

San Diego Community College District Curriculum Instructional Council (CIC)

Meeting of September 12, 2002
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Elizabeth Armstrong	Vice President, Instruction – Mesa College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>)
Diane Glow	Articulation Officer – Miramar College
Paula Liska	Articulation Officer – City College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College

ABSENT:

Sandy Schaffer	Faculty – CET
Helen Webb	Curriculum Chair – Miramar College

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
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CIC Chair, Ken Fawson, called the meeting to order at 1:10 PM.

I. MINUTES AND AGENDA

- A. Approval of: May 23, 2002 Minutes
- B. Approval of: May 30, 2002 Virtual Meeting
- C. Approval of: June 27, 2002 Virtual Meeting
- D. Approval of: September 12, 2002 Agenda

The minutes were approved as amended **M/S/P** (*Lombardi, Glow*)

The agenda was approved as amended **M/S/P** (*Glow, Tappen*)

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II. CURRICULUM REVIEW/APPROVAL

All items were approved by consent.

A. Approval of Curriculum

1. **Air Conditioning, Refrigeration, And Environmental Control Technology (AIRE)**
 - 1.1 **100 Thermal and Refrigeration Theory**, Course Integration.
Proposed Changes: Integrate course outline, Add advisory, Change course description. Proposed For College(s): City.
Effective: Fall 2002
 - 1.2 **124 Control Systems Theory**, Course Integration.
Proposed Changes: Integrate course outline, Add corequisite, Change course description. Proposed For College(s): City.
Effective: Fall 2002
 - 1.3 **126 Fluid Flow Dynamics**, Course Integration.
Proposed Changes: Integrate course outline, Add corequisite, Change course description. Proposed For College(s): City.
Effective: Fall 2002
2. **Arabic (ARAB)**
 - 2.1 *** 105 Elementary Spoken Egyptian Arabic**, New Course.
Proposed For College(s): City. Effective: Fall 2002
3. **Art-Fine Art (ARTF)**
 - 3.1 **165A Composition in Painting I**, Course Integration
Proposed Changes: Integrate course outline, Add advisory, Change course description. Proposed For College(s): City, Mesa, Miramar.
Effective: Fall 2002
 - 3.2 **175B Sculpture II**, Course Integration.
Proposed Changes: Integrate course outline, Add advisory, Change course description. Proposed For College(s): City, Mesa.
Effective: Fall 2002
 - 3.3 **175C Sculpture III**, Course Integration.
Proposed Changes: Integrate course outline, Add advisory, Change course description. Proposed For College(s): City, Mesa.
Effective: Fall 2002
 - 3.4 **177A Contemporary Wood Furniture I**, Course Integration.
Proposed Changes: Integrate course outline, Change course title,

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Add advisory, Change course description. Proposed For
College(s): Mesa. Effective: Fall 2002

- 3.5 **220A Life Sculpture I**, Course Integration.
Proposed Changes: Integrate course outline, Add advisory,
Change course description. Proposed For College(s): Mesa.
Effective: Fall 2002
- 3.6 **220B Life Sculpture II**, Course Integration.
Proposed Changes: Integrate course outline
Proposed For College(s): Mesa. Effective: Fall 2002
- 3.7 **220C Life Sculpture III**, Course Integration.
Proposed Changes: Integrate course outline, Add prerequisite,
Change course description. Proposed For College(s): Mesa.
Effective: Fall 2002

4. **Construction Electronic System Technician (CEST)**

- 4.1 * **302A Intermediate Construction Electronic Systems Technician I**, New Course.
Proposed For College(s): City. Effective: Fall 2002
- 4.2 * **302B Intermediate Construction Electronic Systems Technician II**, New Course.
Proposed For College(s): City. Effective: Fall 2002
- 4.3 * **303A Advanced Construction Electronic Systems Technician I**, New Course. Proposed For College(s): City. Effective: Fall 2002
- 4.4 * **303B Advanced Construction Electronic Systems Technician II**, New Course.
Proposed For College(s): City. Effective: Fall 2002
- 4.5 * **349 Construction Electronic Systems Technician Work Experience**, New Course.
Proposed For College(s): City. Effective: Fall 2002

5. **Construction Systems (CONS)**

- 5.1 * **060A Construction Systems - Introduction to HVAC I**,
New Course. Proposed For College(s): City. Effective: Fall 2002
- 5.2 * **060B Construction Systems - Introduction to HVAC II**,
New Course. Proposed For College(s): City. Effective: Fall 2002
- 5.3 * **061A Construction Systems - Intermediate HVAC I**,
New Course. Proposed For College(s): City. Effective: Fall 2002

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6. Diesel Technology (DIES)

- 6.1 165 Truck Automatic Transmissions**, Course Integration.
Proposed Changes: Integrate course outline, Remove limitation on enrollment, Change course description. Proposed For College(s): Miramar. Effective: Fall 2002

7. English (ENGL)

- 8.1 221 Masterpieces of World Literature II: 1600 - Present**, Course Integration. Proposed Changes: Integrate course outline, Change course title, Change course description. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002

8. Latin (LATI)

- 9.1 101 First Course in Latin**, Course Integration.
Proposed Changes: Integrate course outline, Add advisory, Change course description. Proposed For College(s): Mesa. Effective: Fall 2002

9. Physical Science (PHYN)

- 10.1 100 Survey of Physical Science**, Course Integration.
Proposed Changes: Integrate course outline, Add corequisite, Change course description. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002

10. Russian (RUSS)

- 11.1 201 Third Course in Russian**, Course Integration.
Proposed Changes: Integrated course outline, Change prerequisite, Add advisory, Change course description. Proposed For College(s): Mesa. Effective: Fall 2002

B. Approval of Program Changes

See Proposal Impact Reports for awards affected by the following course title changes:

- ARTF 177A
- ENGL 221

**** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION***

C. Special Topics Courses (For Information Only)

1. Engineering (ENGE)

- 1.1 265A Building Educational Bridges Through Robotics Competitions**, Special Topic/Experimental Course.
Proposed For College(s): City. Effective: Fall 2002

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III. OLD BUSINESS

A. Prerequisites for Dual Admit Students

In the absence of information to the contrary, placement exams that are not approved by the Chancellor's Office cannot be used to enroll students in remedial English or math courses through the Dual Admit Program with San Diego State University. Dual Admit students who enroll in ENGL 64 or 92A/B (pre-college level courses designed for UCSD students and SDSU students respectively) as prerequisite options to English 101 may not have the required assessment levels achieved by taking ENGL 51 & 56 or scoring at the W5 & R5 levels on the SDCCD placement exam. SDCCD students, on the other hand, are required to take the placement exam and to score appropriately to be placed in ENGL 51 and/or 56.

City College believes that closing these courses to SDCCD students may be a solution. Title 5, however, requires open course enrollment. City College said that regulations are very specific and allows closing basic skills courses held on CSU/UC campuses. Ron Manzoni will look up the language authorizing closed classes in Title 5.

An option would be to allow SDSU to offer SDCCD assessment/placement exams. City College suggested the removal of the assessment requirement for pre-college English courses. The issue would require discussion and resolution by the college English departments.

Action: More research will be conducted and reported to CIC.

B. Program Impact Report

A handout was distributed showing sample Program Impact (PI) reports and how to access them in CurricUNET. Charlotta Grant urged chairs, deans, and all approvers of curriculum to review PI reports on course proposals that could have an impact on a program and/or be a requisite to another course. Changes that can have an impact include deactivations, course title changes, unit changes, or renumbering. The PI report will show all active program(s) that have the PI-reported course as a requirement or elective, along with any active course(s) that have the PI-reported course as a requisite.

C. Zero Unit (College Non-Credit)

No other institution is offering zero-unit courses for credit. The MIS will not allow credit apportionment; the courses must be coded as "Not for Credit" with the same apportionment as non-credit.

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D. CurricUNET Clarification (*added to agenda by Diane Glow*)

1. It was clarified that the CRC can take action on curriculum that does not require approval from other campuses. They do not have to wait for the FYI notification responses.
2. During curriculum technical review by Miramar CRC, it was noticed that the Deans are not completing some fields. Charlotta Grant is aware of this and is looking into making them required entry fields.

E. Course Numbering Announcement (*added to agenda by Myra Harada*)

Item was not discussed and will be added to next agenda.

IV. STANDING REPORTS

A. Integrated Outlines Update (70/30 Project)

Future agendas will reference the new project name, Curriculum Integration Project (no longer called 70/30). A handout was given showing the remainder of courses that need to be integrated. It was decided at a meeting with the Vice Presidents over the summer that Mesa would integrate the Mesa-only non-aligned courses and that City and Miramar will do the aligned courses, in addition to their campus non-aligned courses. The CRC Chairs were encouraged to meet on a regular basis (every 4-6 weeks) to eliminate possible duplications.

B. Information Technology Council

After several cancelled meetings the Council will be meeting on 9/14/02.

C. Student Services Council (*Lynn Neault*)

1. After elongated labor negotiations, staff development activities for counseling staff have been established.
2. This semester, 30% of registration transactions were done on the new online Reg-E system virtually problem-free.
3. In order to align spring 2003 registration dates so that short-term classes being offered in early January can be included in the spring registration schedule, December 9th has been established as the start date for registration. Mesa College posed a question regarding the procedures for late registration. It was determined that those procedures are unique to each campus.

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4. Research is being conducted on the new Wait List feature to determine how effective the system is. More than 10,000 students utilized the system this semester. Miramar College mentioned a problem for financial aid students, who cannot get funding unless they are enrolled in classes. However, the system will not allow a student to be on a wait list if they are enrolled in another section of the same course. It was suggested this item be placed on the agenda of the next joint CIC/SSC meeting.
5. By December additional online processes should be in place, including grades and academic history. Deadlines will be aligned for online admissions and paper drop-sheets. Some minor problems, like the duplication of AB540 non-resident students are being addressed. Miramar College asked if SDCCD would be going to a completely online system. Lynn Neault said that we plan to move in that direction; however the current level of usage does not warrant a fully online admissions processing system.
6. SDCCD Business Services is recommending an increase in the liability fee for clinical practice courses to \$16, mainly due to additional costs associated with insurance for students in the EMT classes. It was confirmed that fees are not differentiated per subject area (they are averaged among all classes). Student Services asked that the increase not go into effect until next fall so that proper documentation in next year's catalog can be made. Everyone agreed.

D. State Academic Senate

Chris Dawes was asked to report any future pertinent curriculum information – specifically, the progress on the Information Competency requirement that was recently tabled by the Department of Finance.

E. CIO (Chief Instructional Officers)

No report was given.

F. CurricUNET Update

1. Ms. Grant distributed a summary of modifications made to CurricUNET over the summer.
2. It was mentioned that Instructional Services is working with Student Services to ensure that designators used in ISIS are consistent with those in CurricUNET. Modifications to ISIS and/or CurricUNET may be necessary to accomplish this task.

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V. OTHER BUSINESS

A. Information / Discussion

1. Policy 5300 Revision

Policy 5300 has not been updated in several years. A draft copy showing recommendations needed to clarify the roles of the presidents, vice presidents, and faculty committees was distributed. Additional suggestions were given and CIC will take action at the next meeting in order to submit the revised policy to Chancellor's Cabinet.

2. Policy 5300.2 Revision: Military Articulation Procedure

A handout was given for review, showing the recommended changes. Action to approve these revisions will be taken at the next CIC meeting.

3. CurricUNET in the Summer

Dr. Fawson assured everyone that CurricUNET would always be available for use during every summer. However, the issue that arises is that CRC and/or CIC cannot always meet to approve curriculum in the summer. Last summer two virtual meetings were held; this year the Council will address ways to accommodate curriculum approval on an emergency basis.

4. Repeatability Menu in CurricUNET

A handout was given of suggested CurricUNET screens/drop down menus, which the steering committee came up with. It was confirmed that the maximum times a course can be repeated is 3. All exceptions to this (ex. DSPS, legally mandated training) are student-specific and must be specially petitioned. Suggestions were made to put the additional information about exceptions in a help field, and to place specific changes to course objectives with each repetition in the syllabus.

5. Distance Ed Review for DSPS Accommodation

This topic will be addressed at a future meeting.

6. Information Competency

It was agreed to table this discussion until receipt of further information from the State.

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7. Admission of Minors

The State Chancellor's Office sent a legal opinion to the district about regulations regarding minors on campus, especially for summer programs. Campuses should be aware of the intent of the admission of minors as well as the reporting requirements. It was mentioned that colleges, like College of the Canyons, were receiving apportionment for classes designed for K-12 students; Ken Fawson said these were math and science courses and therefore getting state apportionment was appropriate.

B. Announcements

1. Drexel University Articulation

An Articulation Agreement with Drexel was submitted to Chancellor's Cabinet. The Cabinet was very pleased with this progress.

2. National University Articulation

Advances were made in developing articulation with National at the August 23rd meeting. Good progress was made in the math and information technology areas; however, more work is needed in the area of teacher education. Paula Liska mentioned that National is in the process of revising most of their courses, which will affect all articulation. There will be a meeting on new state standards for teacher education scheduled for October 4th at Mesa College. Lynn Neault suggested informing the evaluators and the counselors.

Myra Harada this morning received a revised agreement from National, which will be distributed. Lynn Neault asked to have the completed document show an effective date. Articulation Officers will clarify the requirements of the document.

3. Student Learning Outcomes Workshops (Accreditation)

In response to the new accreditation standards, workshops will be held. Elizabeth Armstrong will email additional workshop information to Myra Harada for distribution.

4. The next CIC meeting is September 26, 2002 at 1:00 PM in Room 272. The curriculum deadline for the October 10, 2002 CIC meeting is Friday, September 20, 2002.

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C. Handouts

1. Admission of Minors to Community College Summer School Credit Courses
Legal Options M 02-20
2. CIC Directory
3. CIC Meeting Calendar
4. Curriculum Integration Project Update
5. Drexel University and San Diego Community College District Articulation
Agreement for City, Mesa, & Miramar Colleges for 2002-03.
6. Implementation of Transfer Studies Degree: Impact on Course Enrollment
in District Breadth Requirement Areas
7. Information Competency
8. National University Articulation
9. Policy 5300 Revision
10. Policy 5300.2 Revision: Military Articulation Procedure
11. Repeatability Menu in CurricUNET
12. Student Learning Outcomes Workshops

VI. ADJOURNMENT

The meeting was adjourned at 2:36 PM. M/S/P