

San Diego Community College District Curriculum and Instructional Council

Meeting of April 10, 2003
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Yvonne Bergland	Dean - Mesa College (<i>Proxy for Liz Armstrong</i>)
Ken Fawson	Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>)
Berta Cuaron	Dean – Miramar College (<i>Proxy for Pam Deegan</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:

Liz Armstrong	Vice President, Instruction – Mesa College
Chris Dawes	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
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
Kim Laramie	Senior Secretary, Instructional Services – District Office

GUESTS:

Carolyn Buck	Articulation Officer – Mesa College
Duane Short	Transfer Center Director – City College

Ken Fawson called the meeting to order at 1:02 PM.

I. MINUTES AND AGENDA

A. Approval of: March 27, 2003 Minutes

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

B. Approval of: April 10, 2003 Agenda

The agenda was approved with addition M/S/P (Glow/Liska)

San Diego Community College District Curriculum and Instructional Council

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion: A.) 2.2, 2.3, 3.1, 3.5, 3.6, 7.1, 7.3, 8.1, 14.1,

All other items were approved by consent. M/S/P (Smith/Manzoni)

1. American Sign Language/Interpreting (AMSL)

- 1.1 **100 American Sign Language I** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa. Effective: Fall 2003.

2. Arabic (ARAB)

- 2.1 **085 Spoken Arabic** Course Deactivation (not at any College) Proposed For College(s): City. Effective: Fall 2003.

3. Automotive Technology (AUTO)

- 3.2 **062 Electrical Mastery** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Miramar. Effective: Fall 2003.
- 3.3 **064 Advanced Fuel and Emissions Systems** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Miramar. Effective: Fall 2003.
- 3.4 **066 Drivability** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): Miramar. Effective: Fall 2003.

4. Aviation (AVIA)

- 4.1 **140 Private Pilot Aeronautical Instruction** Course Integration (Activation included) Proposed Changes: Course objectives, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments Proposed For College(s): Miramar. Effective: Spring 2003.
- 4.2 **170 Air Traffic Control** Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Summer 2003.

San Diego Community College District Curriculum and Instructional Council

- 4.3 **200 Commercial Pilot Instruction** Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Fall 2003.

5. Aviation Maintenance Technology (AVIM)

- 5.5 **100S General Aviation Maintenance Technology Practices** Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Spring 2003.
- 5.5 **101A Aerodynamics Theory** Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Summer 2003.
- 5.5 **101B Forms, Publication, and Weight and Balance Theory** Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Summer 2003.
- 5.5 **101C Aircraft Fuel and Instrument System Theory** Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Summer 2003.
- 5.5 **101D Material and Process Theory** Course Deactivation (not at any College) Proposed For College(s): Miramar. Effective: Summer 2003.

6. Biology (BIOL)

- 6.1 **232 Experience in Human Dissection** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2003.

7. Black Studies (BLAS)

- 7.3 **145A Introduction to African History** Course Integration (Activation included) Proposed Changes: Prerequisite Co requisite Advisory, Reading or Writing level Proposed For College(s): City, Mesa. Effective: Fall 2003.

9. Cosmetology (COSM)

- 9.1 **50LB Fundamentals of Cosmetology II** Course Integration (Activation included) Proposed For College(s): City. Effective: Fall 2003.

San Diego Community College District Curriculum and Instructional Council

10. Diesel Technology (DIES)

- 10.1 **122 Diesel Engines B** Course Integration (Activation included)
Proposed For College(s): Miramar. Effective: Spring 2003.
- 10.2 **123 Diesel Engines C** Course Integration (Activation included)
Proposed For College(s): Miramar. Effective: Spring 2003.

11. Engineering (ENGE)

- 11.1 ***050 Building Educational Bridges Through Robotics Competitions** New Course Proposed For College(s): City.
Effective: Fall 2003.

12. Journalism (JOUR)

- 12.1 **210A Journalism Workshop I**, Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

13. Machine Technology (MACT)

- 13.1 **140 Machine Technology Course** Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. 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:

- AUTO 055, 062, 064, 066, 068, 095
- AVIA 140
- AVIM 101A, 101B, 101C, 101D
- COSM 50LB

1. Apprenticeship

- 1.1 **Roofing** Deactivate Program Proposed For College(s): City.
Effective: Spring 2003.
- 1.2 **Associated Builders and Contractors Apprenticeships** Program
Revision Proposed For College(s): City. Effective: Fall 2003.

San Diego Community College District Curriculum and Instructional Council

- 1.3 San Diego City Civil Service Communications Technician Apprenticeship** New Program Proposed For College(s): City. Effective: Spring 2003.

C. Centers For Education and Technology
See paper copies attached to this agenda.

** REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION*

D. Distance Education (For Information Only)
None

E. Special Topics Courses (For Information Only)
None

F. Curriculum Items Removed From Consent Agenda

1. Arabic (ARAB)

- 2.2 101 First Course in Arabic** Course Integration (Activation included) Proposed Changes: Integrated course outline Proposed For College(s): City. Effective: Summer 2003.
- 2.3 102 Second Course in Arabic** Course Integration (Activation included) Proposed For College(s): City. Effective: Spring 2003.

Jan Lombardi clarified that there no change in the grading option for Arabic 101 and the language should read "*Letter grade, student may petition for credit, no-credit.*" The effective date for Arabic 101 and 102 should be changed to Fall 2003.

Action: The effective dates will be changed to Fall 2003 and the grading option will read: "*Letter grade, student may petition for credit, no-credit.*"

3. Automotive Technology (AUTO)

- 3.1 055 Basic Electricity and Electrical Systems Fundamentals** Course Integration (Activation included) Proposed Changes: Course objectives Proposed For College(s): Miramar. Effective: Fall 2003.
- 3.5 068 Climate Control Systems** Course Integration (Activation included) Proposed Changes: Re-Numbering Proposed For College(s): Miramar. Effective: Fall 2003.

San Diego Community College District Curriculum and Instructional Council

3.6 **095 Automotive Technology Internship** Course Integration (Activation included) Proposed For College(s): Miramar. Effective: Fall 2003.

Myra Harada questioned if the advisories for Automotive Technology courses 055 and 068 should be changed to “*English 051 and 056?*” Diane Glow stated that the language should remain as written “*English 051 or 56.*” It was agreed that for consistency, W5/R5/M20 should indicate “*English 051 or 056.*”

Action: The advisory language will be changed to: “*ENGL 051 or ENGL 056 and MATH 032, each with a grade of “C” or better, or equivalent, or W5 or R5 and M20.*”

Harada and Charlotta Grant raised the issue that the Automotive Technology 095 course may appear to be “work experience” and that changing the course number will impact the CA and/or CE screens, which may be problematic in the future. Lynn Neault advised the Council that there may be problems with data retrieval, but the course number will not negate any data entry.

7. **Black Studies (BLAS)**

7.1 100 Introduction to Black Studies Course Integration (Activation included) Proposed Changes: Course objectives, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation, Method of Instruction, Texts/Supplies Proposed For College(s): Mesa, City.
Effective: Spring 2003.

7.2 135 Introduction to Black Politics Course Integration (Activation included) Proposed Changes: Course objectives, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation, Method of Instruction, Texts/Supplies Proposed For College(s): City.
Effective: Spring 2003.

Action: The effective dates for Black Studies 100 will be changed to Fall 2003. The advisories for both Black Studies 100 and 135 will be changed to read “*ENGL 051 or ENGL 056 with a grade of “C” or better, or equivalent, or W5 or R5.*” Because there were several discrepancies with the “and/or” language, staff will examine the CurricUNET drop-down menu to ensure there are no issues with the system.

San Diego Community College District Curriculum and Instructional Council

8. Child Development (CHIL)

- 8.1 131 Curriculum: Language/Science Course Integration**
(Activation included) Proposed Changes: Integrated course outline
Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

Harada requested clarification on general education status for this course.

14. Political Science (POLI)

- 14.1 140 Contemporary International Politics Course Integration**
(Activation included) Proposed Changes: Reading or Writing level
Proposed For College(s): City. Effective: Summer 2003.

Will Tappen raised the issue of consistency in the course descriptions regarding the inclusion of a “target audience” sentence, which does not appear in the course description for Political Science 140. Tappen inquired if the Colleges wanted, as a rule, to incorporate a broad statement about target audiences.

Tappen also raised the issue of clarification of language in the course outline under writing assignments that states: “...*a research paper may be required*...” Mesa College does not use the term “research” paper unless English 101 is at least an advisory for the course. If English 101 is not a requisite, the wording is changed. Suggestions for alternate wording were discussed.

Fawson suggested it would be helpful for the Curriculum Chairs to meet and address these issues at the campus level. Tappen will take the lead in taking these issues back to the CRCs.

Action: Approve the course with the changes as noted with the provision that the chairs come back to the next meeting with recommended language that will be applied administratively. *M/S/P (Tappen/Glow)*

III. OLD BUSINESS

A. General Education Review Task Group

Ken Fawson reported that a memo had been sent to the Senates requesting appointments to the General Education Review Task Group. The Group is to include one faculty member each from academic and vocational areas and an articulation officer or counselor. Mesa and Miramar have responded with their selections. City is currently in the selection process and will forward member names as soon as possible.

San Diego Community College District Curriculum and Instructional Council

Fawson distributed a copy of a draft document he prepared with CIC input, outlining the background, issues and purpose of the General Education Review Task Group and requested feedback from the Council. Ron Manzoni requested clarification regarding bullet five “*Be restricted to lower division courses offered at SDSU.*” Fawson explained that in his experience many of the community colleges paralleled their general education patterns with their local CSU as opposed to the UC or IGETC. It was suggested that the reference to SDSU be changed to CSU/IGETC as opposed to targeting a particular institution.

Manzoni also inquired about the intent of bullet 6 “*Include a definition of desirable student learning outcomes*” Fawson responded that we are required to describe the purpose of general education in the catalog. This item was included to frame the general education language in the context of learning outcomes. Manzoni felt that defining student learning outcomes should be the task of the individual colleges. Fawson suggested leaving bullet 6 and expressing concerns to the Task Group to elicit their suggestions and recommendations regarding this issue. Tappen suggested that the wording be changed to say, “*Include a list of measurable student learning outcomes.*”

Paula Liska raised the issue of transferability as it relates to CSUs and bullet 4 “*Articulate course-to-course with SDSU general education courses*” and courses that do not meet the criterion in district general education. It was suggested that this point be changed to “*Transferable to and articulated with....*”

Action: Changes will be made to the document as noted. As soon as the Senates respond with their appointments a meeting of the General Education Review Task Group will be convened with the recommendation that they report back to CIC in November 2003.
M/S/P (Smith/Glow)

B. Transfer Studies Language

Fawson presented draft language for the Transfer Studies Associate Degree catalog language. This statement would replace item 2 currently in the catalog. The draft addresses Council members’ suggestions and issues raised by Manzoni and Glow at the previous CIC meeting.

Fawson stated that there has been some confusion and misinterpretations regarding the CSU transfer pattern for the Transfer Studies degree. In item 2 of the outline, the word “*electives*” in the first sentence appears to be misleading resulting in interpretation problems. Title 5 requires “*18 units of preparation in a discipline or related discipline.*”

San Diego Community College District Curriculum and Instructional Council

The purpose of the language in the Transfer Studies degree when it was originally crafted was to address specific language in Title 5 as well as to ensure that students take transferable courses and in a coherent pattern.

Action: No action. Item was referred to college curriculum committees to review, approve and/or recommend. CRCs will report at the next CIC meeting.

IV. NEW BUSINESS

A. Course Active – But not Offered

Liska raised the issue of courses being active in the catalog but not offered. If the preparation for the transfer major includes courses listed as available in our catalog, SDSU and CSUs in general are holding students to completion of these courses even if they are not offered. Liska introduced Duane Short, Transfer Center Director, who shared with Liska that an engineering prep student at SDSU was not able to take one of our engineering courses and was denied admission in that major. Liska prepared a list of every course that is required for every major preparation and proposed that this list reviewed to see how often and when last the course was offered. Fawson inquired if there was a process at the college CRCs to deactivate courses that are no longer active. Manzoni responded that City has a process that is working well. Lynn Neault added that beginning Fall 2003, all preparation for the major must be completed for transfer to SDSU. Plans are underway to schedule a countywide CIO/CSSO meeting to address this issue.

The Council discussed the idea of students petitioning in advance to transfer and to graduate in a one-step process. Glow recommended that a counselor or transfer center staff work with the evaluator if this idea is implemented.

Neault shared that SDSU has a database for all their non-articulated courses and has agreed to write a web-based interface for us to access that information. Neault will inform CIC when it is available.

Action: No action. This issue will be brought back to the next CIC meeting as an informational item.

B. Joint SSC/CIC Meeting

Fawson reported that there are four items that have come forward so far to be placed on the Joint SSC/CIC Meeting Agenda:

- Transfer Studies Degree
- Dual Admissions

San Diego Community College District Curriculum and Instructional Council

- Certificates of Completion
- Transfer Requirements

Manzoni requested “Characteristics of Summer Students” be placed on the agenda. The Council will forward other agenda items to Harada. The meeting is scheduled for May 15, 2003, at the District Office Room 300 from 11:30 – 1:30.

STANDING REPORTS

A. Curriculum Integration Project

Fawson requested clarification with the Curriculum Integration Project and our progress toward reaching the target goal of 629 integrations. Grant responded that the report did not reflect all the integrations in process, only those that have been completed and been processed through CIC. Council members are confident that the target goal will be met.

B. Information Technology Council

Fawson reported that feedback regarding the virus protection software implementation has been positive.

Fawson also reported that Judy Baker, a team of faculty from the District and a Blackboard user are participating in an evaluation of WEBCT 4.0; early assessment of the program is favorable. It appears the recommendation from the group will be to move directly from 3.5 to 4.0 as soon as it is available.

Problems with servers have not been resolved, but we anticipate a solution within two months.

Fawson reported that a suggestion to do more District-wide group buys for licensing in the instructional program areas was not well received.

C. Student Services Council

Neault reported that there is a statewide investigation into concurrent enrollment. Preliminarily, it appears that approximately 70% - 75% of the current enrollments will have to be disallowed because of missing approval forms, exclusion from the printed schedule and lack of documentation. The largest group affected is the Mesa high school honor students because of the lack of permission forms from the high schools. Neault is in the process of responding to this issue and a complete report will be presented to Cabinet.

Neault reported that the San Diego and Imperial County Community College Association (SDICCCA) appointed her to a task force addressing transfer issues

San Diego Community College District Curriculum and Instructional Council

as they relate to Dual Admissions. A coordinating meeting with CIOs and CSSOs will take place to discuss the issue of Dual Admissions. SDSU asked us to require that dual admissions students complete another application at the community college. Neault has requested a crosswalk of their application and ours.

Fawson raised the issue of a misunderstanding we are having with SDSU and the acceptability of English 51 and English 92A. Our understanding was that we had an agreement that SDSU would accept English 51, including our final exam. SDSU has indicated that they want the students to take their exit exam. Fawson and Harada will address this issue and report back to the Council.

Jan Lombardi inquired about placement issues. Research into placement data of the SDSU English Placement Exam was reviewed and found fairly accurate in placing students into our English courses at the 51 level and above. The placement exam is not on the State approved list; however, the State Chancellor's Office via a memo from Peter White, allows us to use this exam for placement of students in our English classes. Lombardi announced that this information had not been shared with her college. Neault was concerned about what we would do for Summer if SDSU does not take our 51. Fawson will respond to SDSU and take the position that we understood that SDSU had agreed to that our holistic, final exam would be acceptable if we accepted their recommendation for the content of the course. If SDSU does not accept this response, further discussions will be necessary to resolve this issue.

Manzoni stated that the *Characteristics of Summer Students* report would be a good tool in planning and enrollment for the future and will share this information with his deans. Manzoni inquired if there were one or two questions that could be added for enrollment management. Since this tool is developed with different questions every semester, Neault stated it wasn't too late for the Fall semester survey and that suggested questions come through the Vice Presidents as soon as possible. Neault also noted that there was a limit to the number of questions that could be included via ClassTalk.

D. State Academic Senate

No report was given.

E. CIO (Chief Instructional Officers)

No report was given.

San Diego Community College District Curriculum and Instructional Council

F. CurricUNET Update

Grant reported that the new servers were up and response appears to be faster overall. She reported that there had been District-wide problems with the Internet connection one day and the slow response of the system was not due to CurricUNET.

Grant announced that the on-line conference for the League of Innovations was now available to view on the Instructional Services Website.

Fawson announced that Grant has accepted a position with the County of San Diego and will be leaving on April 17th. The Council thanked Grant for her contributions and hard work during her time as Curriculum Analyst with Instructional Services.

G. Announcements

1. The next CIC meeting is April 24, 2003 at 1:00 PM in Room 272. The curriculum deadline for the April 24, 2003 CIC meeting is Friday, April 4, 2003.
2. Joint SSC/CIC Meeting is scheduled for May 15, 2003, at the District Office Room 300 from 11:30 – 1:30.

A. Handouts

1. CET Curriculum
2. Transfer Studies Outline and Draft Language
3. General Education Task Force Group Purpose
4. Characteristics of Summer Students
5. Integration Report

V. ADJOURNMENT

The meeting was adjourned at 2:35 P.M.