

San Diego Community College District Curriculum Instructional Council

Meeting of October 10, 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
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Sandy Schaffer Faculty – CET

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

Ken Fawson called the meeting to order at 1:07 PM.

I. MINUTES AND AGENDA

A. Approval of: September 26, 2002 Minutes

Miramar College asked for clarification of “OLD BUSINESS, Item C”. Diane Glow will work with Myra Harada to revise this text for the next CIC meeting. The CIC members also asked for an additional handout that clearly shows what requires approval at a single college versus what requires approval at multiple colleges.

Action: The minutes were approved with the exception of “OLD BUSINESS, Item C”.
M/S/P (Glow, Webb)

B. Approval of: October 10, 2002 Agenda

The agenda was approved as amended M/S/P (Glow, Lombardi).

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II. CURRICULUM REVIEW/APPROVAL

Questions arose as to whether or not all course properties are included in activations of a course at a new campus and/or if they require separate actions. It was confirmed that all properties are included, including GE Transferability; no separate actions are necessary. Upon activation, the Articulation Officer at the relevant campus will submit documentation to apply for CSU GE, UC, or IGETC (each college submits a separate application).

Action: All items were approved by consent. *M/S/P (Tappen, Glow)*

A. Approval of Curriculum

1. Tagalog (TAGA)

- 1.1 102 Second Course in Tagalog**, Course Integration
Proposed Changes: Integrated course outline
Proposed For College(s): Mesa, Miramar. Effective: Fall 2002

B. Approval of Program Changes

None

** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION*

C. Distance Education (For Information Only)

1. Personal Growth (PERG)

- 1.1 127 College Success Skills**, Distance Learning - No Other Action. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2002
- 1.2 140 Life Skills and Personal Adjustment**, Distance Learning - No Other Action. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2003

2. Psychology (PSYC)

- 2.1 135 Marriage and Family Relations**, Distance Learning - No Other Action. Proposed For College(s): Miramar. Effective: Fall 2002

D. Special Topics Courses (For Information Only)

None

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III. OLD BUSINESS

A. SDSU Dual Admissions Meeting

All campus vice presidents of instruction, math and English department chairs and deans, transfer center directors, and student service representatives have or will be invited to participate in the discussions on October 25, 2002.

B. Policy 5300 (*added to agenda by Ken Fawson*)

Academic senates at all campuses will have had a chance for input by the next CIC meeting, at which time action can be taken.

C. Military Articulation (*added to agenda by Ken Fawson*)

Academic senates at all campuses will have had a chance for input by the next CIC meeting, at which time action can be taken.

IV. STANDING REPORTS

A. Curriculum Integration Project

- The figures on the update report indicate the total number of courses left to integrate this year. New course proposals or integrations completed since the previous report have been subtracted.
- The CRC Chairs at all colleges will meet on October 15, 2002 to review the list of courses that remain to be integrated.
- Mesa College commented that some courses which have already been integrated would soon be outdated again. Ken Fawson stated that the goal of this project was to first bring **all** outlines up to date through integration. Once courses have all been brought up to standard, we can update the previously integrated courses on a continual schedule. Course reviews are required at least once each accreditation cycle of six years.

B. Information Technology Council

Elizabeth Armstrong reported pertinent information from her first attendance as the new CIC representative on IT Council.

- The main topic of discussion was the growing SPAM problems. SCT is researching potential software solutions because various PCs at some sites do not have virus protection nor the standard operating system being used by the district.

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Unauthorized, downloaded software from the Internet is also problematic. Guidelines and procedures for employees will also be developed in the near future and reported to Chancellor's Cabinet.

- The Microsoft IT Regional Center located at City College has a number of train-the-trainer courses and each college is allowed two free seats. Some seats are still currently available.

C. Student Services Council

Myra Harada reported pertinent information from her attendance at weekly meetings of this council.

- Rosters will now include deadline dates for adds, drops, and withdrawals.
- The deadline for grades submission will be extended one or two workdays, and a drop box may be established for off-hours submissions.
- There have been reports of students' cutting and pasting documents from the website and fraudulently changing text to misrepresent their registration information. It is important that faculty understand that printed web documents are not official district documents. In the very near future, students will be able to query and view their academic records online, expanding the opportunities for fraud. Students who engage in records tampering will be disciplined.
- January 10, 2003 and January 31, 2003 are the drop dates for non-payment for the Spring 2003 semester.
- The college locker policy will have a final review by the vice presidents of instruction and student services.

D. State Academic Senate

Chris Dawes had no new report; however, he will report on this month's Plenary Session at a future CIC meeting.

E. CIO (Chief Instructional Officers)

- A three-day CIO conference will be held in San Diego at the end of this month. Agenda items from the conference will be disseminated at future CIC meetings.
- There has been a change to the program approval process in the new Curriculum Standards Handbook. Blanket options are no longer allowed without State Chancellor approval.

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F. CurricUNET Update

- Charlotta Grant reported that two new servers will be purchased to optimize speed and performance. Emails of previously approved courses should no longer be in the approver's queue. We are now working on: 1) a future interface with ASSIST; 2) the capability for CRC chair/VP approvers to approve multiple proposals at one time; and 3) color-coding proposals that are on hold.
- Myra Harada thanked Charlotta Grant and Libby Anderson of the Steering Committee, for all their diligent work of reviewing and revising the messaging processes in the approval workflow system to ensure the accuracy of the messages and to eliminate redundancies.
- Ken Fawson reported three new Governet contracts in process: Ohlone College, Southwestern College, and Lethbridge College in Alberta, Canada. Ten new demonstrations have been scheduled nation-wide, and Instructional Services will also be doing a presentation during the League Conference in Long Beach on November 17, 2002. In addition, there has been some talk and interest among the regional vice presidents regarding a possible group licensure for CurricUNET with all nine community colleges in the SDICCCA area to create a region-wide curriculum database.

V. OTHER BUSINESS

A. Information / Discussion

1. San Diego Coalition for Elementary Subject Matter Preparation

A handout was given from a presentation held at Mesa College last week by the California Commission on Teacher Credentialing (CCTC) and the Department of Education regarding upcoming new requirements for teacher education preparation programs. Elizabeth Armstrong mentioned two additional handouts, a one-page summary and a more detailed synopsis of the new SB2042 standards, which have more specific course details. There will be some major changes that must be in place by Fall 2004. These changes could have an adverse affect on students who transfer between Fall 2003 to Fall 2005.

2. SDCCD General Education Report

A handout was provided (originally prepared for the District Articulation Council-DAC) that compares the district's general education with SDSU and its transferability to other CSU/UC institutions. There are 17 courses on the SDCCD general education list that are not on any other GE list. It was agreed that SDCCD general education needs alignment with SDSU general education.

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3. Multimedia Program

The Multimedia program in the 2002-2003 printed catalog was not updated during the proofing process. In order to reduce errors in the future, Instructional Services has initiated a more vigilant internal procedure. College vice presidents, deans, and chairs are urged to run program impact reports, proof all program changes, and proofread the drafts of the catalog. A copy of the memo prepared by Instructional Services and the accurate catalog pages were distributed.

4. Advanced Placement (AP) Exams

Equivalencies were requested by students in 2D/3D Art, World History, and Environmental Science. The AP review process involves collaboration coordinated by the articulation officers and discipline faculty to evaluate the AP exams and to establish equivalencies. The process can be lengthy because the exams must be acquired before the faculty can review them.

5. Workshop Teleconference *(Added to Agenda by Ken Fawson)*

Mesa College is hosting a PBS series on distance education. The topics of the first program will be ADA: issues and techniques to provide accommodation to distance education courses. Bill Craft will be coordinating this event. The first in the series will be on October 17, 2002 at the Mesa College LRC 435.

6. Course Numbering *(Added to Agenda by Ken Fawson)*

Charlotta Grant discussed that the 300-349 number series has been reserved and is being used by IT for apprenticeship courses only. This fact was not widely known; consequently they have been used for in-service courses as well. Recently, two new courses approved at Mesa (MEDA 340A/B) showed up as apprenticeship courses in the printer's proof of class schedules.

Action: Mesa College will work with Ms. Grant to propose changing course numbers for MEDA 340 A & B. CIC can look into possibly changing our course numbering process/procedures. The course-numbering schema will be brought back to CIC for action.

7. Retroactively Awarding Degrees *(Added to Agenda by Myra Harada)*

Copies of the current procedure created by Student Services Council were distributed. A question from the evaluators brought this procedure to CIC. Lynn Neault clarified that the procedure was intended for Degrees only and not Certificates of Achievement nor Certificates of Completion (mini certificates).

Action: CIC agreed that the procedure would not be revised.

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8. Open Entry/Exit Courses: 044, 045, 045L

Lynn Neault suggested that since students are automatically enrolled in class sections of tutoring courses (044, 045, 045L, and some labs), the class sections need not be individually listed in the class schedules. Rosters for these courses are probably not necessary. She also suggested that faculty who teach the open entry/exit courses post grades for these classes online only because students' hours change daily and are updated daily online.

Action: Lynn Neault is working on the logistics and will follow up with specific details of her suggestions to all CIC members.

B. Announcements

1. A copy of a memo from the State Chancellor's Office, received by DSPS Chairs, was included in today's agenda packet. The memo is a legal opinion regarding the new law that requires closed captioning on any new videos purchased for the classroom. Discussion followed about the costs associated with this transition. Jim Smith suggested that students could also be provided with a transcription instead of closed captioning.
2. The next CIC meeting is October 24, 2002 at 1:00 PM in Room 272. The curriculum deadline for the November 14, 2002 CIC meeting is Friday, October 25, 2002.

C. Handouts

1. San Diego Coalition for Elementary Subject Matter Preparation
2. SDCCD General Education Report
3. Multimedia Program
4. Retroactive Awarding of Degrees
5. Grades Submission Deadlines
6. Closed Captioning Legal Opinion

VI. ADJOURNMENT

The meeting was adjourned at 2:25 PM. M/S/P