

San Diego Community College District Curriculum Instructional Council

APPROVED

Meeting of December 11, 2003
1:00 PM – District Room 272

MINUTES

PRESENT:

Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
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
Ron Manzoni	Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

ABSENT:

Sandy Schaffer	Past Academic Senate President – CET
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STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Darlene Shumaker	Administrative Technician, Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, 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 1:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 13, 2003 Minutes

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

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B. Approval of: December 11, 2003 Agenda

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

II. CURRICULUM REVIEW/APPROVAL

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

Items removed from consent agenda for discussion: 10.1, 10.2

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

1. Accounting (ACCT)

1.1 201A Intermediate Accounting I, Course Integration (Activation included). Proposed Changes: Course Objectives, Prerequisite, Corequisite, Advisory, Outline of Topics. Proposed For College(s): Mesa. Effective: Spring 2004.

2. Animal Health Technology (ANHL)

2.1 225 Animal Nursing Techniques and Anesthesiology, Course Integration (Activation included). Proposed Changes: Prerequisite, Corequisite Advisory. Proposed For College(s): Mesa. Effective: Fall 2004.

3. Anthropology (ANTH) (For Information Only)

3.1 265A French Life and Culture (Study Abroad in Cannes, France), Special Topic/Experimental Course. Proposed For College(s): City. Effective: Spring 2004.

4. Art - Fine Art (ARTF)

4.1 165B Composition in Painting II, Course Integration (Activation included). Proposed Changes: 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): Mesa, Miramar, City. Effective: Fall 2004.

4.2 165C Composition in Painting III, Course Integration (Activation included). Proposed Changes: Course Objectives, Prerequisite, Corequisite, Advisory, Outline of Topics, Reading Assignments, Writing Assignments, Outside Assignments, Critical Thinking Assignments, Method of Evaluation, Method of

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Instruction, Texts/Supplies. Proposed For College(s): Mesa, Miramar, City. Effective: Fall 2004.

4.3 165D Composition in Painting IV, Course Integration (Activation included). Proposed Changes: 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, Mesa, Miramar. Effective: Fall 2004.

4.4 198C Introduction to Printmaking III, Course Integration (Activation included). Proposed Changes: Course Objectives, Prerequisite, Corequisite, Advisory, Outline of Topics, Reading Assignments, Writing Assignments, Outside Assignments, Critical Thinking Assignments, Method of Evaluation. Proposed For College(s): Mesa. Effective: Fall 2004.

5. Automotive Technology (AUTO)

5.1 072 Manual Transmissions Drive Lines, Course Integration (Activation included). Proposed Changes: Number, Prerequisite, Corequisite, Advisory, Limitation on Enrollment. Proposed For College(s): Miramar. Effective: Fall 2004.

5.2 078 Suspension and Steering Systems, Course Integration (Activation included). Proposed Changes: Number, Prerequisite, Corequisite, Advisory, Limitation on Enrollment, Re-Numbering. Proposed For College(s): Miramar. Effective: Fall 2004

5.3 081 Introduction to Alternative Fuels and Electric Hybrid Vehicles, Course Integration (Activation included). Proposed Changes: Number, Title, 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. Proposed For College(s): Miramar. Effective: Fall 2004.

5.4 084 The Clean Car, Course Integration (Activation included). Proposed Changes: Number, 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: Fall 2004.

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6. Aviation Maintenance Technology (AVIM)

- 6.1 110B Applied Powerplant Ignition Systems**, Course Revision. Proposed Changes: Prerequisite, Corequisite, Advisory. Proposed For College(s): Miramar. Effective: Spring 2004.

7. Business (BUSE)

- 7.1 119 Business Communications**, Course Integration (Activation included). Proposed Changes: Integration course outline. Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.

8. Chicano Studies (CHIC)

- 8.1 110A Introduction to Chicano Studies**, Course Integration (Activation included). Proposed Changes: Prerequisite, Corequisite, Advisory. Proposed For College(s): City, Mesa. Effective: Spring 2004.
- 8.2 110B Introduction to Chicano Studies**, Course Integration (Activation included). Proposed Changes: Prerequisite, Corequisite, Advisory. Proposed For College(s): City, Mesa. Effective: Spring 2004.
- 8.3 210 Chicano Culture**, Course Integration (Activation included). Proposed Changes: Skills/Knowledge to enter course, Prerequisite, Corequisite, Advisory. Proposed For College(s): City, Mesa. Effective: Spring 2004

9. Economics (ECON)

- 9.1 *197L Economic Topics Computerized**, Course Deactivation (not at any College). Proposed For College(s): Miramar. Effective: Spring 2004.

10. German (GERM)

- 10.3 201 Third Course in German**, Course Integration (Activation included). Proposed Changes: Outline of Topics. Proposed For College(s): Mesa, City. Effective: Spring 2004.

- 10.4 211 German Conversation and Composition II**, Course Integration (Activation included). Proposed Changes: Title,

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Grading Option. Proposed For College(s): City. Effective: Spring 2004.

11. Hotel-Motel Management (HOTL)

11.1 110 Introduction to Hotel-Motel Management, Course Integration (Activation included). Proposed Changes: Field Trip, 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): Mesa. Effective: Fall 2004.

12. Music (MUSI)

12.1 *115C Intermediate Piano, Course Deactivation (not at any College). Proposed For College(s): City, Mesa. Effective: Spring 2004.

13. Sheet Metal (SHEE)

13.1 301A Level 1 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, Course Objectives, Prerequisite, Corequisite, Advisory, Outline of Topics, Method of Instruction, Texts/Supplies. Proposed For College(s): City. Effective: Fall 2004.

13.2 301B Level 1 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, 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: Fall 2004.

13.3 302A Level 2 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, 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: Fall 2004.

13.4 302B Level 2 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, Course Objectives, Prerequisite, Corequisite, Advisory, Outline of Topics,

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Reading Assignments, Writing Assignments, Outside Assignments, Critical Thinking Assignments, Method of Evaluation, Method of Instruction, Texts/Supplies. Proposed For College(s): City. Effective: Fall 2004.

13.5 304A Level 3 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, 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: Fall 2004.

13.6 304B Level 3 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, 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: Fall 2004.

13.7 305A Level 4 Sheet Metal/HVAC Apprenticeship, Course Revision. Proposed Changes: Title, Grading Option, 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: Fall 2004.

13.8 *305C Level 4 Sheet Metal/HVAC Apprenticeship, New Course. Proposed For College(s): City. Effective: Spring 2004.

14. Sociology (SOCO)

14.1 101 Principles of Sociology, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.

14.2 110 Contemporary Social Problems, Course Integration (Activation included). Proposed For College(s): City, Mesa, Miramar. Effective: Spring 2004.

15. Trolley, San Diego (TROL)

15.1 *301 San Diego Trolley Light Rail Vehicle I, New Course. Proposed For College(s): City. Effective: Spring 2004.

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B. Approval of Program Changes

Program changes were approved. M/S/P (Andersen/Conrad).

1. Business Studies

1.1 ***Navy Acquisition Management Training Emphasis**, Deactivate Program. Proposed For College(s): City. Effective: Fall 2004.

1.2 **Small Business Accounting Emphasis**, Program Revision. Proposed For College(s): City. Effective: Fall 2004.

1.3 ***Computer Technology: Computer Repair Emphasis**, Deactivate Program. Proposed For College(s): City. Effective: Fall 2004.

2. Computer Business Technology

2.1 ***Microcomputer Applications**, Deactivate Program. Proposed For College(s): City. Effective: Fall 2004.

3. Liberal Arts

3.1 ***Honors Global Competencies Certificate**, New Program. Proposed For College(s): City. Effective: Spring 2004.

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

10. German (GERM)

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10.1 101 First Course in German, Course Integration (Activation included). Proposed Changes: Outline of Topics. Proposed For College(s): Mesa, City. Effective: Spring 2004.

10.2 102 Second Course in German, Course Integration (Activation included). Proposed Changes: Outline of Topics. Proposed For College(s): Mesa, City. Effective: Spring 2004.

Andersen distributed a revised version of the course outlines for German 101 and 102. Previously agreed upon changes and comments were not added to CurricUNET by the proposal deadline because of miscommunication on the campus. The bold text on the handout indicates the changes desired by City faculty none of which were substantive. The course may be taken for grade or credit/no credit. In order to comply with Standards for Foreign Language Learning (available at www.actfl.org), Liz Armstrong recommended that the revised course outline retain tools that were included in the original outline. Armstrong will provide national standards to the Council.

ACTION: Motion to postpone review of German 101 and 102 until January 22 meeting. M/S/P (*Andersen/Glow*).

G. Curriculum Items Added to Agenda

1. Aviation (AVIM)

109B Powerplant Ignition Systems (Added by Diane Glow)

Aviation 109B does not require the approval of other campuses, but CurricUNET is treating it as if approval is necessary. The Curriculum Chair was unaware of the course's CurricUNET status.

ACTION: Motion to eliminate the prerequisite as proposed and approve Aviation 109B. M/S/P (*Glow, Lombardi*).

III. NEW BUSINESS

1. American Sign Language/Interpreting (AMSL)

100 American Sign Language I (Added to Agenda by Paula Gustin)

Although the four-unit course proposal of AMSL 100 was previously approved by CIC on April 10, 2003, Mesa seeks to retain the old three-unit version and rescind the four-unit version. Dean Pautler met with Harada and Darlene Shumaker on December 5 to resolve the implementation of the old version. This correction will require an administrative change in CurricUNET. The four-unit version will be incorporated in a future proposal that will also include renumbering from AMSL

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100 to AMSL 115 and content from AMSL 107 will be added to the new renumbered version.

ACTION 1: Motion to reconsider the April 10, 2003 CIC approval of AMSL 100. M/S/P (*Lombardi/Deegan*).

ACTION 2: Motion to approve integration and change of units to AMSL 100. M/S/D (*Andersen/Webb*). *Motion defeated.*

IV. OLD BUSINESS

A. Revisions of Integrated Outline Guide

At the October 23 meeting an Integrated Outline Guide was distributed and Curriculum Chairs were asked to obtain suggestions from the campuses regarding revisions. Gustin suggested that the textbook examples in the guide should be made current. City College requested an electronic copy. The guide will be updated by Instructional Services and distributed to campuses for their use as a future training tool.

B. Text for Required Computer Skills

At the October 23rd and November 13th meetings there was discussion regarding the advisement of students about the necessity for computer skills while studying in college. Draft language for an over-arching caveat should be developed at the campuses and returned to CIC for further review. Ron Manzoni discouraged the creation of computer prerequisite courses but expressed the need to inform students of the technical expectations required for course success. The committee seeks to bifurcate the technical discussion regarding recommended skills from the need to clarify the definition of hybrid courses. Jeffcoat recommends discussing these topics independently at the February 12 CIC meeting.

B. American Institutions Catalog Entry

Harada explained that Political Science 102 has been removed as a stand-alone course for CSU History 142 has been added to the list of “combination courses.” Questions were raised regarding the impact on students currently enrolled in Political Science 102. Manzoni stated that SDCCD American Institutions requirements should match CSU’s. For the SDCCD Associate Degree History 141 is already included in the combination and inclusion of History 142 should also have been included. Since the use of History 142 will be effective before the next catalog, we need to be clear to counselors and evaluators that its exclusion was an error. Harada explained that approvals need to be made by the March catalog deadlines.

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ACTION 1: Motion to approve Women's History 142 in combination and continue the American History/Institutions/Political Science 102 discussion at the February 12 CIC meeting. **M/S/P** (Lombardi/Webb).

ACTION 2: The handout distributed regarding American Institutions did not reflect the newest revisions made by Articulation Officers. A revised list will be forthcoming from Instructional Services.

C. CurricUNET Version 2 (Added to Agenda by Deegan)

City and Miramar requested an update regarding CurricUNET Version 2. Harada informed the committee that Instructional Services has not yet seen Version 2 and will need to learn and test the new version prior to introducing it to the campuses. Version 2 was scheduled to be available in Spring 2004, but this timetable will be subject to successful testing. The suggestions made during the Fall semester regarding CurricUNET changes have been documented, but will not be resolved until Version 2 is operational. Glow and Lombardi volunteered to participate in the testing of Version 2. Andersen requested that the programs be tested as well as courses. Harada called for the reinstatement of a CurricUNET steering committee for the implementation of college testing schedule.

D. Hybrid Task Force (Added to Agenda by Jeffcoat)

Jeffcoat requested committee members to send her names of individuals from each college who will be willing to volunteer for the task force to discuss the categories. The task force is charged with providing definition and devising an effective way to inform students about the distinctions and demands of hybrid courses.

E. Accessibility of Courses

The committee is aware that District policy must ensure access to students with disabilities. Current procedure is to work with individual students as necessary to develop appropriate action plans. Jeffcoat stated that CIC should encourage compliance with the Education Code and Section 508. Course outlines are distinguishable from syllabi in that the Deans should ensure that syllabi comply with accessibility requirements. When addressing the needs of students, it is necessary to review whether the inaccessible tasks are essential aspects of the course. Legal challenges review the accessibility of essential components of the program. However, the law does not require modification to core objectives of course.

Andersen referred the committee to screen(s) in CurricUNET that allow originators to describe how a course will provide accessibility, but cautioned that faculty need direction in composing such descriptions. Neault stated that the Access Technology Specialist is a resource to assist faculty comply with accessibility standards. The Access Technology Specialist is available to work with faculty one-on-one. Jeffcoat informed that Judy Baker has a small grant for FIT endorsement. Glow expressed continued concern regarding the accessibility legalities of online courses. Neault

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believed that review should be done on a case-by-case basis. Gail Conrad requested that students be encouraged to seek accommodations early and questioned whether a check-off list should be provided to facilitate the process. Mesa is in the process of developing a faculty handbook that will include information regarding online accessibility. Mesa's handbook should be available in Spring for online posting.

Jeffcoat stated that the committee is not taking action at this time regarding accessibility, but encouraged faculty to be sensitive and reminded originators to utilize CurricUNET screens. Trainers should convey concerns regarding accessibility. Jeffcoat asked to verify that a data input field is included in CurricUNET.

IV. STANDING REPORTS

A. Curriculum Updating Project

Darlene Shumaker informed the Council that individual campus lists will be sent following the curriculum approvals made at this meeting.

B. General Education Task Group

None

C. Information Technology Council

Jeffcoat reported that vendor demonstrations went well and allowed specific questions in the individualized follow-up sessions. Jeffcoat acknowledged Andersen's role in requesting that the vendors return to hold these individualized sessions. Jeffcoat offered detailed updates regarding vendor demonstrations and other ITC issues on request. Deegan stated that one of the remaining vendors is unacceptable for instructional departments and inquired how the choice of vendors will be made. Jeffcoat indicated that the Chancellor will make the final determination.

D. Student Services Council

None

E. State Academic Senate

None

F. CIO (Chief Instructional Officers)

None

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V. ANNOUNCEMENTS

- A. The CIC Holiday Luncheon will take place at 12:30 on Wednesday, December 17 at King's Fish House in Mission Valley.
- B. Instructional Services is hosting a reception in honor of Sandee Monks' retirement in Room 116 directly following the adjournment of today's meeting.
- C. The next CIC meeting will be a combination meeting and retreat on January 22. Jeffcoat will work with Harada to develop an agenda, location and time. CIC will subsequently meet February 12 and 26, March 11 and 25, April 22, and May 13 and 27. There will not be a meeting on April 8, 2004. The March 26 joint CIC/SSC meeting has been changed from January 3 to February 12. Neault stated that the Chancellor would like to address the councils regarding our study abroad programs.
- D. The next CIC meeting is January 22, 2004 at 1:00 PM in Room 272. The curriculum deadline for the January 22, 2003 CIC meeting is Friday, January 2, 2003.
- F. Handouts:
 - 1. Today's CIC Meeting Agenda
 - 2. Last CIC Meeting Draft Minutes
 - 3. Curriculum Summary Document
 - 4. American Institutions Statement Proposed for Catalog
 - 5. Accessibility Checklist for Miramar and SDCCD Online Courses
 - 6. SDCCD Online Compliance with Section 508 of the Rehabilitation Act
 - 7. SDCCD Curriculum Updating Project
 - 8. Reminder for CIC Luncheon
 - 9. Revisions of German 101 and 102

VI. ADJOURNMENT

Jeffcoat adjourned the meeting at 2:56 p.m.