

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

Meeting of  
April 25, 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
Paula Liska	Articulation Officer – City College
Ron Manzoni	Vice President, Instruction – City College
Sandy Shaffer	Past President, Academic Senate – 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

**ABSENT:**

Diane Glow	Articulation Officer – Miramar College
Lynn Neault	Assistant Chancellor, Student Services – District Office
Jim Smith	Vice President, Instructional Services – CET

**GUEST(S):**

Carolyn Buck	Articulation Officer, Mesa College
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**I. MINUTES AND AGENDA**

- 1. Approval of April 11, 2002 Minutes.**  
The minutes of April 11, 2002 were approved. **M/S/P**
- 2. Approval of April 25, 2002 Agenda, as amended.**  
The agenda of April 25, 2002 was approved as amended. **M/S/P**

**II. CURRICULUM REVIEW/APPROVAL**

Items removed from the consent agenda for discussion are in *Section B (below)*.

## **A. APPROVAL OF CURRICULUM BY CONSENT**

### **1.0 Administration of Justice (ADJU)**

**1.1** \*340 P.O.S.T. Certified Cultural Diversity Training, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002.

**1.2** \*341 Tactical Training for Supervisors, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.3** \*342 Advanced Investigative Techniques, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.4** \*347 Supervisory Leadership, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.5** \*349 Sexual Harassment and Cultural Diversity in Law Enforcement, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.6** \*353 Livestock Handling for State Humane Officers, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002.

**1.7** \*354 State Humane Officers Basic Training Academy, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.8** \*356C Peace Officer Orientation II, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002.

**1.9** \*360 P.O.S.T. Certified Regional Reserve Academy, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002.

**1.10** \*364 State Humane Academy - Advanced, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

**1.11** \*370 P.O.S.T. Cert Regional Reserve Academy, Module D, offered at Miramar. Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Spring 2002

### **3.0 Business (BUSE)**

**3.1** 100 Introduction to Business, offered at City, Mesa, Miramar. Distance Learning - No Other Action Proposed For College(s): City, Mesa, and Miramar. Effective: Summer 2002

### **4.0 Cosmetology (COSM)**

**4.1** 050 Rules, Regulations and Physiology, offered at City. Course Revision and/or Integration (Activation Included) Proposed For College(s): City. Effective: Fall 2002.

### **5.0 Economics (ECON)**

**5.1** 120 Principles of Economics I, offered at City, Mesa, Miramar. Distance Learning - No Other Action Proposed For College(s): City, Mesa, and Miramar. Effective: Summer 2002

## **6.0 Philosophy (PHIL)**

**6.1** 103 Historical Introduction To Philosophy, offered at Mesa. Course Revision and/or Integration (Activation Included) Proposed For College(s): Mesa. Effective: Fall 2002.

\*Requires Board of Trustees approval prior to implementation.

### **B. ITEMS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION**

## **2.0 Art-Fine Art (ARTF)**

**2.1** 100 Art Orientation, offered at City, Mesa, Miramar. Distance Learning - No Other Action Proposed For College(s): City, Mesa, and Miramar. Effective: Summer 2002

**Discussion:** This course was removed from the consent agenda due to the concern over college(s) for which distance education is proposed. The only college where Distance Education was proposed is Miramar College. Other colleges are sometimes listed when the course outline originates from another college. This error in attribution is a CurricUNET anomaly Steve Thyberg of Governet is repairing.

The topic also gave rise to a concern over the practice of courses being “fast-tracked,” an administrative feature that allows Governet to override the approval process and provide ‘approval’ for all individuals in the approval hierarchy at one time. The problem is that other campuses do not have the opportunity to review these courses. One reason for fast-tracking is that CurricUNET is designed to prevent duplicate proposals. While one proposal is in the approval queue, the other proposal cannot progress. This is frequently the case where Distance Education is concerned. If a course is in process, another school cannot approve Distance Education. The CurricUNET Steering Committee will address a modification to uncouple college-approved distance education requests from other approval processes.

The approval process was further clarified: Distance Education is approved at the campus Curriculum Review Committee level and does not require Curriculum Instructional Council action. There are two reasons that Distance Education items come to CIC meetings: 1.) Information; and, 2.) Procedure [so that Instructional Services staff may uniformly update the System with accurate information]. Dr. Fawson requested that a “For Information Only” notation appear on Distance Education courses listed on the CIC Summary.

## **III. OLD BUSINESS**

### **A. AP, DANTEs, CLEP. (Dr. Kenneth Fawson)**

Upon his return from vacation, Dr. 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. As the District’s Compliance Officer, he wrote a memorandum to Mesa College explaining the complexities of different standards and requested that Mesa Academic Senate President Chris Dawes explain Dr. Fawson’s concerns to his constituents at Mesa College. As a result, the differences regarding AP, DANTEs and CLEP have been resolved in a spirit of collegiality, and uniform equivalencies now apply districtwide.

### **B. DSPS 29 and 34. (Libby Andersen)**

As Libby Andersen was not available at the last meeting, she asked for clarification for the renumbering of DSPS 29 to DSPS 34, making it appear to be a duplicate course. Her understanding was that the content of DSPS 29, when offered either for one unit or for two units, is essentially the *same* and not equivalent to two units of credit.

The explanation presented during the last meeting was briefly reiterated: A revision to an active, aligned course must have the concurrence of the three colleges. If concurrence is not possible, the revised course may propose a new number, if such an action is deemed necessary.

**Action:** A limitation on enrollment in DSPS 34 (closed to students who have taken DSPS 29) was added. [The three curriculum review committees agreed to the limitation during the period between CIC meetings to meet the catalog deadline.]

C. Prerequisite Report(s) to the Board. (Dr. Kenneth Fawson)

A Prerequisite Report was prepared by the Institutional Research Office to present to the Board, immediately following this CIC meeting. Myra Harada stated that enrollment declined immediately after prerequisites were implemented, but has risen to pre-implementation levels.

D. Legislation on Credit by Exam. (Dr. Kenneth Fawson) **HO** [Proposed Revisions to Title 5 Regulations Subchapter 9. Standards of Scholarship]

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.

#### IV. NEW BUSINESS

A. Repeatability Criteria. **HO** (Dr. Kenneth Fawson) [Course Repetition (Program and Course Approval Handbook, page 35 only) and Proposed Repeatability Criteria for Selected Vocational Courses]

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 . . .” The question was posed as to what method the District would use to certify “that course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons:

- (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
  - (B) Active participatory experience in individual study or group assignments is the basic means by which learning objective are obtained.
- 3) The district must develop and implement a mechanism for the proper monitoring of such repetition.
- 4) The attendance of students repeating a course pursuant to this subsection may be claimed for state apportionment for not more than three semester or five quarters.”?

Dr. Fawson stated that a simple solution of adding a line of information (as noted in the previous paragraph) to the objectives in the course outline indicating different content for each repetition of the course. Such a consistently implemented convention of documenting the District’s compliance will also serve to enhance the students’ learning with each repetition.

B. Catalog description of course numbering description (Ken Fawson, Ron Manzoni).

The course renumbering project was not far enough along to be included in last year’s catalog; however, it will be included this year: Basic courses that are not applicable to a degree range from 1 – 49; courses that are applicable to an AA degree range from 59 – 99; courses that are applicable to an AA degree and can transfer and be applicable to an educational institution conferring either BA or BS degrees range from 100 – 299; and courses that are applicable as apprenticeships, certifications, licenses, and some that may also be identified as leading to an AA degree range from 300 – 399.

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

C. Rescheduling of CIC May 9, 2002 Meeting.

As many CIC members will be attending the Honors Reception held on the same day as the next CIC meeting, Dr. Fawson asked if the group wanted to reschedule the meeting.

**Action:** The meeting will be held as regularly scheduled with proxy representation because of the heavy curriculum agenda.

## V. STANDING REPORTS

With so much discussion dealing with several topics during this meeting, it was agreed to save the information for the Standing Reports until the next CIC meeting, allowing time for CIC members to travel to the off-site Board meeting.

- A. Integrated Outlines Update (70/30 Project)
- B. Information Technology Council
- C. Student Services Council
- D. State Academic Senate
- E. CIO (Chief Instructional Officers)
- F. CurricUNET Update

## VI. OTHER BUSINESS

- A. Information / Discussion
- B. Announcements

1. An initial meeting to create an articulation agreement between SDCCD and National University will take place on Wednesday, May 1, 2002, 10:00 a.m. – 1:00 p.m., including lunch, at Spectrum Business Park Academic Center, 9388 Lightwave Ave., San Diego, CA 92123. **HO** [National University, Top 10 Undergraduate Majors Selected by Students from the SDCCD, Sorted High to Low]

2. The next CIC meeting will be held on Thursday, May 9, 2002, at the District Office, Room 272, 1:00 p.m. – 3:00 p.m.

3. The final CIC meeting of this school year, on Thursday, May 23, 2002, will be held at ETTC in Room 107 (as the Chancellor’s Office requires D.O. Room 272 to participate in a video conference), 1:00 p.m. – 3:00 p.m.

## VII. ADJOURNMENT

The meeting adjourned at 2:45 p.m.

**HO** = Handout

[7th Annual Summit, North American ENROLLMENT MANAGEMENT Institute [6/26-29/02, Denver, CO--front cover, only]