

San Diego Community College District Curriculum and Instructional Council

Meeting of March 13, 2003
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Liz 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
Jim Smith	Vice President, Instructional Services – CET
Will Tappen	Curriculum Chair – Mesa College
Helen Webb	Curriculum Chair – Miramar College

ABSENT:

Kim Laramie	Senior Secretary, Instructional Services – District Office
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
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

GUESTS:

None

Ken Fawson called the meeting to order at 1:01 PM.

I. MINUTES AND AGENDA

A. Approval of: February 27, 2003 Minutes

The minutes were approved M/S/P (Dawes/Tappen)

B. Approval of: March 13, 2003 Agenda

The agenda was approved with additions M/S/P (Lombardi/Tappen)

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

*Items removed from consent agenda for discussion: A.) 2.2,3.1,5.1,6.2,6.3,6.4,6.5,8.1
All other items were approved by consent. M/S/P (Glow/Webb)*

1. Construction Systems (CONS)

1.2 070A Construction Systems - Introduction to Low Voltage Building Systems I New Course Proposed For College(s): City.
Effective: Summer 2003

1.3 070B Construction Systems - Introduction to Low Voltage Building Systems II New Course Proposed For College(s): City.
Effective: Summer 2003.

2. Cosmetology (COSM)

2.1 070L Intermediate Cosmetology Lab II Course Integration (Activation included) Proposed For College(s): City. Effective: Fall 2003.

2.3 090L Advanced Cosmetology Lab II Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.

4. Information, Network, And Web Technologies (INWT)

4.1 081 Microsoft Office: Troubleshooting and Problem Solving New Course Proposed For College(s): City. Effective: Fall 2003.

4.2 090A Convergent Network Technology: Basic Data Communications New Course Proposed For College(s): City. Effective: Fall 2003.

4.3 090B Convergent Network Technology: Basic Telecommunications New Course Proposed For College(s): City. Effective: Fall 2003.

4.4 090C Convergent Network Technology: Broadband Technologies New Course Proposed For College(s): City. Effective: Fall 2003.

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4.5 090D Convergent Network Technology: Computer Telephony Integration New Course Proposed For College(s): City. Effective: Fall 2003.

4.6 090E Convergent Network Technology: Local Area Networks (LANs) New Course Proposed For College(s): City. Effective: Fall 2003.

4.7 090F Convergent Network Technology: Voice Over IP (VoIP) Essentials New Course Proposed For College(s): City. Effective: Fall 2003.

6. Microsoft (MSFT)

6.1 050 Microsoft Networking Essentials New Course Proposed For College(s): City. Effective: Summer 2003.

7. Physical Therapist Assistant (PHYR)

7.5 111 Physical Therapy Techniques I Course Integration (Activation included) Proposed For College(s): Mesa. Effective: Fall 2003.

8. Speech Communications (SPEE)

9.1 101 Voice and Articulation Course Integration (Activation included) Proposed For College(s): City, Mesa, and Miramar. Effective: Fall 2003.

B. Approval of Program Changes

See Proposal Impact Reports for awards affected by the following course changes. Once courses changes are implemented, the programs will automatically be updated in CurricUNET:

- COSM 070L, 090L
- PHYR 111
- SPEE 101

1. Accounting

1.1 Accounting Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

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2. Business Administration

- 2.1 **Business Administration** Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

3. Child Development

- 3.1 **Child Development** Program Revision Proposed For College(s): Miramar. Effective: Fall 2003.

4. Computer Business Technology

- 4.1 **Information Management Technology** Program Revision Proposed For College(s): City. Effective: Fall 2003.

5. Cosmetology

- 5.1 **Cosmetology** Program Revision Proposed For College(s): City. Effective: Fall 2003.

6. Mathematics

- 6.1 **AA: Mathematics** Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

7. Physical Education

- 7.1 **Physical Education** Program Revision Proposed For College(s): Mesa. Effective: Fall 2003

8. Physical Education

- 8.1 **AA: Physical Education** Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

9. Physical Sciences

- 9.1 **Physical Science** Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

10. Psychology

- 10.1 **AA: Psychology** Deactivate Program Proposed For College(s): Miramar. Effective: Fall 2003.

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11. Visual and Performing Arts

11.1 Electronic Music Program Revision Proposed For College(s):
City. Effective: Fall 2002.

** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION*

C. Distance Education (For Information Only)

None

D. Special Topics Courses (For Information Only)

None

E. Curriculum Items Removed From Consent Agenda

2. Cosmetology (COSM)

2.2 080L Advanced Cosmetology Lab I Course Integration
(Activation included) Proposed Changes: Integrated course outline
Proposed For College(s): City. Effective: Fall 2003.

Action: Approved with the co-requisite amended as follows: *“Completion of or concurrent enrollment in ...” M/S/P (Lombardi/Glow)*

3. English (ENGL)

3.1 105 Composition and Literature Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

City requested the addition of an objective and suggested the following: *“Interpret influence of literary context, including historical, social, political and cultural perspectives...”* Will Tappen submitted hard copy of the text to Charlotta Grant for corrective action.

Action: To approve as amended with additional objective. *M/S/P (Tappen/Lombardi)*

5. Machine Technology (MACT)

5.5 150 Intro/Computer Num Control (CNC) and Elec Dis Mach Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Fall 2003.

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Myra Harada raised the issue of clarification of the repetition language: how different content is reflected with repeatability. Fawson stated that from a compliance standpoint he had a concern regarding omnibus statements being made in course outlines without additional clarification as to what occurs with repeatability. Fawson pointed out that the State Chancellor's office is reviewing a number of areas including what is to be achieved by repeating the course. He suggested that it might be easier to clearly define the learning outcomes of vocational courses as they relate to repeatability than the arts and sciences courses.

The question of what would be repeated, the lecture or lab was also raised. Fawson advised that the 150 Introduction to Computer Numerical Control (CNC) and Electrical Discharge Machining (EDM) be divided into separate lecture and lab components (150 and 150L). Ron Manzoni offered to take the recommendation back to City CRC.

Action: Approve course as submitted, 5 Ayes, 3 Opposed, 2 Abstentions.
M/S/P (Manzoni/Lombardi)

F. Microsoft (MSFT)

6.2 058 Managing a Microsoft Network Environment New Course
Proposed For College(s): City. Effective: Summer 2003.

6.3 070 Microsoft Sequel Server Database Design and Implementation New Course Proposed For College(s): City.
Effective: Summer 2003.

6.4 071 Microsoft SQL Server System Administration New Course
Proposed For College(s): City. Effective: Summer 2003.

6.5 080 Microsoft Exchange Server Administration New Course
Proposed For College(s): City. Effective: Summer 2003.

Action: Approved with inclusion of standard language "*This course may be taken three times with new technologies.*" The Vice Presidents will work with Deans and Grant to assign appropriate TOP codes with Microsoft certification courses. *M/S/P (Deegan/Webb)*

8. Physics (PHYS)

8.1 124A General Physics Course Integration (Activation included)
Proposed Changes: Integrated course outline Proposed For
College(s): City, Mesa, Miramar. Effective: Fall 2003.

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Tappen will take back to Mesa faculty to discuss the possibility of adding trigonometry as a prerequisite in the future.

Action: Accept course outline as submitted. *M/S/P (Tappen/Manzoni)*

III. OLD BUSINESS

A. Selected Studies Update

Harada presented the recommendations and following documents developed by the Selected Studies subcommittee for review and approval:

1. Changes to the Catalog Entry for Selected Studies to make the language closer to Title 5 language.
2. Guidelines for Selected Studies Approval Process
3. Counselor Guidelines
4. Request for Academic Review and Approval

During discussion, a question was raised regarding TOP Code usage. Harada reported that she confirmed with Charlie Klein of the State Chancellor's Office, that the course TOP code does not have to be the same for all "18 units in a discipline or related discipline." This item was deferred until the next CIC meeting because the Mesa Senate has not yet reviewed the documents and clarification regarding Top Codes was requested. Council members were encouraged to submit wording changes to Harada via email as soon as possible. These changes will be incorporated into the documents presented at the next meeting. Harada reminded Council members that the documents presented were suggestions and that each college will develop their own process and procedures. Fawson thanked the Selected Studies subcommittee members for their hard work.

Action: Item was referred back to college Senates for review and will be brought back as an action item at the March 27, 2003 CIC meeting.

B. Hybrid/Blended Courses

At the previous CIC meeting the Council discussed various MIS data elements, what they were and how they have been incorporated into CurricUNET. Grant distributed the handout "CurricUNET – ISIS Crosswalk Table" with an MIS data element dictionary that included new MIS codes from the State. Grant reported that these codes have already been incorporated into the ISIS system and Instructional Services staff is in the process of ensuring that the CurricUNET fields match the ISIS codes. The goal is to align the Crosswalk between CurricUNET and ISIS to eliminate the redundancy of data input. Fawson pointed out that the handout showed more than three different, very specific definitions for Distance Education. To assist staff with code selection, a data dictionary is

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being developed. Fawson commended Instructional Services and Student Services staff for their efforts and progress in this area.

Action: No action taken, information item only.

C. Objectives As Student Learning Outcomes

Manzoni inquired about the progress and status of course objectives as student learning outcomes. Mesa and Miramar reported their curriculum committees have discussed the issue, but no action has been taken.

Action: Item was referred back to college Senates and curriculum committees for recommendations and will be brought back as an action item at the March 27, 2003 CIC meeting.

D. General Education Review

Fawson reported that a concern had been expressed by the Senate at City College regarding the General Education subcommittee being formed for review of general education. Fawson and Harada will be meeting with City Senators and Senate representatives immediately following CIC to discuss the subcommittee. Fawson stated that there are a number of issues that continue to occur at CIC regarding general education, issues that are outlined in the February 27, 2003 CIC minutes.

Action: Fawson will report back on the progress of the general education subcommittee at the March 27, 2003 CIC meeting.

IV. OTHER BUSINESS

None

V. STANDING REPORTS

A. Curriculum Integration Project

A comprehensive Curriculum Integration Project Report was included in the CIC packet for Council member review. In response to Paula Liska's inquiry about what a "yes" meant on the report, Darlene Shumaker stated a "yes" meant there was a proposal in the system at the time the report was processed. Council members were reminded that the report was as accurate as the data provided. All dates on CurricUNET course outlines should match with this report. After reviewing the report, Council members are requested to notify Shumaker of any discrepancies so they can be corrected

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The issue of viewing the originators and dates on course outlines for non-District users was raised. After discussion, it was decided that the CurricUNET Steering Committee would present written recommendations regarding suppressing those fields in CurricUNET.

B. Information Technology Council

Liz Armstrong reported that the virus detection software has arrived and is about to be tested and implemented. One of the issues the committee discussed was how virus protection is going to be applied to instructional labs. SPAM software will soon be available as well.

Fawson reported that Web CT will be licensed District-wide with unlimited seat count for the District next year and will be the platform used for online Internet-delivered courses. Fawson also reported that Blackboard would be licensed for one more year with the District. During spring, the current versions of Web CT (3.8 and 4.0) will be evaluated with the goal of implementing version 4.0 the fall, 2003. Current courses that are on Blackboard will be moved to the Web CT during the Fall semester. Spring semester is targeted for transitioning totally from Blackboard to Web CT.

In response to the request for email access for students and adjunct staff the District was notified that our system would not support that number of email accounts. Students and adjunct faculty are encouraged to avail themselves of free email through different Internet providers.

C. Student Services Council

Harada reported that Lynn Neault was meeting with SDSU regarding the Transfer Studies Degree. The new set of criteria for transfer does not give our students an advantage in transferring to SDSU. There have been problems with SDSU's denying course equivalencies that SDCCD had accepted. We were unaware of what appears to be a change in SDSU's criteria. The Transfer Studies Degree may assist the student in locking them into a GPA, which can also be accomplished with catalog rights. Diane Glow suggested that we get a commitment from SDSU to guarantee faster evaluations so we can better advise our students. Manzoni and Armstrong would like to be involved in Transfer Studies discussion with SDSU and requested they be included in the next meeting. It was also suggested that Transfer Studies Degree be a topic for the Joint SSC/CIC meeting.

D. State Academic Senate

Chris Dawes reported that he received a request from the State Senate Executive Council to continue discussions about upgrading math and English rigor for

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transfer. Dawes also reported that resolutions passed last fall would carry forward into spring and would include breakout sessions.

Dawes reported that Lynn Neault visited the Mesa Senate last week to discuss the on-line system and was given several suggestions.

Dawes announced that the Gary Morgan, State Senate Relations Chair, from Oxnard College would be visiting the Mesa Senate on Monday, March 17, 2003.

E. CIO (Chief Instructional Officers)

Pam Deegan reported that she and Armstrong would be attending the conference scheduled for April 9-11, 2003 in San Jose, California.

F. CurricUNET Update

Grant announced that she and Harada will be attending the League for Innovations conferences in Phoenix, Arizona next week and the Technology in Education conference in Ontario California the week after to make presentations on CurricUNET.

Grant also reported that testing of the new CurricUNET servers was targeted for completion tomorrow and she will be meeting with staff to discuss any issues. She also indicated that if test results were favorable, we could possibly move to the new servers by the end of the month.

G. Announcements

1. The next CIC meeting is scheduled for Thursday, March 27, 2003 at 1:00 p.m. at the District Office Room 272. The curriculum deadline for the April 10, 2003 meeting is Friday, March 21, 2003.

B. Handouts

1. Selected Studies:
 - Catalog Entry
 - Procedures
 - Counselor Guidelines
 - Request For Academic Review and Approval
2. MIS Data Element Descriptions
3. Integration Report
4. Academic Senate Resolution--General Education Guidelines (*added by Dawes*)

VI. ADJOURNMENT

The meeting was adjourned at 3:02 P.M.