

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

Meeting of  
May 23, 2002, 1:00PM  
ETTC, Room 107

**APPROVED**

**MINUTES**

**PRESENT:**

<b>Libby Andersen</b>	<b>Curriculum Chair – City College</b>
<b>Pam Deegan</b>	<b>Vice President, Instruction – Miramar College</b>
<b>Ken Fawson</b>	<b>Assistant Chancellor, Instructional Services – District Office</b>
<b>Kit Foster</b>	<b>Substituting for Marianne Tortorici – Mesa College</b>
<b>Diane Glow</b>	<b>Articulation Officer – Miramar College</b>
<b>Paula Liska</b>	<b>Articulation Officer – City College</b>
<b>Lynn Neault</b>	<b>Assistant Chancellor, Student Services – District Office</b>
<b>Sandy Schaffer</b>	<b>Past Academic Senate President – CET</b>
<b>Jim Smith</b>	<b>Vice President, Instruction - CET</b>
<b>Will Tappen</b>	<b>Curriculum Chair – Mesa College</b>
<b>Helen Webb</b>	<b>Curriculum Chair – Miramar College</b>

**ABSENT:**

<b>Chris Dawes</b>	<b>Academic Senate President – Mesa College</b>
<b>Ron Manzoni</b>	<b>Vice President, Instruction – City College</b>
<b>Marianne Tortorici</b>	<b>Interim Vice President, Instruction – Mesa College</b>

**STAFF:**

<b>Charlotta Grant</b>	<b>Curriculum Analyst, Instructional Services – District Office</b>
<b>Jaime Green</b>	<b>Substituting for Tim Coder, Sr. Secretary, Instructional Services – District Office</b>
<b>Myra Harada</b>	<b>Manager, Curriculum &amp; Instructional Services – District Office</b>

**GUESTS:**

<b>Carolyn Buck</b>	<b>Articulation Officer – Mesa College</b>
<b>Bruce Maxon</b>	<b>Mesa Computer Business Technology</b>
<b>Shirley Orsinelli</b>	<b>Mesa Computer Business Technology</b>
<b>Karen Schneiter</b>	<b>Mesa Computer Business Technology</b>

**I. MINUTES AND AGENDA**

- A. Approval of May 9, 2002 Minutes, as amended.**  
Ken Fawson called the meeting to order.  
The minutes of May 9, 2002 were approved as amended. **M/S/P**
  
- B. Approval of May 23, 2002 Agenda, as amended.**  
The agenda of May 23, 2002 was approved as amended. **M/S/P**

## II. CURRICULUM REVIEW/APPROVAL

Items removed from the consent agenda for discussion: 1.1, 1.2, 1.3, 1.5, and 3.1 (See B. below)

### A. APPROVAL OF CURRICULUM BY CONSENT (M/S/P)

*Hard Copy of Continuing Education not noted on Summary sent out Electronically – Jim Smith*

#### 1. Art-Fine Art (ARTF)

- 1.1. **\*\*Removed for discussion**
- 1.2. **\*\*Removed for discussion**
- 1.3. **\*\*Removed for discussion**
- 1.4. **\*\*155A Freehand Drawing I**, Course Revision and/or Integration (Activation Included)  
Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002
- 1.5. **\*\*Removed for discussion**

#### 2. Business (BUSE)

- 2.1 **\*\*090A Learning Skills**, Course Activation (Currently active at another college)  
Proposed For College(s): Mesa, Miramar. Effective: Summer 2002
- 2.2 **\*\*090B Work Success**, Course Activation (Currently active at another college) Proposed  
For College(s): Mesa, Miramar. Effective: Summer 2002

#### 3. Computer Business Technology (CBTE)

- 3.1 **\*\*Removed for discussion**
- 3.2 **\*\*180 Microsoft Office**, Course Revision and/or Integration (Activation Included)  
Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002

#### 4. Computer And Information Sciences (CISC)

- 4.1 **\*\*114 Introduction to Computer Graphics and Web Media**, Course Revision and/or  
Integration (Activation Included) Proposed Changes: Integrated course outline Proposed  
For College(s): City. Effective: Fall 2002

#### 5. English for Speakers Of Other Languages (ESOL)

- 5.1 **\*\*021 Reading for Non-native Speakers of English I**, Course Revision and/or  
Integration (Activation Included) Proposed For College(s): Mesa, Miramar, City.  
Effective: Summer 2002

#### 6. Italian (ITAL)

- 6.1 **\*\*Second Course in Italian**, Course Revision and/or Integration (Activation Included)  
Proposed For College(s): City, Mesa. Effective: Fall 2002

#### 7. Medical Assisting (MEDA)

- 7.1 **\*\*110 Medical Terminology**, Course Revision and/or Integration (Activation Included) Proposed for College(s): Mesa. Effective: Fall 2002
- 7.2 **\*\*340A Principles of Phlebotomy**, New Course Proposed For College(s): Mesa. Effective: Fall 2002
- 7.3 **\*\*340B Phlebotomy Directed Clinical Practice**, New Course with prerequisite Proposed For College(s): Mesa. Effective: Fall 2002

**<<DISTANCE EDUCATION (FOR INFORMATION ONLY)>>**

**8. Administration Of Justice (ADJU)**

- 8.1 **\*\*101 Introduction to Administration of Justice**, Distance Education – No Other Action Proposed For College(s): Miramar. Effective: Fall 2002
- 8.2 **\*\*102 Criminal Law I**, Distance Education – No Other Action Proposed For College(s): Miramar. Effective: Fall 2002

**9. Computer Business Technology (CBTE)**

- 9.1 **\*\*095 Keyboarding/Typing Speed Development**, Distance Education – No Other Action Proposed For College(s): Mesa. Effective: Fall 2002

**10. English (ENGL)**

- 10.1 **\*\*050 English Review**, Distance Education – No Other Action Proposed For College(s): Miramar. Effective: Fall 2002

**11. Sociology (SOCO)**

- 11.1 **\*\*101 Principles of Sociology**, Distance Education – No Other Action Proposed Changes: Method of Instruction Proposed For College(s): Miramar. Effective: Fall 2002

**12. Speech Communications (SPEE)**

- 12.1 **\*\*103 Oral Communication**, Distance Education – No Other Action Proposed For College(s): Miramar. Effective: Fall 2002

**M/S/P**

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

**1. Art-Fine Art (ARTF) (*Will Tappen, Mesa College*)**

- 1.1 **\*\*150A Design I**, Course Revision and/or Integration (Activation Included) Proposed For College(s) Mesa, Miramar, City. Effective: Fall 2002
- 1.2 **\*\*151 Three-Dimensional Design**, Course Revision and/or Integration (Activation Included) Proposed For College(s): Mesa, Miramar, City. Effective: Fall 2002
- 1.3 **\*\*152 Color Theory**, Course Revision and/or Integration (Activation Included) Proposed For College(s): Mesa. Effective: Fall 2002
- 1.5 **\*\*155B Freehand Drawing II**, Course Revision and/or Integration (Activation Included) Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002

**Discussion:** Will Tappen remarked that City College recommended advisories of English 51 and English 56 be added to these courses.

**Action:** Motion to approve these courses with added advisories of English 51 and English 56. M/S/P (Tappen/Smith)

### 3. Computer Business Technology (CBTE) (Libby Andersen, City College)

#### 3.1 \*\*114 Introduction to Microsoft Windows, New Course with advisory Proposed For College(s): Mesa. Effective: Fall 2002

**Discussion:** City College requested this course be activated at City.

**Action:** To include activation at City. M/S/P

\*Requires Board of Trustees approval prior to implementation.

\*\*Review online in CurricUNET.

## III. OLD BUSINESS

### A. Repeatability (Dr. Kenneth Fawson) HO

**Discussion:** Ken Fawson clarified that course repeatability designations on the CurricUNET screens, are not currently available. Dr. Myra Harada directed everyone to the handout that referenced Title V, Section 58161 on repeatability and outlined suggestions from the CurricUNET Steering Committee for building the CurricUNET screen. CIC was asked to review the suggestions if they are sufficient for our needs. Ken Fawson explained a drop down text box would contain objectives from which the faculty member could select what skills students could gain or how skills would be improved.

Libby Andersen mentioned that DSPS classes she believed to be exempt. Ken replied that DSPS students are required to petition to repeat a course after they have repeated it the maximum number of times allowed. Lynn Neault said written material she'd retrieved from the state allows multiple repeats for adaptive physical education for disabled persons. Ms. Neault stated that the DSPS special repeat is for any class and not just special classes; the classes must, however, be part of the students' educational plan and must help them meet their goals. Lynn agreed to send that information out to everyone regarding DSPS special classes along with the information regarding Adaptive P.E. The petition is student specific and not course specific. Consistent with Title 5, vocational courses are repeatable, as are courses legally mandated for recertification or licensing.

CurricUNET screens will be modified to include repeatability as discussed above.

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

### B. 2002-2003 CIC Calendar (HO)

*No changes to 2002-2003 Calendar. Approved.*

### C. ENGL 92A and ENGL 64, 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. Myra Harada asked if SDSU students could be cleared to take our English 101 by taking 92A or 64; Dean Kit Foster clarified that satisfactory completion of English 92A and 64 would clear the prerequisites for English 101. If a student receives a substandard grade for 92A, the student then takes 92B. Failing 64, the student repeats 64. Dr. Harada said that, therefore, our SDCCD students could also clear the prerequisites for 101 by taking one course (92A or 64) regardless of their placement scores. Lynn Neault replied that counselors may advise students to take the one 3-unit writing class instead of the 6-unit, two-course combination of 51 and 56 to meet the prerequisite for 101.

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

#### IV. NEW BUSINESS

##### A. **Registration Wait List** (*Lynn Neault*) (HO)

**Discussion:** Student Services will be implementing a true wait list with online registration beginning in July 2002. By monitoring our success this Fall Semester 2002, we will be able to make some recommendations for the Spring 2003 term. We had a 'Crash List' which we created years ago, but the faculty had inconsistently honored it. Now that we are going on line and can add explanatory disclaimers to the wait listing, we are going make it available.

The key components are:

- Students cannot wait list if they are currently enrolled in another section of the course offered at another time.
- Students cannot wait list unless they have cleared the prerequisites.
- If a student is wait listed and subsequently enrolls in another section at another time, they will be dropped off the wait list automatically.
- Students may query the wait list to check their priority number, but will not be able to view other students' information.
- Students may remove themselves at any time.
- Students must show up for the first class meeting at the beginning of the class in order to take advantage of their priority on the wait list.
- Students will be told that wait list priority is not guaranteed; the faculty will ultimately make the decision.
- Faculty can increase the number of students that can wait list for a particular class.
- No adds will be allowed for high demand classes beyond those already on the wait list.

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.

##### B. **Nomination for CIC representation on the Student Services Council for '02-'03 Fiscal Year**

**Action:** Ken Fawson suggested having the VP's cycle through the respective councils alternately. Ron Manzoni may be willing to serve as Instructional Council representative to Student Services Council.

#### V. STANDING REPORTS

##### A. **Integrated Outlines Update (70/30 Project) (HO)**

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.

Dr. Fawson has asked the staff to review how many courses have not been offered for the past three years, both aligned and non-aligned. The number of possible deactivations may provide us a more accurate figure of what is left to do. At the start of this project a little more than a year ago, we had well over 1300 courses that were not in compliance or needed to be updated. Dr. Fawson commended all colleges on their progress. We will be working with the Vice Presidents to determine what goes on next year's list. By the end of the next fiscal year, we hope to have all courses in the district up-to-date. This effort could be noted in the college accreditation self-studies as a successfully completed curriculum updating project.

**70/30 PROJECT UPDATE**

*Current up to 5/9/02 CIC approvals and 5/22/02 (1:00pm) CurricUNET Launched/CRC Approved  
(See detailed reports for specific list of courses)*

**Aligned courses to be integrated (2001-2002 goal = 30 @ each college/90 total)**

Total Integrated Since 6/1/01 (Aligned Courses Currently at Two or Three Colleges):

Launched	Approved @:		Total	
	CRC	CIC		
53	6	17	76	From original list of 90 assigned courses (offered at 3 colleges) Other courses offered at three colleges Courses offered at two colleges
5	3	12	20	
17	1	44	62	
<b>75</b>	<b>10</b>	<b>73</b>	<b>158</b>	

*Note: 23 of the 158 total are from new courses*

**Non-Aligned courses to be integrated (2001-2002 goal = 70 @ each college/210 total)**

Total Integrated Since 6/1/01 (Non-Aligned Courses Currently at One College):

Launched	Approved @:		Total	# of totals from new courses:	
	CRC	CIC			
26	13	71	110	City	32
34	5	36	75	Mesa	14
<u>24</u>	<u>5</u>	<u>52</u>	<u>81</u>	Miramar	2
<b>84</b>	<b>23</b>	<b>159</b>	<b>266</b>		<b>48</b>

**B. Information Technology Council**

The technology council has not met.

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

Lynn Neault distributed four point-of-service survey reports: Admissions, EOPS, Counseling, and Financial Aid. The other reports were the ESOL report and a Student Satisfaction Survey. These reports are available on the Web or by requesting them through Myra Harada or Lynn Neault.

Dual Admissions: At this morning’s Student Services Council meeting, Jim Kitchen, SDSU Vice President of Student Affairs, spoke of his responsibilities, his plans, and his support of our interests in the Dual Admissions endeavor. Available SDSU dormitory facilities are a part of the dual admissions advantages. The logistics of enrolling is problematic at this time, but student services personnel are going to meet to resolve these issues before the student orientations.

**D. State Academic Senate**

No report.

**E. CIO (Chief Instructional Officers)**

The CIO’s will be meeting next Friday, May 31, 2002.

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

- 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 3<sup>rd</sup>; any entries made on June 4<sup>th</sup> will remain in the system until the Fall Term begins. The CurricUNET calendar was designed to be consistent with the academic calendar.

## VI. OTHER BUSINESS

### A. INFORMATION/DISCUSSION

#### 1. FYI Email Messages (*Libby Andersen*)

**Discussion:** Libby Andersen has been receiving comments from faculty regarding duplicate CurricUNET FYI notices to the same person initiating comments in the comments section. The proposal goes through the necessary channels--Dean, Department Chair, Assigned Discipline Faculty, Discipline Dean, then pre-launch--and when comments are added the proposal goes through the cycle all over again. Ken Fawson noted that there is too much activity at the pre-launch level and that curriculum proposals should be looked at once, not twice.

**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.

#### 2. Thursday, May 30, 2002 – Virtual Meeting CIC

**Discussion:** Ken Fawson proposed a “Virtual” meeting next Thursday to clear up the courses that need amendment.

Charlotta Grant will send out the Agenda with voting buttons for items requiring committee approval for next Thursday, May 30, 2002. This will serve as the Final CIC action on curriculum proposals with Fall 2002 start dates.

Other discussion: PHYE 157, College for Kids, will be implemented this summer at City College for children between ages 10-18 years. Some members suggested that this not be a transferable course and instead be offered for Credit/No Credit. The course will be addressed at the virtual meeting.

**Action:** All present members agreed. Charlotta Grant will officiate the virtual voting e-mail communiqué for the proposed curriculum to be approved.

### B. ANNOUNCEMENTS

#### 1. 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. If students begin the TAG at Mesa, for example, and take their last course before transfer at Miramar; the credit as the transferring college goes to Miramar instead of the college at which the majority of the units were accumulated. This same method is used by National University as well.

#### 2. CurricUNET Course Phil 130

**Discussion:** Libby Andersen remarked that Phil 130 shows no verification that a request for CSU GE, UC, district GE, and IGETC transferability had been proposed. There is no way to provide proof that the request was handled on the CurricUNET screen.

**Action:** Including the information in Curriculum Report of CurricUNET will be discussed at the next Steering Committee meeting.

### **3. Last CIC for Libby Andersen as Curriculum Chair at City**

Libby Andersen will leave her position as Curriculum Chair to become President of the City College Academic Senate. Ms. Andersen was recognized for her contributions to the Curriculum Instructional Council during her tenure. Jan Lombardi will succeed her as Curriculum Chair for City College.

#### **C. ADJOURNMENT**

Meeting was adjourned at 2:23p.m.

**\*HO = Handout**

*Attachment: 70/30 Curriculum Integration Project Update Handout*