored. Short requested the tracker be reviewed at the District Articulation Council. Hess agreed and noted Instructional

Services will continue to work with the articulation officers to determine if any curriculum should be prioritized, pending Mesa's approval of the submission process.

February 28, 2013

Repeatability 2013

Discussion: Hess displayed the Repeatability Milestones & Curriculum spreadsheet. Hess explained the timelines, deadlines, curriculum impact and curriculum changes in relation to the approaching fall 2013 repeatability statute. Hess provided a CurricUNET tutorial of building a course designated to be included in a family. Equivalencies among the different subject areas discussed. Libby Andersen noted the potential equivalency impact on articulated curriculum. Discussion occurred regarding articulation. Juliette Parker suggested discussion occur with California State Universities. Expedited curriculum approval process discussed. A program impact list was requested. List to be development by the District Instructional Services and provided to council members.

Walked-In Curriculum

Discussion: *AMSL 150 Introduction to Deaf and 155 Implications of Deafness (Mesa)*- Courses attached to AMSL program. Course requisites revised.

Discussion: *AMSL 214 American Sign Language Fingerspelled Signs and 215 American Sign Language Level III (Mesa)*- New courses included in the AMSL program. Michelle Parsons provided background on the new courses.

Action: *AMSL 150, 155, 214 and 215 approved.*

Discussion: *American Sign Language English Interpretation-Certificate of Achievement and Associate in Arts; American Sign Language Studies-Certificate of Achievement and Associate in Arts (Mesa)*- Parsons advised the certificates and degrees have been updated to reflect new courses and course revisions.

Action: *American Sign Language English Interpretation-Certificate of Achievement and Associate in Arts; American Sign Language Studies-Certificate of Achievement and Associate in Arts approved.*

Discussion: *MEDA 056 Administrative Medical Assisting I (Mesa)*- Parsons advised the course has been revised, units decreased, to comply with program's accreditation standards.

Action: *MEDA 056 approved.*

Discussion: *Medical Assisting-Certificate of Achievement and Associate in Science (Mesa)*- Certificate and degree revised to reflect MEDA 056 revision.

Action: *Medical Assisting-Certificate of Achievement and Associate in Science approved.*

Curriculum Updating Project

Discussion: Hess reported no change has occurred since January 31, 2013.

CurricUNET Steering Committee

Discussion: Hess advised a meeting is to be scheduled soon. Plourde reported the queue and actions features should be functioning properly in CurricUNET. CurricUNET issues discussed.

SB 1440

Discussion: Hess reported no new approvals, nor revision requests, have been received since January 2013.

Articulation Officers

Discussion: Parker reported at the Southern California Intersegment Articulation Council a possible review of computer science and counseling disciplines was discussed. Parker advised the history review is due to conclude in 2013 and noted no issues have

been reported for any of the District's history programs. Andersen reported the Region 10 articulation officers are drafting a resolution to address C-ID and SB 1440 issues. Andersen advised the resolution is in draft form and should be presented to the academic senates soon. Parker provided a background of the resolution's development.

C-ID

Discussion: C-ID tracker displayed. Hess reviewed the tracker's contents. Hess advised submission of C-IDs will begin once approval has been received from Mesa's Academic Senate. Hess advised approach to course alignment between colleges will be discussed at the District Articulation Council. Submittal of Transfer Model Curriculum degrees discussed.

March 14, 2013, CIC Meeting

Discussion: Council discussed extending the March 14th meeting to accommodate the large amount of curriculum expected to be reviewed. Council agreed to commence the meeting at 12:30 p.m.

BLAS 104 Black Psychology and 155 African American Literature

Discussion: Parsons advised as result of the assignment of disciplines function in CurricUNET uncertainty as to the roles of faculty, curriculum review, departments, the vice president of instruction and human resources has occurred. Parsons recommended removing the psychology department's approval requirement for Black Studies. Hard (AND) and soft (and) language and CurricUNET's functionality to distinguish the between two discussed. Mayasa noted the same standard should be applied to all subject areas and used interdisciplinary studies as an example. Hess advised the process will be presented to the Policies and Procedures Subcommittee in order to develop a curriculum based procedure in compliance with Title 5 regulations. Hess noted the procedure will be presented to the council and members should present the procedure to their college's curriculum committee. Discussion continued.

Action: *BLAS 104 and 155 approved.*

March 14, 2013

DRAM 106 Acting for Radio/Voice Over, RTVF 106 Acting for Radio/Voice Over

DRAM 119 Acting for Film and Television, RTVF 119 Acting for Film and Television

Discussion: Duane Short noted a number of differences between both sets of cross listed courses; disciplines, course outline, limitation on enrollment and advisories. Elizabeth Norvell advised she would work on the courses to resolve the issues.

Action: *DRAM 106, DRAM 119, RTVF 106 and RTVF 119 approved, pending corrections to create identical courses.*

Miramar Physics for Transfer Degree

Discussion: Hess advised the implementation date for the degree has been changed to fall 2013.

Expedited Walked-In Curriculum

Discussion: *DANC Curriculum-* DANC curriculum crosswalk, approval list for DANC families, displayed. Council reviewed the courses. World Dance discussed. DANC 180A and 180B highlighted on spreadsheet for approval, DANC 150A corrected to 1 unit and DANC 130A corrected from variable units to 1.5 units on spreadsheet. Hess inquired if DANC 127 should not be approved. Libby Andersen advised the course has not been revised. Hess advised in discussion with the DANC faculty and Student Services a one-to-one equivalency ratio approached was determined for the DANC curriculum. Hess noted some DANC courses mirror the EXSC approach. Andersen reminded the council the recommended electives portion of City's Dance Associate in Arts degree has not

been completed. Hess advised she would update the recommended electives on this degree. Andersen advised she has been in contact with Norvell regarding issues with the Musical Theatre Certificate of Performance, Drama (DRAM) 242A and DRAM 250. Norvell advised she is working on the courses, 250 is in CurricUNET as a placeholder to assist with the courses modifications. Program revisions reviewed.

Action: *DANC 110A, 110B, 110C, 110D, 115A, 115B, 115C, 115D, 120A, 120B, 120C, 120D, 126A, 126B, 126C, 126D, 130A, 135A, 135B, 135C, 135D, 140A, 140B, 140C, 140D, 145A, 145B, 150A, 151A, 152A, 153A, 177A, 177B, 178A, 178B, 179A, 179B, 180A, 180B, 181A, 261A, 261C, 261D, 271A, 271B, 271C, 271D; Dance Certificate of Performance (City, Mesa), Dance Associate in Arts (City), Liberal Arts and Sciences with an Emphasis in Arts Studies-Dance (Mesa) and Musical Theatre Dance Certificate of Performance (City) approved, pending tech review.*

Discussion: *DRAM Curriculum-* Hess advised discussion is currently occurring regarding variable units for DRAM 242A. Hess offered two options to the council: approve 242A with the acknowledgment changes may occur with the units or approve to table the course. Norvell noted two versions of 242A exist in CurricUNET; 242A as a new course and 242A as a course revision. Discussion occurred regarding the impact of holding 242A and/or 250. Council reviewed DRAM courses, DRAM 129A and 129B highlighted on spreadsheet for approval. Council viewed the list of City's revised DRAM programs.

Action: *DRAM 129A, 129B, 240A, 240C, 240D, 242A, 242B, 242C, 242D, 250; Liberal Arts and Sciences with an Emphasis in Visual and Performing Arts Associate in Arts (City), Musical Theater Associate in Arts (City), Theater Associate in Arts (City), and Technical Theater Certificate of Performance (City) approved, pending tech review.*

Discussion: *EXSC Curriculum-* Hess proposed the activity courses, theory courses and intercollegiate courses be reviewed and approved separately. Hess noted the majority of the curriculum has been revised to A through D levels and a designator change has been revised from PHYE to EXSC. Short advised PHYE 165 has been revised to EXSC 136A Off-Season Conditioning for Sports I and EXSC 136B Off-Season Conditioning for Sports II has been created as a new course. EXSC 136A and 136B added to spreadsheet. PHYE 191 planned for deactivation. PHYE 150 Lifelong Fitness Behaviors listed walked in [March 14] for deactivation. EXSC 135A-D and 137A highlighted on spreadsheet for approval. EXSC 128 course outlined reviewed in CurricUNET. EXSC 128 highlighted on spreadsheet for approval.

Action: *EXSC 114A, 114B, 114C, 114D, 115A, 115B, 115C, 115D, 123, 124A, 124B, 124C, 124D, 125A, 125B, 125C, 125D, 126A, 126B, 126C, 126D, 127A, 127B, 127C, 127D, 128, 129A, 129B, 129C, 129D, 134, 135A, 135B, 135C, 135D, 136A, 136B, 139A, 139B, 139C, 139D, 142, 143A, 143B, 144A, 145A, 145B, 145C, 145D, 147A, 147B, 147C, 147D, 148A, 148B, 148C, 148D, 154A, 154B, 154C, 154D, 156A, 156B, 156C, 156D, 158A, 158B, 158C, 158D, 160A, 160B, 160C, 160D, 162A, 162B, 162C, 162D, 164A, 164B, 164C, 164D, 166A, 166B, 166C, 166D, 168A, 168B, 168C, 168D, 170A, 170B, 170C, 170D approved, pending tech review.*

Discussion: *Second set of activity courses reviewed.*

Action: *EXSC 112, 113A, 113B, 113C, 113D, 174A, 174B, 174C, 174D, 176A, 176B, 176C, 176D, 178A, 178B, 178C, 178D, 180, 182A, 182B, 182C, 182D, 184A, 184B, 184C, 184D approved, pending tech review.*

Discussion: *Mesa revised physical education programs to reflect the EXSC designator change was reviewed. Program titles added to the EXSC expedited curriculum spreadsheet for approval. Parson advised Child Development program may still need to be updated.*

Action: *Nutrition and Fitness Certificate of Achievement, Fitness Specialist Certificate of Achievement, Kinesiology Specialist Certificate of Achievement, Kinesiology Associate in Arts, Kinesiology for Transfer Associate in Arts, Liberal Arts & Sciences with an Emphasis in Science Studies-Physical Sciences-Kinesiology and Nutrition Associate in Arts and Liberal Studies Elementary Education Preparation Associate in Arts approved, pending tech review.*

Discussion: City's physical education programs revised to reflect the EXSC designator change reviewed.

Action: *Exercise Science Associate in Arts, Fitness Specialist Certificate of Achievement, Liberal Arts and Sciences with an Emphasis in Elementary (Multiple Subject) Teaching Associate in Arts, Kinesiology for Transfer Associate in Arts, Master Teacher Certificate of Achievement and School Age Child Care Certificate of Performance approved, pending tech review.*

Discussion: Miramar's revised physical education programs reviewed. Short advised the revisions are a result of the designator change.

Action: *Fitness Specialist Certificate of Achievement, Health and Physical Education Studies Associate in Science and Kinesiology for Transfer Associate in Arts approved, pending tech review.*

Discussion: Intercollegiate spreadsheet displayed. Hess advised a pending issue with the intercollegiate courses is the hours to units are currently out of compliance. Assignment of variable units, in order to allow flexibility among all three colleges, has been proposed to the faculty. Hess noted this proposal has been discussed with the deans and faculty. Hess advised the units would be revised to 2.0-3.5 option. Hess stated should this proposal be approved it would be applicable to all three colleges.

Action: *EXSC 200, 201, 202, 203, 204, 205, 206, 207, 210, 211, 214, 215, 216, 217 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 229A, 230A, 230B, 231A, 231B, 232A, 232B, 233A, 233B, 234A, 234B, 235A, 235B, 237A, 237B, 238A, 238B, 239A, 239B, 240, 241B, 242B, 270, 280, 281, 282, 283, 284, 285, 286, 287, 288 and 289 approved, pending tech review.*

Discussion: Theory and Fitness Specialist courses reviewed.

Action: *EXCS 229A, 229B, 230A, 230B, 231A, 231B, 232A, 232B, 233A, 233B, 234A, 234B, 235A, 235B, 237A, 237B, 238A, 238B, 239A, 239B, 240, 241B, 242B, 270, 280, 281, 282, 283, 284, 285, 286, 287, 288 and 289 approved, pending tech review.*

Walked-In Curriculum

Discussion: *Administrative Assistant Certificate of Achievement (Miramar), Administrative Assistant Certificate of Performance (Miramar) and Administrative Assistant Associate in Science (Miramar)-* Igou advised the program awards have been revised to reflect the deactivation of a number of Computer Business Technology (CBTE) course, career options language was revised

Action: *Administrative Assistant Certificate of Achievement, Administrative Assistant Certificate of Performance and Administrative Assistant Associate in Science approved, pending tech review.*

Discussion: *ARCH 180A Advanced Architectural Design II (Mesa), ARCH 180B Advanced Architectural Design II (Mesa), ARCH 180C Advanced Architectural Design II (Mesa) and ARCH 230 Sustainability in the Built Environment (Mesa)-* Hess inquired if the courses would be held on account of the revision to ARCH 180's impact on the program. Michelle Parsons advised 180 is being revised to 180A, a minor revision which could be changed in the program award(s) easily. ARCH 180B and 180C are new courses. Andersen inquired if the courses are attached to the Interior Design Certificate of Achievement and Associate in Science program being walked in at the March 14

meeting. Parsons stated the courses are not tied to the Interior Design program, and the courses are not being walked in with a program at the March 14 meeting. Andersen inquired if the program is career technical and transfer applicable. Elizabeth Norvell and Juliette Parker confirmed. Andersen expressed her concern in relation to articulation. Norvell stated she does not believe 180B and 180C will be added to the program, these courses will be stand-alone.

Action: *ARCH 180A, 180B, 180C and 230 approved, pending tech review.*

Discussion: *ARTD 160A Vector Art 01: Illustration Tools (Miramar), ARTD 160B Vector Art 01: Illustration Tasks (Miramar), ARTD 170 Raster Art 01: Image Editing (Miramar), ARTD 170A Raster Art 01: Image Editing Tools (Miramar) and ARTD 170B Raster Art 01: Image Editing Tasks (Miramar)*- Igou advised revisions have been made to repeatability and prerequisites.

Action: *ARTD 160, 160A, 160B, 170, 170A, 170B approved, pending tech review.*

Discussion: *Art History Emphasis Associate in Arts (Mesa), Digital Art Emphasis Associate in Arts (Mesa), Museum Studies Emphasis Associate in Arts (Mesa), Photography and New Genres Associate in Arts (Mesa), Three-Dimensional Emphasis Associate in Arts (Mesa) and Two-Dimensional Emphasis Associate in Arts (Mesa)*- Norvell reported the significant revision to these program awards was to core courses.

Action: *Art History Emphasis Associate in Arts, Digital Art Emphasis Associate in Arts, Museum Studies Emphasis Associate in Arts, Photography and New Genres Associate in Arts, Three-Dimensional Emphasis Associate in Arts and Two-Dimensional Emphasis Associate in Arts approved, pending tech review.*

Discussion: *AVIM 101G General Aviation Technology Theory I (Miramar)*- Igou advised mathematics prerequisite has been reapplied to the course.

Action: *AVIM 101G approved, pending tech review.*

Discussion: *BUSE 115 Statistics for Business (Mesa)*-Mathematics 096 prerequisite assigned to the course. Hess confirmed, as per discussion, mathematics competency as well as IGETC, UCTCA, CSU GE and “or” language in discipline listing would be included in approval of the course.

Action: *BUSE 115 approved, pending tech review.*

Discussion: *CACM 130 Quantity Food Preparation-Theory (Mesa)*- Parsons advised prerequisites were revised.

Action: *CACM 130 approved, pending tech review.*

Discussion: *CHIC 110B Introduction to Chicano Studies (Mesa), CHIC 190 Chicano Images in Film (Mesa), CHIC 210 Chicano Culture (Mesa), CHIC 230 Chicano Art (Mesa) and Chicana and Chicano Studies Associate in Arts (Mesa)*- Parsons noted the program revision has been pending approval, dependent on course integrations. Courses have been revised.

Action: *CHIC 110B, 190, 210 and 230 and Chicana and Chicano Studies Associate in Arts approved, pending tech review.*

Discussion: *Elementary Education Associate in Arts (Miramar)*- Igou advised the program is proposed for deactivation.

Action: *Elementary Education Associate in Arts approved, pending tech review.*

Discussion: *EMGM 105A Emergency Medical Technician-National Registry (Miramar)*- Health and Safety limitation on enrollment proof requirement decreased to 30 days prior to course commencement.

Action: *EMGM 105A approved, pending tech review.*

Discussion: *ENGL 048 College Reading and Study Skills II (Miramar), ENGL 049 Basic Composition (Miramar), ESOL 031 Reading for Non-Native Speakers of English II (Miramar), ESOL 032 Listening and Speaking for Non-native Speakers of English II*

(Miramar) and ESOL 040 Reading and Writing for Non-native Speakers of English (Miramar)- Course revisions. ESOL 032 added as a prerequisite to 048 and 049.

Action: ENGL 048 and 049 and ESOL 031, 032 and 040 approved, pending tech review.

Discussion: ENGL 245A Writing Creative Nonfiction (Mesa) and ENGL 245B Advanced Creative Nonfiction (Mesa)-Parsons advised ENGL 245A is a revision of 245 and 245B is a new course. Short inquired if 245B is proposed as a stand-alone course. Parsons replied the course is not and is planned for inclusion in the English Transfer Model Curriculum (TMC) degree. English TMC template discussed. Parker noted the course is allowed in the TMC degree. McGrath motioned to approve ENGL 245A and table 245B. Parker advised if one course is tabled the other course should be tabled, as the courses were developed to work simultaneously.

Action: ENGL 245A and 245B tabled.

Discussion: General Office Clerk Certificate of Achievement (Mesa)- New certificate within the CBTE program area.

Action: General Office Clerk Certificate of Achievement approved, pending tech review.

Discussion: HEAL 195 Health Education for Teachers (Mesa)- Parsons advised HEAL 190 should have been revised in order to meet state accreditation agency requirements. Parsons proposed approval of 195 with the understanding it will be a revision of 190.

Action: HEAL 195 approved, pending tech review.

Discussion: Interior Design Certificate of Achievement (Mesa) and Interior Design Associate in Science (Mesa)- Program revised to reflect revisions to interior design courses. Revised courses are on the March 14 curriculum summary.

Action: Interior Design Certificate of Achievement and Interior Design Associate in Science approved, pending tech review.

Discussion: Microcomputer Applications Certificate of Achievement (Miramar), Microcomputer Applications Associate in Science (Miramar), Typist/Word Processor Certificate of Performance (Miramar) and Website Designer Certificate of Performance (Miramar)- Igou advised the Microcomputer and Website Designer programs have been revised to reflect the removal of deactivated courses. The Typist/Word Processor certificate is proposed for deactivation.

Action: Microcomputer Applications Certificate of Achievement, Microcomputer Applications Associate in Science, Typist/Word Processor Certificate of Performance and Website Designer Certificate of Performance approved, pending tech review.

Discussion: Occupational/Technical Studies Associate in Science (Miramar)- Degree has been revised to reflect the removal of courses planned for deactivation.

Action: Occupational/Technical Studies Associate in Science approved, pending tech review.

Discussion: PHYE 047 Physical Activities for Youth (City), PHYE 115 Bowling (City/Mesa), PHYE 141 Over-the-Line (Miramar) , PHYE 150 Lifelong Fitness Behaviors (City), PHYE 240 Physical Education in the Elementary Schools (Miramar), PHYE 242 Care and Prevention of Injuries (Mesa), PHYE 242 Care and Prevention of Injuries (Miramar) and PHYE 243 Fitness for Life Concepts (City) Bilingual Studies Associate in Arts (City)- Physical education courses to be deactivated.

Action: PHYE 047, 115, 141, 150, 240, 242 and 243 and Bilingual Studies Associate in Arts approved, pending tech review.

Discussion: Social and Behavioral Sciences Associate in Arts (Miramar)- Short advised the degree has been revised to reflect the planned deactivation of several courses.

Action: Social and Behavioral Sciences Associate in Arts approved, pending tech review.

Discussion: *Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies Associate in Arts (Mesa) and Spanish Associate in Arts (Mesa)*- Both degrees have been revised to reflect the removal of a Spanish course planned for deactivation. Parsons added Tagalog 102 and 201 should be removed as these courses are also planned for deactivation.

Action: *Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies Associate in Arts and Spanish Associate in Arts approved, pending tech review.*

Discussion: *Electrical Apprenticeship Certificate of Achievement (City), Electrical Apprenticeship Associate in Science (City), Pipefitting (Construction Trades) Apprenticeship Certificate of Achievement (City), Pipefitting (Construction Trades) Apprenticeship Associate in Science (City), Plumbing Construction Trades) Apprenticeship Certificate of Achievement (City), Plumbing (Construction Trades) Apprenticeship Associate in Science (City), San Diego Gas and Electric Company Apprenticeship Certificate of Achievement (City), San Diego Gas and Electric Company Apprenticeship Associate in Science (City), Sheet Metal Certificate of Achievement (City) and Sheet Metal Associate in Science (City)*- Randy Barnes advised the work experience requirement has been removed. Lombardi noted additional revision to the Plumbing program. Norvell stated Plumbing 340 should be added back into the certificate and associate degree, unsure how or why course was removed.

Action: *Electrical Apprenticeship Certificate of Achievement, Electrical Apprenticeship Associate in Science, Pipefitting (Construction Trades) Apprenticeship Certificate of Achievement, Pipefitting (Construction Trades) Apprenticeship Associate in Science, Plumbing (Construction Trades) Apprenticeship Certificate of Achievement, Plumbing (Construction Trades) Apprenticeship Associate in Science, San Diego Gas and Electric Company Apprenticeship Certificate of Achievement, San Diego Gas and Electric Company Apprenticeship Associate in Science, Sheet Metal Certificate of Achievement and Sheet Metal Associate in Science approved, pending tech review.*

Discussion: *ARAB 201 Third Course in Arabic (City)*- Lombardi advised the course is to be activated at City. Andersen clarified the course is technically a reactivation, though the course could not be located in CurricUNET or Articulation System Stimulating Interinstitutional Student Transfer (ASSIST).

Action: *ARAB 201 approved, pending tech review.*

Discussion: *AGRI 130 Agriculture Direct Marketing Internship (City)*- Lombardi advised the AGRI 130 course is a new course in the agricultural area. Short sought clarification as to whether the course is proposed as stand-alone or is a non stand-alone course to be offered once it is included in the program. Barnes proposed the course be approved as stand-alone and program could be revised in the future, as the course is desired to be offered as soon as possible.

Action: *AGRI 130 approved, pending tech review.*

Discussion: *ARTF 125 Art History: Arts of the Asian Continent (City)*- New course to be included in City's Art History and Studio Arts transfer degrees. Hess noted the course was discussed at District Articulation Council (DAC) and the course will not be offered until the transferability has been approved.

Action: *ARTF 125 approved, pending tech review.*

Discussion: *ARTG 148A Portfolio A (City)*- Course revised to meet six year review.

Action: *ARTG 148A approved, pending tech review.*

Discussion: *BIOL 101 Issues in Environmental Biology (City) and BIOL 109 Introduction to Applied Biology (City)*- Lombardi advised both are environmental biology course revisions.

Action: *BIOL 101 and 109 approved, pending tech review.*

Discussion: *Art History for Transfer Associate in Arts (City), English: English for Transfer (AA-T) Transfer Model Curriculum (TMC) Associate in Arts, Journalism for Transfer Associate in Arts (City), Sociology for Transfer Associate in Arts (City) and Studio Arts for Transfer Associate in Arts (City)*- New TMC degrees to be offered at City College. Andersen advised the Art History and Studio Arts degrees are new degrees, reflecting ARTF 125 as a course option.

Action: *Art History for Transfer Associate in Arts, Journalism for Transfer Associate in Arts , Sociology for Transfer Associate in Arts and Studio Arts for Transfer Associate in Arts approved, pending tech review.*

Discussion: *BANK 102 Mortgage Brokerage and Banking (City), BANK 104 Principles of Loan Processing (City), BANK 106 Loan Underwriting (City), BANK 108 Principles of Loan Closing (City) BUSE 095 Small Business Alphabetic Filing (City), BUSE 113 International Finance (City), CONF 110 Personal Financial Management (City), ESCR 111 Escrow Procedures (City), REAL 111 Introduction to Uniform Standards of Professional Appraisal Practice (City), REAL 140 Real Estate Appraisal II (City), SUPR 101 Introduction to Supervision (City), SUPR 115 Management and Organization for Supervisors (City), SUPR 170 Supervisor/Employee Communications (City), Introduction to Telecommunications Certificate of Performance (City) Real Estate Appraisal Certificate of Performance (City), Real Estate Broker Certificate of Achievement (City), Real Estate Salesperson Certificate of Performance (City), Real Estate Associate in Science (City) and Supervision Associate in Science (City) RTVC 044 Supervised Tutoring in Radio and Television (City), VNUR 050 Healthcare Essentials (City), VNUR 060 Pharmacology for Vocational Nurses I (City), VNUR 061 Fundamentals of Vocation Nursing (City), VNUR 062 Pharmacology for Vocational Nursing II (City), VNUR 064 Nutrition for Vocational Nurses (City), VNUR 065 Medical Surgical Vocational Nursing I (City), VNUR 066 Vocational Nursing Leadership (City), VNUR 067 Maternal/Child and Mental Health (City), VNUR 069 Medical Surgical Vocational Nursing II (City) and Vocational Nursing Certificate of Achievement (City)*- Lombardi advised the courses and programs are proposed for deactivation. Andersen clarified the Real Estate Associate in Science is proposed for revision. Norvell added several certificates are revisions as well.

Action: *BANK 102, 104 , 106, 108; BUSE 095 and 113; CONF 110; ESCR 111; REAL 111 and 140; SUPR 101, 115 and 170; Introduction to Telecommunications Certificate of Performance, Real Estate Appraisal Certificate of Performance, Real Estate Broker Certificate of Achievement, Real Estate Salesperson Certificate of Performance, Real Estate Associate in Science, Supervision Associate in Science, RTVC 044; VNUR 050, 060 , 061, 062, 064, 065, 066, 067 and 069 and Vocational Nursing Certificate of Achievement approved.*

Discussion: *CHEM 100 Fundamentals of Chemistry (City) and CHEM 100L Fundamentals of Chemistry Laboratory (City)*- Revision to prerequisites, MATH 092 prerequisite and ENGL 47 advisory added to both courses.

Action: *CHEM 100 and 100L approved, pending tech review.*

Discussion: *School Age Child Care Certificate of Performance (City)*- Child development certificate revised to reflect course updates.

Action: *School Age Child Care Certificate of Performance approved, pending tech review.*

Discussion: *English for Transfer Associate in Arts for Transfer (City) (Information)*- Andersen advised several courses still need to be added to the degree, as a result of CurricUNET issues.

Discussion: *Online Journalism Certificate of Performance (City) and Recording Arts Certificate of Achievement (City)*- Lombardi advised the certificates have been revised to reflect the RTVC to RTVF designator change.

Action: *Online Journalism Certificate of Performance and Recording Arts Certificate of Achievement approved, pending tech review.*

Discussion: *Sustainability Certificate of Performance (City)*- Certificate revised to reflect the revisions to the environmental biology courses.

Action: *Sustainability Certificate of Performance approved, pending tech review.*

Discussion: *DJRN 210 News Reporting and Editing for Publication (City) , DJRN 220 Reporting and Editing for Specialty Publications (City) and JOUR 206 Online Journalism (City)*- Norvell advised courses have been revised to reflect the new RTVF program.

Action: *DJRN 210 and 220 and JOUR 206 approved, pending tech review.*

Discussion: *Liberal Arts and Sciences Emphasis in Language Arts and Humanities Associate in Arts (City)*- Andersen advised the degree has been revised to reflect the RTVC to RTVF designator change.

Action: *Liberal Arts and Sciences Emphasis in Language Arts and Humanities Associate in Arts approved, pending tech review.*

Discussion: *MARK 110 Principles of Retailing (City)*- Lombardi advised the course is to be activated at City.

Action: *MARK 110 approved, pending tech review.*

Discussion: *MUSC 050 Music Fundamentals for the Studio Engineer (City), MUSC 080 Introduction to Digital Audio and MIDI (City), MUSC 082 Audio Recording (City), MUSC 084 Fundamentals of MIDI Production (City), MUSC 095 Advanced Topics in Music (City), Audio Production Certificate of Achievement (City) , Audio Production Certificate of Performance (City) and Digital Music Technology Associate in Science Degree (City)*-Lombardi reviewed history of MUSC courses and program. Lombardi advised faculty have addressed issues.

Action: *MUSC 050, 080, 082, 084 and 095, Audio Production Certificate of Achievement, Audio Production Certificate of Performance and Digital Music Technology Associate in Science Degree approved, pending tech review.*

Discussion: *PHOT 143 Introduction to Digital Photograph (City), PHOT 200A Photographic Lighting Techniques (City), PHOT 206 Advanced Creative Techniques (City), PHOT 211 Analog Creative Photographic (City), PHOT 212 Creative Digital Techniques (City), PHOT 213 Intermediate Analog Creative Techniques (City), PHOT 214 Intermediate Digital Creative Techniques (City), PHOT 216 Advanced Analog Techniques (City) , PHOT 217 Advanced Digital Techniques (City), PHOT 218 Intermediate Photographic Techniques (City), PHOT 219 Printing on Canvas or Other Materials (City), PHOT 221 Fine Art and Photography (City) and PHOT 224 Color Management for Digital Photography (City)*- Lombardi advised new PHOT courses have been written as stand-alone courses. Andersen clarified PHOT 143 and 200A are revisions and were not written as stand-alone.

Action: *PHOT 143, 200A, 206, 211, 212, 213, 214, 216, 217, 218, 219, 221, and 224 approved, pending tech review.*

Discussion: *Liberal Arts and Sciences Emphasis in Visual and Performing Arts Associate in Arts (City)*- Andersen advised the degree was on hold pending clarification from the DANC department. Hess stated the revision is a result of the EXSC designator change.

Action: *Liberal Arts and Sciences Emphasis in Visual and Performing Arts Associate in Arts approved, pending tech review.*

Discussion: *DSPS 042 Basic Skills Applied Study Strategies (Mesa)*- Parsons advised the course is a reactivation and is to be included in a learning community.

Action: *DSPS 042 approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported no change in courses not integrated.

CurricUNET Steering Committee

Discussion: Hess reported a phone conference is scheduled for Monday [March 18] with Governet regarding the CurricUNET issues and customer service concerns.

C-ID

Discussion: Hess reviewed C-ID discussion at the recent DAC meeting. Lee recommended the degrees approved at the March 14 CIC meeting be prioritized. Hess advised the current C-ID submission count is approximately 740 to 1,110 courses.

April 11th, 2013

Approval of March 14, 2013 Minutes

Discussion: Hess advised DRAM 250 was added as approved, pending tech review, to the DRAM expedited approval (pg. 4), Liberal Arts and Sciences with an Emphasis in Science Studies-Kinesiology and Nutrition Associate in Arts and Liberal Studies Elementary Education Preparation Associate in Arts were added to Mesa's EXSC expedited approval (pg. 5) and language was revised in the ENGL 245A/B discussion (pg. 9). Hess read the updated ENGL 245A/B discussion.

Action: *The minutes were approved.*

Exercise Science (EXCS)/Physical Education (PHYE) Implementation (Information)

Discussion: Lee advised there have been recent developments in the implementation date for the EXSC curriculum approved at the March 14, 2013, CIC meeting. Lynn Neault advised the coding in the system around PHYE is complex, not as simple as when speech changed to communication studies. Neault advised due to the volume of coding and testing required the EXSC curriculum changes cannot be implemented for fall 2013. Lee summarized the other activity course (i.e. dance, drama) are scheduled to implement fall 2013. asked Neault if leveling of current PHYE courses is an option for fall 2013. Neault advised leveling of PHYE courses could be an option and cautioned challenges revolve around this approach as well. Neault recommended using the current PHYE curriculum for the 2013-2014 academic year and address student issues with course repeatability on a case by case basis. McGrath inquired if PHYE courses could be offered as is and students could petition for repeatability. Discussion occurred regarding student impact and funding issues. Neault explained the recent equivalency issues with leveling of EXSC courses; in order for an EXSC A and B course to be equivalent to the original PHYE course, the EXSC A and B would need to be equivalent to each other. Hess recommended the equivalency be removed from the B courses. Students self placement in levels, non-credit for lower level courses and financial aid discussed. Lee thanked everyone for their insight and recommendations, and noted a PHYE meeting is scheduled after CIC.

Walked-In Curriculum

Discussion: *ART 148C Portfolio Building (City)*- Shelton advised the 148A course has already been approved, 148B is listed on the summary and 148C is a new course in the portfolio series. Shelton stated the courses do not have prerequisites assigned to one another. Hess advised she would consult with dean and faculty regarding assignment to a family group.

Action: *ARTG 148C approved, pending tech review.*

Discussion: *BIOL 206 Biotechnology Instrumentation* (City)- Shelton stated the course was revised to meet six year review, prerequisites were updated.

Action: *BIOL 206 approved, pending tech review.*

Discussion: *Communication Studies Certificate of Achievement* (City)- Shelton advised a certificate of performance currently exist for this award title. Hess questioned if the award was career technical. Shelton stated the award is for the transfer option. Shelton advised articulation was discussed at City's curriculum meeting.

Action: *Communication Studies Certificate of Achievement approved, pending tech review.*

Discussion: *DJRN 200 Newswriting for Multimedia, 211 Online News Concepts for Publication, 212 News Publication Management and 213 Advanced News Publication Management* (City)- Shelton advised the walked in DJRN courses are revisions, except for 290. Shelton added 211, 212 and 213 have been revised from lecture/lab to lab. Shelton read an email from Roman Koenig, explaining the revision to the lab only delivery method. Cross listing discussed.

Action: *DJRN 200 approved, pending tech review. DJRN 211, 212 and 213 tabled for further discussion.*

Discussion: *DJRN 290 Independent Study* (City)- New course created to offer independent study in digital journalism.

Action: *DJRN 290 approved, pending tech review.*

Discussion: *JOUR 205 Editing for Print Journalism* (City)-Shelton advised the course has been revised to include additional prerequisites. Parsons inquired if Mesa faculty was included in the approval process. Comments viewed in CurricUNET. Mesa approvals defaulted.

Action: *JOUR 205 tabled until the next meeting.*

Discussion: *RTVF 296 Individualized Instruction in Radio & Television* (City)- Shelton advised the course has been revised as a result of the designator change. Short inquired on the urgency to approve walked-in curriculum if the catalog deadline has passed. Shelton advised RTVF designator change will be in the 2013-2014 catalog and the 296 should be included. Hess confirmed the RTVF designator change should be reflected accurately in the catalog and noted Mesa's walked-in curriculum is related to the fall 2013 non-repeatability.

Action: *RTVF 296 approved, pending tech review.*

Discussion: *Art History Emphasis Associate Arts* (Mesa)-Parsons advised the award was missed in the expedited approval and has been revised to reflect the revisions to the art curriculum.

Action: *Art History Emphasis Associate Arts approved, pending tech review.*

Discussion: *Architecture Transfer Certificate of Achievement and Architecture Transfer Associate in Arts* (Mesa)-Parsons stated the program has been revised to reflect the ARCH 180A, 180B and 180C.

Action: *Architecture Transfer Certificate of Achievement and Architecture Transfer Associate in Arts approved, pending tech review.*

Discussion: *ENGL 245A Writing Creative Nonfiction, ENGL 245B Advanced Creative Nonfiction, ENGL 252A Fundamentals of Fiction Writing, ENGL 252B Intermediate Fiction Writing, Creative Writing Certificate of Performance, English Associate in Arts and Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies-English Associate in Arts* (Mesa)-Parsons reviewed ENGL 245A (revision) and 245B (new) discussion at March 14 CIC meeting. Parsons advised ENGL 245B is included in the English Transfer Model Curriculum (TMC) degree and San Diego State University will accept ENGL 245A or 245B. Parsons explained 252A and 252B are

reactivations replacing ENGL 253 Fundamentals of Fiction Writing. Parsons noted City and Miramar faculty have been informed and have no issues with these courses. ENGL 245B recommended to be voted on separately from revisions and reactivations.

Action: *ENGL 245A, 245B, 252A, and 252B, Creative Writing Certificate of Performance, English Associate in Arts and Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies-English Associate in Arts approved, pending tech review and deactivation of ENGL 235 and 254; ENGL 245B approved, pending tech review.*

Discussion: *DRAM 100A Fundamentals of Performance and Production I, DRAM 100B Fundamentals of Performance and Production II, DRAM 104A Theatre Company Performance I, DRAM 104B Theatre Company Performance II, DRAM 200A Fundamentals of Performance and Production III, DRAM 200B Fundamentals of Performance and Production IV, DRAM 204A Theatre Company Performance III, DRAM 204B Theatre Company Performance IV, DRAM 250 Rehearsal, Production and Performance, DRAM 260A Spanish One Acts Production and Performance Dramatic Arts Associate in Arts and Liberal Arts and Sciences with an Emphasis in Arts Studies-Drama Associate in Arts (Mesa)- Parsons advised Mesa's faculty would like deactivate DRAM 250 and replace the course with DRAM 104A, 104B, 204A, 204B and 260A (new courses). Parsons noted DRAM 260B is in development. Deactivation of DRAM 250 at Mesa added as a walk-in. Erica Plourde clarified DRAM 100A, 100B, 200A and 200B were revised as new corequisites. Articulation discussed.*

Action: *DRAM 100A, 100B, 104A, 104B, 200A, 200B, 204A, 204B, 250 and 260A, Dramatic Arts Associate in Arts and Liberal Arts and Sciences with an Emphasis in Arts Studies-Drama Associate in Arts approved, pending tech review.*

Discussion: *MUSI 174A Individualized Study, MUSI 174B Individualized Study, MUSI 174C Individualized Study, MUSI 174D Individualized Study, MUSI 274A Applied Music, MUSI 274B Applied Music, MUSI 274C Applied Music, MUSI 274D Applied Music and Music Studies Associate in Arts (Mesa)-Parsons advised the new courses were created to meet the fall 2013 repeatability statute. Short inquired how courses differ from individual study and applied music courses currently offered. Hess advised it appears 174A-D and 274A-D courses are replacing MUSI 275A-D and MUSI 276A-D. Short inquired if MUSI 275A-D and 276A-D deactivations should be included in the approval. Proposal status of 275A-D and 276A-D deactivations discussed.*

Action: *MUSI 174A, 174B, 174C, 174D, 274A, 274B 274C and 274D approved, pending tech review and pending deactivation MUSI 275A, 275B, 275C, 275D, 276A, 276B, 276C and 276D.*

Discussion: *Woodbury Transfer Track Certificate of Achievement and Woodbury University Transfer Track Associate in Arts (Mesa)-Parsons advised the degrees are architecture program awards and have been revised to reflect ARCH 180A.*

Action: *Woodbury Transfer Track Certificate of Achievement and Woodbury University Transfer Track Associate in Arts approved, pending tech review.*

SB 1440

Discussion: Hess reported Mesa's Geography, Journalism and Kinesiology have been approved by the state. Hess advised a chart, produced by the State Chancellor's Office, was presented at a recent meeting reflecting the goals for the associate transfer degrees and it appears the state accepted the District's recommendations.

State Academic Senate

Discussion: 2013 Spring Plenary Session will take place on April 18-20 2013. Report to be provided at the next CIC meeting.

Chief Instructional Officers

Discussion: Buckley reported discussions at a recent meeting session concerning college standard and Massive Open Online Courses. Hess inquired if there was mention of when the state plans to produce guidelines for repeatability. Buckley advised per discussion it appears the state will review the courses submitted as a result of the fall 2013 repeatability statute and feedback will be received depending on audit of courses.

C-ID

Discussion: Hess reported Mesa's Academic Senate approved the C-ID process and submittal can occur. Parker inquired on process for TMC degrees. Hess advised the TMCs can be submitted for CIC approval and, pending Board of Trustees approval, state approval and C-ID approval can be submitted at the same time. Hess advised DAC should determine a priority submittal list.

April 25th, 2013

General Education (G.E.) Course Approval Review (Information)

Discussion: Hess advised the document is for informational review and action on the proposed courses will take place at the May 9, 2013 CIC meeting.

MUSI 201 Recording Arts

Discussion: Dan Igou advised tape recording equipment and technology is referenced in the course outline and Miramar uses digital recording technology. Igou stated he discussed the issue with Michelle Parsons and Parsons advised the course outline could be revised.

Action: *MUSI 201 approved.*

Exercise Science (EXSC)/Physical Education (PHYE) Implementation (Information)

Discussion: Hess explained as a result of the April 11, 2013 PHYE meeting the department chairs provided eight PHYE courses (PHYE 103, 123, 132, 149, 153, 155, 159, 166) to be leveled to W, X, Y and Z for repeatability, the effective date of the EXSC designator was changed to fall 2014 and all programs are to be updated to reflect these changes. Hess noted the curriculum proposals to change the leveled PHYE listed to the new EXSC designator will be brought back to CIC during the 2013-2014 academic year for approval.

Draft 2013-2014 CIC Calendar (Information)

Discussion: A virtual meeting was added in August. Correction was made to July 4, 2014 holiday. Hess noted the catalog deadline has not changed and recommended submitting curriculum in advance of the catalog deadline in order to allow sufficient time for approval at the state level. Hess cautioned waiting until the catalog deadline may impact inclusion of curriculum in the printed catalogs.

ARAB 201(Information)

Discussion: Hess advised the course number was revised to 201A as a result of a change in units.

English (ENGL)/English for Speakers of Other Languages (ESOL) (Information)

Discussion: Hess advised at the March 14, 2013 CIC meeting ESOL 31 and 32 and ENGL 48 and 49 were walked-in. During technical review some issues with the implementation of the courses were discovered. Hess noted as result the implementation date for these courses will be delayed to fall 2014.

Walked-In Curriculum

Discussion: *ACCT 128A Small Business Accounting- Recordkeeping and ACCT 128B Small Business Accounting- Payroll (City)-* Jan Lombardi advised corerequisite advisories has been removed from the courses. Randy Barnes explained how the

corequisite advisories negatively impacted students and scheduling. Lombardi noted the change has yet to be made in CurricUNET.

Action: *ACCT 128A and 128B approved, pending tech review.*

Discussion: *Applied Biology Track Associate in Science (City)- Lombardi stated the award is a revision; courses have been added and removed.*

Action: *Applied Biology Track Associate in Science approved, pending tech review.*

Discussion: *DJRN 211 Online News Concepts for Publication, DJRN 212 News Publication Management and DJRN 213 Advanced News Publication Management (City) - Deanna Shelton advised Roman Koenig confirmed he had discussed the revisions with Jana Braun.*

Action: *DJRN 211, 212 and 213 approved, pending tech review.*

Discussion: *JOUR 205 Editing for Print Journalism (City)- Shelton confirmed the questions raised at the previous Council meeting have been resolved. Lombardi noted a prerequisite was removed.*

Action: *JOUR 205 approved, pending tech review.*

Discussion: *English Associate in Arts (City)-Lombardi advised, in response to an email request, she removed ENGL 245 and replaced the course with ENGL 245A. Hess clarified the revision was requested as a result of recent revisions to several ENGL courses.*

Action: *English Associate in Arts approved, pending tech review.*

Discussion: *MCTR 201A Electronic Devices and Circuits (City)-Lombardi stated City faculty would like to deactivate the course.*

Action: *MCTR 201A approved, pending tech review.*

Discussion: *BUSN 621 Project Management I and BUSN 622 Project Management II (Continuing Education)-Roma Weaver advised a new program has been created along with two new courses, Project Management I and Project Management II, to provide students with project management skills using Microsoft software.*

Action: *BUSN 621 and 622 approved, pending tech review.*

Discussion: *Project Management Program Certificate of Completion (Continuing Education)*

Action: *Project Management Program Certificate of Completion approved, pending tech review.*

Discussion: *HLTH 607 Acute Care Nurse Assistant, HLTH 608 Restorative Nurse Assistant, HLTH 609 Healthcare Careers and HLTH 610 Personal and Home Care Aide (Continuing Education)- Weaver explained new courses and certificates were created to accommodate the changes in nursing and caregiver occupation skills as a result of the Patient Protection and the Affordable Care Act.*

Action: *HLTH 607, 608, 609 and 610 approved, pending tech review.*

Discussion: *Nurse Assistant Acute Care Program Certificate of Completion, Nurse Assistant Rehabilitative Certificate of Completion and Personal Care Assistant/Caregiver Certificate of Completion (Continuing Education)*

Action: *Nurse Assistant Acute Care Program Certificate of Completion, Nurse Assistant Rehabilitative Certificate of Completion and Personal Care Assistant/Caregiver Certificate of Completion approved, pending tech review.*

Discussion: *Network Systems Specialist Certificate of Completion (Continuing Education)- Weaver advised the certificate was revised to reflect the addition of an Introduction to UNIX course and removal of a Microsoft Windows course.*

Action: *Network Systems Specialist Certificate of Completion approved, pending tech review.*

Discussion: Hess reported Mesa's Anthropology and Kinesiology transfer degrees were recently approved. Hess added the state has requested revisions to Miramar's Kinesiology transfer degree.

State Academic Senate

Discussion: Shelton reported Peace Studies and Chicano Studies were approved as disciplines at the 2013 Spring Plenary Session. Shelton noted Kinesiology discipline was discussed and may have been approved. Shelton summarized rejected disciplines and Massive Open Online Courses discussions at the session.

C-ID

Discussion: Hess reported submission of courses to the C-ID system has begun. Hess suggested the articulation officers hold presentations at their colleges. McGrath recommended informational documentation be distributed to the CIC members and the information can be presented at the Academic Senate meetings.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee met on April 19, 2013 and has begun the initial drafting of the assigning courses to disciplines procedure. Hess added the subcommittee will begin finalizing reviewed procedures with the goal to present the procedures to CIC in the fall and submit for approval by the end of the fall semester. Hess advised a meeting date was proposed for the G.E. Subcommittee.

May 9th, 2013

General Education (G.E.) Course Approval Review

Discussion: Duane Short noted UC transfer is included in the course approval process, when applicable, and sought clarification on the need to include the UC transfer column in the GE Course Approval list. Short proposed a decision be made on whether to include the UC transfer column and recommended a consistent approach in the use of asterisks. Hess inquired if Council had a preference to Short's recommendations. Libby Andersen advised she was under the impression the GE course approval is a separate voting item for the curriculum committee and all courses to be submitted for articulation review should be included on the approval list. Discussion occurred regarding the inclusion of "A" and "W" revised courses. Andersen clarified recommendation is for approval as group and submittal to OSCAR. Hess noted for the May 9, 2013, approval of G.E. courses the "A" and "W" courses will be included to the list, pending discussion at District Articulation Council (DAC).

Removed from G.E. Course Approval:

BUSI 115

INTE 125

PSYC 111

Action: *GE Course Approval approved as amended.*

MUSI 115A Class Piano I, MUSI 115B Class Piano II, MUSI 215A Class Piano III and MUSI 215B Class Piano IV

Discussion: Andersen advised the MUSI course deactivations proposals originated from Mesa, and the deactivations are proposed for Mesa and City. Elizabeth Norvell clarified the deactivations should only be applicable to Mesa. Proposals will be corrected in CurricUNET.

Action: *MUSI 115A, 115B, 215A and 215B approved.*

CBTE 102 Keyboarding and CBTE 103 Beginning Computer Keyboarding

Discussion: Short noted a similar occurrence with the CBTE course reactivations as with the MUSI deactivations, Mesa proposal for course activations are proposed for City,

Mesa and Miramar. Norvell confirmed the course reactivations should be implemented for Mesa only. Proposals will be corrected in CurricUNET.

Action: *CBTE 102 and 103 approved.*

CRES 276 Field Work in Conflict Resolution and Mediation

Discussion: Jan Lombardi advised the course will be included in a new program. Lombardi advised the course is not being proposed as stand-alone. Definition of lecture was discussed.

Action: *CRES 276 approved.*

GE Course Approval

Discussion: BUSI 115 Statistics for Business- Parker proposed the course be added to the District G.E. Area A2.

Action: *BUSI 115 approved.*

Discussion: INTE 125- Parker proposed the course be added to the District G.E. Area C. Parker advised the District multicultural requirements should be removed.

Action: *INTE 125 approved.*

Discussion: PYSC 111 Psychological/Social Aspects of Aging, Death and Dying-Parker proposed the course be added to the District G.E. Area D, IGETC Area 4I and UCTCA.

Action: *PSYC 111 approved.*

Draft 2013-2014 CIC Calendar

Discussion: Desiree Payne advised the revisions discussed at the April 25, 2013, Council meeting were made (July 4 holiday and addition of virtual meeting in August). Payne noted catalog deadline language was added to the calendar.

Action: *2013-2014 CIC calendar approved.*

English Transfer Degree-City

Discussion: Lombardi relayed the prerequisite issue with the English (ENGL) 208 submittal to C-ID. C-ID submittal impacts English TMC degree submittal to the state. Andersen motioned for Council to reconsider City's English TMC degree.

Action: *English for Transfer degree reconsideration approved.*

Walked-In Curriculum

Discussion: Peace Studies Associate in Arts (City)

Action: *Peace Studies Associate in Arts degree approved, pending tech review*

Discussion: Business Management Certificate of Achievement and Business Management Associate in Science (Mesa)

Action: *Business Management Certificate of Achievement and Business Management Associate in Science degree approved, pending tech review.*

Discussion: Assistant Teacher Certificate of Performance and Home Day Care Certificate of Performance (Mesa)

Action: *Assistant Teacher Certificate of Performance and Home Day Care Certificate of Performance approved, pending tech review.*

Participatory Governance Survey

Discussion: Hasson distributed and explained the 2013 Participatory Governance Survey. Survey is to be completed by May 24, 2013.

SB 1440

Discussion: Hess reviewed the California Community College's Associate Degree for Transfer (ADT) Status Summary chart handout. Council discussed information relayed at recent conventions and from administrators at the state level regarding the 100% ADT goal. Parker discussed Course Identification Numbering System (C-ID) impact on ADT degrees.

Articulation Officers

Discussion: Short reported on topics discussed during a recent C-ID phone conference. Short advised the system currently requires the course outline dates not exceed four years. Parker advised a discussion has occurred regarding the possibility of a resolution to C-ID. Council discussed conflict with the C-ID submittal process, articulation and C-ID approval response time.

C-ID

Discussion: Hess advised Instructional Services is working with the articulation officers on C-ID submittals. A process is currently being researched for curriculum approved during the spring 2013 semester.

September 12, 2013

BUSE 092 Introduction to Business Communication

Discussion: Jan Lombardi wanted to ensure the course would not appear on an English placement chart. Duane Short recommended checking the prerequisite(s) on the Business Mathematics course. Coding in ISIS discussed.

Action: BUSE 092 approved.

Stand-Alone Approvals (Information)

Discussion: Hess explained the Stand-Alone approval process. District Instructional Services Process for Coding CB24 Program Status document displayed. Hess explained the only limitation is when 18 units or more of stand-alone courses are linked together as a prerequisite or corequisite the courses must be added to a program and approved by the CCCCO. Alternate process for courses not approved as stand-alone at CIC discussed. Hess advised a process would be researched.

Theatre Arts for Transfer (Mesa) (Information)

Discussion: Hess advised as a result of the deactivation of Drama 250 the degree was withheld from Mesa's catalog. Hess is working with the college on a resolution.

2013-2014 CIC Calendar (Information)

Discussion: Desiree Payne advised the General Education (GE)/Transferability approval deadline was incorrectly listed as 12/12/13.

Program Course Approval Handbook (PCAH) Updates (Information)

Discussion: Hess reported the Fifth Edition of the PCAH has been approved and released.

Walk-In Process (Information)

Discussion: Hess reviewed the walk-in process. Hess reminded Council a Walk-In Curriculum Approval form is required on the CIC catalog deadline and last meeting of the academic year, and to evaluate the need for walked-in curriculum (i.e. catalog deadline, program accreditation, effective term).

Deactivation (active at another collage) Process (Information)

Discussion: Hess reviewed the current deactivation process. Hess advised due to the way CurricUNET tracks proposals deactivations will need to revert back to the old process; deactivation cannot occur if another proposal has been initiated. Short inquired if a deactivation could be included in a revision. Hess advised this would need to be discussed at the CurricUNET Steering Subcommittee. Hess noted recommended electives within a program can be revised or deactivated and the program may be updated administratively, for required course(s) within a program both the course(s) and program need to be submitted at the same time. Discussion continued.

Repeatability (Information)

Discussion: Hess explained over the summer Instructional Services administratively removed repeatability from courses in order to comply with Title 5's 2013 repeatability statute. The list of courses was displayed. Discussion continued.

Course Not Integrated (Information)

Discussion: Parsons inquired if a course must be integrated prior to deactivation. Hess advised a course does not.

Six/Two Year Review (Information)

Discussion: Parsons explained Mesa is currently linking the program review process with the curriculum process. Discipline deans' roles in the curriculum process discussed. Hess advised Career Technical Education (CTE) curriculum requires two year review. Parsons added according to Title 5, CTE requisites and textbooks should be reviewed every two years. Active Not Offered report discussed. Erica Plourde noted a six year report is available in CurricUNET.

Voting Process (Information)

Discussion: Short inquired if an alternate voting process could be proposed for CIC. Lee advised Council must adhere to parliamentary procedure in order to comply with state regulations.

Walk-In Curriculum

Discussion: Fitness Specialist Certificate of Achievement (City, Mesa, Miramar)

Action: *Fitness Specialist Certificate of Achievement approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated is 51, and has decreased by approximately 20 courses.

ADT

Discussion: Lee reviewed the CCCCCO's Associate Degree for Transfer Status Summary chart. Council discussed the 100% ADT goal.

State Academic Senate

Discussion: Jan Lombardi reported the discussion at the summer 2013 Curriculum Institute; report card, certificate awards, common core, prerequisites and cross-discipline. Hess noted the procedure for requisites is on the agenda for the next Policies and Procedures Subcommittee meeting. Parsons added discussion occurred at the institute regarding major preparation versus GE. Parsons noted this discussion will be reviewed at the Chairs meeting, and recommended this topic be discussed at the next GE Subcommittee meeting. Lombardi advised the Dance department has expressed concern on the structure of Dance curriculum. Hess noted a meeting may need to occur with Dance faculty and deans. Parsons suggested a meeting with the Visual Performing Arts and Physical Education faculty and administrators be held. Igou added discussion occurred regarding unit increase justification.

Chief Instructional Officers

Discussion: Lee reported on the ERP project. Lee advised the project is now in the request bid phase. Lee noted interfacing with instructional databases (i.e. CurricUNET, EMS, Blackboard) is incorporated into the project. Lee advised an ERP team has been created and will be attending various meetings and vendor demonstrations. Lee stated he and Hess are to attend an all day meeting on October 24th, 2013, a CIC meeting date. Hess proposed the meeting be revised to a virtual meeting. No objections were made to the virtual meeting.

C-ID

Discussion: Number of courses denied and process for denied courses discussed. Hess noted a C-ID field has been added to CurricUNET.

CIC Subcommittees

Discussion: Hess reported a Policies and Procedures Subcommittee meeting is scheduled for Friday, September 20, 2013; the GE Subcommittee meeting is pending appointment of a faculty representative from City; the Catalog Subcommittee meeting is pending appointment of several representatives.

September 26, 2013

Course Not Integrated

Discussion: Hess clarified deactivated courses have not been removed from the Courses Not Integrated list in order to track the courses should they be reactivated and reintegrated. Hess advised Instructional Services is researching an approach to track the deactivations internally.

MUSI 174A-D and MUSI 274A-D

Discussion: Hess advised in spring 2013 Mesa's new Music courses were approved by the Council. The California Community College Chancellor's Office requested revisions to the courses. Hess explained the minor revisions to the course outlines included differentiating the titles, learning objectives and course content to reflect the variation between the levels of the courses. Hess noted the errata would be published to reflect the updated catalog course descriptions. Course outlines discussed.

Policies and Procedures Subcommittee Items

Discussion: Hess advised several procedures are ready to be guided through each college's shared governance approval process by the subcommittee. Hess reviewed the approval process for new and revised instructional procedures. Revisions to procedures discussed. Guidelines for Discipline Assignment document displayed. Tim McGrath recommended the condition in Section (7) Faculty Qualifications, subsection d. Interdisciplinary be revised to clarify the upper division and graduate units recommended to meet minimum qualifications, and proposed 12 graduate units be included as an option. Duane Short suggested revising the sentence to reflect the recommended maximum upper division and minimum graduate units. Council discussed role of deans, colleges, CRC, CIC and human resources roles in discipline assignment. Ensuring the document is proposed as a guideline to faculty was discussed. Hess advised Section 7's title can be revised to convey the listed qualifications are recommendations. Hess thanked Council for the feedback and requested advised revisions and/or feedback received from the colleges should be brought back to Council for discussion.

Walked-In Curriculum

Discussion: MUSI 135A College Guitar I and Music 135B College Guitar II (Mesa)

Action: *MUSI 135A and 135B approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported as of September 12, 2013, the number of courses not integrated is 50. Parsons inquired if the deactivated courses are excluded from the total listed. Hess advised the deactivations are included in the total and Instructional Services is working on an approach to separate the deactivations from the total count.

CurricUNET Steering Committee

Discussion: Hess reported the committee is scheduled to meet on October 4, 2013.

ADT

Discussion: Otto Lee reviewed the graduate figures listed on the Associate Degree for Transfer Fall 2012 and Spring 2013 Graduates chart.

State Academic Senate

Discussion: Parsons reported the fall Plenary Session will take place in November. Lombardi reported an Area D meeting is scheduled for October.

Articulation Officers

Discussion: Short noted Juliette Parker is now the Articulation Regional Representative for Region 10.

C-ID

Discussion: Hess reported as of September 26, 2013, five new C-ID approvals and one denial have been received.

CIC Subcommittees

Discussion: Hess reported the GE Review Subcommittee meeting is pending assignment of a faculty representative from City College and the Catalog Subcommittee meeting is pending the assignment of faculty representatives from City and Mesa College.

October 10, 2013

NUTR 270

Discussion: *NUTR 270 Work Experience.* Short sought clarification whether generic courses are subject to six year review. Hess advised she would research the current policy language, and the topic would be added as an agenda item for the November meeting. Hess noted the state does not view courses as generic and the six year review process may need to be revisited.

Action: *NUTR 270 tabled until next meeting.*

Walk-In Curriculum

Discussion: BLAS 125 Dynamics of the Black Community (City, Mesa), BLAS 140A and BLAS 140B History of the U.S. Black Perspectives; proposed for IGETC area 4F. (City, Mesa, Miramar), BLAS 165 Sexuality and Black Culture; proposed for CSUGE areas D9 and E, IGETC area 4I and District GE area D. (City, Mesa), BLAS 175 Psycho-History of Racism and Sexism; proposed for CSUGE areas D4 and D9, IGETC areas 4D and 4I and District GE area D. (City, Mesa), CHIC 141B United States History from a Chicano Perspective; proposed for IGETC area 4F. (City, Mesa), CHIC 201 The Indigenous Tradition of Mexico and Ancient Mesoamerica; proposed for CSUGE area D1 and IGETC area 4A (City, Mesa), PHIL 101 Symbolic Logic; proposed for CSUGE area A3 (City, Mesa, Miramar)

Action: *BLAS 125, BLAS 140A, BLAS 140B, BLAS 165, BLAS 175, CHIC 141B, CHIC 201 and PHIL 101 approved, pending tech review.*

Discussion: MATH 092 Applied Beginning and Intermediate Algebra (Mesa)

Action: *MATH 092 approved as amended, pending proposal launch and tech review.*

Discussion: PHYE 232 Martial Arts (Mesa)

Action: *PHYE 232 approved, pending tech review.*

Discussion: PHYE 287 Fitness Specialist (Miramar)

Action: *PHYE 287 approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported as of September 26, 2013 the number of courses not integrated is 41. Carmen Scott explained the Updating Project chart's notes section.

CurricUNET Steering Committee

Discussion: Hess advised the committee, with recommendations from the District Articulation Council, is currently researching the possibility of updating the transferability functionality in CurricUNET. Plourde informed the Council the functionality to assign courses to families has been added to CurricUNET. Process for assigning courses to families discussed.

State Academic Senate

Discussion: Parsons reported the Southern California Curriculum Regional Meeting will be held on November 15, 2013 in Long Beach.

C-ID

Discussion: Hess reported as of October 10, 2013 one approval has been received. Hess advised the articulation officers are working with faculty on courses which have been denied.

CIC Subcommittees

Discussion: Hess reported the GE Review Subcommittee and Catalog Subcommittee meeting dates have been proposed. Meeting frequency of subcommittees discussed.

November 14, 2013

GE/Transfer Curriculum

Discussion: *BLAS 125 Dynamics of the Black Community* (Mesa), *BLAS 140A History of the U.S., Black Perspectives* (City, Mesa, Miramar), *BLAS 140B History of the U.S., Black Perspectives* (City, Mesa, Miramar), *BLAS 165 Sexuality and Black Culture* (City, Mesa), and *BLAS 175 Psycho-History of Racism and Sexism* (Mesa) Juliette Parker advised the department chairs at City and Mesa have requested the discipline designator for these courses be Ethnic Studies only [remove Sociology]. Discussion occurred regarding the drafted Guidelines for Discipline Assignment, currently under review at the colleges.

Action: *BLAS 125, 140A 140B, 165, and 175 approved for GE/Transfer. Discipline assignment tabled until the December 12, 2013 meeting.*

Six Year Review of Generic Courses

Discussion: NUTR 270 Work Experience. Hess reviewed NUTR 270 was pulled at the October 10, 2013, meeting to allow for research on the six year review process for generic course outlines. Hess proposed the current process for review of generic outlines remain in place until the review of generic course outlines can be discussed at a GE Review Subcommittee meeting.

Action: *NUTR 270 approved and GE Review Subcommittee consideration of the generic course outline review process was approved.*

New Designator: Global Development Studies (GDEV) – City

Discussion: Randy Barnes advised the new designator was developed to address the needs of an interdisciplinary program related to Gender Studies, Global Studies, and Peace Studies. Barnes explained the program is designed to prepare students who plan to transfer to institutions offering International Development curriculum.

Action: *GDEV designator approved.*

Enterprise Resource Planning (ERP)

Discussion: Lee explained the ERP project. Hess advised software providers Oracle/Peoplesoft and Ellucian/Banner will be conducting software demonstrations on November 18 and 19, 2013, at the District Office.

Student Success Planning

Discussion: Hess provided an overview of the Student Success Planning. Parsons noted Mesa's experience with MATH 034A Basic Mathematics and Study Skills.

Walked-In Curriculum

Discussion: EXSC 113A Swimming I (City, Mesa, Miramar), EXSC 113B Swimming II (City, Mesa, Miramar), EXSC 113C Swimming III (City, Mesa, Miramar), EXSC 113D Swimming IV (City, Mesa, Miramar) EXSC 126A Cardio Conditioning I (City, Mesa, Miramar), EXSC 126B Cardio Conditioning II (City, Mesa, Miramar), EXSC 126C

Cardio Conditioning III (City, Mesa, Miramar), EXSC 126D Cardio Conditioning IV (City, Mesa, Miramar), EXSC 139A Weight Training I (City, Mesa, Miramar), EXSC 139B Weight Training II (City, Mesa, Miramar), EXSC 139C Weight Training III (City, Mesa, Miramar), EXSC 139D Weight Training IV (City, Mesa, Miramar), EXSC 154A Badminton I (City, Mesa, Miramar), EXSC 154B Badminton II (City, Mesa, Miramar), EXSC 154C Badminton III (City, Mesa, Miramar), EXSC 154D Badminton IV (City, Mesa, Miramar), EXSC 160A Springboard Diving I (Mesa), EXSC 160B Springboard Diving II (Mesa), EXSC 164B Football II (Mesa), EXSC 164C Football III (Mesa), EXSC 164D Football IV (Mesa), EXSC 168A Men's Gymnastics I (Mesa), EXSC 168B Men's Gymnastics II (Mesa), EXSC 168C Men's Gymnastics III (Mesa), EXSC 168D Men's Gymnastics IV (Mesa), EXSC 170A Women's Gymnastics I (Mesa), EXSC 170B Women's Gymnastics II (Mesa), EXSC 170C Women's Gymnastics III (Mesa), EXSC 170D Women's Gymnastics IV (Mesa), EXSC 174A Soccer I (City, Mesa, Miramar), EXSC 174B Soccer II (City, Mesa, Miramar), EXSC 174C Soccer III (City, Mesa, Miramar), EXSC 174D Soccer IV (City, Mesa, Miramar), EXSC 178A Tennis I (City, Mesa, Miramar), EXSC 178B Tennis II (City, Mesa, Miramar), EXSC 178C Tennis III (City, Mesa, Miramar), EXSC 178D Tennis IV (City, Mesa, Miramar), EXSC 182A Volleyball (City, Mesa, Miramar), EXSC 182B Volleyball (City, Mesa, Miramar), EXSC 182C Volleyball (City, Mesa, Miramar), and EXSC 182D Volleyball (City, Mesa, Miramar)

Action: *EXSC 113A, 113B, 113C, 113D, 126A, 126B, 126C, 126D, 139A, 139B, 139C, 139D, 154A, 154B, 154C, 154D, 160A, 160B, 164B, 164C, 164D, 168A, 168B, 168C, 168D, 170A, 170B, 170C, 170D, 174A, 174B, 174C, 174D, 178A, 178B, 178C, 178D, 182A, 182B, 182C, 182D approved, pending tech review.*

Discussion: Liberal Arts and Sciences with an Emphasis in Sciences Studies-Physical Sciences-Kinesiology and Nutrition Associate in Arts, Nutrition and Fitness Certificate of Achievement, Nutrition and Fitness Associate in Science, and Kinesiology Associate in Arts (Mesa)

Action: *Liberal Arts and Sciences with an Emphasis in Sciences Studies-Physical Sciences, Kinesiology and Nutrition Associate in Arts, Nutrition and Fitness Certificate of Achievement, Nutrition and Fitness Associate in Science, and Kinesiology Associate in Arts approved, pending tech review.*

Discussion: Chicana and Chicano Studies Associate in Arts (Mesa)

Action: *Chicana and Chicano Studies Associate in Arts approved, pending tech review.*

Discussion: EXSC 135A Individual Conditioning I-Fundamentals, EXSC 135B Individual Conditioning II-Beginning, EXSC 135C Individual Conditioning III-Intermediate, and EXSC 135D Individual Conditioning IV-Advanced (City, Mesa, Miramar)

Action: *EXSC 135A, 135B, 135C, and 135D approved, pending tech review.*

Discussion: EXSC 124A Aerobic and Core Conditioning I (City, Miramar), EXSC 124B Aerobic and Core Conditioning II (City, Miramar), EXSC 124C Aerobic and Core Conditioning III (City, Miramar), EXSC 124D Aerobic and Core Conditioning IV (City, Miramar), EXSC 125A Aerobic Dance I (City, Mesa, Miramar), EXSC 125B Aerobic Dance II (City, Mesa, Miramar), EXSC 125C Aerobic Dance III (City, Mesa, Miramar), EXSC 125D Aerobic Dance IV (City, Mesa, Miramar), and EXSC 220 Intercollegiate Tennis I (City, Mesa, Miramar)

Action: EXSC 124A 124B, 124C, 124D, 125A, 125B, 125C, 125D, and 220 approved, pending tech review.

Discussion: Hess reminded council members there are still program revisions required for the designator change, and the proposal submission deadline is February 21, 2013, in order to meet the March 13, 2013, catalog deadline. Hess noted given the Board and State approval process the colleges may want to submit the program revisions prior to February 21.

Curriculum Updating Project

Discussion: Hess reported no change in the number of courses not integrated.

CurricUNET Steering Committee

Discussion: Hess advised the committee is scheduled to meet on November 22, 2013.

ADT

Discussion: Lee reported on SB 440, Student Transfer Achievement Reform Act. Parsons reported discussion occurred at the Plenary Session meeting, and advised the legislation will create new deadlines for Transfer Model Curriculum (TMC) degrees. Parsons and Deanna Shelton added, per discussion at Plenary, the new legislation requires community colleges to create a TMC, or deactivate the existing degree. Funding, Articulation, C-ID and curriculum deadlines discussed. Hess advised the California Community Colleges Chancellor's Office (CCCCO) is currently enforcing required core and List A courses.

State Academic Senate

Discussion: Curriculum Regional Meeting is scheduled to take place in Long Beach on November 15, 2013.

Chief Instructional Officers

Discussion: Barnes and Ellison reported on discussion at the CIO conference; SB 1456 Seymour-Campbell Student Success Act of 2012, AB 86 Education Finance: Education Omnibus Trailer Bill, common core standard, and student placement were among the discussion items. Barnes reported Barry Russell, will no longer be serving as the CCCCCO Vice Chancellor of Academic Affairs.

Articulation Officers

Discussion: Short reported on discussion at the Articulation Regional meeting; GE pilot project, shared pattern approach with CSU. The current GE pattern was discussed.

CIC Subcommittees

Discussion: Hess reported the Catalog Subcommittee is scheduled to meet on November 22, 2013, and a meeting date in December for the GE Review Subcommittee has been proposed.

December 12, 2013

Black Studies (BLAS) 125, 140A, 140B, 165 and 175 Discipline Designator

Discussion: Hess provided a review of the curriculum approval of BLAS 125, 140A, 140B, 165 and 175 courses, walked in to the October 10, 2013 CIC meeting; the discipline designator discussion occurred when the courses were on the November 14, 2013 General Education (GE)/Transfer Curriculum approval. Hess noted the discipline designator will not be voted on at this meeting per request from Miramar's Academic Senate, as they are still in discussion regarding the faculty recommendations of the designator assignment for BLAS 140A and 140B. Juliette Parker referenced the Academic Senates responsibilities as outlined in Board Policies 2510 Participation In Local Decision-Making. Discussion continued.

Procedures Update

Discussion: Hess reminded the council to assist in facilitating the discussion and review of procedures at their campuses and to communicate any questions and feedback.

Catalog Deadline

Discussion: Hess reported one of the discussion items was the catalog production date and deadline for curriculum. Hess reminded council of the March 13, 2014 catalog deadline and requested the deadline be viewed as a hard deadline. Lee noted given the state approval process curriculum should be submitted as soon as possible. Deadline for Associate Degree for Transfer (ADT) degrees and catalog addendum were discussed.

Global Development Studies (GDEV) Designator

Discussion: Hess advised council to discuss the newly approved designator at their campuses and relay any questions.

Walked-In Curriculum

Discussion: Kinesiology Associate in Arts for Transfer (City)

Action: *Kinesiology Associate in Arts for Transfer approved, pending tech review.*

Discussion: Physical Education Associate in Arts (City)

Action: *Physical Education Associate in Arts approved, pending tech review.*

Discussion: EXSC 287 Fitness Specialist and EXSC 288 Fitness Specialist Internship Lecture (City)

Action: *EXSC 287 and 288 approved, pending tech review.*

Discussion: ENGL 208 Introduction to Literature (City)

Action: *EXSC 208 approved, pending tech review.*

Discussion: Fitness Specialist Certificate of Achievement (City)

Action: *Fitness Specialist Certificate of Achievement, pending tech review.*

Discussion: HUMS 101 Introduction to Human Aging (City)

Action: *HUMS 101 approved, pending tech review.*

Discussion: EXSC 129A Step Aerobics I-Fundamentals and EXSC 129B Step Aerobics II-Beginning Level (Mesa)Action: *EXSC 129A and 129B approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported as of November 14, 2013 the number of course not integrated is 41.

CurricUNET Steering Committee

Discussion: Erica Marrone highlighted the discussion items at the November 22, 2013 meeting: corrected errors, CurricUNET Meta, program revisions, recommended electives in program revisions and historical courses in active programs.

ADT

Discussion: Hess explained the tracker's legend and coding system, and reviewed the development status of subject areas at the colleges.

State Academic Senate

Discussion: Parsons reported SB 440, AB 86 and repeatability guidelines were among the discussion items at November 15, 2013 Curriculum Regional Meeting. Parsons advised she inquired on the prerequisite floor. The response she received was it is acceptable to assign a non-credit course as a prerequisite to a credit course.

C-ID

Discussion: Hess reported 118 courses have been submitted, 44 courses have been approved and 12 courses have been denied. C-ID approvals discussed.

CIC Subcommittees

Discussion: Hess referenced to the catalog subcommittee discussion in Old Business. Hess advised the G.E. Review Subcommittee was not able to meet during the fall and a

meeting date for spring is being researched. Hess stated the Policies and Procedures subcommittee should meet during the spring.

February 13, 2014

Associate Degree Award Titles in CurricUNET

Discussion: Hess advised a pull down menu feature has been added in CurricUNET to reflect the new associate degree award titles. Hess noted all the Associate Degrees for Transfer (ADTs) have been updated to reflect the new title.

Procedures Update

Discussion: Lee informed the Council he had conferred with the Vice Presidents of Instruction and reviewed the discussions (CIC and colleges) regarding assigning courses to disciplines. Lee continued to explain the Policies and Procedures subcommittee was assigned the task of drafting a process, as a result of a request to formalize a standard guideline, and the draft Guidelines for Discipline Assignment were produced. Lee advised the guidelines are currently under discussion at the colleges.

Walk-Ins

Discussion: Hess reiterated Lee's request for agenda items to be provided by the CIC Co-Chairs. Hess advised the request should be sent via email to her and Desiree Payne should be copied in the email.

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated has decreased by three.

CurricUNET Steering Committee

Discussion: Erica Marrone reported the multiple actions button for CRC Chairs now features "on-hold" in addition to "reviewed." Discussion occurred regarding other approvers obtaining the same multiple action button options. Marrone advised the topic could be presented to the committee.

ADT

Discussion: 100% ADT goal was discussed.

State Academic Senate

Discussion: Parsons reported on the SB 440 discussion at the regional meeting. Parsons sought support from the administrators to relay feedback to administrators at the state level regarding the difficulty in meeting state deadlines and the time required for state approval of courses, C-ID and programs.

Chief Instructional Officers

Discussion: Randy Barnes reported a CIO conference will be held on March 12, 2014.

Articulation Officers

Discussion: Perla Vizcarra reported the officers have been working on the ADT degrees to meet the 100% goal. Hess discussed the challenges in meeting state guidelines and deadlines, noting the state's TMC templates are constantly being updated.

C-ID

Discussion: Hess reviewed the submittals and denials. Hess advised the denied courses were addressed at DAC.

CIC Subcommittees

Discussion: Hess reported the General Education Review subcommittee is scheduled meet March 28, 2014. Payne advised Peter Haro is scheduled to attend the meeting in lieu of a City representative.

February 27, 2014

ANTH 125 Archaeological Faunal Remains Analysis

Discussion: Michelle Parsons advised the proposal originator developed the course based on University California San Diego (UCSD) curriculum, as well as feedback received from the Natural History Museum. Parsons stated a program is in development.

Action: *ANTH 125 approved. McGrath advised in depth conversation regarding mission and need is beneficial, given the new direction of curriculum development and technical review scrutiny at the state level. McGrath thanked Council for their inquiries.*

Procedures Update

Discussion: Hess reported a Policies and Procedures meeting was proposed for Friday, February 28, 2014. A City representative was not available. An alternate meeting date will be proposed.

December 12, 2013 Minutes

Discussion: Hess advised the minutes were revised to reflect McGrath as present.

Walked-In Curriculum

Discussion: ACCT 116A Financial Accounting, ACCT 116B Managerial Accounting, ENGL 216 English Literature II: 1800-Present and SOCO 101 Principles of Sociology (Miramar)

Action: *ACCT 116A, ACCT 116B, ENGL 216 AND SOCO 101 approved, pending tech review.*

Discussion: SOCO 220 Introduction to Research Methods in Sociology (Miramar)

Action: *SOCO 220 approved, pending tech review.*

Discussion: Communication Studies Associate in Arts for Transfer, Psychology Associate of Arts and Sociology for Transfer Associate in Arts for Transfer (Miramar)

Action: *Communication Studies Associate in Arts for Transfer, Psychology Associate of Arts and Sociology for Transfer Associate in Arts for Transfer approved, pending tech review.*

Discussion: Health and Physical Education Studies Associate of Science (Miramar)

Action: *Health and Physical Education Studies Associate of Science approved, pending tech review.*

Discussion: Art History Associate in Arts for Transfer, Philosophy Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Studio Arts Associate in Arts for Transfer (Miramar)

Action: *Art History Associate in Arts for Transfer, Philosophy Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Studio Arts Associate in Arts for Transfer approved, pending tech review.*

Discussion: DRAM 142 Drawing for the Theatre: Costume Illustration, DRAM 143 Beginning Costuming, HIST 105 Introduction to Western Civilization I, MATH 252 Calculus with Analytic Geometry III and SOCO 110 Contemporary Social Problems (City)

Action: *DRAM 142, DRAM 143, HIST 105, MATH 252 and SOCO 101 approved, pending tech review.*

Discussion: DJRN 205 Community Journalism for Multimedia (City)

Action: *DJRN 205 tabled.*

Discussion: Anthropology Associate in Arts for Transfer, Business Associate in Science for Transfer, Geography Associate in Arts for Transfer, Spanish Associate in Arts for Transfer, and Theatre Arts Associate in Arts for Transfer (City)

Action: *Anthropology Associate in Arts for Transfer, Business Associate in Science for Transfer, Geography Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Theatre Arts Associate in Arts for Transfer approved, pending tech review.*

Discussion: Applied Biotechnology Certificate of Achievement (City)

Action: *Applied Biotechnology Certificate of Achievement approved, pending tech review.*

Discussion: CBTE 154 Microsoft Project, CBTE 205 Records Management, CBTE 211 Office Administration, CISC 187 Data Structures and Object-Orientation, CISC 205 Object Oriented Programming using C++, INWT 105 Project +, INWT 145 Linus + Prep, Computer Programming Associate of Science, Computer Programming Certificate of Achievement, Desktop Support Technician II Certificate of Achievement, Intermediate C++ Certificate of Performance and Introduction to C++ Certificate of Performance and Project Management for Information Technology Certificate of Performance (City)

Action: *CBTE 154, CBTE 205, CBTE 211, CISC 187, CISC 205, INWT 105, INWT 145, Computer Programming Associate of Science, Computer Programming Certificate of Achievement, Desktop Support Technician II Certificate of Achievement, Introduction to C++ Certificate of Performance, Intermediate C++ Certificate of Performance and Project Management for Information Technology Certificate of Performance tabled.*

1 Abstention

Discussion: Bookkeeping for Small Business Certificate of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Recordkeeping for a Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance, and Writing and Computational Skills for Business Certificate of Performance (City)

Action: *Bookkeeping for Small Business-Certificate of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Recordkeeping for a Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance, Writing and Computational Skills for Business Certificate of Performance approved, pending tech review.*

Discussion: HIST 120 Introduction to Asian Civilization and HIST 121 Asian Civilizations in Modern Times (City)

Action: *HIST 120 and 121 approved, pending tech review.*

Discussion: RTVF 101 Media Law and Ethics, RTVF 161 Professional Practices in Film, RTVF 162 Women in Film (City)

Action: *RTVF 101, 161 and 162 approved, pending tech review.*

Discussion: DMPR 155 Advanced Nonlinear Editing (City)

Action: *DMPR 155 approved, pending tech review.*

Discussion: Digital Media Production Certificate of Performance, Radio Area Associate of Science and Video Production Certificate of Achievement (City)

Action: *Digital Media Production Certificate of Performance, Radio Area Associate of Science and Video Production Certificate of Achievement approved, pending tech review.*

ADT

Discussion: Otto Lee reported Chancellor's Cabinet will be updated with an ADT report after the March 13, 2014 CIC meeting.

State Academic Senate

Discussion: Parsons reported on discussion at the Academic Academy regarding GE patterns and incorporating GE in ADTs. Short reported on pilot projects for GE packages and themed GE approach.

Chief Instructional Officers

Discussion: Randy Barnes reported the CIO Conference is taking place on March 13, 2014. Hess reminded the Council at least one Vice President of Instruction, or their assigned proxy, is required for a quorum.

C-ID

Discussion: Hess reported on approvals and denials. Parsons recommended CRC Chairs and Articulation Officers advocate for discipline faculty to subscribe to their respective C-ID Discipline Listserv, as this may assist with the C-ID process.

CIC Subcommittees

Discussion: Hess referenced the Policies and Procedure subcommittee discussion in Old Business Item A. Hess reported the General Education Review subcommittee is scheduled to meet on March 28, 2014.

March 13, 2014

FIPT 306D Special Topics in Fire Management: Management 2E

Discussion: Duane Short explained the faculty have requested the course be renumbered to 323B. Course renumbering discussed. Short advised the faculty are reviewing several courses and will be renumbering courses as needed in order to match the State Fire Training Guide.

Action: *FIPT 306D renumbered to FIPT 323B approved.*

Law Enforcement Specialization Certificate of Achievement and Law Enforcement Specialization Associate of Science

Discussion: Short advised the word “specialization” may be rejected at the state level and should be removed from the award titles.

Action: *Law Enforcement Certificate of Achievement and Law Enforcement Association of Science approved. Hess noted the state has requested revisions for awards with “specialization” and “emphasis” included in the title.*

Procedures Update (Information)

Discussion: Hess reported a Policies and Procedures subcommittee is scheduled to meet on Friday, March 28, 2014.

Walked-In Curriculum

Discussion: ENGL 210 American Literature I, ENGL 211 American Literature II, ENGL 220 Masterpieces of World Literature I: 1500 BCE – 1600 CE, ENGL 221 Masterpieces of World Literature II: 1600 – Present, SPAN 101 First Course in Spanish, SPAN 102 Second Course in Spanish, SPAN 201 Third Course in Spanish, DJRN 205 Community Journalism for Multimedia, and English Associate in Arts for Transfer (City)

Action: *ENGL 210, 211, 220 and 221; SPAN 101, 102 and 201; DJRN 205; and English Associate for Transfer approved, pending tech review.*

Discussion: CBTE 052 Basic Computer Skills, CBTE 094 Introduction to Computer Keyboarding, CBTE 095 Keyboarding Skill Development, CBTE 114 Introduction to Microsoft Windows, CBTE 120 Beginning Microsoft Word, CBTE 122 Intermediate Microsoft Word, CBTE 127 Introduction to PowerPoint, CBTE 140 Microsoft Excel, CBTE 143 Intermediate Microsoft Excel, CBTE 152 Beginning Microsoft Access, CBTE 153 Intermediate Microsoft Access, CBTE 154 Microsoft Project, CBTE 164 Introduction to Microsoft Outlook, CBTE 180 Microsoft Office, CBTE 205 Records

Management, CBTE 211 Office Administration; Administrative Assistant Certificate of Achievement, Administrative Assistant Associate of Science, Administrative Office Management Certificate of Achievement, Administrative Office Management Associate of Science, Computer Literacy Certificate of Performance, Legal Administrative Assistant Certificate of Achievement, Legal Administrative Assistant Associate of Science, Office Support Basics Certificate of Performance, Records Information Management Certificate of Achievement, Records Information Management Associate of Science, Records Management Basics Certificate of Performance, Soft Skills Basics Certificate of Performance, Business Information Worker Certificate of Achievement, INWT 105 Project + , INWT 145 Linux + Prep, CISC 187 Data Structures and Object-Oriented, CISC 194 Advanced C++ Programming, CISC 205 Object Oriented Programming using C++, Computer Programming Associate of Science, Computer Programming Certificate of Achievement , Intermediate C++ Certificate of Performance, Introduction to C++ Certificate of Performance, C++ Certificate of Achievement, Desktop Support Technician II Certificate of Achievement, Project Management for Information Technology Certificate of Performance (City)

Action: *CBTE 052, 094, 095, 114, 120, 122, 127, 140, 143, 152, 153, 154, 164, 180, 205, and 211; Administrative Assistant Certificate of Achievement, Administrative Assistant Associate of Science, Administrative Office Management Certificate of Achievement, Administrative Office Management Associate of Science, Computer Literacy Certificate of Performance, Legal Administrative Assistant Certificate of achievement, Legal Administrative assistant associate of Science, Office Support Basics Certificate of Performance, Records Information Management Certificate of Achievement, Records Information Management Associate of Science, Records Management Basic Certificate of Performance, Soft Skills Basics Certificate of Performance, and Business Information Worker Certificate of Achievement; INWT 105 and 145 CISC 187, 194 and 205; Computer Programming Certificate of Achievement, Computer Programming Associate of Sciences, C++ Certificate of Achievement Introduction to C++ Certificate of Performance, and Intermediate C++ Certificate of Performance; and Desktop Support Technician II Certificate of Achievement and Project Management for Information Technology Certificate of Performance approved, pending tech review.*

Discussion: BUSE 158A enactus – High School Projects, BUSE 158B enactus – Elementary and Middle School Projects, BUSE 158C enactus – Community Projects, and BUSE 158D enactus – On-Campus Educational Projects, Small Business Accounting Certificate of Achievement, Office Technology Certificate of Achievement (City), and enactus Certificate of Performance (City)

Action: *BUSE 158A, 158B, 158C, 158D, enactus Certificate of Performance, Office Technology Certificate of Achievement, and Small Business Accounting Certificate of Achievement approved, pending tech review.*

Discussion: GISG 110 Introduction to Mapping and Geographic Information Systems (City)

Action: *GISG 110 approved, pending tech review.*

Discussion: ARTF 151 Three-Dimensional Design, ARTF 207 Industrial and Architectural Ceramic Design I (City)

Action: *ARTF 151 and 207 approved, pending tech review.*

Discussion: AGRI 102 Sustainable Urban Agricultural Practice, AGRI 104 Seasonal Organic Production (City), AGRI 108 Building Fertile Soil Organically, AGRI 110 Organic Fruit Tree Care, AGRI 116 Drip Irrigation Basics, AGRI 128 Food Preservation Skills, AGRI 130 Agriculture Direct Marketing Internship, AGRI 270 Work Experience

in Sustainable Urban Agriculture, and Sustainable Urban Agriculture Associate of Science (City)

Action: AGRI 102, 104, 108, 110, 128, 130 and 270 and Sustainable Urban Agriculture Associate of Science approved, pending tech review.

Discussion: MATH 115 Gateway to Experimental Statistics (City)

Action: MATH 115 approved, pending tech review.

Discussion: ITAL 101 First Course in Italian, ITAL 102 Second Course in Italian, ITAL 201 Third Course in Italian (City)

Action: ITAL 101, 102 and 201 approved, pending tech review.

Discussion: Solar Turbines, Incorporated Apprenticeship Associate of Science, Solar Turbines, Incorporated Apprenticeship Certificate of Achievement, Liberal Arts and Sciences with an Emphasis in Scientific Studies Mathematics and Pre-Engineering Specialization Associate of Arts, and Liberal Arts and Sciences with an Emphasis in Social and Behavioral Sciences Associate of Arts (City)

Action: Solar Turbines, Incorporated Apprenticeship Certificate of Achievement and Solar Turbines, Incorporated Apprenticeship Associate of Science; Liberal Arts and Sciences with an Emphasis in Mathematics and Pre-Engineering Specialization Associate of Arts and Liberal Arts and Sciences with an Emphasis in Social and Behavioral Sciences Associate of Arts approved, pending tech review.

Discussion: AIRE 144 Direct Digital Controls Theory and AIRE 145 Direct Digital Controls Lab (City)

Action: AIRE 144 and 145 approved, pending tech review.

Discussion: Bookkeeping for Small Business Certification of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Record Keeping for Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance and Writing and Computational Skills for Business Certificate of Performance (City)

Action: Bookkeeping for Small Business Certificate of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Record Keeping for Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance and Writing and Computational Skills for Business Certificate of Performance approved, pending tech review.

Discussion: AGRI 106 Warm Season Organic Production, AGRI 118 Sustainable Landscaping Using Organic Methods, AGRI 126 Introduction to Permaculture Design, CBTE 101 Keyboarding for Computers, BTE 161 Learning the Internet, CBTE 165 Webpage Creation with Dreamweaver, CBTE 167 Webpage Creation Using Microsoft Expression Web, CBTE 170 Desktop Publishing, CBTE 200 Office Telecommunications, CISC 114 Introduction to Computer Graphics and Web Media, CISC 121 Introduction to Operating Systems, CISC 128 Introduction to Computer Presentations, CISC 130 Introduction to Local Area Networks, CISC 132 Intermediate Local Area Networking, CISC 152 Introduction to the Linux Operating System, CISC 161 Software Project Management, CISC 189A Introduction to Programming I, CISC 189B Introduction to Programming II, INWT 090A Convergent Network Technology: Basic Data Communications, INWT 090B Convergent Network Technology: Basic Telecommunications, INWT 090C Convergent Network Technology: Broadband Technologies, INWT 090D Convergent Network Technology: Computer Telephony

Integration, INWT 090E Convergent Network Technology: Local Area Networks, INWT 090F Convergent Network Technology: Voice Over IP (VoIP) Essentials, PIPF 044 Supervised Tutoring in Pipefitting, PIPF 304 Heating I, Steam, PIPF 308 Pneumatic Controls, PIPF 310 Refrigerator and Air Conditioning, PIPF 314 Heating II Hydronics, PIPF 318 Fitting Fabrication, PIPF 320 TIG Welding, PIPF 322 Instrumentation and Automated Systems, PIPF 324 Pipe Drafting and Blueprint Reading, PIPF 326 Advanced Piping Mathematics, PIPF 328 Pipefitters Code, PIPF 330 Pipefitting Certification, PIPF 331 Arc Welding I, PIPF 332 Arc Welding II, PIPF 333 Arch Welding III, PIPF 334 Arch Welding IV, PIPF 335 Arc Welding V, PIPF 349 Pipefitting Work Experience, PMBG 044 Supervised Tutoring in Plumbing, PMBG 301 Pipe Trades Orientation, PMBG 303 Piping Mathematics, PMBG 305 Pipe Bending and Rigging, PMBG 307 Drawing I, PMBG 309 Supervision and Leadership, PMBG 311 Basic Science, PMBG 313 Copper and Gas Welding, PMBG 315 Metallic Arc Welding, PMBG 317 Drainage System, PMBG 319 Gas Distribution, PMBG 321 Math/Builder Level-Transit, PMBG 323 Water Distribution Systems, PMBG 325 Fixtures and Controls, PMBG 327 Plumbing Code, PMBG 329 Advanced Drawing and Plan Reading, PMBG 330 Fifth Year Specialties, PMBG 332 Piping Technologies, PMBG 335 Solar Systems and Plumbing Modules, PMBG 337 Service and Repair, PMBG 339 Plumbing Design and Layout and PMBG 349 Plumbing Work Experience; Pipefitting (County Pipetrades) Apprenticeship Certificate of Achievement), Pipefitting (County Pipetrades) Apprenticeship Associate of Science, Plumbing (County Pipetrades) Apprenticeship Certificate of Achievement, Plumbing (County Pipetrades) Apprenticeship Associate of Science, Business Presentations Certificate of Performance, Computer Basics Certificate of Performance, Data Management Basics Certificate of Performance, Desktop Publishing Basic Certificate of Performance, Office Communications Certificate of Performance, Office Software Basics Certificate of Performance, Presentation Basic Certificate of Performance, Web Design Basics Certificate of Performance, Word Processing Basic Certificate of Performance, Certified Convergent Network Technologist Certificate of Performance, Computer Information Systems Certificate of Achievement, Computer Information Systems Associate of Science, Computer Programming Certificate of Performance, Internet Fluency Certificate of Performance and Network Technician Certificate of Performance (City)

Action: AGRI 106, 118 and 126; CBTE 101, 161, 165, 167, 170, and 200; CISC 114, 121, 128, 130, 132, 152, 161, 189A and 189B; INWT 090A, 090B, 090C, 090D, 090E and 090F; PIPF 044, 304, 308, 310, 314, 318, 320, 322, 324, 326, 328, 330, 331, 332, 333, 334, 335 and 349; PMBG 044, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 330, 332, 335, 337, 339 and 349; Pipefitting (County Pipetrades) Apprenticeship Certificate of Achievement, Pipefitting (County Pipetrades) Associate of Science, Plumbing (County Pipetrades) Certificate of Achievement and Plumbing (County Pipetrades) Associate of Science; Business Presentations Certificate of Performance, Computer Basics Certificate of Performance, Data Management Certificate of Performance, Desktop Publishing Basics Certificate of Performance, Office Communications Certificate of Performance, Office Software Basics Certificate of Performance, Presentation Basics Certificate of Performance, Web Design Basics Certificate of Performance and Word Processing Basics Certificate of Performance; Certified Convergent Network Technologist Certificate of Performance, Computer Information Systems Certificate of Achievement, Computer Information Systems Associate of Science, Computer Programming Certificate of Performance, Internet Fluency Certificate of Performance, and Network Technician Certificate of Performance approved, pending tech review.

Discussion: ENGL 247A Writing Seminar – Poetry (Mesa) and ENGL 247B Advanced Writing Seminar – Poetry (Mesa)

Action: *ENGL 247A and 247B tabled.*

Discussion: ENGL 249A Introduction to Creative Writing I (Mesa) and ENGL 249B Introduction to Creative Writing II (Mesa)

Action: *ENGL 249A withdrawn; ENGL 249B, with a prerequisite change to ENGL 249, approved, pending tech review.*

Discussion: ARCH 100A Introduction to architecture and Landscape Architecture (Mesa)

Action: *ARCH 100A approved, pending tech review.*

Discussion: AMSL 230 Interpretation I (Mesa), AMSL 235 Professional Aspects of Interpretation (Mesa), AMSL 240 Interpretation II (Mesa), AMSL 245 Specialized Settings in Interpretation (Mesa), AMSL 250 Interpretation III (Mesa), AMSL 255 Interpretation IV (Mesa), and AMSL 276 Field Work in Interpretation (Mesa)

Action: *AMSL 230, 235, 240, 245, 250, 255 and 276 approved, pending tech review.*

Discussion: ANTH 110 Anthropology of Magic, Witchcraft, and Religion (Mesa)

Action: *ANTH 110 approved, pending tech review. I Abstention.*

Discussion: BIOL 230 Human Anatomy (Mesa)

Action: *BIOL 230 approved, pending tech review.*

Discussion: RADT 086 Fluoroscopy and Radiation Safety, RADT 086L Fluoroscopy and Radiation Safety Laboratory, RADT 101 Basic Radiologic Technology, RADT 110 Recording Media, RADT 121 Radiographic Exposure, RADT 121L Radiographic Exposure Laboratory, RADT 131 Patient Care, RADT 190 Radiographic Positioning I, RADT 201 Radiographic Positioning II, RADT 210 Radiographic Positioning III, RADT 221 Advanced Imaging Techniques, RADT 230 Radiologic Science, RADT 241 Sectional Anatomy, RADT 242 Organization of Radiology, RADT 251A Directed Clinical Practice I, RADT 251B Directed Clinical Practice II, RADT 252A Directed Clinical Practice III , RADT 252B Directed Clinical Practice IV, RADT 253A Directed Clinical Practice V , RADT 253B Directed Clinical Practice VI (Mesa)

Discussion: RADT 050 Concepts in Imaging Technology, RADT 190L Radiographic Positioning I Laboratory, RADT 201L Radiographic Positioning II Laboratory, RADT 210L Radiographic Positioning III (Mesa)

Action: *RADT 050, 086, 086L, 101, 110, 121, 121L, 131, 190, 190L, 201, 201L, 210, 210L, 221, 230, 241, 242, 251A, 251B, 252A, 252B, 253A, and 253B approved, pending tech review.*

Discussion: JOUR 201 Advanced Newswriting and Reporting (Mesa)

Action: *JOUR 201 tabled.*

Discussion: JOUR 215A Magazine Writing and Production I (Mesa)

Action: *JOUR 215A approved, pending tech review.*

Discussion: MEDA 094 Medication Administration (Mesa)

Action: *MEDA 094 approved, pending tech review.*

Discussion: ARCH 101 Introduction to ArchiCAD, ARCH 105 Introduction to AutoCAD, ARCH 107 Introduction to Revit (Mesa)

Action: *ARCH 101, 105 and 107 approved, pending tech review.*

Discussion: English Associate of Arts, English Creative Writing Certificate of Performance (Mesa), English Associate in Arts for Transfer (Mesa)

Action: *Creative Writing Certificate of Performance, English Associate of Arts, and English Associate in Arts for Transfer approved, pending tech review*

Discussion: Public Relations Certificate of Arts, Journalism Associate of Arts, Journalism Associate in Arts for Transfer, Journalism Certificate of Achievement (Mesa)

Action: *Journalism Certificate of Achievement, Journalism Associate of Arts, Journalism Associate in Arts for Transfer, and Public Relations Certificate of Achievement approved, pending tech review.*

Discussion: Design Associate of Science, Design Certificate of Achievement, Merchandising Associate of Science, Merchandising Certificate of Achievement, Interior Design Associate of Science, Interior Design Certificate of Achievement, Honors Global Certificate of Achievement (Mesa)

Action: *Design Certificate of Achievement, Design Associate of Arts, Honors Global Certificate of Achievement, Interior Design Certificate of Achievement, Interior Design Associate of Science, Merchandising Certificate of Achievement, and Merchandising Associate of Science approved, pending tech review.*

Discussion: Office Management Associate of Science, Office Management Certificate of Achievement (Mesa)

Action: *Office Management Certificate of Achievement and Office Management Associate of Science approved, pending tech review.*

Discussion: Radiologic Technology Associate of Science (Mesa), Radiologic Technology Certificate of Achievement (Mesa)

Action: *Radiologic Technology Certificate of Achievement and Radiologic Technology Associate of Science approved, pending tech review.*

Discussion: Studio Arts Associate in Arts for Transfer (Mesa)

Action: *Studio Arts Associate in Arts for Transfer approved, pending tech review.*

Discussion: AUTO 086 BAR Specified Diagnostic, Repair, and Level 2 Inspection Training, FIPT 328A Fire Management I, FIPT 330A Fire Prevention I, Advanced Emissions Specialist Certificate of Performance, Fire Officer Certification Associate of Science, Fire Officer Certification Certificate of Achievement (Miramar)

Action: *AUTO 086; FIPT 328A and 330A; Advanced Emissions Specialist Certificate of Performance; Fire Officer Certification Certificate of Achievement and Fire Officer Certification Associate of Science approved, pending tech review.*

Discussion: AVIM 270 Work Experience (Miramar)

Action: *AVIM 270 approved, pending tech review.*

Discussion: FIPT 392C Special Topics in Fire Management: Management 2C, FIPT 392D Special Topics in Fire Management: Management 2D, FIPT 392E Special Topics in Fire Management: Management 2E (Miramar)

Action: *FIPT 392C, 392D, and 392E approved, pending tech review.*

Discussion: Automotive Technology Associate of Science (Miramar)

Action: *Automotive Technology Associate of Science approved, pending tech review.*

Discussion: Computer Programming Certificate of Performance (Miramar)

Action: *Computer Programming Certificate of Performance approved, pending tech review.*

Discussion: Kinesiology Associate in Arts for Transfer (Miramar)

Action: *Kinesiology Associate in Arts for Transfer approved, pending tech review.*

Discussion: World Language Studies Associate in Arts (Miramar)

Action: *World Language Studies Associate in Arts approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated is 37.

ADT

Discussion: Hess reported the walked-in ADTs should have met the 100% fall 2014 goal for all three colleges. Hess noted the ADTs will be discussed at the March 27, 2014 Board of Trustees meeting.

State Academic Senate

Discussion: Parsons reported the Curriculum Regional meeting will be held March 14, 2014 at Continuing Education North City Campus.

C-ID

Discussion: SDCCD C-ID Project tracker displayed. Parsons inquired on recent approvals. Communication Studies received approved and Miramar's Communication Studies pending approval.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedure subcommittee and the General Education Review subcommittee are scheduled to meet on March 28, 2014.

March 27, 2014

ARTF 196 Clay and Glaze Technology, ARTF 197A Handbuilding Ceramics I, ARTF 197B Handbuilding Ceramics II and MUSI 158 Music Theory I

Discussion: Michelle Parsons inquired where the curriculum's family assignment is displayed on the curriculum summary. Carmen Scott advised the family assignment is listed on the course report (Cr) in CurricUNET and is located next to the Subject area on the curriculum summary. Providing notification to the counselors was discussed. Hess advised a list could be provided and could possibly be displayed on a webpage.

Action: *ARTF 196, 197A, and 197B and MUSI 158 approved.*

Procedures Update

Discussion: *Refer to Standing Reports item C. Curriculum Subcommittees.*

March 13, 2014 Walk-Ins

Discussion: AMSL 230 Interpretation I-revision (Mesa), AMSL 235 Professional Aspects of Interpretation-revision (Mesa), AMSL 240 Interpretation II-revision (Mesa), AMSL 245 Specialized Settings in Interpretation-revision (Mesa), AMSL 250 Interpretation III-revision (Mesa), AMSL 255 Interpretation IV-revision (Mesa), AMSL 276 Field Work in Interpretation-revision (Mesa), CISC 128 Introduction to Computer Presentations-deactivation (City) – Hess advised the curriculum was walked in to the March 13, 2014 CIC meeting and approved pending technical review. Hess reported the curriculum failed technical review and will need to be resubmitted for approval.

Walked-In Curriculum

Discussion: GISG 104 Geographic Information Science and Spatial Reasoning (Mesa)

Action: *GISG 104 approved, pending tech review.*

Discussion: MATH 252 Calculus with Analytic Geometry III (Miramar)

Action: *MATH 252 approved, pending tech review.*

Discussion: GEOG 101L Physical Geography Laboratory (City)

Action: *GEOG 101L approved, pending tech review.*

Discussion: SPAN 202 Fourth Course in Spanish (City)

Action: *SPAN 202 approved, pending tech review.*

April 10, 2014 CIC Meeting

Discussion: Parsons inquired if the April 10 CIC meeting can be changed to a virtual meeting.

Action: *Changing the April 10, 2014 CIC to a virtual meeting was approved.*

ADT

Discussion: Hess reported the ADTs walked in to the March 13, 2014 CIC meeting will be presented to the Board for approval directly following the CIC meeting. Miramar's Communication Studies ADT and C-ID approvals discussed.

State Academic Senate

Discussion: Parsons reported on the AB 86 Adult Education Consortium Planning Grant discussion at the Curriculum Regional meeting. Hess reported new disciplines were approved by the Board of Governors.

Chief Instructional Officers

Discussion: Lee advised Student Services and Instructional Services are working together to comply with the Student Success Act. Lee reported on the ADT 2014 statistics; number of students applying to universities with ADTs has increased from 2013. Lee reported a new generation of ASSIST is in development and is scheduled to launch in 2015.

Articulation Officers

Discussion: Short reported he is serving on the ASSIST workgroup. Short advised the Articulation Officers will be at the annual California Intersegmental Articulation Council (CIAC) conference April 24-25, 2014 and will not be attending the April 24 CIC meeting.

C-ID

Discussion: *Refer to Standing Report item D. ADT*

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures subcommittee and the General Education Review subcommittee are scheduled to meet on March 28, 2014. Hess requested CRC Chairs relay college and Academic Senates feedback regarding concerns and issues with the drafted Guidelines for Assigning Courses to Disciplines. Hess reminded CRC chairs to continue to facilitate the review of the other procedures submitted for campus shared governance approval, as well as relay feedback from the colleges.

April 24, 2014

ARTF 280A 2-Dimensional Art Studio Lab and ARTF 280C Ceramics Studio Lab

Discussion: Miramar added to the proposals.

Action: *ARTF 280A and 280C approved.*

NUTR 270 Work Experience

Discussion: Michelle Parsons inquired why a work experience course was created for a program that currently does not exist at City. Hess noted the effective date is fall 2015, and acknowledged City has the option of creating courses in anticipation of the program. Career technical programs and Region 10 approval discussed. Nutrition meeting between City and Mesa was discussed.

Action: *NUTR 270 tabled.*

NUTR 150 Nutrition and NUTR 170 Nutrition and Fitness

Discussion: Shelton advised faculty requested City be added to the proposals.

Action: *NUTR 150 and 170 approved.*

ARTF 109 Modern Art

Discussion: Hess reported the course was pulled by Mesa from the April 10, 2014 virtual summary for discussion. Hess inquired if Mesa is okay with the effective date of fall 2015. Parsons confirmed.

Draft 2014-2015 CIC Calendar

Discussion: Hess noted the fall schedule and catalog deadlines have been advanced to the second CIC meeting in February. Hess explained given the new mandates with the Student Success Act counselors need access to the catalogs earlier, which requires the deadline to be advanced. Hess reviewed the catalog production timeline process; proofing, editing, publication, etc. Notifying the colleges when curriculum is submitted to and approved by CCCCO was discussed.

Curriculum Deadlines

Discussion: Hess reviewed the drafted Curriculum Approval Deadlines document. Hess explained curriculum deadlines were updated to coincide with the roll forward dates.

Walked-In Curriculum

Discussion: ASL-English Interpretation Certificate of Achievement and ASL-English Interpretation Associate in Arts Degree (Mesa)

Action: *ASL-English Interpretation Certificate of Achievement and ASL-English Interpretation Associate in Arts approved, pending tech review.*

Discussion: HIST 100 World History I and HIST 101 World History II (Mesa)

Action: *HIST 100 and 101 approved, pending tech review.*

Discussion: MEDA 110 Medical Terminology and MEDA 115 Pathophysiology (Mesa)

Action: *MEDA 110 and 115 approved, pending tech review.*

Curriculum Updating Projects

Discussion: Hess reported the number of courses not integrated is 36.

CurricUNET Steering Committee

Discussion: Hess reported the committee met on April 18, 2014. Updating CurricUNET to simplify the discipline assignment field was discussed at the meeting.

Student Services Council

Discussion: Gerald Ramsey advised the Council recently met and general issues were discussed.

ADT

Discussion: Hess reviewed the TMC Tracker. Parsons advised Mesa's Spanish Associate Degree for Transfer (ADT) has been launched in CurricUNET. Board approval deadlines discussed.

State Academic Senate

Discussion: Parsons reported on legislation discussed at the April Plenary conference. Parsons reported on SB 850, pilot project for community colleges bachelor's degree. Shelton added funding for SB 850 was a key topic. Shelton reported repeatability for physical education and visual and performing arts curriculum was discussed at Plenary. Shelton reported David Morris was appointed as the new Academic Senate President, effective July 1.

C-ID

Discussion: *Refer to Standing Reports D. ADT.*

CIC Subcommittees

Discussion: Hess reported the GE Review Task Force met on March 28, 2014. At the meeting student learning outcomes were discussed. Hess advised a meeting date has been proposed for the Catalog Subcommittee, and the Policies and Procedures Subcommittee is scheduled to meet on May 2, 2014.

May 8, 2014

NUTR 270 Work Experience

Discussion: Parsons referred to the discussion at the previous [April 24, 2014] Council meeting regarding using EXSC as the subject area for this work experience course.

Nutrition program development at City was discussed. Deanna Shelton suggested the course be tabled in order to allow additional discussion between the colleges.

Action: *NUTR 270 tabled.*

Program Changes Discussed

Discussion: Shelton advised City will no longer offer the Computer Skills in Business Certificate of Performance. Carmen Scott advised the need for proposal will be switched to a deactivation and the award will be listed on either the August virtual meeting or the first meeting in September.

Procedures Update

Discussion: Hess advised the Policies and Procedures Subcommittee finalized a draft Course Description procedure. Status of college review of draft procedures presented for review and approval.

Assigning Courses to Disciplines-Mesa College Academic Senate Resolution

Discussion: Lee reviewed Mesa's recently approved Academic Senate Resolution 14.4.2. Lee reviewed the CIC Business Item Assigning Courses to Discipline. Lee advised he will be responding to Terri Kohlenberg to clarify statements listed on the resolution regarding the Council.

Draft 2014-2015 CIC Calendar and Curriculum Deadlines

Discussion: Hess reminded Council the catalog and fall schedule deadline were advanced to February 26, 2014. Revisions were made. Notes section title changed to Eligible Proposals.

Action: *2014-2015 CIC Calendar and Curriculum Deadlines approved.*

Walked-In Curriculum

Discussion: PYSC 255 Introduction to Psychological Research (Mesa)

Action: *PYSC 255 approved, pending tech review.*

Discussion: HEIT 155A ICD Coding I (Mesa)

Action: *HEIT 155A approved, pending tech review.*

Discussion: Spanish Associate in Arts for Transfer (Mesa)

Action: *Spanish Associate in Arts for Transfer approved, pending tech review.*

Discussion: COMM 641 Web Programming Beginning, COMM 642 User Interface Design, and COMM 643 Design Principles (Continuing Education)

Action: *COMM 641, 642 and 643 approved, pending tech review.*

Discussion: Front End Developer I Certificate of Completion (Continuing Education)

Action: *Front End Developer I Certificate of Completion approved, pending tech review.*

Discussion: COMM 644 Web Programming Intermediate, COMM 645 Content Management Systems, COMM 646 Responsive Web Design, and COMM 647 Website Promotion (Continuing Education)

Action: *COMM 644, 645, 646 and 647 approved, pending tech review.*

Discussion: Front End Developer II Certificate of Completion (Continuing Education)

Action: *Front End Developer II Certificate of Completion approved, pending tech review.*

GE Learning Outcomes

Discussion: Lee reported on the GE Learning Outcomes (GLOs) discussion at District Governance Council. Lee reviewed the outcomes, and advised historically the outcomes have been uniform though developed by each college. Lee advised Mesa, as a result of analysis recently conducted, would like to use their Institutional Learning Outcomes as their GLOs.

Lee noted the catalog will need to be updated in reflect change.

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated is 36, no change.

CurricUNET Steering Committee

Discussion: Hess reported the committee is scheduled to meet on May 9, 2014.

ADT

Discussion: Hess reported on the ADTs which have received C-ID approval. C-ID submittals, approvals and denials were reviewed. Hess reviewed status of state approvals for ADTs. Short requested the Film, Television & Electronic Media row be coded black, to reflect the college does not offer the curriculum at this time, for Miramar on the tracker. Parsons added the same coding should be applied for Mesa.

State Academic Senate

Discussion: Curriculum Institute in will take place in July.

September 11, 2014

Communication Studies AA-T

Discussion: Hess informed the Council revisions to the degree were requested by the state. Hess advised that Duane Short discussed the California Community Colleges Chancellor's Office (CCCCO) revision requests with the faculty and faculty approved removing three courses at the state's recommendation; English 101, Spanish 201 and History 106.

The Brown Act/ Virtual Meetings

Discussion: Hess reported at the 2014 Curriculum Institute curriculum committee compliance with the Brown Act was reviewed, one compliance issue was virtual meetings. Hess relayed her understanding is virtual meetings must be open to the public. Parsons advised her research yielded a different interpretation. Discussion occurred regarding the recent changes to the Brown Act. Hess advised more research and discussion is required regarding virtual meetings.

ERP/ CIC Meeting Locations

Discussion: Hess informed the Council the entire District is working on a database migration, ERP, which will take place over a few years. Hess advised ERP Core Team meetings are taking place at the District office and alternate meeting locations are required for the October 23 and November 13 meetings.

Course Waivers

Discussion: Hess reviewed the Course Waiver Memorandum published by Lee. Short advised Lee's memorandum was published in April and imposed a significant change to how the district implements course waivers. Short noted this impacted degree/certificate requirements and student preparation success, both of which are 10 +1 issues. Short stated Miramar believes this is violation of Title 5 Section 51023 and 53200. Short presented a three-part motion: the memorandum is sent to the Academic Senates for review and consultation, implementation of the memorandum is halted, and the denial of course waivers is reversed immediately. Juliette Parker seconded. Hess expressed her concerns course waivers are outside of District policy and procedures. Discussion occurred regarding development of a policy and procedure by the Policies and Procedures Subcommittee in consultation with the Academic Senate. Hess requested that the council wait to vote on the issue until the next meeting so that a Business Item form could be prepared.

Catalog: District Requirements 5. Exercise Science

Discussion: Hess advised during the designator change from Physical Education (PHYE) to Exercise Science (EXSC) the catalogs were updated. Hess stated the evaluators noticed Item 5. Exercise Science Activity language located in the Academic

Requirements section of the catalogs noted "...courses below 240 are acceptable as meeting the activity course requirement." Hess's suggested and errata be published to reflect language conveying courses below PHYE 240 and below EXSC 230 are acceptable to meet the activity course requirement.

Catalog Deadline

Discussion: Hess distributed the Student Services Fall 2015 Semester Timeline for Proposed June Registration to the Council. Hess advised in order for Instructional Services to meet this deadline the curriculum catalog deadline would need to be advanced to December.

Walked-In Curriculum

Discussion: *FASH 165 Clothing Fitting and Alternation (Mesa)*- Hess provided a copy of her emailed response to the walked-in curriculum to Parsons. Parsons advised the course is a reactivation and integration. Hess noted the course will require a Fall 2015 effective date as there are prerequisite changes which cannot occur in the Spring. Parsons advised to pull the course.

Action: *FASH 165 pulled from the agenda.*

Discussion: *HIST 101 World History II (Mesa)*- Parsons stated the course was revised to include distance education and a Spring 2015 effective is requested. Hess inquired if McGrath is requesting an addendum to the Spring 2015 curriculum deadline. McGrath confirmed.

Action: *HIST 101 approved, pending tech review.*

Discussion: *MUSI 203 Large Console Audio Recording, MUSI 209A Electronic Music Studio Internship I, MUSI 209B Electronic Music Studio Internship II, MUSI 209C Electronic Music Studio Internship III, MUSI 209D Electronic Music Studio Internship IV (Mesa)*- Parsons advised the courses are new and have been created to support a new program. Parsons stated Mesa's Music department enrollment has decreased and the department would like to offer the courses in Spring 2015. Hess stated the state will not recognize the intent to include the courses in a program; the program must accompany the courses. Carmen Scott inquired on the status of MUSI 209. Elizabeth Norvell advised 209 will become 209A. Erica Marrone stated the courses will need to be examined and 209A's outline may need to be modified and changed to a revision. Hess noted there is no guarantee the courses will receive state approval prior to the Fall registration date, nor be advertised in the printed schedule.

Action: *MUSI 203, 209A, 209B, 209C, and MUSI 209D approved, pending tech review.*

Discussion: *SOCO 150 Sociology of Latinos/Latinas (Mesa)*

Action: *SOCO 150 approved, pending tech review.*

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated has decreased, currently at 36.

CurricUNET Steering Committee

Discussion: Hess reported Governet is working on updating the program proposals to contain fields required for state submittal. Hess noted this should assist faculty and staff. Norvell inquired if the District will switch to CurricUNET META. Hess advised one college is now using META and the District has begun discussion with Governet. Hess noted the issues with the current version of CurricUNET will need to be addressed before switching to META.

Student Services Council

Discussion: Brian Ellison reported the 2015-2106 catalog deadline was discussed at the recent Vice Presidents meeting. Ellison noted the push for advancing the deadline is related to SB 1456.

ADT

Discussion: Hess reviewed the TMC tracker and the few ADTs pending state approval. Hess displayed the draft SB 440 tracker. Council made recommendations to the tracker. SB 440 legislation and requirements were discussed.

State Academic Senate

Discussion: Parson reported the Senate Executive Committee meeting is scheduled at City College on September 12, and Plenary is scheduled to take place November 13-15 in Irvine.

Chief Instructional Officers

Discussion: McGrath reported registration and FTES are in decline. McGrath noted the District is attempting to maximize the capture of FTES.

Articulation Officers

Discussion: Discussion occurred regarding the June 15 [2015] and conflicting information relayed from C-ID and the CCCCCO. Hess advised she plans to send email to her contact at the CCCCCO and asked the Vice Presidents of Instruction to request clarification from Pamela Walker, CCCCCO Vice Chancellor of Academic Affairs.

CIC Subcommittees

Discussion: Hess reported a meeting will be proposed for the Policies and Procedures Subcommittee. Hess noted Continuing Education (CE) is in need of representative to replace Roma Weaver.

ERP Implementation

Discussion: ERP Core Teams chart was displayed. Hess noted there have been some team assignment changes since the document was generated. ERP Implementation Timeline was displayed.

September 25, 2014**Brown Act/Virtual Meetings**

Discussion: Payne explained the language she identified was vague and open to interpretation. Hess advised the agenda item will be added as an action item to the next meeting's agenda so Council may vote on virtual meetings.

Course Waivers

Discussion: Duane Short provided Council with the CIC Business Item: Waivers for Major Requirements. Council discussed implications of voting on matters without faculty and college shared governance consultation. Hess noted Course Waivers is scheduled to be an agenda item at the next District Governance Council meeting.

Catalog Deadline

Discussion: Hess advised discussion regarding the advanced catalog deadline is still occurring, and the logistics are being examined to determine whether it is possible to meet the new timeline.

CCCCO Course and Program Approvals

Discussion: Hess reported on changes to the submittal requirements in the California Community Colleges Chancellor's Office (CCCCO) curriculum inventory. Hess advised her department is attempting to schedule a meeting to discuss the changes and update guides if necessary, in order to assist faculty and staff with state submissions.

Distance Ed. Approval

Discussion: Hess explained the CIC Business Item: Distance Education Approval reflects the 2006 document is outdated; it does not accurately reflect current Title 5 requirements and is in need of revision. Hess advised District Instructional Services can

to update the document at the recommendation of CIC and the colleges. Hess asked Council to present the business item to their college constituents.

Walked-In Curriculum

Discussion: EXSC 224 Intercollegiate Volleyball I, EXSC 225 Intercollegiate Volleyball II, EXSC 239A Theories and Strategies of Intercollegiate Volleyball I, EXSC 239B Theories and Strategies/ Volleyball II (Miramar)

Action: EXSC 224, 225, 239A, and 239B approved, pending tech review.

Discussion: FASH 157 International Field Studies: Special Topics (Mesa)

Action: FASH 157 approved, pending tech review.

Curriculum Updating Project

Discussion: Hess reported the number of courses not integrated has decreased by one. Report was displayed.

CurricUNET Steering Committee

Discussion: Hess reported the committee should meet soon.

ADT

Discussion: Hess inquired if the current format is acceptable, and whether the degrees should be identified by TOP code or title. Council agreed TOP code is appropriate.

State Academic Senate

Discussion: Parsons advised the recent Senate Executive Committee meeting was held at City College.

Chief Instructional Officers

Discussion: Barnes requested CIOs be provided with current challenges being experienced so these issue may be discussed at the conference.

CIC Subcommittees

Discussion: Hess reported a meeting has been proposed for the Policies and Procedures Subcommittee. Hess advised the Catalog Subcommittee should meet to discuss the catalog deadline change.

ERP Implementation

Discussion: Hess reported Erica Marrone will be taking over as ERP Core Team member. Parsons sought clarification whether designator changes can occur during ERP implementation. Hess advised major curricular changes requiring ISIS changes cannot occur during ERP implementation. The ERP implementation timeline was discussed.

October 9, 2014

September 25, 2014, Minutes

Discussion: Duane Short requested a revision to the discussion during in Agenda Item III. B Course Waivers.

Action: Recommend approval of minutes as amended.

October 9, 2014, Agenda

Discussion: Amendments to the agenda: Disc Discuss New Business Agenda Item A. Discipline Deans prior to Old Business Items (Hess) and Walk-Ins-EXSC 228A Intercollegiate Sand Volleyball I (Mesa).

Action: Recommend approval of agenda as amended.

Discipline Deans

Discussion: The District Subject Assignment list was reviewed. Hess explained the subjects are assigned based on consultation with and recommendations from the Vice Presidents of Instruction. Hess reviewed recent changes to the assignments.

CIC Virtual Meetings

Discussion: Hess reviewed the virtual meeting discussions at the past two meetings. Short inquired if there is a compelling reason or need to continue to hold virtual meetings. Council discussed how the meetings are helpful during the first month of the semester and when an emergency vote for urgent curriculum is needed. Short agreed the meetings are helpful, and noted Miramar feels the virtual meetings are out of compliance with regulation unless they are open to the public.

Action: *Recommend approval of curriculum virtual meetings.*

Course Waivers

Discussion: Hess reported on the course waiver discussion which occurred at the October 1 District Governance Council (DGC) meeting. Hess relayed DGC agreed the practice of blanket approval of waivers would be suspended and exceptions will be made on a course by course basis for students who need a course waived to meet a degree or certificate requirement, and in consultation with the Curriculum and Instructional Council (CIC), as well as collaboration with Hess and Vice Chancellor Lynn Neault, a policy and procedure will be drafted to address course waivers. Short sought clarification on what was considered blanket approval. Hess stated the District will not automatically process every waiver submitted. Discussion occurred regarding DGC, Academic Senates, and the extent to which the District has authority over the waiver process. Hess inquired if Council had additional comments or concerns. No additional comments or concerns were voiced.

Action: *CIC Business Item: Waivers for Major Requirements tabled until the October 23, 2014, meeting.*

Catalog Deadline

Discussion: Hess relayed the 2015-2016 catalog deadline will be February 26, 2014. Parsons sought clarification if this was only for the 2015-2016 catalog production. Hess confirmed, and noted to plan for a December deadline for the 2016-2017 catalog production.

Distance Education

Discussion: Hess displayed the updated Approved New Class Schedule Language ISIS Inputting document with the recommended revisions. Parsons advised Mesa approved the CIC Business Item: Distance Education Approval. Hess noted this is the second reading, approval occurs at the next meeting. Norvell and Short advised their campuses approved as well.

Action: *Recommend approval of CIC Business Item: Distance Education Approval.*

CIC Roles and Responsibilities

Discussion: Hess displayed the CIC page from the Administration and Governance Handbook. Hess reviewed the Functions portion of the document. Hess noted one of the functions is Council serves as the clearinghouse for all strategic planning for instructional decisions districtwide.

SB 850 Baccalaureate Degree Pilot Program

Discussion: Hess stated the bill has been approved. Parsons advised Mesa is working diligently on the pilot program. Hess recommended applying current curriculum review and approval practices to the pilot program. Council reviewed the current course numbering sequence in the college catalog. Hess advised additional research and discussion needs to occur regarding course numbering for higher level course work.

ADJU 361T Block 20 Force Options/Internal Affairs for Correctional Deputies

Discussion: Hess explained the course is not Associate Degree applicable and has been corrected in CurricUNET. Hess noted the catalog and ISIS did not require correction.

Walked-In Curriculum

Discussion: EXSC 228A Intercollegiate Sand Volleyball I (Mesa)

Action: *Recommend approval of EXSC 228A, pending tech review.*

ADT/C-ID

Discussion: Hess displayed and reviewed the SB 440 TMC tracker. C-ID course submittals for Mesa were discussed. Hess noted a change to City's requirement to fulfill the Music ADT has occurred. Hess explained City no longer offers a degree in Music, and the program will be deactivated in the Curriculum Inventory. Mara Palma-Sanft requested Miramar's Music degree on the tracker be changed to Under Review. Short inquired how quickly Miramar should work on the Psychology ADT. Hess advised the subject area appears to be popular at Miramar, and recommended the proposal be presented to the CRC and CIC as soon as possible, in order to receive Board approval by December.

State Academic Senate

Discussion: Parsons advised the Southern Curriculum Regional meeting will take place on October 18, and Plenary is scheduled for November. Parsons reported on a C-ID newsletter recently released. C-ID descriptors for Career Technical Education and Basics Skills was discussed.

Chief Instructional Officers

Discussion: Barnes noted the CIO conference is scheduled to take place at the end of the month. Parsons stated she inquired with McGrath if faculty can attend and she might attend. Michelle Fischthal reported Continuing Education held its first curriculum committee meeting of the semester.

Articulation Officers

Discussion: Parker requested C-ID issues be relayed to the state. Parker explained the various issues currently being experienced with the system and expressed her concern regarding the negative impact on student success. Hess advised she and the CIOs can work with Council members to create a list of issues to present at the conference.

CIC Subcommittees

Discussion: Hess reported the District Instructional Services is attempting to schedule meetings.

ERP Implementation

Discussion: Hess reported Erica Marrone is available intermittently when not in ERP meetings. Hess noted Carmen Scott, Desiree Payne and Michelle Radley are available to provide assistance.

October 23, 2014

October 9, 2014, Minutes

Discussion: Duane Short advised the discussion during the New Business Agenda Item A. Discipline Deans be revised to reflect Miramar would like to convert the Tagalog courses to Filipino (FILI), and change the Long title of Filipino Studies to Filipino.

Action: *Recommend approval of the minutes as amended.*

October 23, 2014, Agenda

Discussion: Short sought clarification whether the General Education (GE)/Transfer Curriculum should be an action item. Shelly Hess advised the curriculum is presented as an information item for review at one meeting and then is voted on at the following meeting.

Action: *Recommend approval of agenda.*

GE Transfer Curriculum

Discussion: Hess advised the curriculum is presented for review. Hess inquired if Council had any questions or comments. No questions or comments were voiced.

Course Waivers

Discussion: Short proposed, as a result of the colleges' desire to revise the language in the CIC Business Item: Waivers for Major Requirements, as well as discussion at various meetings, the Curriculum and Instructional Council (CIC) Chairs work together to update language in the Business Item in consultation with their colleges. Discussion continued regarding the Business Item. Council agreed the CIC Chairs will work on revising the Business Item's language, in addition to any other Council members who wished to be involved, and the Business Item will be brought back for reading and a vote.

Action: *CIC Business Item: Waivers for Major Requirements tabled until the November 13, 2014, meeting.*

Psychology AA Degree (City)

Discussion: Hess advised City received revision requests from the state and the degree was revised. Elizabeth Norvell explained courses were switched between the core and required electives in order to meet the 51% articulation requirement.

Music AA Degree and Digital Music Technology AS Degree (City)

Discussion: Hess explained Norvell noticed an incorrect TOP code was assigned to the Digital Music Technology degree when CIC approved the degree, and the state inventory reflects the correct Career Technical Education (CTE) TOP code. Hess advised the TOP code has been corrected to match the state inventory. Hess continued to explain as a result of this it came to her attention the Music degree for City College was active in the state inventory, though the degree is not in the catalog or CurricUNET. Hess noted the degree is in ISIS. Hess advised in discussion with the City it has been determined the degree will be deactivated.

Subject Indicator/Course Designator Changes

Discussion: Hess advised subject indicator or course designator changes are on hold pending ERP implementation.

CCCCO Units/Hours Worksheet

Discussion: Hess reported units to hours were discussed at the Regional Curriculum meeting. The Units/Hours worksheet was displayed. Hess reviewed instruction item 6 [permitted methods and formulas] on the document. The Carnegie standard was discussed.

CIP Codes

Discussion: Hess explained the Gainful Employment reporting process. Hess reviewed the use of CIP codes, and the need to start maintaining CIP codes in CurricUNET and ISIS. Hess advised the state may start requiring CIP codes on the submission templates.

CurricUNET Steering Committee

Discussion: Hess reported the committee has not met during the Fall semester, and noted there are CurricUNET issues being addressed and reported to Governet.

ADT/C-ID

Discussion: TMC tracker was displayed. Hess reported the SB 1440 requirements are almost finalized. Hess advised a revision was requested by the state for Mesa's Studio Arts transfer degree. Juliette Parker explained Mesa had to provide articulation documentation, which has been done. Hess reported SB 440 was briefly addressed at the Curriculum Regional meeting. Hess advised she is concerned with the implementation date for SB 440, which is scheduled to begin when the California Community Colleges Chancellor's Office (CCCCO) provides all the templates listed on the website.

Parker reported as a result of the meeting with representatives from the CCCCCO a resolution to C-ID is being drafted and is scheduled to be presented to the C-ID

Advisory group. CTE and C-ID requirements were discussed. Parsons noted there is also a push to include Basic Skills in C-ID.

SB 850

Discussion: Hess explained SB 850 has been added as a Standing Report in order to keep Council updated. McGrath reported the District has proposed Mesa's Health Information Management (HIM) as the baccalaureate pilot degree.

State Academic Senate

Discussion: Parsons reported she has received feedback that issues with the state's review of non-substantial changes were presented at the recent conference and added there appears to be acknowledgement the non-substantial program approval process needs to change. Parsons stated if this, as well as other issues, with the state approval process can be presented at the Chief Instructional Officer (CIO) conference, as well at other conferences, it may help work towards a change in the current process.

Chief Instructional Officers

Discussion: McGrath requested Council members provide issues they would like to be presented to Pam Walker, CCCCCO Vice Chancellor of Academic Affairs, at the CIO conference

Shelton reported the Academic Senate for California Community Colleges (ASCCC) Area D meeting will be held on Saturday [October 25] and she plans to attend

Bennie reported on discussion with Susan Clifford, Accrediting Commission for Community and Junior Colleges Vice President of Commission Operations, at the recent accreditation training held at MiraCosta. Bennie stated student learning outcomes (SLOs) on course outlines was a topic in regards to accreditation standards. Discussion occurred regarding SLO impact on accreditation and how the District should approach SLOs.

Articulation Officers

Discussion: Parker reported on the Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) meeting and advised the timeline for new system has been changed. Parker advised ASSIST will be providing regional training.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee is scheduled to meet on October 24.

ERP Implementation

Discussion: Hess reported the initial training phase will be ending soon and the meetings will transition to the fit/gap analysis phase.

November 13, 2014

November 13, 2014 Agenda

Discussion: Added to the agenda: Walk-ins.

Action: *Recommend approval of agenda as amended.*

GE Transfer Curriculum

Discussion: Architecture (ARCH) 126 and 127 pulled for discussion.

Action: *Recommend approval of GE Transfer Curriculum as amended.*

Discussion: ARCH 126 and ARCH 127-Juliette Parker explained the courses should be included in the District GE humanities area. Short inquired if the courses are being proposed for humanities transfer, and if so why the humanities area and not arts. Parker advised the humanities area is applicable to UC.

Action: *Recommend approval of ARCH 126 and 127.*

Discussion: Short moved to vacate the vote in order to revisit the humanities area.

Action: *Recommend rescind approval of ARCH 126 and 127.*

Discussion: Short sought clarification whether the transfer pattern falls under arts. Parker confirmed, stating it is the humanities area under the arts, C1. Short reviewed the courses are being proposed for area C1 CSU/IGETC. Parker confirmed. Short stated he thought the District has a combined area for this. College catalogs were researched. Parker confirmed for the District the area is combined.

Action: *Recommend approval of ARCH 126 and 127.*

Course Waivers

Discussion: Short provided an overview of the New Business Item Waivers for Major Requirements and the history of course waivers. Shelly Hess relayed her concerns from an instructional standpoint: CIC recommendation #2 contradicts the decision made by District Governance Council (DGC); recommendation #2 as currently written is too permissive as it does not incorporate Education Code, Title 5, and Board policy; and CIC does not have the authority to force business practices which are not in compliance with Education Code, Title 5, and Board policy. Tim McGrath proposed a friendly recommendation of rewording recommendation #2 to reflect compliance with Title 5 and Board policy. Short advised there is a difference of opinion in how the regulations and policies are interpreted. McGrath offered language he felt covers both standpoints. Hess recommended given the difference of opinion, a third party legal expert be obtained to address the interpretation of Title 5 regulations. Third party legal assistance was discussed. Norvell inquired how a third party is chosen. Hess advised this is handled at the State Chancellor's Office level.

Action: *Recommend approval of New Business Item: Waivers for Major Requirements as amended, pending attachment of an appendix.*

FIPT 392S, 393S, 394S, 395S Special Topics

Discussion: Hess advised these units fall below 0.5 and have been approved by Chancellor's Cabinet. Hess noted one course was missing from the agenda, though all courses are listed on the November 13 curriculum summary.

Districtwide Participatory Governance Survey

Discussion: Hess reviewed the process of the most recent accreditation study. The survey was displayed. Hess referenced the Implementation Plan for the 2014/15 Accreditation Survey handout and requested Council review the timeline.

Phlebotomy (PHLB) and Women's Studies (WMNS)

Discussion: Hess advised she received a request from Mesa's Curriculum Review Committee (CRC) to create a new phlebotomy designator in order to comply with state accreditation agency, and to use the existing women's studies designator to create new courses for a program. Hess requested Council to take the designator information to their CRCs for discussion and the designator will be on the December agenda as an action item. Hess inquired, since the PHLB designator is requested by a state agency, if Council wished to vote on this designator.

Action: *Recommend approval of PHLB designator.*

Walked-In Curriculum

Discussion: COMP 640 Windows Operating Systems, COMP 641 Linux Essentials, and Desktop Operating Systems Program Certificate of Completion (Continuing Education)-

Action: *Recommend approval of COMP 640, 641, and Desktop Operating Systems Program Certificate of Completion, pending tech review.*

Discussion: SPAN 202 Fourth Course in Spanish (Mesa)

Action: *Recommend approval of SPAN 202, pending tech review.*

CurricUNET Steering Committee

Discussion: Hess reported the committee has not met. Hess reported there are critical issues occurring with various functionalities in CurricUNET and Instructional Services is in communication with Governet to resolve these issues as soon as possible.

ADT/C-ID

Discussion: TMC tracker was displayed. Hess reported Mesa has met its 100% goal with the recent state approval of the Studio Arts transfer degree. Hess reviewed the SB 440 degree obligations. Hess reported on the C-ID submissions, approvals, and denials.

SB 850

Discussion: Hess reported the call for the pilot baccalaureate degree proposals will be announced next week and Mesa is prepared to submit a proposal. McGrath reported he received information the selection of pilot programs could be as small as five programs throughout the entire state. McGrath explained the curriculum will not be housed in CurricUNET, rather will be developed and recorded outside the database and then submitted to the state, as this is a new type of proposal. Hess added the curriculum approval practices will still be followed.

State Academic Senate

Discussion: Hess reported the 2014 Fall Plenary Session is occurring this week in Irvine.

Chief Instructional Officers

Discussion: McGrath reported on AB 86, Adult Education Consortium Planning Grant, which will allow for Basic Skills courses to be offered as non-credit at the college level. McGrath advised this will impact student athletes, statewide, and this will need to be addressed. Student success, equity and the bill were discussed.

CIC Subcommittees

Discussion: Hess reported a meeting for the Policies and Procedures Subcommittee will be proposed.

ERP Implementation

Discussion: Hess reported the teams are still in the fit/gap phase, and CE has representation attending the ERP sessions.

December 11, 2014

November 13, 2014, Minutes

Discussion: Juliette Parker advised during the Old Business A. Course Waivers agenda item discussion she and Elizabeth Norvell had requested the policies and regulations related to course waivers. Shelly Hess confirmed the information was provided and advised the minutes will be updated to reflect the request.

Action: *Recommend approval of minutes as amended.*

December 11, 2014 Agenda

Discussion: Duane Short requested Old Business A. Course Waivers agenda item be changed from an action item to an informational item. Short noted Miramar requested the item be added to the agenda.

Discussion: Added to the agenda: Walk-Ins.

Action: *Recommend approval of agenda as amended.*

Discussion: Walk-Ins-COMP 642 and Server Essentials Program Certificate of Completion (Continuing Education).

Action: *Recommend approval of agenda as amended.*

Approval of Curriculum

Discussion: GEOL 111, MUSI 115A, MUSI 115B, MUSI 120, MUSI 121, MUSI 215A, MUSI 215B, MUSI 230A, MUSI 230B, MUSI 230C, MUSI 230D pulled from consent agenda.

Action: *Recommend approval of curriculum as amended.*

Approval of Program Changes

Discussion: Liberal Arts and Sciences: Visual and Performing Arts Associate of Arts Degree pulled from consent agenda.

Action: *Recommend approval of programs as amended.*

Music 115A, 115B, 120, 121, 215A, 215B, 230A, 230B, 230C, and 230D

Discussion: Norvell advised the Music course deactivations have been pulled since they are included in the Liberal Arts and Sciences: Visual and Performing Arts of Associate degree, which is also being pulled. Norvell explained the degree is impacted by the Drama 122 change to 124 and this change needs to be made to the program.

Action: *Curriculum and program removed from the consent agenda.*

Geology 111

Discussion: Parker explained the course needs to be submitted for CSU/GE and District GE, and noted the course will be submitted later for UCTCA and IGETC. Parker added the articulation is proposed for all three colleges.

Action: *Recommend approval of GEOL 111.*

Course Waivers

Discussion: Short explained at the last meeting the CIC Business Item: Waivers for major requirements was revised at the meeting to include an additional recommendation item, and then approved. Short advised Miramar's Academic Senate has requested he relay that all three senates do not agree with the third recommendation item and would like the District to be informed of their position. Norvell explained the Radio Television and Film (RTVF) department is currently experiencing issues with students needing to substitute courses. Hess advised Student Services is working with the RTVF students. Hess noted the RTVF programs are in need of revisions in order to avoid impacting more students.

Women's Studies (WMNS) Designator

Discussion: Hess reviewed the new designator was presented at the November meeting and inquired if the CIC chairs had any feedback from their colleges. Short stated Miramar has no issue with the designator.

Action: *Recommend approval of WMNS designator.*

Discussion: Parsons sought clarification new designators can be implemented and a change in designators cannot occur during the District's transition to a new database. Hess confirmed, and noted designators tied to state licensing or agency accreditation may be considered as exceptions.

RUSS 102 Second Course in Russian

Discussion: Hess reported the effective date had to be changed to 2016 due to CSU/GE implications.

Walked-In Curriculum

Discussion: Child Development Associate of Science Degree, Associate Teacher Certificate of Achievement, Teacher Certificate of Achievement, Master Teacher Certificate of Achievement, Assistant Teacher Certificate of Performance, and Home Day Care Certificate of Performance (Mesa)

Action: *Recommend approval of Child Development Associate of Science Degree, Associate Teacher Certificate of Achievement, Teacher Certificate of Achievement, Master Teacher Certificate of Achievement, Assistant Teacher Certificate of Performance, and Home Day Care Certificate of Performance, pending tech review.*

Discussion: TOP code designation was discussed. Parsons sought clarification TOP code designation is based on the course. Hess confirmed.

Discussion: COMP 642 Server Admin Fundamentals and Server Essentials Program Certificate of Completion (Continuing Education).

Action: *Recommend approval of COMP 642 Server Admin Fundamentals and Server Essentials Program Certificate of Completion, pending tech review.*

CurricUNET Steering Committee

Discussion: Hess reported the committee has not met so far this academic year. Norvell suggested verifying the approval levels and creating a grid. Hess recommended this can be discussed at the next meeting.

ADT/C-ID

Discussion: Mara Palma-Sanft reported C-ID approvals are slowly being received. Palma-Sanft reviewed the recent approvals. Hess advised Instructional Services will double check the C-ID degree approval count. Hess reminded Council February 26, 2015, is the deadline for Fall 2015 curriculum and the 2015-2016 catalog deadline. The TMC Tracker was reviewed and updated. Parsons reported at the recent Plenary meeting two resolutions were passed regarding C-ID.

SB 850

Discussion: Hess reported prior to the Thanksgiving holiday break the state released the guidelines for the baccalaureate degree applications. Hess reported Mesa is working on submitting the degree application to the Board for final signature, and the application should be mailed out by the end of the week.

State Academic Senate

Discussion: Shelton reported on a Plenary break out session she attended regarding equivalencies. Hess advised she is serving on the PCAH re-writing team. Parsons reported on discussion regarding program approval delays experienced at the state level; issues with data missing from the state's curriculum inventory, staffing, and errors in the PCAH. Discussion continued regarding issues with state approvals.

Chief Instructional Officers

Discussion: Hess reported a PCAH re-writing meeting is scheduled for next Friday [December 19]. Roanna Bennie reported she received an email from Susan Clifford regarding student learning outcomes (SLOs).

Articulation Officers

Discussion: Parker reported local roles in ADT development report is being finalized, and noted the report was sent out state wide for input. Parker recommended faculty and staff examine and track workload associated with ADTs. Palma-Sanft added the report was presented at the recent CIO conference.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee met prior to the meeting and plans to meet before each Council meeting during the Spring 2015 semester. Hess reported the Catalog Subcommittee has yet to meet and a meeting needs to be scheduled.

ERP Implementation

Discussion: Hess reported ERP teams have finalized the fit/gap phase.

February 12, 2015

Approval of Curriculum

Discussion: GEOL 120 pulled from consent agenda.

Action: *Recommend approval of minutes as amended.*

Discussion: EXSC 292, EXSC 293, Yoga Teacher Certificate of Performance, Assistant Teacher Certificate of Achievement, and San Diego Transit General Mechanic

Apprenticeship Associate of Science Degree (Miramar). Network Technician Program Certificate of Completion (Continuing Education).

Action: *Recommend approval of agenda as amended.*

Geology 120

Discussion: Norvell explained City would like to be added to the proposal as the course is intended to be included in an Associate Degree for Transfer (ADT) degree.

FIPT 392L, 393L, 394L, and 395L Special Topics

Discussion: Hess explained upon reviewing the course outlines for approval the state questioned the units to hours ratio and requested either the units be increased or hours be decreased. Hess advised after consultation with the Miramar it was agreed the units would be adjusted.

Non-Credit/Basic Skills

Discussion: Michelle Toni Parsons provided an overview of the movement to offer non-credit basic skills courses on a college campus. Parsons explained in order for a college to offer non-credit courses the course must be held at the college and listed in the college catalog.

Pass/No Pass in ADT Degrees

Discussion: Hess reported based on a letter published by Pam Walker, California Community Colleges Chancellor's Office (CCCCO) Vice Chancellor of Academic Affairs, an amendment has been made to the Program and Course Approval Handbook (PCAH) to remove language referencing a 'P' (Pass) grade is not an acceptable grade for ADTs. Hess advised based on the amendment approved courses with a 'P/NP' (Pass/No Pass) grade option can now be included in ADTs.

Update on C-ID Verification for ADTs

Discussion: Council reviewed the Update on C-ID Verification for ADTs letter published by Pam Walker. Hess summarized effective July 1, 2015, all ADTs submitted which have a C-ID descriptor course included in the degree must have the C-ID course approved in order for the degree to be approved by the state.

SLOs on Syllabi

Discussion: Hess reviewed the discussion regarding student learning outcomes (SLOs) on course outlines at Council meetings over the Fall semester. Hess advised the topic has also been discussed at various accreditations meetings. Standard II: Student Learning Programs and Services documents displayed. Hess explained the SLOs will be required to be listed on the syllabus, in addition to the course outline. Hess advised the matter should be addressed prior to the spring 2017 accreditation.

Walked-In Curriculum

Discussion: EXSC 292 Yoga Teacher Training Essentials, EXSC 293 Yoga Teacher Training Progressive Methodologies, and Yoga Teacher Certificate of Performance (Miramar).

Action: *Recommend approval of EXSC 292, 293, and Yoga Teacher Certificate of Performance, pending tech review.*

Discussion: Assistant Teacher Certificate of Achievement (Miramar).

Action: *Recommend approval of Assistant Teacher Certificate of Achievement, pending tech review.*

Discussion: San Diego Transit General Mechanic Apprenticeship Associate of Science Degree (Miramar).

Action: *Recommend approval of San Diego Transit General Mechanic Apprenticeship Associate of Science Degree, pending tech review.*

Discussion: Network Technician Program Certificate of Completion (Continuing Education).

Action: *Recommend approval of Network Technician Program Certificate of Completion, pending tech review.*

CurricUNET Steering Committee

Discussion: Hess reported the committee is attempting to meet.

ADT/C-ID

Discussion: Hess reviewed the C-ID submissions, approvals, and denials. The C-ID tracker was displayed. The TMC tracker was displayed. Hess advised the document will be presented to Chancellor's Cabinet and requested Council review the tracker to ensure the status of the degrees is up to date. Council made updates and edits to the document.

SB 850

Discussion: McGrath reported the first course outline is in development. McGrath advised following the lower division curriculum development phase the development of upper division general education curriculum will begin. Connie Renda, Mesa faculty, will be presenting at a Mesa Academic Senate meeting.

Chief Instructional Officers

Discussion: Ellison reported on AB 86, and funds received to support curriculum development among other areas. Ellison reported a new campus site in the Barrio Logan area is under construction. Ellison reported CE's CRC has been working on updating curriculum.

Discussion: Hess reported she is working on re-writing the PCAH, and would like to ensure the update of credit and non-credit is sufficiently covered.

Discussion: Ellison noted he has been working on an Accuplacer project and is pleased to report a class has been offered at City, and additional classes are slated to be offered at various high schools within San Diego.

State Academic Senate

Discussion: Parsons reported Plenary is scheduled to take in April. Deanna Shelton reported the Non-Credit Regional Meeting is scheduled to take place in March. Parsons and Donna Namdar reported on the CTE Academy meeting January; Doing What Matters framework and the State Academic Senate presentation on curriculum process.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee meet prior to the Council meeting.

February 26, 2015

February 26, 2015, Agenda

Discussion: Deanna Shelton inquired whether the English for Speakers of Other Languages (ESOL) and English (ENGL) courses requested as walk-in would be included for review. Shelton noted the ENGL faculty are present to discuss the curriculum. Shelly Hess explained due to the high volume of walked-in curriculum, the discussion for ESOL/ENGL would occur after the other walk-ins have been reviewed.

Discussion: Michelle Toni Parsons requested Personal Growth (PERG) 110 be removed from Mesa's list of walk-ins. Parsons advised she received an email Animal Health (ANHL) curriculum would not be able to be reviewed at this meeting.

Discussion: Added to the agenda: Walk-Ins.

Action: *Recommend approval of agenda as amended.*

Discussion: Carmen Scott advised Radiologic Technology (RADT) 150 was not on Mesa's walk-in list and needs to accompany the other RADT walk-ins. Parsons confirmed the course should be included

Action: *Recommend approval of agenda as amended.*

Approval of Curriculum

Discussion: CHIL 155 pulled from consent agenda.

Action: *Recommend approval of curriculum as amended.*

Approval of Program Changes

Discussion: Open Water Lifeguard Certificate of Achievement and Open Water Lifeguard Associate of Science Degree pulled from consent agenda.

Action: *Recommend approval of programs as amended.*

CHIL 155

Discussion: Short requested Miramar be removed from the proposal as the college does not intend to offer the course.

Action: *Recommend approval of CHIL 155 as amended.*

Open Water Lifeguard Certificate of Achievement and Associate of Science Degree

Discussion: Short requested the removal of Fire Protection Technology (FIPT) 332C from the restricted electives in both awards. Short explained FIPT 332C is being walked-in as a deactivation.

Action: *Recommend approval of Open Water Lifeguard Certificate of Achievement and Open Water Lifeguard Associate of Science Degree as amended.*

Non-Credit/Basic Skills

Discussion: Item tabled until the next meeting.

SLOs on Syllabi

Discussion: Item tabled until the next meeting. Mesa's Academic Senate has yet to review the item.

ADJU 351A

Discussion: Hess reported Cabinet approved the 0.2 unit assignment for Miramar's in-service training course.

Award Titles

Discussion: Hess explained the Program and Course Approval Handout states descriptors such as "emphasis," "transfer," or "for transfer," not be included in the award titles. Hess reported the state is making the title corrections to existing degrees in the California Community Colleges Chancellor's Office curriculum inventory. Hess advised the Instructional Services office is researching the changes and updating the 2015-2016 catalogs and CurricUNET to reflect the state's corrections.

Walked-In Curriculum

Discussion: ARTG 143 Web Page Graphic Design, ARTG 153 Mobile Experience Design, Graphic Design Certificate of Achievement, Graphic Design Associate of Arts Degree and Futures Studies Associate of Arts Degree (City)

Action: *Recommend approval of ARTG 143, ARTG 153, Graphic Design Certificate of Achievement, Graphic Design Associate of Arts Degree and Futures Studies Associate of Arts Degree, pending tech review..*

Discussion: DRAM 243A Technical Theatre Practicum – Costume and Makeup, DRAM 243B Technical Theatre Practicum – Lighting and Sound, DRAM 243C Technical Theatre Practicum – Scenic, DRAM 243D Technical Theatre Practicum – Stage Management, Theatre Arts Associate in Arts for Transfer Degree, and Technical Theatre Certificate of Performance (City)

Action: *Recommend approval of DRAM 243A, DRAM 243B, DRAM 243C, DRAM 243D, Theatre Arts Associate in Arts for Transfer Degree, and Technical Theatre Certificate of Performance, pending tech review.*

Discussion: Honors Global Competencies Certificate of Performance (City)

Action: *Recommend approval of Honors Global Competencies Certificate of Performance.*

Discussion: Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Associate of Arts Degree (City)

Action: *Recommend approval Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Associate of Arts Degree, pending tech review.*

Discussion: CHIL 152 School Age Program Planning (City)

Action: *Recommend approval CHIL 152.*

Discussion: Elementary Teacher Education Associate in Arts for Transfer Degree (City)

Action: *Recommend approval Elementary Teacher Education Associate in Arts for Transfer Degree, pending tech review.*

Discussion: School Age Child Care Certificate of Performance, Assistant Teacher Certificate of Performance, Associate Teacher Certificate of Achievement, Child Development Associate of Science Degree, Family Child Care Certificate of Performance, Site Supervisor Associate of Science Degree, Teacher Certificate of Achievement, Master Teacher Certificate of Achievement, and Residential Care Workers Certificate of Performance (City)

Action: *Recommend approval of School Age Child Care Certificate of Performance, Assistant Teacher Certificate of Performance, Associate Teacher Certificate of Achievement, Child Development Associate of Science Degree, Family Child Care Certificate of Performance, Site Supervisor Associate of Science Degree, Teacher Certificate of Achievement, Master Teacher Certificate of Achievement, and Residential Care Workers Certificate of Performance, pending tech review.*

Discussion: COSM 050 Rules, Regulations and Physiology, COSM 050L Fundamentals of Cosmetology, COSM 055 Introductory Esthetician, COSM 055L Introductory Esthetician Lab, COSM 060 Resolution of Skin Disease & Disorders, COSM 060L Intermediate Cosmetology Lab I, COSM 065 Advanced Esthetician, COSM 065L Advanced Esthetician, COSM 070 Chemistry and Chemical Services, COSM 070L Intermediate Cosmetology Lab II, COSM 080L Advanced Cosmetology Lab I, COSM 081 Basic Business Practices, Cosmetology Certificate of Achievement, and Cosmetology Associate of Science Degree (City)

Action: *Recommend approval of COSM 050 Rules, Regulations and Physiology, COSM 050L Fundamentals of Cosmetology, COSM 055 Introductory Esthetician, COSM 055L Introductory Esthetician Lab, COSM 060 Resolution of Skin Disease & Disorders, COSM 060L Intermediate Cosmetology Lab I, COSM 065 Advanced Esthetician, COSM 065L Advanced Esthetician, COSM 070 Chemistry and Chemical Services, COSM 070L Intermediate Cosmetology Lab II, COSM 080L Advanced Cosmetology Lab I, COSM 081 Basic Business Practices, Cosmetology Certificate of Achievement, and Cosmetology Associate of Science Degree, pending tech review.*

Discussion: Geology Associate in Science for Transfer Degree (City)

Action: *Recommend approval of Geology Associate in Science for Transfer Degree, pending tech review.*

Discussion: Sociology Associate in Arts for Transfer Degree (City).

Action: *Recommend approval of Sociology Associate in Arts for Transfer Degree, pending tech review.*

Discussion: Philosophy Associate in Arts for Transfer Degree (City).

Action: *Recommend approval of Philosophy Associate in Arts for Transfer Degree, pending tech review.*

Discussion: BIOL 230 Human Anatomy (City)

Action: *Recommend approval of BIOL 230, pending tech review.*

Discussion: Administrative Assistant Certificate of Achievement, Administrative Assistant Associate of Science Degree, Administrative Office Management Certificate

of Achievement, and Administrative Office Management Associate of Science Degree (City).

Action: *Recommend approval of Administrative Assistant Certificate of Achievement, Administrative Assistant Associate of Science Degree, Administrative Office Management Certificate of Achievement, and Administrative Office Management Associate of Science Degree.*

Discussion: Small Business Management Entrepreneur Associate of Science Degree (City).

Action: *Recommend approval of Small Business Management Entrepreneur Associate of Science Degree, pending tech review.*

Discussion: BUSE 122 Sports Management, BUSE 124 Sports Sales, and Sports Management Certificate of Performance (City).

Action: *Recommend approval of BUSE 122, BUSE 124, and Sports Management Certificate of Performance, pending tech review.*

Discussion: ACCT 130 Internal Revenue Tax Training, VITA Tax Preparation Training Certificate of Performance, and Income Tax Preparation Internship Certificate of Performance (City).

Action: *Recommend approval of ACCT 130, VITA Tax Preparation Training Certificate of Performance, and Income Tax Preparation Internship Certificate of Performance, pending tech review.*

Discussion: RTVF 125 Advanced Television and Video Production, RTVF 242A Radio Broadcast Concert Production Workshop- Sound Mixing, RTVF 242B Radio Broadcast Concert Production Workshop- Producing, Documentary Film Associate of Science Degree, Video Production Associate of Science Degree, Video Production Certificate of Achievement, Video Production Certificate of Performance, Radio Certificate of Achievement, and Radio Associate of Science Degree (City).

Action: *Recommend approval of RTVF 125 Advanced Television and Video Production, RTVF 242A Radio Broadcast Concert Production Workshop- Sound Mixing, RTVF 242B Radio Broadcast Concert Production Workshop- Producing, Documentary Film Associate of Science Degree, Video Production Associate of Science Degree, Video Production Certificate of Achievement, Video Production Certificate of Performance, Radio Certificate of Achievement, and Radio Associate of Science Degree, pending tech review.*

Discussion: ENGE 050D Advanced Robotics Team Project Design, ENGE 050E Advanced Robotics Team Project Construction, ENGE 050F Advanced Robotics Team Project Testing and Deployment, and Robotic Engineering Project Team Level 2 Certificate of Performance (City).

Action: *Recommend approval of ENGE 050D Advanced Robotics Team Project Design, ENGE 050E Advanced Robotics Team Project Construction, ENGE 050F Advanced Robotics Team Project Testing and Deployment, and Robotic Engineering Project Team Level 2 Certificate of Performance, pending tech review.*

Discussion: CHIL 131 Curriculum: Language/Science, CHIL 185 Computer Usage with Young Children, Infant/Toddler Care Certificate of Performance, DRAM 142 Drawing for the Theatre: Costume Illustration, Retail Management Associate of Science Degree, Retail Management Certificate of Achievement, Retail Management Advanced Courses Certificate of Performance, Retail Management Foundation Courses Certificate of Performance, Retail Management Intermediate Courses Certificate of Performance, Legal Administrative Assistant Associate of Science Degree, Legal Administrative Assistant Certificate of Achievement, RTVF 122 Television Production, RTVF 123 Advanced Television Production, RTVF 127 Basic TV Production Switcher Operation,

COSM 050LA Rules, Regulations and Physiology, COSM 050LB Fundamentals of Cosmetology II, COSM 060LA Intermediate Cosmetology, COSM 060LB Intermediate Cosmetology, COSM 070LA Intermediate Cosmetology, COSM 070LB Intermediate Cosmetology, COSM 080LA Advanced Cosmetology Lab IA, COSM 080LB Advanced Lab IB, COSM 090LA Advanced Lab IIA, and COSM 090LB Advanced Lab IIB (City)
Action: *Recommend approval of CHIL 131 Curriculum: Language/Science, CHIL 185 Computer Usage with Young Children, Infant/Toddler Care Certificate of Performance, DRAM 142 Drawing for the Theatre: Costume Illustration, Retail Management Associate of Science Degree, Retail Management Certificate of Achievement, Retail Management Advanced Courses Certificate of Performance, Retail Management Foundation Courses Certificate of Performance, Retail Management Intermediate Courses Certificate of Performance, Legal Administrative Assistant Associate of Science Degree, Legal Administrative Assistant Certificate of Achievement, RTVF 122 Television Production, RTVF 123 Advanced Television Production, RTVF 127 Basic TV Production Switcher Operation, COSM 050LA Rules, Regulations and Physiology, COSM 050LB Fundamentals of Cosmetology II, COSM 060LA Intermediate Cosmetology, COSM 060LB Intermediate Cosmetology, COSM 070LA Intermediate Cosmetology, COSM 070LB Intermediate Cosmetology, COSM 080LA Advanced Cosmetology Lab IA, COSM 080LB Advanced Lab IB, COSM 090LA Advanced Lab IIA, and COSM 090LB Advanced Lab IIB, pending tech review.*

Discussion: ARTF 108 Women in Art (Mesa)

Action: *Recommend approval of ARTF 108, pending tech review.*

Discussion: EXSC 124A Aerobic and Core Conditioning I, EXSC 124B Aerobic and Core Conditioning II, EXSC 124C Aerobic and Core Conditioning III, EXSC 124D Aerobic and Core Conditioning IV (Mesa)

Action: *Recommend approval of EXSC 124A Aerobic and Core Conditioning I, EXSC 124B Aerobic and Core Conditioning II, EXSC 124C Aerobic and Core Conditioning III, EXSC 124D Aerobic and Core Conditioning IV, pending tech review.*

Discussion: EXSC 136A Off-Season Conditioning for Sport I and EXSC 136B Off-Season Conditioning for Sport II (Mesa)

Action: *Recommend approval of EXSC 136A and EXSC 136B, pending tech review.*

Discussion: EXSC 228B Intercollegiate Sand Volleyball II (Mesa)

Action: *Recommend approval of EXSC 228B, pending tech review.*

Discussion: ECON 220 Economics of the Environment (Mesa)

Action: *Recommend approval of ECON 220, pending tech review.*

Discussion: FASH 143 Advanced Fashion Illustration and Technical Sketching, Fashion Design Associate of Science Degree, Fashion Design Certificate of Achievement, Fashion Merchandising Associate of Science Degree, and Fashion Merchandising Certificate of Achievement (Mesa).

Action: *Recommend approval of FASH 143 Advanced Fashion Illustration and Technical Sketching, Fashion Design Associate of Science Degree, Fashion Design Certificate of Achievement, Fashion Merchandising Associate of Science Degree, and Fashion Merchandising Certificate of Achievement, pending tech review.*

Discussion: INTE 210 Presentation and Color Rendering (Mesa)

Action: *Recommend approval of INTE 210, pending tech review.*

Discussion: MATH 101A Math for the Liberal Arts Student (Mesa).

Action: *Recommend approval of MATH 101A, pending tech review.*

Discussion: MULT 120 Introduction to Video Game Design, MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation, MULT 131 Video Game Development II: Game Character and Level Design, MULT 132 Video Game

Development III: Advanced Game Art and Asset Design, MULT 133 Video Game Development IV: Game Prototyping and Production (Mesa)

Action: *Recommend approval of MULT 120 Introduction to Video Game Design, MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation, MULT 131 Video Game Development II: Game Character and Level Design, MULT 132 Video Game Development III: Advanced Game Art and Asset Design, MULT 133 Video Game Development IV: Game Prototyping and Production, pending tech review.*

Discussion: MUSI 101 Music History: Middle Ages to Mid 18th Century, MUSI 102 Music History II: Mid 18th – Early 20th Century, MUSI 254 Instrumental Ensemble, MUSI 296 Individualized Instruction in Music, MUSI 255A Guitar Ensemble I, MUSI 255B Guitar Ensemble II, MUSI 255C Guitar Ensemble III, MUSI 255D Guitar Ensemble IV, MUSI 274A Applied Music I, MUSI 274B Applied Music II, MUSI 274C Applied Music III, MUSI 274D Applied Music IV, MUSI 117 Music in the United States, MUSI 118 Asian Music, MUSI 119 Music in the Americas, Africa & Europe, MUSI 251A World Music Ensemble I, MUSI 251B World Music Ensemble II, MUSI 251C World Music Ensemble III, MUSI 251D World Music Ensemble IV (Mesa).

Action: *Recommend approval of MUSI 101 Music History: Middle Ages to Mid 18th Century, MUSI 102 Music History II: Mid 18th – Early 20th Century, MUSI 254 Instrumental Ensemble, MUSI 296 Individualized Instruction in Music, 255A Guitar Ensemble I, MUSI 255B Guitar Ensemble II, MUSI 255C Guitar Ensemble III, MUSI 255D Guitar Ensemble IV, MUSI 274A Applied Music I, MUSI 274B Applied Music II, MUSI 274C Applied Music III, MUSI 274D Applied Music IV, MUSI 117 Music in the United States, MUSI 118 Asian Music, MUSI 119 Music in the Americas, Africa & Europe, MUSI 251A World Music Ensemble I, MUSI 251B World Music Ensemble II, MUSI 251C World Music Ensemble III, MUSI 251D World Music Ensemble IV, pending tech review.*

Discussion: PHYR 085 Directed Clinical Practice and PHYR 090 Directed Clinical Practice (Mesa).

Action: *Recommend approval of PHYR 085 and PHYR 090, pending tech review.*

Discussion: PHLB 050 Phlebotomy and PHLB 060 Phlebotomy Directed Clinical Practice (Mesa).

Action: *Recommend approval of PHLB 050 and PHLB 060, pending tech review.*

Discussion: RADT 150 Forensic Radiology for the Radiologic Technologist, RADT 241L Sectional Anatomy Lab, and RADT 246 Computer Tomography Imaging (Mesa).

Action: *Recommend approval of RADT 150, RADT 241L, and RADT 246, pending tech review.*

Discussion: Elementary Teacher Education Associate in Arts Degree for Transfer (Mesa)

Action: *Recommend approval of Elementary Teacher Education Associate in Arts Degree for Transfer, pending tech review.*

Discussion: Honors Global Competencies Certificate of Performance (Mesa).

Action: *Recommend approval of Honors Global Competencies Certificate of Performance, pending tech review.*

Discussion: Applied Mathematics Associate of Science Degree and Mathematics Associate of Arts Degree (Mesa).

Action: *Recommend approval of Applied Mathematics Associate of Science Degree and Mathematics Associate of Arts Degree, pending tech review.*

Discussion: Medical Assisting Associate of Science Degree (Mesa).

Action: *Recommend approval of Medical Assisting Associate of Science Degree, pending tech review.*

Discussion: Public Relations Certificate of Achievement and Preparation for Chemistry Laboratory Positions Certificate of Performance (Mesa)

Action: *Recommend approval of Public Relations Certificate of Achievement and Preparation for Chemistry Laboratory Positions Certificate of Performance, pending tech review.*

Discussion: Video Game Development Associate of Science Degree and Video Game Development Certificate of Achievement (Mesa).

Action: *Recommend approval of Video Game Development Associate of Science Degree and Video Game Development Certificate of Achievement, pending tech review.*

Discussion: Women's Studies Associate of Arts Degree (Mesa).

Action: *Recommend approval of Women's Studies Associate of Arts Degree, pending tech review.*

Discussion: Music Studies Associate of Arts Degree, Music Technology Certificate of Performance, and Liberal Arts and Sciences- Art Studies in Music Associate of Arts Degree (Mesa).

Action: *Recommend approval of Music Studies Associate of Arts Degree, Music Technology Certificate of Performance, and Liberal Arts and Sciences- Art Studies in Music Associate of Arts Degree, pending tech review.*

Discussion: Phlebotomy Training Program Certificate of Performance (Mesa).

Action: *Recommend approval of Phlebotomy Training Program Certificate of Performance, pending tech review.*

Discussion: Philosophy Associate in Arts for Transfer Degree, Theater Arts Associate in Arts for Transfer Degree, and Economics Associate in Arts for Transfer Degree (Mesa).

Action: *Recommend approval of Philosophy Associate in Arts for Transfer Degree, Theater Arts Associate in Arts for Transfer Degree, and Economics Associate in Arts for Transfer Degree, pending tech review.*

Discussion: Acting Certificate of Achievement and Liberal Arts and Sciences: Art Studies – Drama Associate of Arts Degree (Mesa).

Action: *Recommend approval of Acting Certificate of Achievement and Liberal Arts and Sciences: Art Studies – Drama Associate of Arts Degree, pending tech review.*

Discussion: FIPT 249 Rescue Systems II and FIPT 332C Rescue Systems II (Miramar).

Action: *Recommend approval of FIPT 249 Rescue Systems II and FIPT 332C Rescue Systems II, pending tech review.*

Discussion: FIPT 320A Command IA, FIPT 320B Fire Command IB, and FIPT 320C Command IC (Miramar).

Action: *Recommend approval of FIPT 320A Command IA, FIPT 320B Fire Command IB, and FIPT 320C Command IC, pending tech review.*

Discussion: FIPT 363 Refresher, Open Water Lifeguard, FIPT 366A Personal Watercraft Operations, Fire Officer Certification Certificate of Achievement, Fire Officer Certification Associate of Science, Fire Prevention Certificate of Achievement, Fire Prevention Associate of Science Degree, Fire Technology Certificate of Achievement, Fire Technology Associate of Science Degree (Miramar).

Action: *Recommend approval of FIPT 363 Refresher, Open Water Lifeguard, FIPT 366A Personal Watercraft Operations, Fire Officer Certification Certificate of Achievement, Fire Officer Certification Associate of Science, Fire Prevention Certificate of Achievement, Fire Prevention Associate of Science Degree, Fire Technology Certificate of Achievement, Fire Technology Associate of Science Degree, pending tech review.*

Discussion: LEGL 215 Administrative Law, LEGL 220 Intellectual Property Law, and LEGL 225 Real Estate Law (Miramar)

Action: Recommend approval of LEGL 215 Administrative Law, LEGL 220 Intellectual Property Law, and LEGL 225 Real Estate Law, pending tech review.

Discussion: Economics Associate in Science for Transfer Degree (Miramar).

Action: Recommend approval of Economics Associate in Science for Transfer Degree, pending tech review.

Discussion: Music Studies Associate of Arts Degree (Miramar).

Action: Recommend approval of Music Studies Associate of Arts Degree, pending tech review.

ESOL 010, 020, 021, 022, 040, 045; ENGL 101 and 105; English for Speakers of Other Languages Certificate of Performance

Discussion: Hess explained her recommendation to hold the curriculum until further discussion has occurred with faculty is a result of the unintended consequences in past experiences when curriculum had not been reviewed by all of the colleges. Gerald sought clarification regarding the issue(s) with the curriculum, as she was under the impression the curriculum had been discussed amongst the faculty and deans. Hess advised ESOL 045 will be a prerequisite for ENGL 101 and 105, which has not been reviewed by Miramar's CRC. Hess explained ENGL and MATH are gate keeper courses and there is a need to properly vet changes to the curriculum. Hess noted these courses have a high impact on other courses, and students. Jennifer Boots explained the curriculum has been in development for over a year, pre-launched in September, discussed with the faculty for months, and she has discussed the curriculum with Student Services. Short requested Miramar be provided an opportunity to review the curriculum, and any major concerns with the curriculum be respected as curricular changes which may have a negative impact on students or a program should not be forced upon any college.

March 12, 2015

March 12, 2015, Agenda

Discussion: Added to the agenda: Walk-Ins.

Actions: Recommend approval of the agenda as amended.

Approval of Curriculum

Discussion: PHIL 100

Action: Recommend approval of the curriculum as amended.

PHIL 100

Discussion: Mara Palma-Sanft requested the approval of the course be delayed in order to consider additional revisions to the course. Juliette Parker advised the course is included in Mesa's Philosophy Associate Degree for Transfer (ADT) degree. Parker proposed the course be approved, the UC request can be researched and the course can be revised again if necessary. Duane Short inquired on the deadline to meet the UC's request. Palma-Sanft stated the deadline occurs in the summer. Discussion occurred regarding the need to research the UC's request. Shelly Hess recommended the District Articulation Council (DAC) review the UC's request. Short recommended approval as long as either the revision is submitted for approval by May [2015] or the issue with the UC is resolved.

Action: Recommend approval of PHIL 100.

Non-Credit/Basic Skills

Discussion: Michelle Toni Parsons reported she presented the topic to Mesa's Academic Senate and concerns were voiced regarding policy and procedure, funding, and the logistics of implementation. Hess suggested a district wide meeting occur to discuss and

address all the concerns. Deanna Shelton advised City's Academic Senate had similar concerns.

SLOs on Syllabi

Discussion: Hess reviewed the New CIC Business Item: Learning Outcomes on Course Syllabus. Hess requested Council share the documents with their campus constituents, and vet the business item through their college's shared governance process.

Walk-In Process

Discussion: Short explained he requested the agenda item as he has concerns regarding the walk-in process and catalog deadline walk-ins; the use of the walk-in process and the volume of walk-ins. Short reviewed the walk-in process circumvents the normal approval process and is intended for curriculum deemed critical enough to by-pass faculty review, which is technically violation of faculty right to review curriculum. Short added another issue the number of walked-in curriculum during the catalog deadline, as forces Council members to attempt to review curriculum and identify any negative impacts in a short amount of time and often times negative impacts are missed. Discussion continued regarding the faculty review of curriculum, the walk-in process, and increase work load as a result of state mandates.

Walked-In Curriculum

Discussion: CISC 155 Introduction to Computer Science, CISC 206 Mobile Game Development on iOS, CISC 207 Computer and Information Sciences, CISC 221 Intermediate Game Programming: Integrating Art and Science, MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation, MULT 131 Video Game Development II: Game Character and Level Design, MULT 132 Video Game Development III: Advanced Game Art and Asset Design, MULT 133 Video Game Development IV: Game Prototyping and Production, Video Game Development Certificate of Achievement, and Video Game Development Associate of Science Degree (Mesa).

Action: *Recommend approval of CISC 155 Introduction to Computer Science, CISC 206 Mobile Game Development on iOS, CISC 207 Computer and Information Sciences, CISC 221 Intermediate Game Programming: Integrating Art and Science, MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation, MULT 131 Video Game Development II: Game Character and Level Design, MULT 132 Video Game Development III: Advanced Game Art and Asset Design, MULT 133 Video Game Development IV: Game Prototyping and Production, Video Game Development Certificate of Achievement, and Video Game Development Associate of Science Degree, pending tech review.*

Discussion: ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 235A Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree (Mesa).

Action: *Recommend approval of ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal*

Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 235A Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree, pending tech review.

Discussion: ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-Native Speakers of English I, ESOL 021 Reading for Non-Native Speakers of English I (City), ESOL 022 Listening and Speaking for Non-Native Speakers of English I, ESOL 040 Reading and Writing for Non-Native Speakers of English III, ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance (City).

Action: *Recommend approval of ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-Native Speakers of English I, ESOL 021 Reading for Non-Native Speakers of English I (City), ESOL 022 Listening and Speaking for Non-Native Speakers of English I, ESOL 040 Reading and Writing for Non-Native Speakers of English III, ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance, pending tech review.*

Discussion: Mental Health Work Certificate of Performance and Records Management Basics Certificate of Performance (City).

Action: *Recommend approval of Mental Health Work Certificate of Performance and Records Management Basics Certificate of Performance, pending tech review.*

ADT/C-ID

Discussion: Hess reported the state published an email regarding ADT obligations. Hess advised the TMC tracker has been updated. Council reviewed the tracker. Hess advised a District Articulation Council (DAC) meeting is scheduled for March 18 and C-ID is on the agenda. New ADT requirements were reviewed. Hess recommended the colleges examine the respective award TOP codes for the new ADT obligations.

SB 850

Discussion: McGrath reported a teleconference was held to review discussion at the Community College Baccalaureate Association conference held in Boston. McGrath reported the baccalaureate pilot programs are scheduled to be approved at the Board of Governors (BOG) meeting on Monday [March 16]. Parsons reported the upper division courses planned to be offered Fall 2016.

State Academic Senate

Discussion: Parsons reported the Plenary Session is scheduled to take place in April. Parsons advised Career Technical Education (CTE) faculty registration will be waived if their college's curriculum chair has registered. Parsons noted she forwarded the announcement to CTE faculty. Parsons added she is researching if this applies to non-credit faculty as well.

Articulation Officers

Discussion: Norvell reported a C-ID resolution will be presented to the State Academic Senate. Norvell thanked Parker for her work as the Region 10 representative. C-ID resolution was discussed. Parker summarized the resolution: C-ID determination is based on existing articulation and the C-ID system is led by an articulation professional. McGrath advised he could present the resolution to the CIOs. Discussion continued.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee finalized the clearing of major requirements questions and submitted the questions to the California Community College Chancellor's Office Legal Affairs Division. Hess advised the subcommittee is continuing to review procedures, and is tracking the shared governance approval of drafted procedures. Hess reported Cabinet approved the hiring of a consultant from the Community College League of California (CCLC) to assist with aligning policies and procedures with CCLC standards.

March 26, 2015

March 12, 2015, Minutes

Discussion: Duane Short advised in agenda item IV. New Business A. Walk-in Process "...pre-launch deadline for walk-ins..." should be reflect as "...pre-launch deadline for all courses..."

Action: *Recommend approval of minutes as amended.*

March 26, 2015, Agenda

Discussion: Added to the agenda: Walk-Ins

Action: *Recommend approval of agenda as amended.*

SLOs on Syllabi

Discussion: Hess reviewed the New CIC Business Item: Learning Outcomes on Course Syllabus is presented for the second reading. Tim McGrath reported Mesa's Academic Senate is scheduled to meet on April 6 and the business item will be reviewed. Shelton reported City's Academic Senate conducted a preliminary review and the first reading is scheduled to occur at the next meeting. Hess reported the business item has been discussed at the District Governance Council. Jan Ellis relayed Mesa's suggestion to switch Recommendations 2 and 3 and the SLO language should be consistent. Short reported Miramar's Curriculum Review Committee (CRC) has reviewed the business item, the concept has been discussed by the Senate Executive Committee, and the business item is scheduled to be reviewed at the next Academic Senate meeting.

Walk-In Process

Discussion: Short reviewed he shared his concerns regarding the volume of walk-ins and the walk-in process at the last Council meeting. Short suggested a pre-launch deadline, based on the time needed in order for a proposal to be routed through the approval process by the catalog deadline, may assist the originators and colleges. Discussion continued.

Pass/No Pass Grading Option

Discussion: Hess explained an evaluator brought to her attention language is included in the college catalogs reflecting no class with a pass/no pass grading option may be applied to the courses required for the major. Mesa's college catalog page 60 was displayed as an example. Hess continued to explain this appears to be a district practice. Hess advised she is presenting the matter to the Council so they are aware of the language and practice, and to obtain any feedback regarding the practice.

Walked-In Curriculum

Discussion: HIM program proposal. The Health Information Management (HIM) program proposal was displayed. McGrath explained the program was approved by the Board of Governors (BOG), and the proposal is currently undergoing local review and approval. McGrath

advised Mesa's CRC made revisions to the proposal. McGrath explained the proposal is presented to the Council for approval as the substantive change report is due the following week. Discussion occurred regarding teaching load and Title 5 regulations.

Action: *Recommend approval of HIM program proposal.*

Discussion: ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 225 Animal Nursing Techniques and Anesthesiology, ANHL 227 Veterinary Surgical and Nursing Procedures Lab, ANHL 235A Directed Clinical Practice, ANHL 235B Advanced Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree (Mesa).

Action: *Recommend approval of ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 225 Animal Nursing Techniques and Anesthesiology, ANHL 227 Veterinary Surgical and Nursing Procedures Lab, ANHL 235A Directed Clinical Practice, ANHL 235B Advanced Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree, pending tech review.*

Discussion: PERG 110 Introduction to College (Mesa).

Action: *Recommend approval of PERG 110, pending tech review.*

Discussion: ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance (City).

Action: *Recommend approval of ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL 105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance, pending tech review.*

Action: *Recommend approval of ESOL 045 with a B prerequisite, pending validation study. [Motion failed]*

Action: *Recommend approval of ESOL 045, pending tech review and removal of Miramar from the proposal.*

Action: Recommend approval of ESOL 047A, ENGL 048, 049, 101, 105, 202, 209, 237, 238, and 240, pending tech review.

April 9, 2015

March 26, 2015, Minutes

Discussion: Justin Estep advised in agenda item IV. New Business C. Walk-Ins 1. HIM program proposal "...Loma Linda University is the only UC..." should read "...Loma Linda University is the only university in California..."

Action: Recommend approval of minutes as amended.

April 9, 2015 Agenda

Discussion: Hess inquired whether Mesa planned to walk-in the additional Animal Health courses. Estep advised Michelle Toni Parsons had relayed to him the curriculum will be presented to Mesa's Curriculum Review Committee (CRC) first.

Discussion: Duane Short asked if agenda item IV. New Business D. District Requirements in Health Education and Exercise should be removed, since Hess would like to discuss the item prior it being presented to the Council. Hess confirmed.

SLOs on Syllabi

Discussion: Elizabeth Norvell reported City will be presenting the business item at the next Academic Senate meeting and will have feedback for the April 23 [2015] Council meeting. Short reported Miramar's CRC supports the TaskStream to CurricUNET approach and the business item will be presented at the Academic Senate meeting for a second reading.

Pass/No Pass Grading Option

Discussion: Hess explained the District's practice of not applying classes graded on a pass/no pass (P/NP) basis to courses required for the major for graduation. Page 60 from the 2014-2015 Mesa catalog was displayed as example of the language in the catalog. Hess advised she attempted to identify when and why this practice was established and has been unsuccessful.

2016-2017 Catalog Deadline

Discussion: Hess reported the catalog deadline for the 2016 academic year has been confirmed for December, the CIC meeting for this deadline will be December 10, 2015.

Curriculum Updating Project

Discussion: Carmen Scott reported on the campus responsibility portion of the Curriculum Updating Project. The Council discussed the report.

CurricUNET Steering Committee

Discussion: Hess reported the committee has not met. Hess reported on a State Chancellor's Office committee created to review the California Community Colleges Chancellor's Office (CCCCO) curriculum inventory. Hess explained the CCCCCO is considering an alternative to the current curriculum inventory.

ADT/C-ID

Discussion: The TMC tracker was displayed. Hess reported the majority of the Associate Degree for Transfer (ADT) degrees were approved by the Board of Trustees on March 26. The development progress of Mesa's Music ADT was discussed. Hess reviewed the ADTs which possibly could be submitted for CIC approval prior to the end of the 2014-2015 academic year. Council discussed the new C-ID requirement for ADTs.

SB 850

Discussion: Tim McGrath reported the substantive change proposal was submitted on April 7. McGrath advised, pending approval, the program will begin in the Fall.

Chief Instructional Officers

Discussion: McGrath reported the CIO conference will take place next week [April 15-17]. Hess advised she will not be able to attend the conference. Roanna Bennie advised she is serving on an accreditation team and will not be able to attend.

Articulation Officers

Discussion: Mara Palma-Sanft reported on the recent California Intersegmental Articulation Council (CIAC) conference.

Discussion: Hess reported she met with Walker the week prior to discuss issues with the program submissions and approvals.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee met prior to the Council meeting and reviewed the Credit By Examination procedure. Hess reported the Catalog Subcommittee met the Friday prior to spring break [March 27].

April 23, 2015

April 23, 2015, Agenda

Discussion: Added to the agenda: Walk-Ins.

Discussion: Duane Short advised he would like to add announcements to the agenda.

Discussion: Elizabeth Norvell inquired if Council could be provided an update on English for Speakers of Other Languages (ESOL 045). Shelly Hess confirmed.

Action: *Recommend approval of agenda as amended.*

General Education/Transfer Curriculum

Discussion: Hess reviewed the curriculum, and noted the curriculum will be presented for approval at the May meeting. Mara Palma-Sanft inquired if additions to the list should be relayed, and whether the list includes re-submissions. Hess recommended additions be provided via email. Juliette Parker advised the list includes new curriculum, not resubmissions. Hess advised resubmissions can be discussed at the District Articulation Council (DAC). Short inquired whether Exercise Science (EXSC) 140A and 140B should be included in the District GE column. Hess advised she would verify. Michelle Toni Parsons inquired if a solution has been identified for new courses impacted by the UC transfer submission process. Hess advised for courses included in Associate Degree for Transfer (ADT) degrees the courses will be submitted twice in order to offer the courses with a Fall effective date, an approach is currently under discussion with DAC for all other courses. Discussion continued.

Discussion: Short explained in the college catalogs exceptions are noted for District Requirements 4. Health Education and 5. Exercise Science Activity. Short advised at Miramar, there are students who meet these requirements through public safety academies. Short advised he would like to propose language in the catalog to address cases where students have completed public safety academies or other training at locations other than Miramar. Discussion continued.

SLOs on Syllabi

Discussion: Hess displayed the New Business Item: Learning Outcomes on Course Syllabus, reflecting Mesa's recommendations. Parsons summarized Mesa's recommendations, formatting and language changes. Short advised Miramar's Academic Senate approved the original version. Deanna Shelton reported City's Curriculum Review Committee (CRC) reviewed the new business item as well as City's Academic Senate. Shelton relayed the Senate's concerns with the requirement to add outcomes to syllabus. Hess advised the requirement is an accreditation standard directly from Accrediting Commission for Community and Junior Colleges (ACCJC). Hess noted this

is a matter of being in compliance with ACCJC. Accreditation standards, learning objections, learning outlines, and academic freedom were discussed. Short inquired, since the three colleges are accredited individually, if each college could determine its own approach to meeting the accreditation standard. Hess confirmed, and cautioned should a college not meet this requirement their accreditation standing could be jeopardized. Discussion continued.

Pass/No Pass Grading Option

Discussion: Hess reviewed the pass/no pass (P/NP) grade only course program impacts. Parsons reported Mesa's CRC and counselors do not consider these types of courses an issue. Parsons provided an example of SDSU offering Psychology (PYSC) 201 as P/NP, and advised Mesa recommends updating the catalog language. Short reported Miramar's CRC and counselors do not oppose removing the catalog language. However, they have concerns regarding UC's limit to the number of P/NP courses accepted as well as the practice of some CSU's not accepting P/NP courses for the "Golden Four" GE courses.. Shelton advised she will need to follow up with City's shared governance bodies. Discussion continued.

Draft 2015-2016 CIC Calendar

Discussion: Hess noted the December 10, 2015, catalog deadline. Short inquired if the early catalog deadline is a result of advanced student registration. Hess advised the advanced catalog deadline is related to Student Success and Support Program (SSSP). Schedule deadlines and roll forwards were discussed.

Walked-In Curriculum

Discussion: ANHL 135 Veterinary Pharmacology and ANHL 205 Diseases of Domestic Animals (Mesa).

Action: *Recommend approval of ANHL 235 and 205, pending tech review.*

Discussion: ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-native Speakers of English I, ESOL 021 Reading for Non-native Speakers of English I, ESOL 022 Listening and Speaking for Non-native Speakers of English I (City).

Action: *Recommend approval of ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-native Speakers of English I, ESOL 021 Reading for Non-native Speakers of English I, ESOL 022 Listening and Speaking for Non-native Speakers of English I, pending tech review.*

ESOL 045

Discussion: *Refer to discussion in Agenda Item IV. New Business B. Walk-Ins.*

Announcements (Miramar)

Discussion: Short advised he is available after the Council meeting to provide an overview of the ESOL discussions at Miramar, as well as discuss any concerns.

ADT/C-ID

Discussion: Hess reported Tim McGrath has been working with the State Chancellor's Office on a solution to the Music (MUSI) ADT. Hess stated McGrath was advised Mesa should submit the ADT, with the understanding some of the curriculum does not fit the template, in order to meet the mandated deadline. The TMC tracker was reviewed.

Discussion: Parsons reported she has been in communication with David Morris, Academic Senate for California Community Colleges (ASCCC) President, and Michelle Grimes-Hillman, ASCCC Curriculum Chair, in an attempt to receive feedback on the MUSI ADT and the July 1, 2015, C-ID approval mandate. Parson confirmed the recommendation for Mesa to submit a MUSI ADT and the July 1 is the current deadline for the C-ID mandate. The C-ID approval process was discussed.

Discussion: Shelton reported at Plenary a draft C-ID tracker was presented, and was advised the goal is to publish the tracker.

SB 850

Discussion: Hess reported on a meeting held at Mesa College with Susan Clifford, Accrediting Commission for Community and Junior Colleges (ACCJC) Vice President of Commission Operations, to review the substantive change for the baccalaureate degree. Hess reported Mesa's CRC is currently approving curriculum for the degree.

State Academic Senate

Discussion: Parsons reported the State Academic Senate has created a Baccalaureate Degree Taskforce. Parsons provided an overview of the taskforce; review of curriculum (GE, upper division, lower division), CSU models, articulation, student services, special needs services, professional development, and minimum qualifications. Parsons reported discussion has occurred regarding using the 300 numbering series for the bachelor degree. Hess advised the topic will be added to the September agenda.

Discussion: Parsons reported on a breakout session at Plenary regarding repetition. Parsons explained a resolution has passed to alter Title IV language, for courses related in content, from four attempts to four successful attempts within a family.

Discussion: Shelton reported on the dual enrollment pathway, AB 288. Shelton reported on a planned survey of curriculum chairs to assist with the publication of practices for local curriculum approval. Shelton reported on a new bill promoting instructional funding to support SSSP.

May 14, 2015

April 23, 2015 Agenda

Discussion: Duane Short summarized his recommended revisions to his statements in agenda items III. A. Old Business General Education (GE)/ Transfer Curriculum and III. B. Pass/No Pass Grading Option. Edits sent to Desiree Payne.

General Education/Transfer Curriculum

Discussion: Added for approval: PYSC 123 Adolescent Psychology- CSU GE D9 Area D; District GE Area D; IGETC Area 4I; UCTCA (City), MUSI 103 History of Rock Music- CSU GE C1 Area C; District GE Area C; IGETC Area 3, 3A; UCTCA (City), MUSI 116A College Piano I- UCTCA (City), MUSI 116B College Piano II- UCTCA (City), MUSI 158A Music Theory I- UCTCA (City), RTVF 101 Media Law and Ethics- CSU GE Area D4; District GE Area D; IGETC Area 4G; UCTCA (City), and RTVF 162 Women in Film- CSU GE C1 and C2; District GE Area C; IGETC Area 3A and 3B; UCTCA (City). Elizabeth Norvell noted Psychology (PSYC) 123, and Music (MUSI) 103, 116A, 116B, and 158A are activations for City; Radio Television and Film (RTVF) 101 and 162 are existing courses offered at City. Short advised Miramar would like add the paramedic license to District Requirements 4. Health Education and fire fighter and peace officer academy to 5. Exercise Science. Deanna Shelton inquired if the colleges were to obtain feedback. Shelly Hess explained Council should vote on the matter, and if approved the item would be pending feedback from the State Chancellor's Office regarding the questions submitted for legal opinion. Hess noted district GE was included in the inquiry. Shelton reported City's Curriculum Review Committee (CRC) support the addition of these requirements to the GE/Transfer curriculum approval process, and the item is still under discussion at the Senate. Discussion continued. Hess advised there will be two separate motions, one vote for the curriculum and another vote for the Health Education and Exercise Science requirements. Short motioned to approve the GE/Transfer curriculum. Juliette Parker submitted an amendment to pull courses from

the agenda until submission process can be clarified. Pulled for discussion: ARTF 108, DANC 160A, DANC 160B, ECON 220, EXSC 124A, EXSC 124B, EXSC 124C, EXSC 124D, EXSC 228, GEOL 111, GEOL 120 MUSI 117, MUSI 118, MUSI 119, MUSI 251A, MUSI 251B, MUSI 251C, MUSI 251D, MUSI 256B, MUSI 256C, MUSI 256D, and PHIL 100.

Discussion: Norvell stated English (ENGL) 247B for UCTCA needs to be submitted as well. Hess advised a separate motion would be required.

Discussion: Parker explained it was brought to her attention faculty were asked to change the effective dates on proposals as a result of issues with UC, IGETC, and/or CSU GE submissions, and after reviewing the timeline she recommended faculty keep the effective dates as originally proposed. Parker noted changing the effective dates would negatively impact students. Parker explained at District Articulation Council (DAC) meetings discussion occurred regarding the fact that the District's Instructional Services office does not have the resources to support the workload associated with the State Chancellor's Office mandate. Parker stated the rationale provided to faculty to support the change in effective dates is not related to GE or transfer submissions, rather lack of district office of instruction resources to monitor the various submission processes. Parker advised she discussed this with the department chairs and recommended the colleges provide additional support to assist with the State Chancellor's Office submissions. Parker advised she relayed this information to Hess. Parker advised the effective dates on several of the pulled curriculum was changed to Fall 2016 and the UC and/or GE proposals have been removed. Parker explained if these courses are offered in the Fall it could possibly be 2016 before UC and/or GE approvals are received. Parker recommended the pulled curriculum is tabled until a meeting can occur. Hess agreed a meeting should occur. Hess explained the issue is several external submission processes need to occur in order for courses to receive UC approval and these processes do not align with other deadlines. Discussion continued regarding the need to meet and discuss the UC submission process. Mara Palma-Sanft inquired whether a vote will occur, as there were courses which were not pulled. Hess advised everything that was not pulled has been voted on and approved [in agenda item II. Curriculum Review/Approval E. General Education (GE)/Transfer Curriculum]. Short advised Palma-Sanft she can move an item which was pulled. Palma-Sanft advised she would like to move approval of Philosophy (PHIL) 100, as the UC has requested the submission of an approved course outline for the course since one does not currently exist in the UC's inventory. Discussion occurred regarding the UC's requests.

Action: Recommend approval of ENGL 247B and PHIL 100.

SLOs on Syllabi

Discussion: Parsons reported Mesa approved the New CIC Business Item: Learning Outcomes on Course Syllabus. Short reported Miramar approved the draft prior to Mesa's recommendations, the revision was provided to Miramar's Academic Senate and has not received any objections. Shelton reported the item is still under discussion at City. Hess inquired if implementation could move forward for Mesa and Miramar. No objections were voiced.

2015-2016 CIC Calendar

Discussion: Desiree Payne advised she is still waiting for a couple CRC dates. Hess reviewed the calendar, and noted minor modifications were made to assist with readability.

Action: Recommend approval of 2015-2016 CIC Calendar.

Chancellor's Office First Friday Email

Discussion: Hess highlighted portions of the email. Hess noted the elimination of the date does not excuse the colleges from reviewing curriculum rather the state is not scrutinizing these dates.

ANHL 270

Discussion: Hess relayed District Instructional Services received recommendations to the course catalog description. Recommended language was displayed. Norvell inquired if the language should be included in the work experience courses. Hess confirmed and advised Council will be provided with a copy of the recommendations. Discussion continued.

Walked-In Curriculum

Discussion: Biology Associate in Science for Transfer Degree and Chemistry Associate in Science for Transfer Degree (Miramar).

Action: *Recommend approval of Biology Associate in Science for Transfer Degree and Chemistry Associate in Science for Transfer Degree.*

Discussion: FIPT 106 Truck Company Operations.

Action: *Recommend approval of FIPT 106.*

Discussion: BUSN 630 Small Business Essentials and BUSN 631 Small Business Planning; COMP 609 Network Security Basics and COMP 643 Linux Server Technologies; FDNT 681 Culinary Arts and Sciences I, FDNT 682 Culinary Arts and Sciences II, FDNT 683 Culinary Arts Advanced I, and FDNT 684 Culinary Arts Advanced II; CLTX 625 Sewing Fundamentals II Culinary Arts Advanced I; Small Business Planning Certificate of Completion; Security Essentials Certificate of Completion; Linux Server Administration Certificate of Completion; Culinary Arts and Sciences Certificate of Completion; Culinary Arts Advanced Certificate of Completion; Clothing Construction Certificate of Completion (Continuing Education).

Action: *Recommend approval of BUSN 630 and 631, COMP 609 and 643, FDNT 682, 683, and 684, CLTX 625, Small Business Planning Certificate of Completion, Security Essentials Certificate of Completion, Linux Server Administration Certificate of Completion, Culinary Arts and Sciences Certificate of Completion, Culinary Arts Advanced Certificate of Completion, and Clothing Construction Certificate of Completion.*

Discussion: ARTF 110 Art History: Prehistoric to Gothic and ARTF 170C Contemporary Crafts III; PSYC 123 Adolescent Psychology; CHEM 231 Organic Chemistry I-Lecture, CHEM 231L Organic Chemistry-Laboratory; CHEM 233 Organic Chemistry II-Lecture, and CHEM 233L Organic Chemistry II-Laboratory; MUSC 050 Music Fundamentals for the Studio Engineer, MUSC 070 Commercial Music Performance, MUSC 080 Introduction to Digital Audio and MIDI, MUSC 082 Audio Recording, MUSC 084 Fundamentals of MIDI Production, and MUSC 095 Advanced Topics in Music Production; MUSI 103 History of Rock Music, MUSIC 116A College Piano I, MUSIC 116B College Piano II, and MUSIC 158A Music Theory I; RTVF 101 Media Law and Ethics, RTVF 140 Radio and TV Newswriting, and RTVF 162 Women in Film and NUTR 150 Nutrition; NRSE 106 Nursing Skills Laboratory I, NRSE 108 Nursing Skills Laboratory II, NRSE 206 Nursing Skills Laboratory III, NRSE 208 Nursing Skills Laboratory IV, and NRSE 265B Nursing Student Success; ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-native Speakers of English I, ESOL 021 Reading for Non-native Speakers of English I, ESOL 022 Listening and Speaking for Non-native Speakers of English I. ENGL 247B Advanced Writing Seminar- Poetry and English Associate of Arts Degree; Biology Associate in Science for Transfer Degree, Chemistry Associate in Science for Transfer Degree, and Economics Associate in Science for Transfer Degree; SHEE 301A Level I Sheet Metal/HVAC Apprenticeship, SHEE 301B Level I Sheet Metal/HVAC Apprenticeship, SHEE 302A Level 2 Sheet Metal/HVAC Apprenticeship, SHEE 302B Level 2 Sheet Metal/HVAC Apprenticeship, SHEE 304A Level 3 Sheet Metal/HVAC Apprenticeship, SHEE 304B Level 3 Sheet Metal/HVAC Apprenticeship, SHEE 305A Level 4 Sheet Metal/HVAC Apprenticeship, and SHEE 305C Level 4 Sheet Metal/HVAC Apprenticeship (City).

Action: *Recommend approval of ARTF 110 and 170C; PSYC 123; CHEM 231, 231L, 233, and 233L; MUSC 050, 070, 080, 082, 084, and 095; MUSI 103, 116A, 116B and 158A; RTVF 101, 140, and 162; NUTR 150; NRSE 106, 108, 206, 208, and 265B; ESOL*

019A, 020, 021, and 022; ENGL 247B; English Associate of Arts Degree; Biology Associate in Science for Transfer Degree; Chemistry Associate in Science for Transfer Degree; and Economics Associate in Science for Transfer Degree; SHEE 301A, 301B, 302A, 302B, 304A, 304B, 305A, and 305C.

Discussion: FASH 158 Fashion Field Studies: Trade Shows/Markets, FASH 166 Fitting Techniques and Alterations, and FASH 169 Textile Design; INTE 101 Introduction to Interior Design, INTE 105 Residential Design, INTE 110 Materials and Resources, INTE 112A Visual Communication I, INTE 112B Visual Communication II, INTE 115 Elements and Principles of Interior Design, INTE 120 Revit for Interiors, INTE 125 History of Furniture and Interiors, INTE 130 Interior Design Professional Practice, INTE 145 Interior Building Systems and Codes, INTE 200 Kitchen and Bath Design, INTE 205 Non-Residential Space and Planning, INTE 210 Presentation and Color Rendering, INTE 215 Environmental Lighting Design, and INTE 270 Work Experience; PHYR 085 Directed Clinical Practice II, PHYR 090 Directed Clinical Practice III, and Physical Therapist Assistant Associate of Science Degree; Chemistry Associate in Science for Transfer Degree and Music Associate in Arts for Transfer Degree; English Associate of Arts Degree (Mesa)

Action: Recommend approval of FASH 158, 166, and 169; INTE 101, 105, 110, 112A, 112B, 115, 120, 125, 130, 145, 200, 205, 210, 215, and 270; PHYR 085, 090, and Physical Therapist Assistant Associate of Science Degree; Chemistry Associate in Science for Transfer Degree; Music Associate in Arts for Transfer Degree; and English Associate of Arts Degree.

Curriculum Updating Project

Discussion: Carmen Scott reviewed the list of integrated courses.

ADT/C-ID

Discussion: TMC and C-ID trackers were displayed. Parsons reported on an email between herself and Michelle Pilate and Julie Bruno, C-ID Co-Chairs, regarding MATH 119. MATH 092 was discussed. Discussion continued.

SB 850

Discussion: McGrath reported the state should be scheduling a baccalaureate meeting soon, and the District is awaiting a response to the substantive change report.

CIC Subcommittees

Discussion: Hess reported the Policies and Procedures Subcommittee met prior to the Council meeting. Hess advised the subcommittee is still working towards routing the draft procedures through the approval process.

September 10, 2015

May 14, 2015, Minutes:

Discussion: Duane Short advised to correct an incomplete sentence on page seven, "Parker advised if approved today some..." Parker relayed a correction to the sentence containing "[UC submissions]" in brackets, "UC" should be deleted. Parker advised the word "associate" be reflected with a "d" at the end the insertion of [District Office of Instruction] before resources. Parker recommended the change from "Fall 2015" to "Fall 2016." Parker requested to "replace did not follow" with "were not knowledgeable about the submission and "August" to "October."

Action: Recommend approval of minutes as amended.

September 10, 2015, Agenda:

Discussion: Added to the agenda: Walk-Ins and Families

Action: *Recommend approval of agenda as amended.*

SLOs on Course Outline:

Discussion: Hess explained Mesa and Miramar agreed to implementation of Student Learning Outcomes (SLOs) on the Course Report. During the summer, Hess worked with Governet to begin the implementation process. Hess explained that Miramar's implementation was used as a pilot for SLO implementation. Instructional Services will work with Mesa to begin their implementation process. Hess explained they are waiting for City's decision to participate in the SLO implementation process. Discussion continued.

Follow up on Waivers:

Discussion: Hess explained questions were submitted in 2014 to the State Chancellor's Office legal affairs department regarding course waivers. However, the legal department did not have the resources at the time to respond and advised Hess to resubmit questions in November. Hess added that the State Chancellor's Office is looking at expanding Title 5 in the areas of alternative methods of awarding credit to include additional prior learning experience options. Bulger continued the discussion by informing the council there are different considerations in regards to higher learning such as various student populations. Bulger advised Instructional Services will provide feedback to the State Chancellor's Office with regards to the different student populations that the San Diego Community College District serves. Discussion Continued.

Walk-In Process:

Discussion: Hess reminded the council to have all of the proper codes in CurricUNET before submitting a proposal or the approval may be delayed. Short and Parker advised that as a courtesy to all three colleges, including faculty, everyone should be made aware of changes in curriculum before they are presented at the meeting as walk-ins. Discussion Continued.

Catalog Production Timeline:

Discussion: Hess explained the timeline shows the 2016-2017 catalog is scheduled to be completed a month earlier than the 2014-2015 catalog completion date.

Noncredit Basic Skills:

Discussion: Bulger opened the discussion about the transition of basic skills courses to noncredit courses. Hess explained she is working on the noncredit piece of the PCAH and provided the council with information regarding the application of using noncredit course work as requisites for credit work. Parsons discussed how the limits on units are detrimental to students and discussed how transitioning basic skills courses to noncredit courses is a favorable solution. Discussion Continued.

Walk-Ins:

Discussion: Short explained FIPT 324D was deactivated in 2014. After deactivating the course, the state changed the curriculum for the FIPT program. Short explained the state made the new curriculum a national standard for students who plan to become officers. Short requested the course be reactivated and would like to offer it in the Spring of 2016 because Miramar plans to send the first class of students under the new program in the Fall.

Action: *Recommended approval of FIPT 324D.*

Discussion: Parsons explained Mesa is seeking the approval for UC Transfer for PERG 110.

Action: *Recommended approval of PERG 110.*

Families:

Discussion: Shelton brought forth an issue proposed by faculty members at City concerning families. Shelton explained faculty are concerned that students' needs may not be completely fulfilled by the assignments. Shelton inquired about how to address this issue and if faculty should change the families or revise some of the courses within the families. Hess explained that due to Title 5 changes Activities and Visual and Performing Arts courses are grouped by courses related in content. Hess reported the problem of changing families is the impact on students and the need to consult with Student Services. Hess also proposed a meeting with the Discipline Deans to discuss the matter. Discussion Continued.

Curriculum Updating Project:

Discussion: Hess explained there are 36 courses not integrated.

CurricUNET Steering Committee:

Discussion: Hess reported she will ask the Academic Senate Presidents to send their recommendations for faculty to serve on the task force. Hess is in contact with the president of Governet and reported he has been supportive in addressing the CurricUNET issues.

ADT:

Discussion: Bulger reviewed the ADT Tracker. Norvell relayed a few updates on City's behalf to the ADT Tracker. Parsons explained Mesa's Nutrition and Dietetics is in development and is at the CRC level.

State Academic Senate:

Discussion: Parsons reported there are 26 recommendations from the Community Colleges Task Force on Workforce, Job Creation and a Strong Economy posted on the Doing What Matters website.

Chief Instructional Officers:

Discussion: Brian Ellison reported on the Adult Education Block Grant.

Articulation Officers:

Discussion: Parker reported eleven TMC templates are open for review. Parker requested council encourage faculty to review the Computer Science template.

C-ID:

Discussion: Hess reported thirteen ADT Degrees are C-ID approved.

Subcommittees:

Discussion: Hess reported the Policies and Procedures subcommittee will convene soon. Hess and Meredith are in the process of setting up a meeting during the usual meeting time of 1:00 p.m. to 2:00 p.m. prior to the Curriculum and Instructional Council meetings.

ERP Implementation:

Discussion: Hess reported Erica Marrone is working on uploading the catalog and working on the sections.

September 24, 2015

September 10, 2015 Minutes:

Discussion: Deanna Shelton asked Shelly Hess for clarification about the process for developing new families. Hess explained the process would be the same as the original process

Action: *Recommended approval of minutes.*

September 24, 2015, Agenda:

Discussion: Added to the agenda: Walk-Ins

- 1) RTVF 111 (City College)
- 2) RTVF 115 (City College)
- 3) RTVF 161 (City College)
- 4) RTVF 162 (City College)
- 5) RTVF 174 (City College)
- 6) RTVF 175 (City College)

Action: *Recommended approval of agenda as amended.*

Walk-in Process:

Discussion: Parsons suggested the change from “Loss of Articulation” to Articulation/Transfer under the “Justification” heading. Parsons explained that sometimes the need for a course to be walked in is due to a gain in articulation. Short recommended making the same change in the deadline section. Hess stated the Walk-In Process Guidelines will be brought back to the next Curriculum and Instructional Council (CIC) meeting with updates and as an action item.

Noncredit/Basic Skills:

Discussion: Bulger explained since the last (CIC) meeting, the District Governance Council (DGC) met to discuss Noncredit and Basic Skills. Bulger reported the Academic Senate Representatives were asked to discuss basic skills within the areas of their colleges and to bring back their recommendations how to structure a coordinated discussion about noncredit and basic skills. Bulger also reported that she will be leading the discussions about basic skills district-wide. Short wanted to clarify that the meetings concerning basic skills will not involve curriculum but only the academic senate. Bulger advised Short that initial discussions regarding basic skills will not involve curriculum and that she will provide the dates and times of the basic skills meetings. Discussion continued.

Families (Information):

Discussion: Bulger informed the council that Hess will work with faculty individually to address the issues concerning families. Hess clarified that she will be working with faculty as well as the Discipline Deans. Hess explained the criteria for assigning courses to families traces back to the guidelines that were sent by the State Chancellor’s Office. Hess advised Shelton that these guidelines will be provided to the faculty and Discipline Deans when they meet. Renee Kilmer requested the guidelines from the State Chancellor’s Office be explained to the Curriculum Council. Hess stated that she will provide a bulleted list of the guidelines at the next CIC meeting. Shelton explained some of the new courses that are developed do not fit into an existing family; therefore, new families need to be created. Many faculty do not understand the process that should be used to develop a new family. Discussion continued.

Walk-Ins (Action):

Discussion: Kilmer explained to the council that these are existing courses. She brought the courses before the council to inform the members that she is going to offer the courses online. Shelton explained they would like to offer the courses online in the spring semester and that the proposals for the courses were recently received by the CRC. Short wanted to clarify that distance education courses do not need Curriculum Council approval. Short noted it is courteous to bring those courses before the council so they are aware of what the colleges are offering online. Elizabeth Norvell informed the council that RTVF 162 is in the process of receiving IGETC and CSU approval and is already UCTCA approved. Norvell explained if a student takes RTVF 162 in the Spring, the student will not receive IGETC/UC/CSU general education. Discussion continued.

Action: *Recommended approval of RTVF 111, RTVF 115, RTVF 161, RTVF 162, RTVF 174, RTVF 175.*

Curriculum Updating Project:

Discussion: Hess reported there were no changes to the report, only updates from the September 10, 2015 meeting.

CurricUNET Steering Committee:

Discussion: Hess reported there are no updates and that she is in the process of scheduling a meeting with the committee. Norvell explained she is having an issue with course reports and would like to get a diagram of what the CR is and what it is supposed to be. Norvell reported she frequently is asked questions about the course report. Norvell stated she would like to schedule a meeting and resolve this issue soon. Shelton and Short had a list of questions concerning the course reports in CurricUNET they wanted to share with Hess. Bulger advised the council that Hess will bring back a comprehensive list of questions and concerns. Discussion continued.

ADT :

Discussion: Norvell requested to change the Agriculture Animal Science to 'TOP Code Not Applicable' and change Agriculture Plant Science to 'In Development.' Parsons reported that Mesa is still working on their Music degree. Hess advised the council that the State Chancellor's Office does not want the colleges to deactivate their degrees and are willing to work with the colleges to resolve issues concerning ADT's. Hess reported the State Chancellor's Office will not release any new templates in September 2015. Discussion continued.

State Academic Senate:

Discussion: Bulger deferred to the Curriculum Chairs. Parsons requested clarification about Certificates of Achievements being CTE only. Parsons explained that Certificates of Achievement have been sent back due to them not being CTE. Short replied that he may have the form the state sent when they informed colleges they had to create Certificates of Achievement for transfer G.E. patterns. Hess advised the council she will seek clarification regarding the CTA for transfer.

Articulation Officers:

Discussion: Parker reminded the council that 11 TMC templates were sent to the colleges for review. Discussion continued.

C-ID:

Discussion: Hess referred to the SDCCD C-ID Project handout. Hess explained the colleges have submitted 177 courses for approval, 115 courses have been approved, 43 courses have been denied C-ID.

Subcommittees:

Discussion: Hess reported she and Meredith are scheduling a meeting with the Policies and Procedures Subcommittee. Hess reported there are no outstanding issues or work in progress concerning the catalog.

October 08, 2015

September 24, 2016 Minutes (Action):

Discussion: Elizabeth Norvell had a correction on page 5.

Action: *Recommend Approval of Minutes as Amended.*

October 08, 2015 Meeting Agenda (Action):

Discussion: The following walk-ins were added to the agenda: BUSE 120 (Mesa), CHIL 210 (Miramar) and MUSI 109 (Miramar).

Action: *Recommend Approval of Agenda as amended.*

Approval of Upper Division Curriculum (Action):

Discussion: Parsons mentioned that some course descriptions sound similar to each other and could mislead faculty to believe they are able to teach a course based on the course description. However, Parsons recommended that it should be documented somewhere that these particular courses be taught by CAHIIM Standards or they will not be accredited by the outside agency. As a resolution, Parsons suggested the minimum qualifications should be determined on a course-by-course basis. Duane Short explained this follows the process currently used; faculty may select a discipline and then add additional requirements. Discussion continued.

Action: *Recommend Approval of Upper Division Curriculum.*

Walk-In Process (Action):

Discussion: Deanna Shelton requested to present City's CRC council the revised Walk-In Guidelines before the Curriculum and Instructional Council voted to accept the guidelines. Short suggested a minor change be made to the document to clarify that requests from the VPIs be sent to the District Dean for Curriculum and Instructional Services. The Walk-In Guidelines were tabled for action for October 22, 2015 meeting.

Families (Information):

Discussion: Shelly Hess introduced a handout from 2012 that had been revised with additional information. Bulger recommended to the council a meeting in the future to discuss a time frame of when to review all families. Norvell suggested the council

should have guidelines for when it is appropriate to create new families and when it is appropriate to re-organize families. Parsons suggested meeting with representatives from Student Services to discuss how changing and forming new families could impact the Student Services Department. Parsons also recommended a families report be sent out once a year for faculty and curriculum chairs to help with counseling students. Hess and Shelton will meet to discuss specific examples of families. Discussion Continued.

Active Not Offered Report (Information):

Discussion: Bulger explained that District Instructional Services will begin tracking the active but not offered courses. Tim McGrath reported he discussed active not offered courses with the deans of Mesa. McGrath explained some of the courses in the active but not offered report were created between 2013-2015; however, they are to be offered in 2016. McGrath reported there were courses that were deactivated that were still in the report. McGrath asked the deans to go through each course and report to him the courses that were deactivated and he will share the report from the deans with the council. Hess explained the report does not include Learning Communities. Parsons discussed the problem with deactivating courses is the accompanying programs outside of the discipline that require an update. Discussion continued.

Chancellor's Office Updates (Information):

Discussion:

1. Non-substantive Course Changes

Hess reported effective October 15, 2015, the State Chancellor's Office will no longer review non-substantial change requests. This change will give the State Chancellor's Office more time to review new curriculum and will allow the non-substantive course changes to be approved within 24-72 hours. Hess reported the non-substantive changes do not apply to programs. Discussion continued.

2. Hours and Units

Hess reported the State Chancellor's Office sent out a policy change to hours and units calculations. Hess clarified this policy change is what the San Diego Community College District has always followed. Hess assured the council the policy change reaffirms what the SDCCD practices when calculating hours and units and should not impact curriculum. Discussion continued.

3. Curriculum Inventory Changes and Updates

Hess reported the State Chancellor's Office is working with Butte Technology Center to develop a new curriculum management system that will replace the Curriculum Inventory. Discussion continued.

Walk-Ins (Action):

Discussion:

(*Note: Discussion of BUSE 120 occurred after the approval of the October 08, 2015 meeting agenda)

1. BUSE 120 (Mesa)

Parsons requested to have BUSE 120 walked in for UC transfer and for an effective date of fall 2016 and provided a brief overview. She reported the problem of offering BUSE 120 is Miramar currently offers CONF 110 and is uncertain of when the State Chancellor's Office will approve BUSE 120. She discussed the resolution of making a four letter designation change from CONF 110 to BUSE 120. However, the PeopleSoft transition prohibited the change. Thus, Mesa decided to propose BUSE 120 as a new course. Parsons requested distance education be added to BUSE 120 for Mesa.

Action: *Recommend Approval of Curriculum, BUSE 120.*

2. CHIL 210 and MUSI 109 (Miramar)

Discussion: Short requested to have CHIL 210 and MUSI 109 walked in for distance education approval for spring 2016. Short requested MUSI 109 have distance education approval because it is a Music G.E. course that is a part of a rotating series of courses. Miramar would like to offer MUSI 109 next in the series.

Action: *Recommend Approval of CHIL 210 and MUSI 109*

CurricUNET Steering Committee:

Discussion: Hess reported she is waiting for representatives from City and Continuing Education to respond to whom they will send as committee representatives. Hess will move forward with a meeting date and time once a response is given.

State Academic Senate:

Discussion: Parsons reported Saturday, October 10th, 2015 is the CTE Regional Meeting in Irvine; Plenary will be from November 5-7 in Irvine, Ca.

Chief Instructional Officers:

Discussion: McGrath reported there is a conference at the end of October. Renee Kilmer reported there will be a report to follow.

C-ID:

Discussion: Hess reported there are now 44 courses denied. Bulger reminded the council effective July 1, 2015 the State Chancellor's Office will only approve Associate Degrees for Transfer with C-ID approved courses. Discussion continued.

Subcommittees:

Discussion: Hess reported the Policies and Procedures subcommittee will re-convene and tentatively plan to meet October 19th. Bulger advised the council to note the policies and procedures the council does not have in place but should have. Bulger also requested of the council to prioritize the policies and procedures.

ERP Implementation:

Discussion: Bulger reported two colleges will be working for the next two weeks on testing the catalog conversion. Discussion continued.

October 22, 2015

October 08, 2015 Minutes:

Action: Recommend Approval of Minutes

October 22, 2016 Meeting Agenda:

Discussion: 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. Discussion continued.

Action: Recommend Approval of Agenda as Amended

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

Discussion: 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.

Walk-In Process (Action):

Discussion: 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.

Programs Pending State Approval (Information):

Discussion: 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 (VPs) and college Instructional staff, a list of the current programs pending state approval twice a year. Discussion continued.

Walk-Ins (Action):

Discussion:

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.

Action: *Recommend Approval of Deactivation of CONF 110*

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.

Action: *Recommend Approval of BUSE 155*

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.

Action: *Recommend Approval of BUSE 190*

4. RADT 249 (Mesa)

Gustin walked in RADT 249 for Distance Education approval.

Action: *Recommend Approval of RADT 249*

5. Marketing Associate of Science Degree, Marketing Certificate of Achievement

and Real Estate Associate of Science Degree.

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.

Action: *Recommend Approval of Programs: Marketing A.S. Degree, Marketing Certificate of Achievement and Real Estate A.S. Degree.*

CurricUNET Steering Committee:

Discussion: 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.

State Academic Senate

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

Chief Instructional Officers:

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

Articulation Officers:

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

C-ID:

Discussion: 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. Discussion continued.

Subcommittees:

Discussion: 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.

ERP Implementation:

Discussion: 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.

November 12, 2015

October 22, 2015 Minutes

Action: Recommend Approval of October 22, 2015 Minutes

November 10, 2015 Meeting Agenda:

Discussion: Parsons announced Mesa would like to walk in the following:

MUSI 158A, MUSI 158B, Business Management Associate Degree, Business Management Certificate of Achievement, Liberal Arts and Studies, Business Studies, Associate of Arts, and Liberal Arts and Studies, Economics, Associate of Arts.

Action: Recommend Approval of Agenda as Amended

Approval of G.E./Transfer:

Discussion: The G.E./Transfer courses were pulled for discussion by Palma-Sanft. Palma-Sanft explained COMS 170 was approved by CIC in the past and should have an asterisk next to its name, indicating it was approved for U.C. Transfer. Discussion continued.

Action: Recommend Approval of G.E./Transfer

Policies and Procedures Priorities:

Discussion: Hess reported the Policies and Procedures Subcommittee met in October and reviewed all of the policies and procedures for Community College League of California and accreditation. The subcommittee arranged the policies and procedures in order of priority. Hess explained Distance Education needs accreditation. Hess explained the accreditation is important for the substantive change report colleges are working on for distance education. Discussion continued.

Effective and Efficient Curriculum Processes – White Paper (Information):

Discussion: The White Paper was tabled for the December 10, 2015, CIC meeting for Short to discuss. Hess explained that Short wanted to bring the White Paper to CIC to discuss which committee can review and implement into processes. Bulger suggested CIC look at the areas that are currently being worked on and need work on. Parsons and Norvell suggested this be discussed at the next CIC meeting under Old Business. Discussion continued.

Walk-Ins:

Curriculum: MUSI 158A and 158B (Mesa):

Discussion: Parsons explained MUSI 158A and MUSI 158B were walked in because they were revised for G.E. approval. Both courses are used to double-count in order to get the Music ADT under 60 units.

Curriculum: Business Management Associate Degree (Mesa), Business Management Certificate of Achievement (Mesa), Liberal Arts and Studies - Business Studies – Associate of Arts (Mesa) and Liberal Arts and Studies – Economics – Associate of Arts (Mesa)

Discussion: Parsons explained the programs were updated for the new BUSE 120 course, BUSE 190 and other business changes that were asked to be brought in by Mesa. Parsons continued to explain that all the changes in the aforementioned programs are the same: Adding the BUSE 120, BUSE 190 and removing deactivated courses. Discussion continued.

Action: *Recommend Approval of MUSI 158A, MUSI 158B, Business Management Associate Degree, Business Management Certificate of Achievement, Liberal Arts and Studies—BUSE Studies—Associate of Arts, and Liberal Arts and Studies—Economics—Associate of Arts.*

State Academic Senate:

Parsons reported all resolutions about the Bachelor's degree passed in original form. Parsons continued to explain Mesa attempted to input an amendment to obtain local G.E. pattern approval which was voted down in a close vote. Parsons also reported the G.E. pattern for the Bachelor's degree will be CSU or IGETC for lower-division with at least six upper-division. Parsons equated the latter as six extra units equates to students having to take two extra classes. Parsons continued to report that a C-ID resolution passed to make descriptors for alternate intermediate algebra courses. Parsons explained this allows Math 92 to stay as a prerequisite to statistics and should receive C-ID approval. Discussion continued.

Articulation Officers:

Parker reported that the resolution, presented during the ASCCC fall plenary session, to add C-ID course approval information on CCC transcripts passes.

Parker announced that she currently serves as the Chair-Elect of SCIAC and will become Chair during the next academic year.

ERP Implementation:

Hess reported effective fall 2016 there will be the opportunity for designator changes.

Walk-In Tracker:

Discussion: Bulger presented a walk-in tracker which will be discussed periodically as an examination of walked-in curriculum.

December 10, 2015

November 12, 2015 Minutes (Action):

Discussion: Palma-Sanft clarified in Item G, the proposal with Area E General Education content was not approved by CIC in the past.

Action: *Recommend Approval of Minutes as Amended*

December 10, 2015 Meeting Agenda (Action):

Discussion: Hess removed Item A: Non-Substantive Change Certification under New Business because the State Chancellor's Office changed the process. Bulger tabled Item B: Families Visual Diagram and

Item C: Effective and Efficient Curriculum Processes – White Paper under Old Business to the first CIC meeting in 2016.

City College walked in the following courses: AGRI 108, 114, 120, 112, Sustainable Urban Agriculture, AS Degree, Urban Farming Professional, Certificate of Achievement, Urban Gardening Certificate of Achievement; CHIL 101; COSM 085, 086, Nail Technician Certificate of Performance; AODS 159, Alcohol and Other Drugs Studies Certificate of Achievement, Alcohol and Other Drug Studies, AS Degree; ARTF 212, Advanced Arts Entrepreneurship Certificate of Performance; PHOT 105, 205, 221; CBTE 155, Business Information Worker II Certificate of Performance.

Mesa Collge walked in the following courses: HEIT 160, 263, 264, HEIT AS Degree; PHYR 210, 215, 220, 225, 225L, 230, 240, 250, 260, 260L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297, PHYR AS Degree; RADT 192; CISC 071.

Miramar College walked in the following courses: COMS 160; FIPT 321D, 321P; MUSI 204, Audio Production and Engineering AS Degree, Audio Production and Engineering Certificate of Achievement; FIPT 110A, FIPT 381F, Fire Tech. AS Degree, Fire Tech. Certificate of Achievement, Occupational/Technical Studies AS Degree.

Action: *Recommend Approval of Agenda as Amended*

Approval of Curriculum (Action):

Discussion: Parsons pulled CHIN 101 for discussion. Norvell pulled the deactivation of DJRN 100 and program impacts for discussion. Short mentioned the deactivation of DJRN 100 would also affect JOUR 202. Parsons explained all the foreign languages in the curriculum summary are for Distance Education (D.E.) only. However, there was discussion about the D.E. method of instruction being offered as hybrid. Parsons requested there be more clarity of what hybrid, partially-online and fully-online means. Parsons reported the issue of course outlines only stating “Distance Education,” but do not specify if the course is hybrid, partially-online or fully-online. Scott reported the issue has been fixed in CurricUNET. Miramar, City and Continuing Education agreed to Mesa offering CHIN 101 as D.E.

Action: *Recommend Approval of CHIN 101*

DJRN 100:

Shelton reported the approval process of DJRN 100 in CurricUNET bypassed City’s Curriculum Review Committee approval (CRC) and saw only Miramar on the approval process. Shelton explained Roman is concerned about the impact on other programs if DJRN is activated. Norvell mentioned the discipline faculty do not receive a notification that a course has been activated and expressed three major concerns if DJRN is activated:

1. Activation of additional DJRN courses
2. Method of Instruction
3. Scheduling

Discussion Continued.

Walk-In Process (Action):

Discussion: Shelton explained the Walk-In Process document was reviewed at City Chairs meeting and reported the Chairs recommended to add a justification to communicate the understanding that there are things out of the Originator’s control that will cause them to walk something in. Short and Parsons explained in agreement that the sole purpose of a walk-in is one of the listed justifications on the Walk-In Process document.

The Council made changes to the walk-in general guidelines.

Action: *Recommend Approvale of Walk-In Process General Guidelines*

Active Not Offered Report (Information):

Discussion: Hess reported she and Meredith worked on the Active Not Offered Report. Hess explained only courses required for a major are included in the spreadsheet with the exception of Associate Degrees for Transfer (ADT). ADT's include courses that are both required for a major and optional courses. Hess reported she is working on an Active Sometimes report and Course Substitution report.

Neault explained she recognizes the ongoing problems with courses required for programs but are not offered and courses offered every other year. She recommended CIC establish a period or standard amount of time a course can remain inactive. Short suggested to give CIC members the opportunity to return to their campuses and review the list of courses that are active but are not or have not been offered and the programs they affect. Discussion continued.

Walk-Ins (Action):

City College Walk-Ins:

Discussion: AGRI 108; AGRI 114; AGRI 120; AGRI 112; Sustainable Urban Agriculture, Associate of Science; Urban Farming Professional, Certificate of Achievement; Urban Gardening, Certificate of Achievement.

Shelton reported the AGRI courses are C-ID related and would like to submit to C-ID before submission of proposal for the program. She also explained the deactivation of AGRI 112 to AGRI 114 and the programs impacted are:

- Sustainable Urban Agriculture, Associate of Science
- Urban Farming Professional, Certificate of Achievement
- Urban Gardening, Certificate of Achievement

CHIL 101 (City)

Discussion: Shelton mentioned CHIL 101 is being walked-in for C-ID because MATH 119 is in the core.

COSM 085, COSM 086 and Nail Technician, Certificate of Performance (City)

Discussion: Shelton reported COSM 085 and COSM 086 are new courses. Students have eight weeks to complete the Nail Technician Certificate of Performance and to pass the test.

AODS 159, Alcohol and Other Drugs Studies, Certificate of Achievement and Alcohol and Other Drugs Studies, Associate of Science (City)

Discussion: Shelton reported AODS 159 is a new course and is incorporated into the existing degrees:

- Alcohol and Other Drugs Studies, Certificate of Achievement
- Alcohol and Other Drugs Studies, Associate of Science

ARTF 212 and Advanced Arts Entrepreneurship, Certificate of Performance (City)

Shelton reported ARTF 212 is a new course and the goal is to reach SDCCD strategic goal #5: Leading in sustainable policies and practices. She mentioned the long-term goal is to create a program that teaches sustainable courses at City.

PHOT 105, PHOT 205, PHOT 221

Shelton reported PHOT 105, PHOT 205 and PHOT 221 are walked in for Distance Ed. Only.

CBTE 155 and Business Information Worker II, Certificate of Performance (City)

Shelton reported CBTE 155 is part of workforce training and is part of the Business Information Worker II, Certificate of Performance.

Miramar College Walk-Ins:

COMS 160:

Discussion: Short reported COMS 160 is being walked in for inclusion on CSU G.E. Proposal.

FIPT 321D; FIPT 321P:

Discussion: Short explained Miramar is walking in FIPT 321D and FIPT 321 P because the State changed the training requirements and therefore did not make the catalog deadline.

MUSI 204; Audio Production and Engineering, Associate of Science; Audio production and Engineering, Certificate of Achievement

Discussion: Short reported MUSI 204 is new at Miramar and City and is part of the following programs:

- Audio Production and Engineering, Associate of Science
- Audio production and Engineering, Certificate of Achievement

FIPT 110A; Occupational/Technical Studies, Associate of Science; FIPT 381F; Fire Technology, Associate of Science; Fire Technology, Certificate of Achievement:

Discussion: Short explained FIPT 110 had to be re-numbered because the state changed training requirements and added an “A” after 110. The following courses and programs are impacted:

- Occupational/Technical Studies, Associate of Science;
- FIPT 381F
- Technology, Associate of Science
- Fire Technology, Certificate of Achievement

Action: *Recommend Approval of COMS 160; FIPT 321DL FIPT 321P; MUSI 204; Audio Production and Engineering, Associate of Science; Audio Production and Engineering, Certificate of Achievement; FIPT 110A; Occupational/Technical Studies, AS Degree; FIPT 381F; Fire Technology, AS Degree; Fire Technology, Certificate of Achievement.*

Mesa College Walk-Ins:

Parsons reported all curriculum did not make the summaries.

HEIT 160; HEIT 263; HEIT 264; HEIT, Associate of Science Degree (Mesa)

Discussion: Parsons explained HEIT 160 is a new course worth two units and the objectives in HEIT 160 were embedded into other courses. CAHIIM Standards specify the objectives and HEIT 160 shows the teaching of the objectives according to CAHIIM Standards. HEIT 263 and HEIT 264 are DCP courses that decreased by one unit to make up for the two units for the other courses. HEIT, Associate Degree reflects the changes.

PHYR 210; PHYR 220; PHYR 225; PHYR 225L PHYR 230; PHYR 230; PHYR 240; PHYR 250; PHYR 260; PHYR 260L; PHYR 263; PHYR 266; PHYR 266L; PHYR 275; PHYR 275L; PHYR 280; PHYR 292; PHYR 294; PHYR 297; PHYR, Associate of Science Degree (Mesa)

Discussion: Parsons reported the PHYR program is going through new state standards to be implemented in January 2016. Some courses required re-numbering for transfer and they are being walked-in because all the numbers changed. The PHYR, Associate of Science Degree reflects the changes.

RADT 192 (Mesa)

Discussion: Parsons reported RADT 192 is a new course and is needed for the national standards for the RADT program.

CISC 171 (Mesa)

Discussion: Parsons explained CISC 171 is an activation the Computer Science Department will put into their degree. It will be a stand-alone course.

Action: *Recommend Approval of HEIT 160; HEIT 263; HEIT 264; HEIT, Associate of Science Degree; PHYR: 210, 220, 225, 225L, 230, 230L, 240, 250, 260, 260L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297, PHYR Associate of Science Degree; RADT 192; CISC 171.*

CurricUNET Steering Committee:

Discussion: Hess reported the committee will meet in spring 2016 about the program approval process. Shelton reported Terri Hughes-Oelrich will be on the committee on behalf of City and Sylvia Leon will serve on the Policies and Procedures Subcommittee.

State Academic Senate:

Discussion: Parsons and Norvell attended the Regional Meeting. Parsons reported she will be presenting a break out on accelerated courses at the January Innovation and Instructional Design Conference. Discussion Continued.

Subcommittees:

Discussion: Hess mentioned Policies and Procedures met on December 10, 2015.

February 11, 2016:

December 10, 2015 Minutes:

Discussion: Short made changes to the discussion of DJRN 100 on page 5.

Action: *Recommend Approval of Minutes as Amended.*

February 11, 2016 Meeting Agenda:

Discussion: Parsons walked-in the following courses: MULT 112, 114, 116; PHYR: 210, 215, 220, 225, 225L, 230, 240, 250, 260, 260L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297; Physical Therapy AS Degree; PHYR (Deactivations): 66, 66L, 77, 78, 78L, 80.

Action: *Recommend Approval of Agenda as Amended.*

Curriculum Review/Approval:

Discussion: Parsons pulled the following courses from the consent agenda for discussion:

- GEOG: 101, 102, 104, 154
- MUSI 103

GEOG: 101, 102, 104, 154:

Parsons explained GEOG 101, GEOG 102, GEOG 104, and GEOG 154 are proposed for distance learning and inquired about the change in their effective date to spring 2017. Hess explained the aforementioned courses did not make the fall 2016 deadline and curriculum that are approved after the deadline requires approval from the Vice President of Instruction (VPI). Hess explained VPI approval is needed because of the timing of implementation. Hence, a VPI must submit a recommendation to have the courses effective earlier. Discussion continued.

MUSI 103:

MUSI 103 is approved for Distance Education (or Distance Learning) for spring 2017.

Action: *Recommend Approval of GEOG 101, GEOG 102, GEOG 104, GEOG 154, and MUSI 103.*

Discussion: Short pulled the following courses from the consent agenda for discussion:

- ARTF: 190A, 191, 194

Short noticed the subject of ARTF 190A, 191 and 194 is Fine Art and not Photography and the discipline is Art and not Photography or Photography Technician. Short also noticed the TOP code for the aforementioned courses is sculpture. Short was concerned with students not being able to find the courses in the schedule because they are listed under Fine Art. Also, the course discipline prevents photographers from teaching the course and having the wrong TOP Code could affect accounting purposes at the district. Short requested clarification. Discussion continued.

Action: *Recommend Approval to Table ARTF 190A, 191, 194.*

Effective and Efficient Curriculum Process—White Paper (Information):

Discussion: Short reported the White Paper is from the Academic Senate for California Community Colleges. He suggested a subcommittee be formed to review and discuss the document, particularly the Multi-College District item. Parsons reported the White Paper has gone through revisions and will be officially adopted at plenary in April. Bulger and Short

agreed to have the subcommittee meet in April to review the official document. Bulger requested volunteers to serve on the subcommittee and bring back recommendations. Discussion continued.

Discussion of Asterisk in General Education (G.E.) Transfer (Discussion):

Discussion: Short explained the Transfer G.E. chart is used to vote on approving the G.E. aspect of courses. The asterisk indicated a course had been approved for G.E. in the past. Short continued to explain that approval of courses does not approve the G.E. and that G.E. is approved in a separate meeting. Short requested clarification of what the asterisk represents now. Discussion continued.

Definitions of Hybrid, Partially and Fully-Online (Discussion/Information):

Discussion: Hess presented a document from Kats Gustafson that explained the differences between Hybrid, Partially and Fully-Online courses. Hess reported Hybrid, Partially and Fully-Online courses need to be approved by a curriculum committee. Hess explained the following:

- Hybrid:
 - On campus instruction is less than 50% and online instruction is greater than 50%.
- Partially-Online
 - Courses have at least one class meeting or examination on campus. Online instruction is greater than 50%
- Fully-Online:
 - No campus instruction; Students do not need to come to the campus.

Hess stated she will include the definitions in the course approvals and will include web-enhanced, 100% of instruction is delivered on-campus using the internet to post assignments and resources. Discussion continued.

C-ID Math Descriptors (Information):

Discussion: Norvell began the appeal of Math 119 and made some changes to the course outline provided by City's math faculty. She explained a new descriptor came out that parallels C-ID 110, the new statistics course. Norvell reported the new descriptor does not have a prerequisite of MATH 92. Discussion continued.

CIC 2014-2015 Assessment Survey:

Discussion: Bulger presented the 2014-2015 Assessment Survey results. Short explained that the assessment questions do not apply to CIC. McGrath reported research questions are done for generic purposes. McGrath suggested questions that assess the work of CIC and make any corrective actions would best apply to the council. Discussion continued.

6th Edition Draft of PCAH (Information):

Discussion: Hess reported the 6th Edition PCAH Draft is open for review and feedback from the council. She explained the 6th Edition PCAH separated the technical and "How To" sections and that Non-Credit has its own section. Parsons mentioned there are to guidelines that will be

coming out along with the 6th Edition PCAH. Parsons reported there is no reference to directed clinical practice hours due to hours to units issue. The council continued the discussion.

English 031 (Information):

Discussion: Parsons and Smith discussed the issue of how to implement English 031. Parsons reported the following:

- English 031 will have a co-requisite of English 101
- The course outline will clearly state that English 031 and English 101 will be taught as a Learning Community by the same instructor.
- The Learning Community course outline is in the process of being created.

Parsons stated that a student who signs up for English 031 will be signing up for the Learning Community of English 031 and English 101. She explained Learning Communities are through the admissions office, meaning when a student signs up for the Learning Community, the separation into two CRN's happens through the admissions office. However, if a student drops either English 031 or English 101, they automatically drop both courses. That way, a student cannot enroll in the Learning Community, drop English 031, and attempt to enroll in just English 101.

Parsons explained Mesa does not agree that any requisites of English 101 need to be changed. She mentioned English 031 does not fit the definition of a requisite for 101 because English 031 is intended as a supplementary course for English 101.

Short asked if all students who will enroll in English 031 will also meet one of the existing prerequisite options to enroll in English 101. Discussion continued.

Walk-Ins:

Mesa: MULT 112; MULT 114; MULT 116 (MESA)

Discussion: Parsons explained the courses were approved by Mesa in November, going through technician review and were to be on the February 11, 2016 curriculum summaries. However, the advisor board contacted Mesa and informed the college that they have changed their software from Flash to Unity Software. This caused a change in the title and needs to make the catalog deadline. McGrath agreed to the changes and to put forth the courses for the catalog deadline. Hess agreed to add the courses to the catalog.

Action: *Recommend Approval of MULT 112, MULT 114 and MULT 116*

PHYR: 210, 215, 220, 225, 225L, 230, 240, 250, 260, 260L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297, Physical Therapist Assistant Associate of Arts Degree, Deactivation of: PHYR 66, 66L, 77, 78, 78L, 80

Discussion: Parsons reported the physical therapist standards are changing and therefore the course numbering needs changing and the courses need to be transferable. The courses are updated according to new standards and need to be effective fall 2016.

Action: *Recommend Approval of PHYR: 210, 215, 220, 225, 225L, 230, 240, 250, 260, 260L, 263, 266, 266L, 275, 275L, 280, 292, 294, 297, Physical Therapist Assistant Associate of Arts Degree, Deactivation of: PHYR 66, 66L, 77, 78, 78L, 80.*

CurricUNET Steering Committee:

Discussion: Hess reported the committee had a virtual meeting and discussed recommendations to program sections and Student Learning Outcomes on course outlines. Discussion continued.

Student Services Council:

Discussion: Bulger reported a VPI meeting will take place on February 19, 2016.

ADT:

Discussion: Bulger reported four new ADT templates were released: Child and Adolescent Development (8/1/2017), Global Studies (8/1/2017), Public Health (8/1/2017), Social Justices Studies (8/1/2017).
Two ADT's were revised: Communication Studies and Sociology

State Academic Senate:

Discussion: Parsons reported Plenary will be on April 21, 2016 and the Curriculum Institution will be in Anaheim. Discussion continued.

Subcommittees:

Discussion: Hess reported the Policies and Procedures Subcommittee met on February 11, 2016 and discussed Academic Freedom and Distance Education.

February 25, 2016:**February 11, 2016 Minutes:**

Discussion: The council made changes to the February 11, 2016 meeting minutes.

Action: *Recommend Approval of Minutes as Amended.*

February 25, 2016 Meeting Agenda:

Discussion: Parsons requested to add ENGL 031 as a walk-in for approval and to move the discussion to the beginning of the agenda. Shelton added Subject Indicator Title Change to the agenda.

Action: *Recommend Approval of Agenda as Amended.*

Discussion: Jennifer Cost explained ENGL 031 was created for equity of the students affected by inappropriate placement and outdated curriculum. Parsons made clear the issue is how to approach ENGL 101. Parsons explained both the one-way and two-way co-requisite models are appropriate for the ENGL 031 and ENGL 101 curriculum. However, both models produce articulation concerns. Parsons expressed she supports her faculty as curriculum chair in adopting the one-way co-requisite model.

Parsons motioned to have ENGL 031 approved. Parker seconded the motion. The following summarizes the discussion of the motion:

- The one-way co-requisite model has been adopted and practiced in the nation and in the state of California.
- ENGL 031 will be taught as a learning community only.
- ENGL 031 is not a stand-alone course; it stands only with ENGL 101.
- The learning community for ENGL 031 has been created.

Shelton abstained to the motion. She explained that City's Curriculum Committee initially voted to approve ENGL 031 including language of a two-way co-requisite model. However, there was

an understanding that the committee was attempting to meet the requested deadline and might be working with some limited information regarding various perspectives on articulation, co-requisites and related issues. Additional information from Mesa, making the case for a one-way co-requisite model, was provided to City's curriculum committee after the committee's initial vote. With this new information, a virtual vote was attempted by City's curriculum committee prior to the 2/25/16 CIC meeting; however, the short notice did not allow enough time to get feedback from a majority of City's curriculum committee members. Shelton did not wish to vote on behalf of the full committee without certainty of their latest opinions on either requisite model. Jan Jarrell reported she was present at the curriculum committee meeting. She announced City's English department supports ENGL 031 and hopes to offer the learning community in the future. Jarrell stated it was clear to her the language of the co-requisite should be on ENGL 101. Jarrell shared there was sufficient information regarding ENGL 031 provided by Mesa's faculty to City's Curriculum Committee.

Short questioned if ENGL 031 is being proposed as a requisite for ENGL 101? He explained if students cannot enroll in ENGL 101 without having first taken ENGL 031, then ENGL 031 should be written as a requisite for ENGL 101. Short expressed Miramar is not opposed to ENGL 031, but the campus believes ENGL 031 is a requisite to help students succeed in ENGL 101. Short proposed that students take ENGL 031 concurrently with ENGL 101 to be successful in ENGL 101.

Short reasoned to add the requisite to the receiving course, in this case ENGL 101. He explained according to Title 5, section 55002, a requirement for prerequisite content screening is stated. Short discussed the following:

- The content of ENGL 031 makes the course appropriate as a requisite to ENGL 101.
- If the content is not on the receiving course, there is no way to perform a content review. This will violate Title 5.
 - Short explained according to Board Policy 5250, if the content is not on the receiving course, the faculty that know most about how to be successful in the receiving course will not have the opportunity to decide whether or not a student is qualified to enroll in the receiving course.
- Students have to know what courses to take to enroll in the receiving course.
- Short stated the issue is the requisite of ENGL 031 needs to be on the receiving course, ENGL 101.

Parsons explained in the same policy about prerequisites, all colleges have formal challenge processes to get into courses they did not otherwise satisfy. She reported there is precedence of alternative ways to get into courses that are not listed as prerequisites on the curriculum. She explained challenge processes are available due to placement tests being inequitable.

Parsons reasoned ENGL 031 is similar to a tutoring class but with units. She explained ENGL 031 is for students who scored an R3/W3 and were misplaced due to the placement exam. The student can still take ENGL 101 concurrently with ENGL 031 as a support course. She views the requisite on ENGL 031 as a challenge process for students whose placement tests have done them a disservice by placing them in lower-level English courses. Parsons assured there are no exit skills that will come from ENGL 031 because it is not a stand-alone course. The exit skills from the learning community will come from ENGL 101.

Rob Fremland suggested the requisite language on ENGL 031 be “or equivalent,” since challenge processes provides an “or equivalent” approach.

Parker spoke to the articulation piece. She explained her thoughts about the definition of requisites as written in Title 5 which appears to indicate that in order to establish a two-way co-requisite, the content of two courses must be dependent on each other for student success and course completion. Parker stated the content of ENGL 101 is not dependent on the content of ENGL 031 for students to succeed and complete the course. However, Parker explained the reverse is true. Hence, the one-way co-requisite is the more appropriate fit. Parker cited that the one-way co-requisite has been in practice in the District as evidenced by several courses in Mesa’s curriculum including PSYC 259. PSYC 258 is a co-requisite of PSYC 259; however, there is no mention of PSYC 259 on the PSYC 258 course outline. PSYC 259 serves a specific population of students just as ENGL 031 is designed to do. Discussion continued.

Action: *Recommend Approval of ENGL 031/ENGL 101 Learning Community with the requisite on ENGL 031.*

Discussion: *McGrath called for a five minute recess with Mesa faculty and Mesa CIC members at 3:15 p.m.; Returned with Mesa faculty and Mesa CIC members at 3:20 p.m.*

McGrath requested to have City or Miramar propose a motion of ENGL 031 from their perspective. Short suggested to walk in ENGL 101.

Parsons motioned to walk in ENGL 101 with concurrent enrollment in ENGL 031 through Learning Community 031.

Action: *Recommend Approval of ENGL 101 with Concurrent Enrollment in ENGL 031 through Learning Community 031.*

Approval of Curriculum (Action):

Discussion: Norvell inquired about why WORK 272 was being deactivated. Short explained it is not work that is related to career technical purposes or towards a student’s major.

Parsons pulled ENGL 97. She explained at Mesa’s Curriculum Committee meeting, the English faculty requested to deactivate ENGL 97. She assured there are no program impactions and the course has not been offered in some time. Hess advised the deactivation needs to be a separate proposal.

Action: *Recommend Approval of Curriculum.*

Active Not Offered (Information):

Discussion: Tabled for March 10, 2016 meeting.

Policies and Procedures (Information):

Discussion:

- Flowchart:
 - Bulger presented the Policies and Procedures flowchart. She explained the flowchart governs the Policies and Procedures processes and has been reviewed by the Chancellor’s cabinet and District Governance Council.

Hess explained the Policies and Procedures Subcommittee have been working on policies and procedures since 2010. In 2015, the District hired Jane Wright from the Community College League of California to re-write the District’s policies and procedures. Hess explained the following:

- Academic Freedom Policy
- Academic Freedom Procedure
- Distance Education

Discussion continued.

Subject Indicator Title Change:

Discussion: Hess explained catalog review is in the process. City changed the program title from Chicano Studies to Chicana and Chicano studies; however the subject indicator title is still Chicano Studies. She explained City would like to change the subject indicator for consistency. This request must go to City and Mesa's CRC for approval. In response to a question from Short, Hess stated that approval is not required by Miramar's CRC because Miramar does not offer courses in this subject area.

State Academic Senate:

Discussion: Parsons reported they are working on a timeline for the 2016 Curriculum Institute.

Articulation Officers:

Discussion: Parker reported CIAC has a new member on the State C-ID Advisory Committee; A representative from Region 10.

March 10, 2016

February 25, 2016 Minuted:

Discussion: The minutes were tabled for the March 24, 2016 meeting.

March 10, 2016 Meeting Agenda:

Action: *Recommended Approval of Agenda as Amended*

Approval of Curriculum:

Discussion: ARTF 125 was pulled from the consent agenda by Parker. She explained ARTF 125 is proposed for Distance Education (D.E.) and requested an earlier effective date of summer 2016.

Action: *Recommend Approval of ARTF 125 for Distance Education and Effective Date Summer 2016.*

Active Not Offered:

Discussion: Hess reported no update to the report. Short reported the following on behalf of Miramar:

- Every department that offers a course on the list has been contacted.
- For most courses on the list, a decision has been made to either deactivate or begin offering the course.
- Some courses on the list are under discussion by the department and so a decision has not yet been made on those.
- One certificate is to be deactivated.

Will provide more specifics as progress is made. Discussion continued.

Subject Area Title Change—Chicana and Chicano Studies:

Shelton reported faculty approved of the subject area title change at City. Hess reported Parsons mentioned she will bring the Chicana and Chicano Studies title change to Mesa's Curriculum Review Committee (CRC).

Impact of Program Approval Delays:

Discussion: Short prepared a document showing the degree and certificate approval delays at Miramar College. He explained the average wait time between CIC approval and approval to be placed in the catalog is six and a half months. He reported where the delays are impacting students and suggested to use the document as an example in discussions at the state level.

McGrath recommended presenting the document at Plenary in April. He also suggested to request the Chief Instructional Officer of Region 10 add Short's document to the presentation. Bulger encouraged City and Mesa to generate a report for their campus. Then reports at each campus could be consolidated into one document to be presented at Plenary.

Robert's Rules of Order:

Discussion: Bulger explained she would like to have professional development in regards to Robert's Rules of Order. She plans to have a professional discuss and explain the rules of order to the council in April. McGrath suggested the council work on how to approach controversial issues and to set a protocol that will fairly allow each member to speak.

Experimental Courses:

Discussion: Hess reported experimental courses are eligible to be offered three times. After the third offering, some experimental courses are still active in CurricUNET. Hess mentioned she will bring a list of experimental courses that need to be deactivated to the next CIC meeting. She gave the council the option to vote at the next CIC meeting to deactivate the courses on the list administratively (at the District) or to have members take the list back to their campuses for faculty to review and to deactivate the courses themselves. The council unanimously voted to have the courses deactivated administratively.

Approval Flow in CurricUNET:

Discussion: Shelton inquired about how the flow of program approvals was established in CurricUNET. She expressed her concern about the campuses not being able to see program implications before they reach the CRC level. She requested an explanation of how to see in CurricUNET where the program has changes and the impacts the changes may bring. Shelton inquired about a way for the campuses to communicate the changes and program implications before reaching the CRC level.

Short recommended Shelton's requests are brought to the CurricUNET Steering Committee for further discussion. Bulger agreed and requested the committee bring back changes. A vote may take place if the changes require action.

Subject Area Change: ARTD to GRFX:

Discussion: Short explained Miramar's ARTD (Art-Digital Media) courses focuses on production for career technical purposes rather than artistic and conceptual ideas studied in ARTG (Art-Graphic Design). He reported that the faculty at Miramar would like to change the designator from ARTD to GRFX (Graphics). He explained ARTD is only offered at Miramar and this change was approved at Miramar's CRC. Discussion continued.

Walk-Ins

Mesa: RADT 249

Discussion: Parker explained RADT 249 had a title change to add "Digital" to the title for accreditation. She explained Mesa is requesting an effective date of fall 2016.

Action: Recommend Approval of RADT 249

City: PSYC 258

Discussion: Norvell explained PSYC 258 was changed for re-submission to C-ID. She reported all three campuses saw the change at their CRC meetings.

AGRI 107, 114, 125; Sustainable Urban Agriculture Associate

Discussion: Norvell explained AGRI 107, 114, and 125 are all for C-ID and Agriculture ADT. She explained the courses were created over the summer and a new faculty member requested a few changes be made. Norvell requested an effective date for fall 2016. She explained the following:

- All three courses had number changes
- A unit change on AGRI 107
- Unit Configuration Changes on AGRI 114 and AGRI 125

Action: *Recommend Approval of AGRI 107, AGRI 114, AGRI 125 with program impactions on Sustainable Urban Agriculture Associate Degree, Urban Farming Professional Certificate of Achievement, and Urban Gardening Certificate of Achievement.*

ADT:

Discussion: Hess reported the new ADT's were released on February 1, 2016. She reported submission of programs is not allowed until the programs have C-ID approval. Discussion continued.

State Academic Senate:

Discussion: Shelton gave a list of academic meeting dates.

Articulation Officers:

Discussion: Parker reported Articulation Conference is in April.

C-ID:

Discussion: Palma-Sanft requested the wait time of C-ID approval be included in the presentation alongside program delay impactions presentation at Plenary in April.

March 24, 2016

March 10, 2016 Minutes

Discussion: Edits were made to the March 10, 2016 minutes.

Action: *Recommend Approval of March 10, 2016 Minutes as Amended*

March 24, 2016 Meeting Agenda:

Discussion: Subject Title/Indicator Change: Chicano Studies to Chicana and Chicano Studies was added as an Old Business item.

Action: *Recommend Approval of Agenda as Amended*

Approval of Curriculum

Discussion: Shelton reported she received discipline feedback about LIBS 101. She explained that librarians at City want t be part of the six-year review. Bulger suggested to review the course and bring it back to the April 28, 2016 meeting.

Action: *Recommend Approval of Curriculum Review*

Approval of February 25, 2016 Minutes:

Discussion: The minutes were tabled for the April 14, 2016 meeting.

Action: *Recommend Approval of Postponing the Approval of the February 25, 2016 Meeting*

Subject Area Change: ARTD to GRFX:

Discussion: Short reported the subject area change from ARTD to GRFX was approved by Miramar's Curriculum Review Committee (CRC). He requested the change be made administratively.

Subject Area Title Change: Chicano Studies to Chicana and Chicano Studies:

Discussion: Parsons reported the subject area title change from Chicano Studies to Chicana and Chicano Studies was approved by Mesa's CRC.

State Academic Senate:

Discussion: Parsons reported there is a curriculum boot camp in development for those who are new to curriculum. She also reported Plenary will take place on April 21, 2016.

Subcommittees:

Discussion: Hess reported the Policies and Procedures Subcommittee reviewed, edited and approved AP 4021 – Program Discontinuance – to move forward to CIC for distribution to college constituent groups. She also reported the subcommittee is working on AP 4020 – Program and Curriculum Development.

April 14, 2016**March 24, 2016 Minutes:**

Action: *Recommend Approval of March 24, 2016 Minutes*

April 14, 2016 Meeting Agenda:

Discussion: Short added "Short Term Course" as a New Business item. Parsons walked-in MATH 150, 151, 252 for C-ID approval.

Approval of Curriculum:

Discussion: Shelton pulled LIBS 101 and ANTH 106 for discussion. LIBS 101: Shelton reported City's librarian provided edits to the LIBS 101 proposal. Short reported the outlines of topics were changed back to second person point of view and fourth-level indentation per the request of City's librarian.

Action: *Recommend Approval of LIBS 101*

Discussion: Shelton reported faculty at City College would like to be included on the proposal.

Action: *Recommend Approval of ANTH 106*

Approval of February 25, 2016 Minutes:

Action: *Recommend Approval of the February 25, 2016 Meeting Minutes as Amended*

2016-2017 CIC Calendar:

Discussion: Hess reported the 2016-2017 CIC calendar has been created and will be brought back to the April 28, 2016 meeting for discussion and to the May 12, 2016 meeting for approval.

Short-Term Course:

Discussion: Short distributed invitations to his end of the year curriculum event.

Walk-Ins:

Mesa: MATH 150, 151, 252

Discussion: Parsons reported the articulation officers and Short had some minor issues they wanted to fix. Parsons made note of the requested changes and will resolve them once she has access to the queue they are in. She explained MATH 150, 151 and 252 are walked-in for C-ID approval with an effective date of Fall 2016.

Action: *Recommend Approval of MATH 150, 151 and 252 for C-ID approval with an Effective Date of fall 2016.*

CurricUNET Steering Committee:

Discussion: Hess reported the CurricUNET Steering Committee is scheduled to meet on Friday, April 22, 2016.

State Academic Senate:

Discussion: Parsons reported the following:

- Plenary will be on April 21, 2016
- CTE Leadership Academy is scheduled in May
- Leadership Institute is scheduled in June
- Curriculum Institute is scheduled in July

Discussion continued.

Chief Instructional Officers:

Discussion: McGrath reported the CIO conference will take place the week of April 18, 2016.

ADT/C-ID:

Discussion: Hess reported the C-ID report will be updated to reflect the change in ADT Degrees that are C-ID approved.

Subcommittees:

Discussion: Hess reported the Policies and Procedures Subcommittee met, reviewed and edited Program Review and Program Discontinuance. Hess mentioned the subcommittee is waiting to hear back from the colleges about Distance Education and Academic Freedom.

April 28, 2016

April 14, 2016 Minutes:

Action: *Recommend Approval of April 14, 2016 Minutes*

April 28, 2016 Meeting Agenda:

Discussion: Kilmer moved to have guest speaker, Dr. Nelli Garton, speak after the approval of the April 28, 2016 meeting agenda. Hess added Item E, Review of GE Approval, under Curriculum Review and Item C, English 31–Information, under New Business.

Parsons walked-in the following courses:

- RADT: 101, 131, 190, 201, 210, 221, 230, 231
- POLI: 102

Shelton walked-in the following courses:

- PHOT: 150 (no lab), 180, 213, 218
- AS Nursing

Action: *Recommend Approval of Agenda as Amended*

Robert's Rules of Order (Dr. Nelli Garton):

Discussion: Dr. Nelli Garton led a professional development discussion about Robert's Rules of Order. The following topics were discussed:

- The Fundamental Principles of Robert's Rules
- Keys to An Effective Meeting
- Role of the Chair
- Notice and Agenda
- How To Make A Motion
- Different Types of Motions
- Debate Protocol

Approval of General Education:

Discussion: Hess presented the General Education Review Handout and mentioned that it will be brought back to the May 12, 2016 meeting for a vote. Palma-Sanft sought clarification about the handout being a running list of courses that were proposed in the 2015-2016 academic year to be proposed in the 2016-2017 academic year.

Curriculum Approval Calendar:

Discussion: Hess discussed the following pertaining to the curriculum approval calendar:

- Accreditation visits for the campuses are from March 13-March 17, 2017. There will not be a CIC meeting during that week.
- The fall 2017 schedule deadline is December 8, 2016
 - Proposals that are submitted after the fall schedule deadline will have a spring 2017 effective date.
 - If a proposal misses the deadline and an exception is needed, the proposals should be brought to the meeting before the curriculum reaches CIC or the proposal may be pulled during the meeting.
- The spring 2018 schedule deadline is May 11, 2017
- The summer 2017 schedule deadline is September 22, 2016

Discussion continued.

Combination of District Requirements 4 and 5:

Discussion: Short reported that Miramar is proposing to combine the existing District Requirements (DRs) 4 and 5 into one requirement titled Lifelong Wellness Education. He reviewed the existing DR 4 and 5 requirements and summarized Miramar's proposal. Short reported the earliest finding of the origin of Requirements 4 and 5 date back to the 1970's. The assumption is that these requirements were made during the time Community Colleges were part of the K-12 system. Now, community colleges serve a much more diverse student body than when DR 4 and 5 were created, and it is therefore more important than before that students have the opportunity to choose the best way to develop their own personal health and wellness. He mentioned that a wide variety of disciplines now offer life-skills courses. In addition, the combined proposal recognizes the concept of wellness has changed. The proposal

provides students with options for the requirement that will help them target what they personally need for their health and wellness. Discussion continued.

English 31:

Discussion: Hess reported while implementing the curriculum, the limitations on enrollment and the co-requisite of English 31 stated the same information. She informed the council the limitations on enrollment were removed administratively.

TAGA Course Designator Change to FILI:

Discussion: Parsons reported the program impact report showed approximately half of Mesa's Associate Degrees for Transfer (ADT) that do not have C-ID approval would be impacted if TAGA was changed to FILI. Hess explained students would be impacted if the designator change took place without C-ID approval because the ADT would have the TAGA course attached (would no longer be offered) and would have the FILI course to take that has not yet been approved.

Norvell moved to wait to change TAGA to FILI until the courses in those impacted programs have C-ID approval. Parsons seconded.

Action: *Recommend Approval of Postponement of Designator Change from TAGA to FILI*

Walk-Ins:

Mesa:

Discussion: RADT 101, 131, 190, 210, 221, 230, 231; POLI 102

Parsons reported the walked-in courses are for a change in effective date from fall 2017 to fall 2016.

Action: *Recommend Approval of RADT 101, 131, 190, 210, 221, 230, 231, and POLI 102 for Effective Date fall 2016.*

RADT 201

Discussion: Parsons explained she walked-in RADT 201 for revision and for a Distance Education (D.E.) effective date of fall 2016.

Action: *Recommend Approval for RADT 201 Effective Date fall 2016*

City:

Discussion: PHOT 150 (no lab), 180, 213, 218

Shelton requested an effective date of fall 2016. However, the courses were held because she did not verify that the courses had Curriculum Review Committee (CRC) approval for D.E.

Discussion: Nursing AS Degree (Mesa)

Shelton reported there were minor word changes for accreditation that were made that need to be reflected in the catalog.

Action: *Recommend Approval of Revision of AS Nursing Program Description*

Curriculum Updating Project:

Discussion: Mesa has 0 active not integrated courses.

CurricUNET Steering Committee:

Discussion: Hess reported she will bring the proposal of changes to CurricUNET and the committee is working on implementation issues with the State Chancellor's Office. She reported

the State Chancellor's Office is no longer allowing submissions of course outlines with other hours. The outlines must change to lab hours. Discussion Continued.

State Academic Senate:

Discussion: Parsons reported the following:

- PCAH is still open for comment
- There was a change in Title 5 about unit to hour calculations:
 - In 2007, DCP hours were lost when Title 5 was refurbished
 - The Department of Ed. code codified the unit to hour calculation
- Clinical, DCP Courses, Co-operative work, etc. are being updated
- 75 hours for 1 unit DCP courses will be approved by the State Chancellor's Office
- Stand Alone approval has gone back to the districts

Discussion continued.

Chief Instructional Officers:

Discussion: Hopkins reported there was discussion at the CIO conference about the \$200 grant and that she is concerned about courses and programs stuck in the state inventory. Discussion continued.

Articulation Officers:

Discussion: Palma-Sanft reported the following:

- There will be C-ID re-training for C-ID reviewers
 - Comparability will be used rather than identical review
 - Re-training documents available online
- Statistics Descriptor Issue
 - There was a change in pre-requisite from only intermediate algebra to a more broad language that communicates comparability

Discussion Continued.

Subcommittees:

Discussion: Hess reported the Policies and Procedures Subcommittee met. Bulger announced the committee is working on getting the Policies and Procedures approved as soon as possible.

