

San Diego Community College District Curriculum Instructional Council

APPROVED

Meeting of October 23, 2003
1:00 PM – District Room 272

MINUTES

PRESENT:

Libby Andersen	Academic Senate President – City College
Yvonne Bergland	Mesa Dean, Instructional Services and Economic Development (<i>proxy for Liz Armstrong</i>)
Gail Conrad	Academic Senate President – Mesa College
Paula Gustin	Curriculum Chair – Mesa College
Kendra Jeffcoat	Interim Assistant Chancellor - Instructional Services & Economic Development
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Sandy Schaffer	Past Academic Senate President – CET
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College (<i>proxy for Pam Deegan</i>)

ABSENT:

Liz Armstrong	Vice President, Instruction – Mesa College
Pam Deegan	Vice President, Instruction – Miramar College
Diane Glow	Curriculum Chair – Miramar College
Lynn Neault	Assistant Chancellor, Student Services – District Office

STAFF:

Myra Harada	Manager, 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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Kendra Jeffcoat called the meeting to order at 1:04 p.m.

I. MINUTES AND AGENDA

A. Approval of: October 9, 2003 Minutes

The minutes were approved. M/S/P (Bergland/Andersen).

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B. Approval of: October 9, 2003 Agenda

The agenda was approved with additions. M/S/P (Gustin/Webb).

II. CURRICULUM REVIEW/APPROVAL

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

*Items removed from consent agenda for discussion: A) 5.2, 13.1, 14.1, 14.2, D) 2.1
All other items were approved by consent. M/S/P (Webb/Bergland).*

1. Accounting (ACCT)

- 1.1 **102 Basic Accounting**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 1.2 **128A Small Business Accounting – Recordkeeping**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 1.3 **128B Small Business Accounting – Payroll**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 1.4 * **197L Accounting Topics Computerized**, Course Deactivation (not at any College). Proposed For College(s): Miramar. Effective: Spring 2004.

2. Art-Fine Art (ARTF)

- 2.1 * **125 History of Art: Survey in Far Eastern Art**, Course Deactivation (not at any College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 2.2 **185 Lettering**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.

3. Automotive Technology (AUTO)

- 3.1 **034 Introduction to Automotive Engines and Related Systems**, Course Integration (Activation included). Proposed Changes: Number, Skills/Knowledge to enter course, Course objectives, Prerequisite Corequisite Advisory, Limitation on Enrollment, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of

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Evaluation. Proposed For College(s): Miramar. Effective: Spring 2004.

- 3.2 **035 Introduction to Automotive Electricity and Electrical Systems**, Course Integration (Activation included). Proposed Changes: Number, Skills/Knowledge to enter course, Course objectives, Prerequisite Corequisite Advisory, Limitation on Enrollment, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation. Proposed For College(s): Miramar. Effective: Spring 2004.
- 3.3 **037 Auto Tech Skills and Career Opportunities**, Course Integration (Activation included). Proposed Changes: Number, Skills/Knowledge to enter course, Course objectives, Prerequisite Corequisite Advisory, Limitation on Enrollment, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation. Proposed For College(s): Miramar. Effective: Spring 2004.
- 3.4 **054 Engine and Related Systems**, Course Integration (Activation included). Proposed For College(s): Miramar. Effective: Spring 2004.
- 3.5 **074 Automatic Transmissions/Axles**, Course Integration (Activation included). Proposed Changes: Number, Prerequisite Corequisite Advisory. Proposed For College(s): Miramar. Effective: Spring 2004.
- 3.6 **076 Automotive Brake Systems**, Course Integration (Activation included). Proposed Changes: Number Prerequisite Corequisite Advisory. Proposed For College(s): Miramar. Effective: Spring 2004.

4. Aviation (AVIA)

- 4.1 **120 Aviation Management**, Course Integration (Activation included). Proposed For College(s): Miramar. Effective: Spring 2004.

5. Biology (BIOL)

- 5.1 **130 Human Heredity**, Course Integration (Activation included). Proposed Changes: Course objectives, Prerequisite Corequisite Advisory, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments,

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Method of Evaluation. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004

- 5.3 215 Introduction to Zoology**, Course Integration (Activation included). Proposed Changes: Prerequisite Corequisite Advisory. Proposed For College(s): City, Mesa, Miramar. Effective: Fall 2004.

6. Computer Business Technology (CBTE)

- 6.1 112 Introduction to Windows 98**, Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Spring 2004.

7. Chemistry (CHEM)

- 7.1 * 151 Introduction to General Chemistry**, Course Deactivation (not at any College). Proposed For College(s): Miramar. Effective Spring 2004.
- 7.2 152 Introduction to General Chemistry**, Course Activation (Currently active at another college). Proposed For College(s): Miramar. Fall 2003.
- 7.3 152L Introduction to General Chemistry Laboratory**, Course Activation (Currently active at another college). Proposed For College(s): Miramar. Effective: Fall 2003.

8. Cosmetology (COSM)

- 8.1 70LA Intermediate Cosmetology Lab IIA**, Course Integration (Activation included). Proposed Changes: Units, Hours, Prerequisite Corequisite Advisory. Proposed For College(s): City. Effective: Fall 2004.

9. Dramatic Arts (DRAM)

- 9.1 * 120 Dramatic Heritage**, Course Deactivation (not at any College). Proposed For College(s): Miramar. Effective: Spring 2004.

10. Journalism (JOUR)

- 10.1 210B Journalism Workshop II**, Course Integration (Activation included). Proposed Changes: Title Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2004

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- 10.2 210C Journalism Workshop III**, Course Integration (Activation included). Proposed Changes: Title, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.
- 10.3 210D Journalism Workshop IV**, Course Integration (Activation included). Proposed Changes: Title, Course objectives, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Texts/Supplies. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004

11. Mathematics (MATH)

- 11.1 210A Concepts of Elementary School Mathematics I**, Course Revision Proposed Changes: Grading option, Prerequisite Corequisite Advisory Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.
- 11.2 210B Concepts of Elementary School Mathematics II**, Course Revision. Proposed For College(s): Mesa, Miramar, City. Effective: Spring 2004.

12. Mecomtronics (MCTR)

- 12.1 203 Telecommunications**, Course Reactivation (not currently active at any College). Proposed For College(s): City. Effective: Fall 2003.

13. Music (MUSI)

- 13.2 230A Jazz Improvisation**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 13.3 230B Jazz Improvisation**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.
- 13.4 253A Ensembles**, Course Deactivation (active at another College). Proposed For College(s): Miramar. Effective: Spring 2004.

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14. Physical Education (PHYE)

- 14.3 **168 Yoga**, Course Reactivation (not currently active at any College). Proposed For College(s): Mesa. Effective: Spring 2004.
- 14.4 **245 Sports Officiating - Fall Sports**, Course Deactivation (not at any College.) Proposed For College(s): Miramar. Effective: Spring 2004

15. Sheet Metal (SHEE)

- 15.1 **060A Level I Sheet Metal/HVAC**, Course Integration (Activation included). Proposed Changes: Title, 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 2004.
- 15.2 **060B Level I Sheet Metal/HVAC**, Course Integration (Activation included). Proposed Changes: Title, Course objectives, Prerequisite Corequisite Advisory, 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 2004.
- 15.3 **065A Level II Sheet Metal/HVAC**, Course Integration (Activation included). Proposed Changes: Title, 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 2004.
- 15.4 **065B Level II Sheet Metal/HVAC**, Course Integration (Activation included). Proposed Changes: Title, 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 2004.
- 15.5 **070A Level III Sheet Metal/HVAC**, Course Integration (Activation included). Proposed Changes: Title, 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 2004.

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15.6 070B Level III Sheet Metal/HVAC, Course Integration (Activation included). Proposed Changes: Title, 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 2004.

15.7 075A Level IV Sheet Metal/HVAC, Course Integration (Activation included). Proposed Changes: Title, 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 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:

1. Business Studies

1.1 Business Administration Cox, New Program. Proposed For College(s): City. Effective: Spring 2004.

1.2 * Computer Technology: Software Applications Emphasis, Program Revision. Proposed For College(s): City. Effective Fall 2004.

1.3 Supervision, Program Revision. Proposed For College(s): City. Effective: Fall 2004.

2. Visual and Performing Arts

2.1 * Art: Graphic Design, Program Revision. Proposed For College(s): City. Effective: Fall 2004.

C. Approval of Centers for Education and Technology (CET) Curriculum None

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

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D. Distance Education (For Information Only)

1. Chemistry (CHEM)

- 1.1 **100L Fundamentals of Chemistry Laboratory**, Distance Learning - No Other Action. Proposed For College(s): Miramar. Effective: Spring 2004.

E. Special Topics Courses (For Information Only)

None

F. Curriculum Items Removed From Consent Agenda

5. Biology (BIOL)

- 5.2 **160 Elements of Human Anatomy and Physiology** Course Integration (Activation included). Proposed Changes: Course objectives, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation, Texts/Supplies. Proposed For College(s): Mesa, Miramar. Effective: Spring 2004.

Myra Harada asked for clarification regarding the proposed distance education action. The originating college stated they did not intend to offer course via distance education and the action was in error.

ACTION: Course approved with modification: Removed proposed action, “Distance education at Miramar.”

13. Music (MUSI)

- 13.1 **120 Beginning Voice Class**, Course Integration (Activation included). Proposed Changes: Units, Hours, Prerequisite Corequisite Advisory. Proposed For College(s): Mesa, Miramar, City. Effective: Fall 2004.

Myra Harada announced that the “New Course” proposed action was in error and the course is actually being renumbered from MUSI 120A to MUSI 120, which is currently active at City and Mesa Colleges.

ACTION: Course approved with modifications: Removed proposed action, “New Course” and add the following actions: “Renumbered from MUSI 120A, Integrate outline, and Activate at Miramar.”

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14. Physical Education (PHYE)

- 14.1 126 Golf**, Course Integration (Activation included). Proposed Changes: Field trip, 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: Spring 2004.

City College asked to have this course activated.

ACTION: Course approved with modification: Add proposed action, "Activate at City."

- 14.2 154 Fitness Walking**, Course Integration (Activation included). Proposed Changes: Title, Units, Grading Option, Course objectives, Outline of Topics, Reading assignments, Writing assignments, Outside assignments, Critical thinking assignments, Method of Evaluation. Proposed For College(s): Miramar. Effective: Spring 2004.

Mesa College clarified that they wanted to continue offering this course. The "Proposed For College(s)" did not include Mesa, but has been corrected.

ACTION: Course approved.

G. Distance Education (For Information Only)

2. Library Science (LIBS)

- 2.1 101 Information Literacy and Research Skills**, Distance Learning - No Other Action. Proposed For College(s): Miramar. Effective: Spring 2004.

Mesa College asked to offer this course via distance education. Miramar College reminded the council that current procedures require each campus to submit separate distance education proposals.

ACTION: Course reviewed.

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III. OLD BUSINESS

A. Transfer Criteria

CIC members agreed that a subcommittee will be formed to evaluate District policy pertaining to transferability and criteria used both for accepting units and for transferring units out. Because the process involves both Instructional Services and Student Services, the CIC subcommittee will work in conjunction with Student Services. Research regarding District policy revealed that there is no codified transferability process. Each campus will ask for representation from its Academic Senate members, articulation office, evaluations, counseling, and GE Task Group. Jeffcoat will determine a standing meeting day and time, preferably in the afternoon to facilitate faculty attendance.

ACTION: CIC will form a subcommittee to define transferability policy. Add to next joint CIC/SSC meeting agenda for discussion.
M/S/P (*Conrad/Shaffer*).

H. NEW BUSINESS

A. Distance Education and Hybrid Classes in the Class Schedule

Helen Webb, per Diane Glow, expressed a need to distinguish hybrid courses from Distance Education. City explained that web-based assignments or online exams does not equate to a hybrid course. Discussion ensued regarding the need to further define hybrid courses, distance education, and classroom courses utilizing computer technology. The committee considered a general statement in catalogs and/or at the time of registration that would inform students that a minimal level of technical knowledge may be assumed for course success. Mesa suggested that students be informed of the level of technical competency required for a specific course. City recommended that students be aware of the percentage of computer use per course and that instructors be prepared to provide technical instruction within the context of the course. City inquired whether a pretest similar to that used to determine whether a student is well-suited to a telecourse could help students when considering a course that will use computer-based assignments. Instructional Services requested further clarification regarding the impact of a potential disclaimer upon catalog production, CurricUNET and ISIS.

Instructional Services is reminded of the lack of distinction between hybrid and Distance Education when students object to paying the health fee for courses conducted off-campus but lack official designation as Distance Education. This issue has been discussed at the state level and there may be future regulation requiring any course with 51% or more work out of the classroom to be designated as Distance Education. Such regulation may conflict with Information Competency Legislation.

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ACTION: Jeffcoat will contact Judy Baker for further discussion.

B. Integrated Outline Guide

Libby Anderson indicated that requests have been made to have the Instructional Services website include instructions on how to write an integrated outline. The CIC committee was asked to update the summary of the 1995 Report originally created by CRC Chairs. Recommendations were made to change “student objectives” to “learning outcomes” and to include current examples. City requested that the guide require texts be updated every five years, with exceptions for authoritative texts. Reference to Carnegie units should be removed. Additional input will be taken at the December 11 meeting after which Harada will provide an updated version to CIC for use as a training tool.

ACTION: Colleges will take the Guide to their Curriculum Committees for feedback. All recommended updates will be brought to the December 11, 2003, CIC meeting.

III. STANDING REPORTS

A. Curriculum Updating Project

Darlene Shumaker distributed a complete course inventory list showing when courses were integrated, or if not integrated, the last time the outline was revised. These details were given to Vice Presidents and CRC Chairs. The rest of the Council received a handout showing the current number of courses not yet integrated.

B. General Education Task Group

Myra Harada reported that the GE committee decided against restricting District GE only to courses that articulated with CSU GE. The task group has discussed establishing recommended GE pathways for different majors. General education in light of accreditation standards was also a topic of discussion at the October 22, 2003, GE Task Group Meeting.

C. Information Technology Council

No report given.

D. Student Services Council

Jeffcoat reported a discussion regarding the content and philosophy of the District’s multicultural requirement. City indicated that during the 2003 Retreat, it was recommended that all GE courses incorporate a multicultural component. The next joint meeting of CIC and SSC will discuss whether course outlines should address multiculturalism.

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Student Services would like to review the catalog earlier and is concerned that faculty is not appropriately using the online system for drops and late adds. A preliminary regression analysis study was distributed which will require further review of assessment issues and Math/English placement tests. CIC members requested a copy of the SSC handout, "Evaluating Disproportional Impact."

A notice regarding system maintenance and the installation of a new mainframe was distributed at the SSC meeting. The notice listed dates and times when all systems (mainframe and web) will be down. Copies of this notice were made and distributed to CIC members. CurricUNET will not be affected.

E. State Academic Senate

Committee will meeting next week to further review accreditation and outcomes.

F. CIO (Chief Instructional Officers)

No report given.

V. ANNOUNCEMENTS

- A.** Liz Armstrong will be giving a workshop Friday, October 24 at 12:30 at Mesa.
- B.** Kendra Jeffcoat announced that MIS System Workshops (PeopleSoft, Datatel, SCT) will begin next week.
- C.** Myra Harada will chair the CIC meeting on November 13 in Kendra Jeffcoat's absence.
- D.** **The next CIC meeting is November 13, 2003 at 1:00 PM in Room 272. The curriculum deadline for the November 13, 2003 CIC meeting is Friday, October 24, 2003. The curriculum deadline for the December 11, 2003 CIC meeting is Friday, November 19, 2003.**

E. Handouts

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Yearly Review of GE Procedures (Final Draft)
5. Integrated Outline Guide
6. SDCCD Curriculum Updating Project

I. ADJOURNMENT

Kendra Jeffcoat adjourned the meeting at 2:07 p.m.