Ken Fawson called the meeting to order.

I. MINUTES AND AGENDA

A. Approval of: May 22, 2003 Minutes
The minutes were approved. M/S/P (Webb/Andersen).

B. Approval of: September 22, 2003 Agenda
The agenda was approved with additions. M/S/P (Andersen/Webb).

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum
Dr. Fawson reminded the Council members that effective terms are usually the semester after approval.

Items removed from consent agenda for discussion: A) 7.2, 18.1, 18.2; and B) 3.1.
All other items were approved by consent. M/S/P (Lombardi/Gustin).
San Diego Community College District
Curriculum and Instructional Council

1. Administration Of Justice (ADJU)


2. Anthropology (ANTH)


3. Alcohol And Other Drug Studies (AODS)


4. Aviation (AVIA)


San Diego Community College District  
Curriculum and Instructional Council  


5. **Biology (BIOL)**


6. **Black Studies (BLAS)**


San Diego Community College District
Curriculum and Instructional Council

7. Business (BUSE)


8. Chemistry (CHEM)


9. Child Development (CHIL)


10. Construction Systems (CONS)


11. Dance (DANC)

11.1 * 115 Tap, New Course. Proposed For College(s): Mesa. Effective: Spring 2004

12. Diesel Technology (DIES)


13. Electricity (ELCT)


San Diego Community College District
Curriculum and Instructional Council

14. Engineering (ENGE)


15. Humanities (HUMA)

15.1 101 Introduction to the Humanities I, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.

16. Machine Technology (MACT)


16.9 171 Application of CNC Controlled Vertical and Electrical Discharge Machining (EDM) I, Course Integration (Activation included). Proposed Changes: Title, Prerequisite Corequisite Advisory, Reading or Writing level, Math level. Proposed For College(s): City. Effective: Spring 2004.
16.10 172 Application of CNC Controlled Vertical Machining and Electrical Discharge Machining (EDM) II, Course Integration (Activation included). Proposed Changes: Title, Prerequisite Corequisite Advisory. Proposed For College(s): City. Effective: Spring 2004.


17. Mathematics (MATH)


19. Nursing Education (NRSE)


20. Physical Education (PHYE)

San Diego Community College District
Curriculum and Instructional Council

21. Physics (PHYS)


22. Pipefitting (County Pipetrades) (PIPF)


San Diego Community College District
Curriculum and Instructional Council

22.5 318 Fitting Fabrication, Course Integration (Activation included). Proposed Changes: Course objectives, Prerequisite Corequisite Advisory, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Texts/Supplies. Proposed For College(s): City. Effective: Spring 2004.


23. Plumbing (County Pipetrades) (PMBG)


San Diego Community College District
Curriculum and Instructional Council


24. Political Science (POLI)


25. San Diego Gas And Electric (SDGE)


San Diego Community College District  
Curriculum and Instructional Council


26. Shipbuilding Technology (SHIP)


B. Approval of Program Changes

Note: See Proposal Impact Reports for certificates and degrees that may be affected by above course changes. Once courses changes are implemented, programs will automatically be updated in CurricUNET:

1. Apprenticeship


2. Computer Business Technology

   2.1 Administrative Assistant, Program Revision. Proposed For College(s): City. Effective: Fall 2004.


   2.3 Legal Administrative Assistant, Program Revision. Proposed For College(s): City. Effective: Fall 2004

3. Electricity


4. History

   5.1 History, Program Revision. Proposed For College(s): City. Effective: Fall 2004.

* REQUIRES BOARD OF TRUSTEES APPROVAL PRIOR TO IMPLEMENTATION
San Diego Community College District
Curriculum and Instructional Council

C. Distance Education (For Information Only)

1. Administration Of Justice (ADJU)

2. Business (BUSE)

3. Computer And Information Sciences (CISC)

4. Electrical (ELEC)
   4.1 301A Introduction to Electrical Apprenticeship I, Distance Learning - No Other Action. Proposed For College(s): City. Effective: Fall 2003.
   4.2 301B Introduction to Electrical Apprenticeship II, Distance Learning - No Other Action. Proposed For College(s): City. Effective: Fall 2003.
   4.5 303A Advanced Electrical Apprenticeship I, Distance Learning - No Other Action. Proposed For College(s): City. Effective: Fall 2003.
   4.6 303B Advanced Electrical Apprenticeship II, Distance Learning - No Other Action. Proposed For College(s): City. Effective: Fall 2003.
5. **Geography (GEOG)**

   5.1 **102 Cultural Geography**, Distance Learning - No Other Action. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2003.

D. **Special Topics Courses (For Information Only)**

   None

E. **Curriculum Items Removed From Consent Agenda**

7. **Business (BUSE)**


Mesa College noted that the last sentence of course description, “This course is well-suited for transfer students planning to major in business,” is not accurate. It was the consensus of the Council that this course is not a major preparation for business programs at most transfer institutions, particularly not for SDSU. City College and other members also recommended that the English advisories should be changed to prerequisites.

**Action:** To return the BUSE 119 course proposal to the originating campus CRC (Miramar) for consideration of suggested revisions and then bring back to CIC.  

   M/S/P (Shafer/Gustin).

18. **Music (MUSI)**


City and Mesa Colleges asked to have the last sentence of the course description deleted.

**Action:** To approve the MUSI 111 course with the deletion of the last sentence of the course description, “This course is intended for students planning to major in the visual and performing arts.”  

   M/S/P (Lombardi/Armstrong).

Mesa College asked for clarification of the course description.

**Action:** To approve the MUSI 205A course. *M/S/P (Glow/Webb)*

**F. Program Changes Removed From Consent Agenda**

3. **Computer Technical Illustration**


City College asked to make a modification to the current program revision.

**Action:** To approve the Computer Technical Illustration Program with the removal of RTVC 151 (3 units) from the Associate in Science, Computer Technical Illustration, thereby reducing total units from 30 to 27. *M/S/P (Lombardi/Andersen)*

**III. OLD BUSINESS**

A. **American Institutions – History 110, 115B, 123 and 142**

Myra Harada announced that certification of our American Institution courses for CSU G.E. requires the addition of textbooks specific to the State of California. Because textbook copyright dates are critical for articulation, City College asked for an electronic link between the bookstore and CurricUNET. The link had been used but the faculty did not like the automatic feature. Textbook updates may be made without going through the approval workflow. Mesa College cautioned that faculty and department chairs are made aware of such changes.

**Action 1:** To administratively add the following California textbooks to course outlines of HIST 110, 115B, 123, 142, and BLAS 140B:

San Diego Community College District  
Curriculum and Instructional Council  


**Action 2:** To recommend that the CurricUNET Steering Committee research a procedure that will allow textbooks to be entered administratively following college CRC review, and report their findings back to CIC.  

**B. Business Programs**  
The Council was reminded of the need to form a task group to discuss several issues with regard to the Business Programs of all three colleges. The Council recommended the following review:  
- Possible alignment of a common transfer core of classes;  
- Program terminology;  
- Common versus unique college certificates  

**Action:** To recommend that the Business Discipline Dean, Susan Schwartz, form a task group of representatives from each of the colleges and report back to CIC.  

**C. General Education Task Group**  
Liz Armstrong announced that the first meeting, held at the end of May, was productive and established priorities. One area the task group will be comparing is the SDCCD G.E. and SDSU G.E. The next meeting is scheduled for early October. A sub-group hosting “4th Friday Workshops” from now until the end of September 2004 will focus on how student outcome statements are connected to G.E..  

**Action:** The G.E. Task Group update will be added to the CIC agenda as a regular item under **Standing Reports**.  

**D. Review Last Year’s Changes to English 50 & 55**  
*(Added to agenda by Libby Andersen)*  
Libby Andersen asked for a recap of changes approved at the 12/12/02 CIC meeting. Jan Lombardi explained that the courses were renumbered from ENGL 50 & 55 to ENGL 43 & 42 in order to keep non-transferable courses numbered 1-49 (ENGL 51 & 56 are Associate Degree Credit). Lombardi was not sure why the title was changed for ENGL 55/42 (a roman numeral “I” was added). The course order was changed from writing/reading (50/55) to reading/writing (42/43) because reading is mastered before writing. A Program Impact report can be run from the course search screen in CurricUNET, which will show a list of all courses that have these English courses as requisites. Notification was sent out to Counselors, Evaluators, and others to help in...
San Diego Community College District
Curriculum and Instructional Council

the transition. We have also placed “Formerly English 50/55” text in the catalogs, next to the course descriptions.

City College asked why we no longer use “eligibility for” text in our requisites. Paula Gustin said that for clarity, all requisites were changed to “completion of.” Ken Fawson reminded the Council that validation is required for enforced requisites that are cross-disciplinary. These requisites will be treated as advisories only until such time that validation is completed. In many instances, SDCCD’s Institutional Research has not been able to validate the prerequisites.

IV. OTHER BUSINESS

A. Information Technology Projects

Ken Fawson announced that Instructional Services is working with College Vice Presidents, Student Services, and Information Technology staff on the following projects:

- CurricUNET to ISIS crosswalk to assist in duplicated fields (target completion date is the end of this semester);
- Decision Support System to assist the Vice Presidents of Instruction and Deans in managing student enrollment. Coordination meetings take place every Friday and two new servers are on order (December is the target start date); and
- Document Search and Retrieval System is being added to CurricUNET to access digital files of older curriculum that have been scanned.

B. SDSU Major Prep Courses Active But Not Offered

Myra Harada updated the Council on a report that Instructional Services is preparing. The report, due at the end of October, will identify all courses that are SDSU major preparation but have not been offered in two years plus one semester. SDSU has indicated that they may grant exceptions and accept students who have not completed courses listed on the report. Lynn Neault reported that if the students’ major has a high number of units required, they would not be rejected for non-completion of their major preparation courses. SDSU is only requiring completion of all courses listed in major prep up to 60 units. Lynn will send the URL address of an SDSU web site, which lists the equivalencies of their courses with those of other institutions.

Ken Fawson described some reports that were prepared in response to a request by Chancellor’s Cabinet for a breakdown of the number of current SDCCD courses by type (ex. pre-collegiate, experimental courses, G.E., transfer, and stand alone):

- A list of courses required for general education and major preparation (Only 10 courses are part of the SDCCD G.E. but do not transfer as G.E. courses to other institutions).
San Diego Community College District  
Curriculum and Instructional Council

- A comparison of non-G.E. courses shows courses that are major preparation for SDCCD and/or recommended electives only. These courses are not articulated and transfer only as electives to other institutions.
- Stand Alone courses show courses applicable only to the SDCCD degree. Some don’t transfer; others transfer only as electives.
- Experimental Topics/265 list shows currently active courses that need to be reviewed and may become a standard course.

Lynn Neault said she was also running some reports by section. Mesa College asked if FTEF/FTES could be included in the section reports. The Council felt that these reports needed some clarification prior to being used by department chairs. The Articulation Officers mentioned that courses change quickly. The most current information can be found at web sites of transfer institutions, CAN, OSCAR, and ASSIST.

C. November 6, 2003 Joint SSC/CIC Meeting

Myra Harada announced that one of the previously agreed-upon joint meeting dates, November 6th, was no longer available for some of the vice presidents of student services due to the accreditation meetings. It was decided that we would wait until spring and not attempt to schedule another date for fall.

D. Reviewing Transferability Proposals Annually  
(Added to agenda by Myra Harada)

Myra Harada asked if CIC would be reviewing transferability once per year, in November, as discussed at previous CIC meetings. Several Council members agreed that once a year would give them more time to focus on the factors involved in approving or disapproving these important actions. It was agreed that transferability actions would still be included in proposals coming through the system. Then, once per year in November, a report will be generated of all new and changed courses with transferability. CIC will review proposed transferability and will approve or deny. November was selected because transferability requests are submitted in December.

**Action:** CIC, once per year at the November meeting, will review courses submitted during the year for the following transferability actions: District G.E., CSU G.E., IGETC, and UC TCA.  

V. STANDING REPORTS

A. Curriculum Updating Project

Today’s report and all future updates will be based only on courses that have never been integrated. The project was designed to integrate all outlines first and then to review them every six years.
B. Information Technology Council

No report given. The next meeting is scheduled for October and will be chaired by Ken Fawson’s interim replacement.

C. Student Services Council

Wait-List: Lynn Neault reported that 8800 Students were able to add classes they had wait-listed. Lynn will send the Council the specific statistics. There are still isolated reports that some faculty is not honoring the wait-list. The default number of students allowed to wait-list is 50% of class capacity unless changed by a school dean.

Mainframe: There was a slow down to the ISIS mainframe system on opening day due to more transactions than ever being processed now that students can use both the phone and web to register. The ISIS system will soon be upgraded to handle the traffic. Reminders and Flex workshops were set up regarding online grade submission.

D. State Academic Senate

No report was given. The next meeting is planned for the end of October/early November.

E. CIO (Chief Instructional Officers)

Pam Deegan has been appointed as the SDICCCA regional representative to the State Chancellor’s Consultation Council.

F. CurricUNET Update

Dr. Fawson reported that Version II should be up and running by spring. It is visibly more pleasing and several enhancements will be included. The Council asked for the system to show specific changes made to the proposals.

VI. ANNOUNCEMENTS

A. The next CIC meeting is September 25, 2003 at 1:00 PM in Room 272. The curriculum deadline for the October 9, 2003 CIC meeting is Friday, September 19, 2003.

B. Handouts
   1. Today’s CIC Meeting Agenda
   2. Last CIC Meeting Draft Minutes
   3. Curriculum Summary Document
   4. American Institutions (History Textbooks)
   5. Curriculum Updating Project
   6. Introduction to Community Economic Development
   7. Total Active SDCCD Courses (Breakdown)
   8. CIC Member Listing

VII. ADJOURNMENT

The meeting was adjourned at 3:00 p.m.