

# San Diego Community College District Curriculum Instructional Council

**APPROVED**

**Meeting of October 9, 2003  
1:00 PM – District Room 272**

## **MINUTES**

### **PRESENT:**

Libby Andersen	Academic Senate President – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Diane Glow	Curriculum Chair – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Sandy Schaffer	Past Academic Senate President – CET
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

### **ABSENT:**

Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Jeff Mills	Systems Support Analyst, Curriculum & Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

### **GUEST:**

Carolyn Buck	Articulation Officer – Mesa College
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*Myra Harada called the meeting to order at 1:03 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: September 25, 2003 Minutes**

*The minutes were approved. M/S/P (Anderson/ Armstrong).*

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## B. Approval of: October 9, 2003 Agenda

*The agenda was approved with additions. M/S/P (Glow/Anderson).*

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (See Curriculum Summary for Details)

*Items removed from consent agenda for discussion: 1.2, 1.3, 2.2, 3.1, 7.1*

*All other items were approved by consent. M/S/P (Lombardi/Webb).*

#### 1. Air Conditioning, Refrigeration, And Environmental Control Technology (AIRE)

**1.1 103 Thermal/Refrigeration Lab**, Course Integration (Activation included). Proposed Changes: Prerequisite Corequisite Advisory, Outline of Topics. Proposed For College(s): City. Effective: Spring 2004.

#### 2. Alcohol And Other Drug Studies (AODS)

**2.1 150 Introduction to Chemical Dependency**, Course Integration (Activation included). Proposed Changes: Skills/Knowledge to enter course, Prerequisite Corequisite Advisory. Proposed For College(s): City. Effective: Spring 2004.

**2.3 270 Work Experience in Chemical Dependency**, Course Integration (Activation included). Proposed Changes: Prerequisite Corequisite Advisory. Proposed For College(s): City. Effective: Fall 2004.

#### 4. Photography (PHOT)

**4.1 100 Basic Black-and-White Photography**, Course Integration (Activation included). Proposed Changes: Hours. Proposed For College(s): City. Effective: Fall 2004.

**4.2 135 Intermediate Black-and-White Photography**, Course Integration (Activation included). Proposed Changes: Hours. Proposed For College(s): City. Effective: Fall 2004.

#### 5. Plumbing (Construction Trades) (PLBG)

**5.1 075B Plumbing Code**, Course Revision. Proposed Changes: Prerequisite Corequisite Advisory. Proposed For College(s): City. Effective: Fall 2004.

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## 6. Shipbuilding Technology (SHIP)

- 6.1 **\*201 Technological Issues: Organization and Effective Leadership in Shipbuilding**, New Course. Proposed For College(s): City. Effective: Spring 2004.

### B. Approval of Program Changes

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

### C. Approval of Centers for Education and Technology (CET) Curriculum

None

*\* 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. Air Conditioning, Refrigeration Lab (AIRE)

- 1.2 **122 Cost Estimating/Blueprints**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed for College(s): City. Effective: Fall 2004.

- 1.3 **127 Fluid Flow Dynamics Lab**, Course Integration (Activation included). Proposed Changes: Integrated course outline. Proposed for College(s): City. Effective: Fall 2004.

Instructional Services raised concern regarding the difficulty of tracking courses that lack specific corequisite designations. Discussion ensued regarding how students will know whether concurrent enrollment is required and whether withdrawal from one course mandates withdrawal from the corresponding course. City recommended required enrollment in a lecture course prior to registration for the appropriate laboratory course. Students who attempt to register in the lab prior to enrollment in the course will receive a message instructing them to enroll in the lecture course. Mesa suggested that determination of whether a student can remain in a course without simultaneously completing the co/prequisite is a policy decision. The final decision regarding enrollment should be decided by the dean and department chairs.

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**ACTION:** Given the inherent limitations of our enrollment system, this concern and related topics from CIC recent history should be compiled and provided to Kendra Jeffcoat for consideration when reviewing the functionality of future systems. The courses were approved. **M/S/P** (Lombard/Webb).

## 2. Alcohol and Other Drug Studies (AODS)

- 2.2 156 Chemical Dependency Case Management**, Course Integration (Activation included). Proposed Changes: Outline of Topics. Proposed for College(s): City. Effective: Spring 2004.

Instructional Services requested clarification from City as to whether some advisories were intended to be prerequisites. City confirmed that they were not intended to be prerequisites and this course would ideally be used as a capstone to other courses listed in the advisories. Instructional Services inquired whether the last sentence of the course description would be more appropriate as an advisory comment. City preferred that the sentence remain in the course description.

**ACTION:** The course was approved. **M/S/P** (Lombard/Webb).

## 3. Mathematics (MATH)

- 3.1 032 Fundamentals of Mathematics**, Course Integration (activation included). Proposed for College(s): City, Mesa, Miramar. Effective: Spring 2004.

City asked to remove the repeatability of this course. City requested that the last line of the course description, "*This course does not meet associate degree or graduation requirements,*" be included in the catalog.

**ACTION:** *Approved with modification: removed repeatability.*  
**M/S/P** (Lombard/Webb).

## 7. Technical Writing (TEHW)

- 7.1 101 Introduction to Technical Writing**, 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: Fall 2004.

City confirmed that this course will be CSU transferable. Instructional Services clarified that this course will appear on the November list for District GE in Area A1. The Advisory Committee's rationale for listing English 101 as an advisory

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and not a prerequisite was to allow students with professional writing experience to enroll in Introduction to Technical Writing without having completed English 101.

**ACTION:** Course approved, except District GE action, which will be reviewed at the November meeting. **M/S/P** (Lombard/Webb).

### **III. OLD BUSINESS**

#### **A. CIC Annual Review of G.E. and Transferability**

Instructional Services provided a handout highlighting current and future procedures for conducting annual reviews. Attendees were in agreement that request forms for transfer institutions need to be distributed with ample time for Articulation Officers to prepare forms and acquire the necessary signatures from Academic Senate Presidents prior to personnel departing for holiday vacations. An annual process should be implemented to avoid conflicts with future deadlines.

**ACTION:** Instructional Services will have request forms ready for signature at the November 13, 2003 CIC meeting. Handout adopted with this addition. **M/S/P** (Glow/Conrad).

#### **B. CIC representation at Student Services Council**

Harada reviewed that Ken Fawson had informed CIC that the Vice Presidents would be rotating attendance at Student Services Council. Each Vice President will be attending four consecutive SSC meetings. CIC needs to approve this representation.

**ACTION:** CIC approves the rotating representation of the Vice Presidents to SSC meetings and Liz Armstrong will organize the schedule for rotation. **M/S/P** (Conrad/Lombardi).

### **IV. NEW BUSINESS**

#### **A. Accreditation Definitions**

**(Added to Agenda by Pam Deegan and Liz Armstrong)**

1. Pam Deegan reported information obtained from the October 8, 2003 Accreditation Presentation held at Mesa College. Deegan emphasized the importance of providing evidence of the criteria used to transfer in and out of institutions. Broad generalizations will not be sufficient. Myra Harada suggested that the current articulation procedures be clarified with our annual review and with discussions at the GE Task Force meetings. Liz Armstrong reported that with the reauthorization of the Higher Education Act the District

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will require a review of policy. Harada has begun the research of procedure on our website regarding Policy 5300.2 and its uses in District policy.

2. Deegan suggested a subcommittee be formed. Jeff Mills requested that the subcommittee clarify whether one of its goals will be to have information included in the course catalogs. Implications for catalog production are anticipated.
3. Deegan indicated that the Accreditation Committee would need to review any substantive curriculum changes, including program additions. Armstrong added that reorganization will be considered a substantive change and has serious implications for the District.
4. Harada indicated a need to define District responsibilities vis-à-vis the colleges' responsibilities. Gail Conrad noted that if there are changes and/or additions made by the colleges, such revisions need to be proposed collectively.

**ACTION:** Harada will discuss with Kendra Jeffcoat the need to establish a subcommittee.

### **B. Dual Admission (Added to Agenda by Myra Harada)**

Harada explained that the preexisting agreement between Instructional Services and SDSU faculty regarding dual admission has not been honored. An SDSU orientation publication dated May 29, 2003 instructed dual admission students *not* to take placement exams at the community colleges. An independent agreement appears to have been established between SDSU and SDCCD at a February 28, 2003 Dual Admissions meeting at which Student Services was represented. Instructional Services, however, was not represented. Instructional Services will notify SDSU that a previous agreement had been made on January 29, 2003 between SDCCD and the SDSU Rhetoric and Writing Studies Department, and between SDCCD and the General Mathematics Studies Department.

### **C. Active But Not Offered**

Instructional Services compiled a list of SDSU Major Preparation courses not offered by each college for 2 ½ years. The intended goal was to clarify that SDCCD students had fulfilled the major preparation requirements for admissions within the limitations of courses available to the student. The college Curriculum Chairs indicated errors on the report in the data collection parameters described by Instructional Services. The report will be revised to include only major preparation courses active at each college but were not offered in the last 2 ½ years.

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**ACTION:** Instructional Services staff will work with Articulation Officers to review the report and make corrections.

## **D. CurricUNET Issue (Added to Agenda by Diane Glow)**

Diane Glow requested an electronic time limitation be imposed upon CNET proposals held in CurricUNET in the “prelaunch” phase. Miramar indicated that some faculty remain unaware of the distinction between “prelaunch” and “launch.” Instructional Services is currently informing faculty of prolonged prelaunch status individually by telephone, but has been behind due to limited personnel.

**ACTION:** Instructional Services will consider options for eliminating the ability of lengthy prelaunch stages and report back to CIC at a later date.

## **III. STANDING REPORTS**

### **A. Integration Project**

Deegan reported that the Curriculum Committee at Miramar decided to impose a deadline of October 15 for curriculum updates. If the curriculum is not updated by the deadline, the course will not be offered the subsequent semester. Miramar recognized that their imposed deadline may have ramifications but felt a leadership role was necessary to ensure that updates would be completed. Harada requested that Miramar provide Instructional Services with progress reports on this project.

Harada reported that CRC Chairs met to discuss any discrepancies in the database.

### **B. General Education Task Group**

Armstrong reported that the GE Task Force had a successful second meeting and are moving along quickly. A progress report is anticipated next month, with a target completion date of Spring 2004.

### **C. Information Technology Council**

1. Jeff Mills reported that the IT Council is reviewing District policy regarding security and will establish a subcommittee to investigate further. There are limitations to how secure IT can make the district without denying necessary student and public access.
2. Mills updated CIC of the transitional complications of changing from

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BlackBoard and hybrids to WEB CT format. The District does not have the resources to support both platforms. Training is available for those making the transition. Miramar raised concern regarding the ability to receive complete support for courses exclusively online and partial support for hybrid courses. A discussion ensued regarding the need for faculty to complete a two-step approval process for online instruction. Deans and Department Chairs are responsible for informing and monitoring faculty compliance with both the curriculum approval process and the approval to teach online.

3. A report is in progress regarding email and internet procedures.
4. Mills reminded CIC that the District is in the process of updating from Windows 98 to XP software. Miramar has conducted an internal inventory and has machines no longer under warranty, resulting in crisis level concern regarding technological upgrades. Deegan noted that some Curriculum Chairs will not be capable of operating XP software on their current machines. Diane Glow requested a timeline for upgrading to XP.
5. Mills informed CIC that the District connection speed to the internet will be doubling in the near future, with positive implications for CurricUNET.

### **D. Student Services Council**

Jim Vincent and Gail Conrad updated CIC that the district information systems reviews will commence starting next week. City informed CIC that the Academic Senate Presidents are concerned that there is not a substantive instructional component in the systems under consideration.

### **E. State Academic Senate**

There will be an area meeting in another week. This year's plenary session will be held in Pasadena.

### **F. CIO (Chief Instructional Officers)**

Deegan reported a successful meeting two weeks ago and a successful conference call meeting. CCCCO (State's Chancellor's Office) has received an adequate number of applicants for the State Chancellor's position and anticipates an announcement in November. There are a number of curricular issues that the state is reviewing, including English and math, dual admissions (high school), concurrent enrollment, and zero-unit courses.

## **V. ANNOUNCEMENTS**

- A. Harada announced that Mills is now a representative on the Calendar Committee. Membership in this committee is appointed by bargaining unit and not by functions. The Council feels more campus instructional representation is needed on this committee. Armstrong inquired when the committee will be meeting.



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Mesa requested a deadline on when calendars will be available.

- B. The next CIC meeting is October 23, 2003 at 1:00 PM in Room 272. The curriculum deadline for the October 23, 2003 CIC meeting was Friday, October 3, 2003. The curriculum deadline for the November 13, 2003 CIC meeting is Friday, October 24, 2003.**

**C. Handouts**

- 1. Today's CIC Meeting Agenda**
- 2. Last CIC Meeting Draft Minutes**
- 3. Curriculum Summary Document**
- 4. Yearly Review of GE**
- 5. Major Preparation Active, Not Offered**

**V. ADJOURNMENT**

Myra Harada adjourned the meeting at 2:25 p.m.