

San Diego Community College District Curriculum and Instructional Council

Meeting of April 24, 2003
1:00 PM – District Room 272

APPROVED

MINUTES

PRESENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Chris Dawes	Academic Senate President – Mesa College
Diane Glow	Articulation Officer – Miramar College (<i>Proxy for P. Deegan & H. Webb</i>)
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>)
Will Tappen	Curriculum Chair – Mesa College

ABSENT:

Pam Deegan	Vice President, Instruction – Miramar College
Ken Fawson	Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>)
Sandy Schaffer	Faculty – CET
Jim Smith	Vice President, Instructional Services – CET
Helen Webb	Curriculum Chair – Miramar College

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Kim Laramie	Senior Secretary, Instructional Services – District Office
Jeff Mills	Systems Analyst, Instructional Services – District Office
Darlene Shumaker	Administrative Technician Instructional Services – District Office

GUESTS:

Paula Hjorth-Gustin	Faculty – Mesa College
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Myra Harada called the meeting to order at 1:02 PM.

I. MINUTES AND AGENDA

A. Approval of: April 10, 2003 Minutes

The minutes were approved as corrected M/S/P (Glow/Tappen)

B. Approval of: April 24, 2003 Agenda

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

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion: A.) 3.1

All other items were approved by consent. M/S/P (Glow/Tappen)

3. Diesel Technology (DIES)

- 1.1 ***124 Diesel Engines D** New Course 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): Miramar. Effective: Summer 2003.

4. Disabled Students Program And Services (DSPS)

- 2.1 ***072 Keyboarding/Word Processing for Learning Disabled** Course Deactivation (not at any College) Proposed For College(s): City, Miramar. Effective: Summer 2003.

4. Fire Protection Technology (FIPT)

- 4.1 **309A Emergency Medical Care of the Sick and Injured** Course Integration (Activation included) Proposed Changes: Hours Proposed For College(s): Miramar. Effective: Summer 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:

1. Administration of Justice

- 1.1 **Administration of Justice** Program Revision Proposed For College(s): Miramar. Effective: Fall 2003.

C. Centers For Education and Technology

None

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

D. Distance Education (For Information Only)

None

E. Special Topics Courses (For Information Only)

None

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3. Physical Education (PHYE)

- 1.1 **265A Special Topics in Physical Education/Cheerleading** Special Topic/Experimental Course Proposed For College(s): Mesa. Effective: Fall 2003.

F. Curriculum Items Removed From Consent Agenda

3. English (ENGL)

- 3.1 **240 Shakespeare** Course Integration (Activation included) Proposed For College(s): Mesa. Effective: Fall 2003.

Action: To approve course as submitted and additionally activate English 240 at City College with all appropriate General Education and IGETC for Fall 2003. *M/S/P (Lombardi/Glow)*

III. OLD BUSINESS

A. General Education Review Task Group

Myra Harada distributed a revised draft document outlining the background, issues and purpose of the General Education Review Task Group. This revision incorporated the changes Council members requested at the last CIC meeting.

Liz Armstrong requested that a definition of general education be included in the document. Diane Glow suggested that a sentence be added such as “*charge the group with defining what constitutes general education courses in each of the specific areas.*”

Following additional revisions were requested regarding the bulleted section of the document:

Bullet Three: The word “required” be changed to “*offered*”; and “*CSU/IGETC*” be changed to “*CSUGE/IGETC.*”

Bullet Five: The words “*lower division*” be removed.

Bullet Six: The words “*general education*” be added at the end of the sentence.

Harada explained that the document was intended as a guideline of suggested topics for the General Education Task Group to discuss.

Action: The document was approved with the changes noted. *M/S/P (Glow/Manzoni)*

B. Transfer Studies Language

At the last CIC meeting, a draft of the Transfer Studies Associate Degree catalog language was referred to college curriculum committees for review and recommendations. Diane Glow stated that Miramar College CRC felt that the item

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was too restrictive as presented and suggested the second sentence “*If fewer than 18 units of undergraduate major preparation coursework are offered, preparation of a major may be supplemented with elective courses in the discipline or a discipline related to the transfer major to complete the 18 units*” be removed. City and Mesa CRCs have not met since the last CIC meeting and will be reviewing the document at their meetings scheduled next week.

After discussion the following suggestions were presented:

1. In lieu of number 2 under CSU Transfer Pattern, IGETC Transfer Curriculum; in lieu of number 3 under UC Transfer Admission Guarantee (TAG); and in lieu of number 3 under Other Institutions Transfer Pattern the language will appear as:

“Complete additional courses in the transfer major or other courses related to the transfer major to fulfill the 60 semester units required for the Associate in Arts degree. (Sixty semester units must be transferable.)”

2. The following notation will appear in the second paragraph under the heading “*Associate of Arts Degree Transfer Studies*” and will follow the sentence that begins with “*Caution.*” The notation will be highlighted and in text box format:

“Some receiving institutions, such as San Diego State University, require that the student complete all courses offered in the preparation for the major, the general education pattern, and 60 transferable units before transferring. Completion of the Transfer Studies Degree does not guarantee acceptance into a four-year institution nor into a major.”

It was clarified that the intent of this section in the catalog is to expect students to have 18 units in a specific discipline or related discipline in addition to the general education pattern in the major.

Action: No action. Harada will email a revised draft document to the Vice Presidents and CRC chairs for presentation to college curriculum committees for review and approval, for action at the May 8, 2003 CIC meeting.

C. “Target Audience” – Course Descriptions

Tappen reported that the course descriptions as they relate to a “target audience” has been discussed only among the CRC Chairs and not yet with the curriculum committees. He announced that the CRC Chairs are in agreement that a sentence identifying a target audience should be included in the course descriptions of all integrated course outlines whenever possible. Tappen noted that there would not be a need to add another statement or sentence when the course description implicitly describes the target audience.

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Tappen also reported that the CRC Chairs have agreed that the *term “research paper”* will not be used unless the course has at least an advisory of English 101. When a course does not require an advisory of English 101, an alternate phrase will be used, such as *“critical essay,” “critical paper,”* and *“extensive essay,”* etc. These two recommendations will be presented at the next CRC meetings.

IV. NEW BUSINESS

A. Generic 045L and Generic 046L Courses (*placed on agenda by Armstrong*)

Liz Armstrong requested that Generic 045L, Applied Application of Software and 046L, Applied Learning Resource Skills be added to the agenda for discussion. 045L is currently being offered at City and Miramar colleges and 046L is a new Generic Area. Armstrong is requesting assistance to hasten the approval process so the courses can be offered at Mesa College this summer.

045L is a zero-unit course, taken concurrently with another course in the discipline, allowing students to work using a computer with CIL and LRC. Mesa is requesting that one of the bullets in the outline be changed. Currently the bullet reads: *“Students will meet on a regular basis and consult with their instructor on the materials in the course.”* Mesa is proposing to change that bullet to refer to *“Occasional individual instruction related to software and computing equipment operations that support the requirements of the companion course.”*

Armstrong also stated that Mesa would like to create a parallel generic course, 046L, to allow students to perform similar kinds of work as the 45L course but without the need to use a computer.

Armstrong stated that offering these courses is important because Mesa is not over their CAP with non-credit apportionment and these courses would offer the opportunity to earn additional revenue for the college.

In order to accommodate Mesa’s request and have the courses approved for summer, the courses will need to have Instructional Services assistance to take them through the approval system in time to have them brought back to the next CIC meeting for final approval. Harada informed the Council that the courses will be administratively facilitated and requested the colleges be made aware of this and be poised to respond quickly as the courses come through the system.

Action: No action. This issue will be brought back to the next CIC meeting as a separate agenda item for approval.

STANDING REPORTS

A. Curriculum Integration Project

No report.

B. Information Technology Council

No report.

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C. Student Services Council

Harada reported that the Student Services Council discussed the potential need for a process to assess a student's suitability for a particular degree or program. This issue surfaced when a student enrolled in Child Development exhibited inappropriate behavior around children. Neault reported that SSC recommended this issue be referred to CIC for discussion and action. Currently, if a student acts inappropriately in class, the behavior may not warrant suspension or disciplinary action and the student cannot be excluded from the classroom based on behavior under existing policy and procedures. SSC feels there may be a need to expand policy and procedures and require language in the course objectives to address inappropriate behavior in the classroom. Harada suggested that the Child Development Department be contacted for their input. It was also suggested that a student should be notified up front what crimes or misdemeanors might preclude them from employment before they embark on a degree in child development as education.

D. State Academic Senate

Chris Dawes reported that upgrading English and math requirement are still under discussion. Dawes will be attending the plenary session scheduled for the end of next week.

E. CIO (Chief Instructional Officers)

Armstrong reported that the discussions centered around the budget. One issue discussed whether apportionment would be allowed for students who have withdrawn from courses. It appears that the Ralph White memo on W's was meant to be a response to an inquiry and was never intended to be a legal opinion. The memo has been referred back to the State Chancellor's Office for investigation and is not likely to resurface in that format.

Armstrong also reported that questions were raised regarding the acceptability of zero-certificate course requirements based upon the State Chancellor's Office investigation. It appears that what we are proposing is fine.

Concurrent enrollment was a major topic of discussion, and it appears an immediate resolution is not forthcoming. The State Chancellor's Office is currently accepting reports on concurrent enrollment from various districts and will be preparing requirements for audits. Once the requirements are in place, audits will be conducted at the various districts over the next few years. Concern was expressed regarding how the colleges will manage the 5% Rule: that no more than 5% of the students in a given high school class can be in concurrent enrollment at any given time. The Rule will have to be monitored by the high schools but the colleges will be held accountable. In response, some colleges have opted out of concurrent enrollment altogether while other colleges are conducting business as usual pending resolution. Armstrong announced Mesa is actively addressing this issue. She is meeting next week with faculty, Carl Luna and Saeid Eidgahy to brainstorm and President Constance Carroll is meeting with high school principals regarding their responsibilities.

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F. CurricUNET Update

Jeff Mills reported that a new version of CurricUNET will be placed on the old servers once they have been rebuilt. The District is targeting summer for implementation. Some of the colleges utilizing CurricUNET are already implementing the new version.

G. Announcements

1. The next CIC meeting is May 8, 2003 at 1:00 PM in Room 272. The curriculum deadline for the May 22, 2003 CIC meeting is Friday, May 2, 2003.
2. The Courses Active – Not Offered Report was sent to the colleges yesterday. This item will be added as an agenda item for the Joint SSC/CIC meeting scheduled May 15, 2003.
3. Armstrong announced that she was conducting a “Building Student Success Through Learning Outcomes” workshop April 25, 2003. The workshop will be held at Mesa College, Room H117 from 1:00 – 2:30.

A. Handouts

1. Transfer Studies Outline and Draft Language
2. General Education Task Force Group Purpose
3. Integration Report

V. ADJOURNMENT

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