

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CURRICULUM INSTRUCTIONAL COUNCIL**

Meeting of
February 14, 2002, 1:00 p.m.
District Office, Room 272

APPROVED

MINUTES

PRESENT:

Libby Andersen	Curriculum Chair – City College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Kenneth Fawson	Assistant Chancellor, Instructional Services – District Office
Diane Glow	Articulation Officer – Miramar College
Paula Liska	Articulation Officer – City College
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office
Sandy Shaffer	Past President, Academic Senate – CET
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Co-Chair – Mesa College
Marianne Tortorici	(Interim) Vice President, Instruction – Mesa College
Helen Webb	Curriculum Chair – Miramar College

STAFF:

Tim Coder	Senior Secretary, Curriculum & Instructional Services – District Office
Charlotta Grant	Curriculum Analyst, Curriculum & Instructional Services – District Office
Myra Harada	Manager, Curriculum & Instructional Services – District Office

I. CURRICULUM AND INSTRUCTIONAL SERVICES WEBSITE

1. Instructional Services Website Demonstration.

Jeff Mills (Systems Analyst, Curriculum and Instructional Services) introduced the new Intranet website (<http://www.sdccd.net/instrv>), explained some of its initial features, explained anticipated future features, and encouraged input from its users to improve the website (**HO**).

II. MINUTES AND AGENDA

1. Approval of January 24, 2002 Minutes.

The minutes of January 24, 2002 were approved. M/S/P

2. Approval of February 14, 2002 Agenda.

The agenda of February 14, 2002 was approved as amended (added to V. Other Business, Information/Discussion: Transfer Studies-Diane Glow and UC Transfer List-Libby Anderson).

III. CURRICULUM REVIEW/APPROVAL

Items removed from the consent agenda for discussion: 1.1.1, 1.2.1, 1.2.2, 1.2.3, 1.4.3, and 1.4.5
(See 3.0 below).

1. APPROVAL OF CURRICULUM BY CONSENT

1.2 DRAMATIC ARTS (DRAM)

- 1.2.4 **126 Advanced Stagecraft**, (Offered at City) Change course description effective 022; Add repeatability effective 022; Integrate course outline effective 022.
- 1.2.5 **128 Stage Lighting Design**, (Offered at City) Change hours and units effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.2.6 **132 Beginning Acting ~~for the Drama Major~~**, (Offered at City) Change course title effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.2.7 **133 Intermediate Acting ~~for the Drama Major~~**, (Offered at City) Change course title effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.2.8 **172 Beginning Musical Theater Audition**, (Offered at City) Change course title effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.2.9 **173 Intermediate Musical Theater Workshop**, (Offered at City) Change course title effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.2.10 **174 Advanced Musical Theater Workshop**, (Offered at City) Change course description effective 022; Integrate course outline effective 022.

1.3 EDUCATION (EDUC)

- 1.3.1 ****203 Service Learning for Introduction to Literacy**, (Offered at Mesa) Propose for the following: Activate at Miramar effective 021.

1.4 ENGINEERING (ENGE)

- 1.4.1 **108 Dimensioning and Tolerancing**, (Offered at City) Propose for the following: Change course description effective 022; Change transfer credit to CSU and/or private coll/univ. effective 022; Integrate course outline effective 022.
- 1.4.2 **111 Introduction to Computer-Aided Design**, (Offered at City) Propose for the following: Change course description effective 022; Change transfer credit to CSU and/or private coll/univ. effective 022; Integrate course outline effective 022.
- 1.4.3 **151 Engineering Drawing**, (Offered at City) Propose for the following: Change course description effective 022; Integrate course outline effective 022.
- 1.4.4 **152 Engineering Design**, (Offered at City) Propose for the following: Change course description effective 022; Integrate course outline effective 022.
- 1.4.6 **200 Statics**, (Offered at City and Mesa) Propose for the following: Change course description effective 022; Integrate course outline effective 022.
- 1.4.7 **210 Properties of Materials**, (Offered at City and Mesa) Propose for the following: Remove advisory effective 022; Change course description effective 022; Integrate course outline effective 022.
- 1.4.8 **240 Digital Systems**, (Offered at City and Mesa) Propose for the following: Change course description effective 022; Integrate course outline effective 022.
- 1.4.9 **250 Dynamics**, (Offered at City and Mesa) Propose for the following: Change course description effective 022; Integrate course outline effective 022.

1.4.10 **260 Electric Circuits**, (Offered at City and Mesa) Propose for the following:
Change course description effective 022; Integrate course outline effective 022.

1.5 **ITALIAN (ITAL)**

1.5.1 ****101 First Course in Italian**, (Offered at City and Mesa) Propose for the following: Change course description effective 024; Integrate course outline effective 024.

1.6 **MUSIC (MUSI)**

1.6.1 **108 The ~~World Business~~ of ~~Commercial~~ Music**, (Offered at City) Propose for the following: Change course title effective 022; Add advisory effective 022; Change course description effective 022; Integrate course outline effective 022; May be offered via distance education effective 022.

2. APPROVAL OF PROGRAM CHANGES BY CONSENT – See Future Board Dockets*

2.1 ***ANTHROPOLOGY**, (Mesa College, effective 024) Propose for the following:

2.1.1 **Associate in Arts**, Add ANTH 104 (1 unit); Increase total units from 18 to 19.

2.2. ***HEALTH INFORMATION TECHNOLOGY**, (Mesa College, effective 024) Propose for the following:

2.2.1 **Associate in Science**, Revise introductory text; Add HEIT 125 (2 units) and MEDA 105 (3 units), 110 (3 units), and 115 (3 units); Remove HEIT 115 (3 units) and 210 (3 units); Remove BIOL 160 (4 units); Increase total units from 51 to 52; Removed ENGL 70 and CISC 110 as restricted electives; Add SPEE 99 to recommended electives; Remove HEIT 290 and 296 from recommended electives.

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

***Review online in CurricUNET*

3. ITEMS REMOVED FROM THE CONSENT AGENDA

1.1 **ANTHROPOLOGY (ANTH)**

1.1.1 **104 Laboratory in Physical Anthropology**, (Offered at Mesa) Propose for the following: Add advisory effective 024.

Action: Approve course with modifications: Proposed for CSU GE, Area B3, and include for UC credit. Remove the math advisory from the list of advisories and approve for District GE Area B1, Life Sciences and CSU GE. M/S/P

1.2 **DRAMATIC ARTS (DRAM)**

1.2.1 **105 Introduction to Dramatic Arts**, (Offered at City, Mesa, and Miramar) Propose for the following: Change course title effective 022; Change course description effective 022; Integrate course outline effective 022.

1.2.2 **122 Makeup for the Stage**, (Offered at City and Mesa) Propose for the following: Change course description effective 022; Integrate course outline effective 022.

1.4 **ENGINEERING (ENGE)**

1.4.3 **151 Engineering Drawing**, (Offered at City) Propose for the following: Change course description effective 022; Integrate course outline effective 022.

Discussion: The same issue applies to all three courses listed above: having “attendance” included as a method of evaluation. The word “participation” could be used instead. Reference was made to Title V 55002 (A), which states “The course provides for measurement of student performance in terms of the stated course objectives....”

Action: *Approve removal of “Attendance” in the wording as a method of evaluation for the three courses shared with Mesa College. M/S/P with four in favor, four opposed, four abstentions, with Dr. Fawson casting the deciding vote.*

1.2 DRAMATIC ARTS (DRAM)

1.2.3 **123 Beginning Stagecraft**, (Offered at City) Change hours effective 022 Change course description effective 022; Add repeatability effective 022; Integrate course outline effective 022.

1.4 ENGINEERING (ENGE)

1.4.5 **198 Computer Applications in Engineering**, (Offered at City) Propose for the following: Change course description effective 022; Integrate course outline effective 022.

Discussion: The above two courses were submitted with the wrong lecture and lab hours—otherwise, there were no changes. There are two hours of lecture and three hours of lab.

Action: *Both courses approved M/S/P.*

IV. OLD BUSINESS

1. Integrated Outlines Update (70/30 Project)

(This is a standing report item on the Agenda this year.) Kenneth Fawson requested that the Vice Presidents would get the information to Curriculum and Instructional Services to bring to the next meeting. Accounting 116A and B go on the Miramar College list for integration and are removed from the City list. Libby Andersen reported that Physics 124 A & B were completed a year ago by City College.

V. INFORMATION / DISCUSSION

1. **Instructional Services Website (Jeff Mills) (HO).** See I above

2. **Prerequisites: Validation and Task Force**

(HO: Course Requisites Analysis). 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.

3. **Timely Course Deactivations on Campus (Myra Harada).** Deferred to next CIC meeting.

4. **Notification of Program Approval by State (Charlotta Grant).** Deferred to next CIC meeting.

5. **Course Numbering/Renumbering and Schema for Catalog/Procedure (Charlotta Grant)**
Deferred to next CIC meeting.

6. **Transfer Studies.** 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.
7. **UC Transfer List.** Libby Andersen asked that PHYS 240 and two EDUC courses be placed on the UC transfer list. They were submitted/approved during the paper process. Since it is too late for paper forms, she requested expediting these three courses. Myra Harada and Kenneth Fawson will review this concern and bring it back to the CIC.

VI. STANDING REPORTS

1. Information Technology Council

There are impending large increases in the costs for WebCT and Blackboard, which may range from \$7,000 to \$20,000 or higher. Although some staff members are concerned that Blackboard, for example, will be removed from faculty's use, there are no current plans to remove it. If there are any changes, there will be ample notice and lead-time provided.

Discussion: Because replacement of technical equipment is a big cost to the campuses, an argument can be made that "cannibalizing" old computers will make for more working computers available for students. District surpluses old computers, by policy. Bandwidth is becoming an issue: downloading streamed-videos, for example, takes up bandwidth. These issues will be discussed at Information Technology Council.

2. Student Services Council

There will be funding cuts of approximately one-third to Matriculation; CalWORKS will have deeper funding cut and perhaps discontinued altogether. Some Federal funding may also be scheduled for reduction. Crisis Response and Threat Assessment processes will be updated and a workshop is being planned for Instruction Improvement Days.

3. State Academic Senate

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.

4. CIO (Chief Instructional Officers)

Ron Manzoni is planning to attend the Spring CIO Conference. Time will be spent with the State Academic Senate and with the Chief Instructional Officers.

5. CurricUNET Update

Reminder: CurricUNET will be shut down beginning on Friday, March 22, 2002, while the Servers are being move to San Diego. An e-mail reminder will be sent out 30 days in advance of the shutdown, and again 14 days in advance of the shutdown. Contingency Plan: In the event that faculty members work on Curriculum during the spring break prior to shutdown, faculty members should save course outlines from CurricUNET to a disk file that can be edited in the interim. Upon completion of edits, faculty can send the diskettes to Instructional Services to ensure data entry of changes into CurricUNET.

Concerning tracking prerequisites with universities for new courses (university articulation), the District's rule has been that if three or more require the prerequisite, we will also require it to maintain articulation.

CurricUNET will be presented in Long Beach, California on Tuesday, February 26, 2002; at the Boston League Conference in March 2002; to the Curriculum Committee at Miramar College on Friday, February 22, 2002; and to the Chancellor's Cabinet in April 2002. Two colleges are requesting contracts to purchase licensing of CurricUNET.

VII. OTHER BUSINESS

1. INFORMATION / DISCUSSION (see V above)

2. ANNOUNCEMENTS

2.1. The next regular CIC meeting is scheduled for February 28, 2002 at 1:00 p.m., Room 272 at the District Office.

2.2. Curriculum proposals must be in instructional services no later than 3/22/02 for inclusion in the 2002-2003 catalogs (if approved).

VIII. ADJOURNMENT

1. The meeting was adjourned at 3:00 p.m.

**HO = Handout*