SAN DIEGO COMMUNITY COLLEGE DISTRICT
CURRICULUM INSTRUCTIONAL COUNCIL

> Meeting of
> February 28, 2002, 1:00 p.m.
> District Office, Room 272

APPROVED

MINUTES

PRESENT:

Libby Andersen	Curriculum Chair – City College
Yvonne Bergland	Substituting for Marianne Tortorici
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
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

ABSENT:

Marianne Tortorici	(Interim) Vice President, Instruction – Mesa College

I. MINUTES AND AGENDA

1. **Approval of February 14, 2002 Minutes, as amended.**
   The minutes of February 14, 2002 were approved, as amended. M/S/P

2. **Approval of February 28, 2002 Agenda, as amended.**
   The agenda of February 28, 2002 was approved as amended (II., A., 6., 6.1; V., 2.; and, VI., 1. and 2.).

II.   CURRICULUM REVIEW/APPROVAL

A. APPROVAL OF CURRICULUM

1. COSMETOLOGY (COSM)
1.1 ****92 Extended Laboratory Practice,** (Offered at City). Propose for the following: Add prerequisite effective 024; Change limitation on enrollment effective 024; Change course description effective 024; Add repeatability effective 024.

2. **FASHION (FASH)**
    2.1 *** **121 Ethnic Costume: History and Design,** Propose for the following: New course at Mesa effective 024; Advisory effective 024.

3. **PHYSICAL EDUCATION (PHYE)**
    3.1 ****177 Improvisation,** (Offered at City and Mesa). Propose for the following: Deactivate at City effective 024.
    3.2 ****178 Advanced Contemporary Dance,** (Offered at City, Mesa, and Miramar). Propose for the following: Deactivate at City effective 024.
    3.3 *** **260 Introduction to Dance,** (Offered at City). Propose for the following: Deactivate at City effective 024.

4. **RADIO AND TELEVISION (RTVC)**
    4.1 *** **125 Television Series and Specials Production,** (Offered at City). Propose for the following: Deactivate at City effective 021.
    4.2 *** **141 Radio News Production,** (Offered at City). Propose for the following: Deactivate at City effective 021.

5. **SPEECH (SPEE)**
    5.1 *** ** 117A Intercollegiate Forensics,** Propose for the following: New course at Mesa effective 024; Prerequisite effective 024.
    5.2 *** ** 117B Intercollegiate Forensics,** Propose for the following: New course at Mesa effective 024; Prerequisite effective 024.
    5.3 *** ** 117C Intercollegiate Forensics,** Propose for the following: New course at Mesa effective 024; Prerequisite effective 024.
    5.4 *** **117D Intercollegiate Forensics,** Propose for the following: New course at Mesa effective 024; Prerequisite effective 024.

6. **ADMINISTRATION OF JUSTICE (AJ)**
    6.1 **AJ385 Law Enforcement Specialist/Master at Arms.** Dr. Kenneth Fawson explained that this course at Miramar College was fast-tracked as there was a time-sensitive issue to serve a contract with the military (Marines). **HO**
    [Instructional Council, February 28, 2002 *Supplement*, Page 1]

B. **APPROVAL OF PROGRAM CHANGES** - See future Board dockets*

1. **COMMUNICATIONS,** (City) effective 024. Propose for the following:
   1.1 **Certificates of Completion,** Remove RTVC 141 as restricted elective from *Radio* and *News* certificates.
   1.2 **Associate in Science,** Remove RTVC 125 as restricted elective from *Management* and *Multimedia* emphases. Remove RTVC 141 as restricted elective from *Radio* and *Broadcast News* emphases.

   M/S/P

Requires Board of Trustees approval prior to implementation.
**Review online in CurricUNET*

III.   OLD BUSINESS

A. **Timely Course Deactivations** (Myra Harada) *(deferred from 2/14/02 meeting)*.

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. Therefore, if a course has been deactivated, it must be removed from the schedule before it goes to print. When a course is proposed for deactivation and approved by CIC, the deactivation will take effect the following semester.

B. **Program Approval Notification by State** (Charlotta Grant). *(deferred from 2/14/02 meeting)*.

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.

C. **Course Renumbering** (Charlotta Grant) *(deferred from 2/14/02 meeting)*.

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. Core program changes are effective in the fall only and will be reflected in the Catalog. If these changes are not submitted prior to registration, Student Services does not have time to build the corresponding tables and evaluators lack time to build equivalency screens. CurricUNET will be changed to include a field to indicate if the course is being renumbered. **HO** [San Diego Community College District, City, Mesa, Miramar Colleges, COURSE RENUMBERING MATRIX]

C. **UC Transfer List** (add PHYS 240 and two EDUC courses) (Libby Anderson)

EDUC 200, EDUC 202, EDUC 203, EDUC 270, and PHYE 240 were submitted on paper for UC transfer. They will be submitted to UC to meet the deadline.

IV. STANDING REPORTS

A. **Integrated Outlines Update** (70/30 Project) (Myra Harada)

An updated list of the Aligned and Non-Aligned courses per Instructional Services record was distributed. [Contrary to last report, PHYS 124A and B have not been integrated by City College.] Entry and reconciliation by several individuals and at all institutions was a team effort, and is greatly appreciated. There was a question regarding the count per college, as some of the courses on the list have been deactivated. Those courses that were completed on paper and went through the approval process will be fast-tracked through CurricUNET once input into the system. Those courses that have had final approval by their CRCs just prior to being sent to CIC will be counted as meeting the requirement of the 70/30 Project. To ensure there is no duplication of effort, the Curriculum Chairs will met before the next CIC meeting to consolidate and verify the lists. **HO** [Status of 70/30 Project – Current up to 2/14/02 CIC Approvals. Other individuals distributed the following: City Assigned Aligned Course Report; City Nonaligned Courses Since Fall 2001; Miramar College, Aligned Courses to be Integrated 2001 - 2002]

B. **Information Technology Council** (Dr. Kenneth Fawson)

This item is deferred, as the ITC has not met since the last CIC meeting.

C. **Student Services Council** (Myra Harada)

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.

A letter was sent out to students from SDSU stating that beginning with the Spring 2003 semester, students applying for transfer will be required to have all GE and Major preparation completed, with at least 56 units and a 2.0 G.P.A.—further expanding their requirements for transfer students and limiting student admissions. (The Transfer Studies Degree Agreement already has this standard.) Additionally, SDSU's Dual Admissions and remediation requirements of the community colleges will also have an impact on the resources of instructions and support services. SDICCA may resolve the concerns raised.

D. **State Academic Senate**
Nothing to report.

E. **CIO** (Chief Instructional Officers)
Nothing to report.

F. **CurricUNET Update** (Charlotta Grant)

An e-mail reminder was sent out regarding the servers being moved on the weekend of March 22, 2002. CurricUNET was presented in Long Beach, California this week, with Dr. Kenneth Fawson, Charlotta Grant, George Tamas (Governet, Inc.) and Channing Booth from Miramar College. Another presentation will be made on March 17, 2002, in Boston, Massachusetts by Dr. Kenneth Fawson, George Tamas and Libby Andersen. A number of individuals from the District will be attending the convention being held in Boston.

E-mails are repeatedly being sent to individuals regarding courses already "signed-off." It was pointed out that notification is structured by an individual's position and level of authority. Individuals may receive several notifications because they hold several positions. These types of comments are welcome, so that problems will be resolved and conventions will be implemented to streamline the process. Printing only the comments, and looking only for red starred items will save time. The time it now takes to load course information will be minimized once the servers are moved to San Diego.

Governet has been contacted by McGraw Hill and Oracle. McGraw Hill is considering distributing CurricUNET as a companion to other products they distribute. De Los Rios District expressed an interest at our Long Beach session—George Tamas is doing a demonstration for them within the next week or two. The Governing Board of San Joaquin Delta is taking action this week on the first contract licensing of CurricUNET.

(A discussion ensued regarding the CAN system. The CAN board and Mr. Jose Michel are very concerned. The problems are associated with a number of vacancies on the CAN staff, along with key positions being unfilled for lengthy periods of time, resulting in a virtual shut down of curriculum in the queue to be being considered for validation. Also, CAN may implement a temporary, "Hold Harmless" clause for curriculum in process until they can review the courses. Important decisions may be made and / or action may be taken as early as Monday.)

V. OTHER BUSINESS

A. INFORMATION / DISCUSSION

1. Instructional Improvement: What are valid activities?

Title V, Item 4, A – I: List of acceptable activities (on the last page of the handout) indicates that curriculum development can be included in the activities. Concern was raised for the colleges to be consistent in this area. The Flex Committee should be

working with the VPs toward consistency. The VPs can meet with their Presidents to involve all of the appropriate groups on their campuses. **HO** [TITLE 5. Education]

2. Awarding of Second Degrees.

Transfer Studies as a Second Degree.

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.

Motion: 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.

M/S/P (with one abstention).

3. Cross-discipline Validation (non-math or English).

The discussion centered on 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. Establishing prerequisites may not require sufficient scrutiny (without a validation in some cases) and we might be more vigilant. When a new prerequisite is proposed, the College Curriculum Committee and / or CIC will determine if a validation study is needed. It was also suggested that we accept a prerequisite only if it is an established prerequisite at three four-year colleges or universities or is common practice at four community colleges, or is a cross-disciplinary prerequisites between language arts and math that can be validated through statistical analysis.

VI.   INFORMATION / DISCUSSION

1. **AP, DANTES, CLEP** (Myra Harada)
Agreement on exam equivalencies has not reached a consensus among the colleges. If an agreement is not reached, then we will have a general statement in the catalog. **HO** [DANTES Subject Standardized Test (DANTES / DSST); Advanced Placement Exam. Equivalencies, 2/27/02; College Level Examination Program (CLEP); and San Diego Mesa College, CLEP, 02/07/02, Final Report]

2. **Orange Coast College, General Education - Option 2** (Will Tappen)
(Ron Dewse at Mesa College came across this example.) The practice of Orange Coast College, is to annotate certain courses in their Catalog with the following: "Approval for this course is pending. It has been submitted to CSU for inclusion on the list. Check in the Counseling Center or Transfer Center for a copy of the finalized list, which will

indicate if the course has been approved. If the course is approved, it can only be used if it is taken Fall 2001 or later."

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. The item will be brought back on the next Agenda for more discussion. **HO** [Orange Coast College, General Education - Option 2]

VII.   OTHER BUSINESS

1. ANNOUNCEMENTS

2.1. The next regular CIC meeting is scheduled for March 14, 2002, at 1:00 p.m., in Room 272 at the District Office.

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

VIII.   ADJOURNMENT

1. The meeting was adjourned at 2:47 p.m.

HO = Handout