

*SAN DIEGO COMMUNITY COLLEGE DISTRICT
CURRICULUM INSTRUCTIONAL COUNCIL*

**Meeting & Retreat of
January 24, 2002, 12:00pm
Red Lion Hanalei Hotel**

APPROVED

MINUTES

PRESENT:

Libby Andersen	Curriculum Chair – City College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office
Diane Glow	Articulation Officer – Miramar College
Ron Manzoni	Vice President, Instruction – City College
Will Tappen	Curriculum Co-Chair – Mesa College
Marianne Tortorici	Active Vice President, Instruction – Mesa College
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Paula Liska	Articulation Officer – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office
Jim Smith	Vice President, Instructional Services – CET

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Charlotta Grant	Curriculum Analyst, Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office

GUESTS:

Carolyn Buck	Articulation Officer – Mesa College
Kendra Jeffcoat	Dean, Social/Behavioral Science & Multicultural Studies – Mesa College
Jan Lombardi	Professor, English – City College

I. LUNCH / INFORMATION / DISCUSSION

1.0 Relocation of CurricUNET Servers During Spring Break

Ken Fawson discussed the need for CurricUNET system to be shut down for one week to relocate the two computer servers from Idaho to San Diego. It was suggested that notification be given to all faculty, especially anyone with current proposals on the system. Those who are working on proposals may save their work in a rich text format clearly showing changes; they may then give the file on disk to Instructional

Services who will input the proposal into CurricUNET when system is available again.

Action: *All faculty will be notified in advance that CurricUNET will not be available during Spring Break, 2002.*

2.0 Joint CIC/SSC Meeting on 2/7/02

Although Ken Fawson will not be able to attend this meeting, the members agree to hold the meeting on the scheduled date. An agenda item for the Joint Meeting will be the Transfer Studies Degree with discipline-specific emphases, which could take the place of the Liberal Arts Degree now offered at Miramar. Such a Transfer Studies Degree would eliminate the need for a second degree in Transfer Studies as might be required for the pilot TAG in impacted majors at SDSU.

3.0 CET/College Articulation Procedure Information (HO)

The procedure has been finalized and handouts were distributed showing current articulation between CET and the colleges. (Articulation with military classes will be developed using the "ACE Guide" model.)

II. MINUTES AND AGENDA

1.0 Approval of December 13, 2001 Minutes

The minutes of December 13, 2001 were approved. M/S/P (Webb, Glow)

2.0 Approval of January 24, 2004 Agenda

The agenda of January 24, 2002 was approved. M/S/P (Glow, Tappen)

III. CURRICULUM REVIEW/APPROVAL

Items pulled for discussion: 1.1.1, 1.2.1, 1.2.2, and 1.3.1 (*see 3.0 below*).

1.0 Approval of Curriculum by Consent

1.4 PHYSICAL EDUCATION (PHYE)

- 1.4.1 **116 Choreography**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.
- 1.4.2 **118 Dance Production**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.
- 1.4.3 **129 Dance Performance**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.
- 1.4.4 **130 Dance Repertoire**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.
- 1.4.5 **177 Improvisation**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.
- 1.4.6 **179 Advanced Classical Dance**, (Offered at City, Mesa, and Miramar) Propose for the following: Deactivate at Mesa effective 024.

2.0 Approval of Program Changes by Consent – See Future Board Dockets*

2.1 *ADMINISTRATION OF JUSTICE, (Miramar College, effective 024)

Propose for the following:

- 2.1.1 2.1.1 **Certificate of Completion**, Add *Weapons and Safety Training for Probation Officers* (4 units).

2.2. BUSINESS STUDIES, (City College, effective 024) Propose for the following:

Revise introductory program text. Change title of *Computer Technology Option I* to *Computer Technology: Computer Repair Emphasis*. Change title of *Computer Technology Option II* to *Computer Technology: Software Applications Emphasis*. Change title of *Labor Studies Option* to *Labor Studies Emphasis*. Change title of *Legal Assistant (Paralegal) Emphasis* to *Legal Assistant Emphasis (Paralegal)*.

- 2.2.1 **Certificates of Completion**, Add BUSE 119 (3 units) to restricted electives for *Writing/Computation*. Add CBTE 180 (2 units) as restricted elective to *Computer Repair*. *Remove *Entrepreneurial and Community Service* certificate. Move *Business Presentations, Students in Free Enterprise (SIFE), Marketing, and Working Education* certificates from *Entrepreneurial and Community Service* emphasis to *Small Business Management Emphasis*. Move *Bilingual Business Skills* and *Business in Mexico* certificates from *Small International Business* emphasis to *Small Business Management Emphasis*. Move *Writing/ Computation* and *Job Skills* certificates from *Computer Repair Emphasis* (formerly *Computer Technology Option I*) to *Small Business Management Emphasis*.

- 2.2.2 **Certificates of Achievement**, Add CBTE 180 (2 units) as restricted elective to *Small Business Management*. *Remove *Entrepreneurial and Community Service* certificate.

- 2.2.3 **Associate in Science**, *Remove *Entrepreneurial and Community Service, Financial Services*, and *Small International Business Option Emphasis* degrees. Add BUSE 100 to recommended electives for *Labor Studies*. Add introductory text and re-format core courses for *Legal Assistant Emphasis (Paralegal)*. Remove LEGL 180 and ADJU 230 from restricted electives for *Legal Assistant Emphasis (Paralegal)*. Remove LEGL 210 from recommended electives for *Legal Assistant Emphasis (Paralegal)*. Add BUSE 100 to recommended electives for *Labor Studies Emphasis*. Add BUSE 100 to recommended electives for *Navy Acquisition Management Training Emphasis*. Remove *Writing/ Computation Certificate of Completion* (6 units) from *Computer Repair Emphasis* formerly *Computer Technology Option I*. Add BUSE 101 (3 units) to *Computer Repair Emphasis*. *Reduce total units of *Computer Repair Emphasis* from 40.5 to 37.5. *Remove *Small Business Management Emphasis* general degree. *Add *Starting and Managing a Small Business* (66 units), *Community Service* (54-72 units), *Financial Services* (50.5 units), and *International* (58 units) specializations to *Small Business Management Emphasis*

**Requires Board of Trustees approval prior to implementation.*

3.0 Items Removed from the Consent Agenda

1.1 ANTHROPOLOGY (ANTH)

- 1.1.1 ***102L Laboratory in Biological Anthropology**, Propose for the following: New course at mesa effective 024; Prerequisite effective 024; Advisory effective 024; Propose for District GE, Area B1, *Life Sciences*, effective 024; Propose for CSU GE, Area B3, *Laboratory Activity*, effective term to be determined; Propose for UC Transfer List, effective term to be determined; Propose for IGETC, Area 5, Biological Science Lab course, effective term to be determined. *This item was deferred from the meeting on 11/29 & 12/13/01.*

Discussion: Issues: 1) GE – very clearly a 4-year institution upper division course. Articulation Officers mentioned that several institutions like CSU Chico would not accept ANTH 102 because it lacks a lab. 2) Prerequisite – standard practices allow lecture and lab classes to be taken concurrently. 3) Title – usually only linked lecture & lab classes have the same title.

Action: *Approve new course with modifications: Change course number to next available 100 series in ANTH discipline (without “L”); and change course title to “Laboratory in Physical Anthropology”. Deferred all GE proposals for discussion and action at next CIC meeting. M/S/P (Anderson, Glow)*

1.2 ART – FINE ARTS (ARTF)

- 1.2.1 **197A Ceramic Process: Hand-building Ceramics I**, (Offered at City and Mesa) Propose for the following: Change course title effective 024; Add prerequisite effective 024; Integrate course outline effective 024; Activate at Miramar effective 024.
- 1.2.2 **197B Ceramic Process: Hand-building Ceramics II**, (Offered at City and Mesa) Propose for the following: Change course title effective 024; Add prerequisite effective 024; Integrate course outline effective 024; Activate at Miramar effective 024.

Discussion: It was determined that the outlines in paperwork curriculum packets were not accurate. These were not the latest versions that were approved by campus committees.

Action: *Items deferred until proper outlines can be submitted. M/S/P (Glow, Webb)*

1.3 EDUCATION (EDUC)

- 1.3.1 **202 Introduction to Literacy Instruction**, (Offered at City, Mesa, and Miramar) Propose for the following: Remove prerequisite effective 021. *This item was deferred from the meeting on 11/29 & 12/13/01.*

Discussion: The need to have a requisite of eligibility for English 101 was discussed. Discussed having a prerequisite versus advisory only. A three-semester validation was requested.

Action: *Approve proposal with modification: Add advisory for completion of English 51 & 56 with no three-semester validation. M/S/P (Glow, Anderson)*

4.0 Other Curricular Discussions

Action Terminology on Minutes (Curriculum Summary): Myra Harada asked to have terminology on action items consistent with CurricUNET. It was decided that course proposals would be designated Approved, Approved With Modifications, Not Approved, or Deferred. A proposal that is *Approved With Modifications* will have those modifications precisely identified by CIC and made by staff to the official outline. If a course proposal is *Deferred*, it means that the proposal will return to the next CIC meeting as originally submitted. Any recommended changes will be made at the next CIC meeting.

IV. RETREAT

All corrections and additions received from CIC members will be incorporated in the documents.

1.0 Evaluation of Curriculum Instructional Council Priorities 2001 (HO)

(Revised 2001 Evaluation per CIC direction are attached.)

- 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.
- Myra Harada added heart-felt thanks to all the staff in Instructional Services for their daily attention to CurricUNET over the past years. Special thanks went to Curriculum Analyst Charlotta Grant, who led their efforts and provided Instructional Services with careful accounting of Governet work and for monitoring the fine-tuning of the software.
- Erratum in the Evaluation: Item D, Bullet 13 should read “four” new courses in Service Learning not “three,” were added to the curriculum.

2.0 Suggested Priorities 2002 (HO)

(Revised 2002 Priorities per CIC direction are attached.)

- Discussed the 70/30 Integration project. It was assumed that quantities could be combined among all three campuses, so that if one campus does more and another does less, it should be sufficient as long as the total quantity of integrated courses among all campuses reaches the goal (campuses must agree).
- Dr. Fawson reconfirmed that future 40% reassigned time for campus CurricUNET trainers will have to be supported by individual campus budgets starting next fiscal year. This was originally one-time funding through the district's budget. It was suggested that individual campuses use Flex dollars to support this initiative. City College pointed out that Flex is now referred to as "Instructional Improvement".
- Council members wanted to retain the budget request for curriculum support and for curriculum specialist positions (Item B, Bullets 6 & 7). Agreement was made to request funding of a full-time curriculum specialist position at each campus through the campus budget development system.
- The need for acquiring information for course and program articulation (Item C, Bullet 7) gave rise to the request for a full-time Instructional Services support position and for a Data Administrator/Web Systems Developer. SCT, who is our support provider, has no staff assigned to support the district's primary function – providing instruction; moreover, our various district computer systems are not compatible, and problems arise from the lack of linkage and integration between CurricUNET and ISIS. Both SCT Manager Kent Keyser and Chancellor Gallego have expressed support in working toward the goal of systems integration in the district.

Action: The CIC 2002 Priorities were approved with suggested changes. A copy of the final document with all agreed corrections will be distributed to CIC members. M/S/P (Glow, Anderson)

3.0 Proposed Budget 2002 (HO)

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

V. ADJOURNMENT

The meeting was adjourned at 2:15pm.

HO = Handout