

# San Diego Community College District Curriculum Instructional Council

**Approved**

Meeting of April 22, 2004  
2:00 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
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Rechelle Mojica	DSPS – Miramar College ( <i>proxy for Helen Webb</i> )
Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Sandy Schaffer	Academic Senate – CET

### **ABSENT:**

Diane Glow	Curriculum Chair – Miramar College
Kendra Jeffcoat	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Jim Vincent	Counselor – CET
Helen Webb	Academic Senate Representative – Miramar College

### **STAFF:**

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office
Angela Chopra	Interim Assistant, Instructional Services – District Office

### **GUEST:**

*Myra Harada called the meeting to order at 2:04 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: March 25, 2004 Minutes**

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

### **B. Approval of: April 22, 2004 Agenda**

*The agenda was approved as modified. M/S/P (Andersen/Lombardi).*

# San Diego Community College District Curriculum Instructional Council

## II. CURRICULUM REVIEW/APPROVAL

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

*Items removed from consent agenda for discussion:*

None

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

**American Sign Language/Interpreting (AMSL),**

115 American Sign Language Level I

116 American Sign Language Level II

215 American Sign Language Level III

216 American Sign Language Level IV

**Animal Health Technology (ANHL)**, 250 Introduction to Laboratory Animals

**Art-Fine Art (ARTF)**, 265 Experimental 3D Animation

**Automotive Technology (AUTO)**, 032 Orientation to Basic Automotive  
Components, Tools and Safety Procedures

\***Consumer Studies (CONF)**, 101 Life Success Skills

**Emergency Medical Technician (EMGM)**, 350 Recertification Course for  
San Diego County EMT-B

**English (ENGL)**, 254 Intermediate Fiction Writing

\***Fashion (FASH)**, 131 Apparel Construction II

\***Fashion (FASH)**, 135 Tailoring

\***Fashion (FASH)**, 199C Fashion Laboratory C

**Food Service Occupations (FOOD)**, 132 Advanced Quality Food  
Preparation-Lab

**History (HIST)**, 100 World History I

**History (HIST)**, 101 World History II

\***Physical Education (PHYE)**, 190 Cheerleading

**Psychology (PSYC)**, 155 Introduction to Personality

**Psychology (PSYC)**, 258 Behavioral Science Statistics

\***Radiologic Technology (RADT)**, 261A Limited Permit-Chest Category

\***Radiologic Technology (RADT)**, 261B Limited Permit-Extremities

\***Radiologic Technology (RADT)**, 261C Limited Permit/Torso-Skeletal

\***Radiologic Technology (RADT)**, 262 Limited Permit Technical Factors

\***Radiologic Technology (RADT)**, 263 Limited Permit X-Ray Techniques

**Russian (RUSS)**, 102 Second Course in Russian

\***Spanish (SPAN)**, 199 Second/Third Course in Spanish-Accelerated

*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.*

### B. Approval of Program Changes

*Motion to approve program changes. M/S/P (Manzoni/Andersen).*

Engineering Technology Mecomtronics – revise program

# San Diego Community College District Curriculum Instructional Council

- 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**  
None

- G. Curriculum Items Added to Agenda**

**ART (Graphic Design), 100 Basic Graphic Design** (Added by Jan Lombardi)

Lombardi stated that Art G 100 had been approved by all campuses and requested that it be placed on the agenda today in order to include it in the schedule of classes. Instructional Services indicated that Art G 100 was not at their level as of the morning of today's meeting. Laura Van Houten suggested that the course could still be included in the catalog if it is approved by the May 13 CIC meeting. The Council requested that the course be approved pending technical review by Instructional Services.

**ACTION:** Motion to approve Art G, 100 Basic Graphic Design pending necessary modifications. **M/S/P** (Andersen/Armstrong).

## **III. OLD BUSINESS**

- A. General Education Task Group Report**

Liz Armstrong distributed and reviewed the report prepared by the GE Subcommittee. The subcommittee concluded that changes beyond the prepared revisions are the province of the individual colleges.  
(Refer to General Education Task Group April 2004 report for specific recommendations and revised preamble language.)

**ACTION 1:** The GE Report will be provided to college representatives, faculty and senates for review and the item will return to the CIC agenda in October for further discussion and approval.

**ACTION 2:** Instructional Services will email the existing policy to CIC members for comparison with the recommended revisions.

# San Diego Community College District Curriculum Instructional Council

## **B. Political Science 102 Catalog Rights**

Harada stated that Political Science 102 as a stand-alone course is no longer being accepted by CSU. SDCCD students who complete Political Science 102 this summer should fulfill CSU requirements for transfer. Jo Service assured Harada that a decision is forthcoming this month from CSU regarding American Institutions. Lynn Neault stated that SDCCD students have the option to use the catalog requirements of either the year they begin courses or the year they graduate and requested that CIC provide practical instruction to the evaluators regarding how to address a student who elects to use the 2005-06 catalog. The Council expressed concern regarding how to inform students of the implications of selecting different catalog years. Manzoni stated that students transferring to four-year institutions need to be aware that a second course may be required from the receiving school.

Neault suggested that a written notice could be provided to students who fulfill the American Institutions requirement with Political Science 102. Students clearing with the one course option could receive notice that additional courses may be required by receiving institutions. A notice should also appear in catalogs. Harada requested that specific language be provided to Instructional Services with instruction for inserting into catalogs. Neault will provide language to Instructional Services.

## **C. Academic Freedom Language for Catalog**

A handout was distributed of the Academic Freedom statement included in the Mesa and Miramar catalogs. Ron Manzoni stated that City College is waiting for approval from the Academic Senate.

## **D. Advanced Placement as Elective Credit (Update)**

Harada requested an update on the consensus regarding acceptance of AP courses. Neault recalled a discussion indicating that SDCCD would award elective credit for AP exams approved by CSU. The Committee suggested that individual review of AP courses would continue and that no blanket acceptance has been approved.

## **E. Certificates of Completion: District Procedure on Substitutions**

Harada stated that CIC discussed Certificates of Completion last year on May 8 and May 22. On May 22, 2003 CIC approved a revision of District Policy 10.1.17 reading: "Award of Certificate of Completion *will* be recorded on the official transcript." Neault stated that the policy was intended to state that Award of Certificate of Completion *could* or *may* be recorded on official transcripts. Neault indicated that a policy statement suggesting that certificates will be on

# San Diego Community College District Curriculum Instructional Council

transcripts substantially impacts Student Services and recommended that the use of *will* be changed to *may*.

Manzoni inquired what procedure Student Services currently uses to post Certificates of Completion on transcripts. Neault stated that Certificates of Completion are included on transcripts at the request of students. Manzoni agreed that the current posting upon the request of students was satisfactory. The colleges will review and update the certificates being awarded and confirm that the certificates of completion have been sent to the State. Harada reminded the members that Certificates of Completion do not require State approval. The Policy statement that certificates *will* be posted to transcripts is contingent upon students requesting the inclusions and evaluators confirming that requirements have been met.

## **F. Frequency of Dropping Students for Nonpayment**

Neault reported that the research is still being compiled and should be available in May.

## **IV. NEW BUSINESS**

### **A. CIC Curriculum Calendar**

Instructional Services distributed a draft of the 2004-05 Curriculum Approval Calendar. On April 7 Angela Chopra emailed Katina Wyatt, Arlis Svedberg, and Cynthia Picou requesting dates from the colleges for inclusion on the annual CIC calendar. In order to have the final calendar approved at the May 27 meeting, all additions and revisions to the draft calendar need to be submitted by May 13.

## **V. STANDING REPORTS**

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

None

### **B. Curriculum Updating Project**

Paula Gustin inquired whether a deactivation of a course is considered review. The Committee requested additional information regarding the data used to produce the courses in need of review. Van Houten will research the criteria used and report back at the next meeting. Andersen requested a separate report for courses in need of six-year review. Manzoni requested that a six-year report be generated for the upcoming three years. The Committee requested that the information be provided annually. At the beginning of the academic year the

# San Diego Community College District Curriculum Instructional Council

colleges will receive a list of courses in need of review and will be responsible for timely updating.

## **C. CurricUNET Version 2**

Van Houten reported that Version 2 testing is proving more labor intensive and time consuming than anticipated. Governet has indicated that Version 2 will develop a way to propose Distance Education separately from other curriculum proposals. Faculty training is anticipated to begin in Fall. Gustin, Andersen, and Lombardi have volunteered to help Instructional Services test Version 2 during the summer. Both versions will be functioning at the same time for approximately one semester, until curriculum in Version 1 works its way through to resolution.

## **D. General Education Task Group**

Summary provided above. No additional information.

## **E. Hybrid Course Committee Update**

None

## **F. Information Technology Council**

Neault reported that *edu* domains will become consistent across colleges and the District domain will remain at *.net*. [Domain names are as follows: *sdmesa.edu*, *sdcity.edu*, *sdmiramar.edu*, *sdccd.net*] The mainframe and servers will shut down Friday, July 2 at noon through Monday for relocation of IT offices to Miramar.

## **G. State Academic Senate**

Conrad reported that discussion continues regarding raising English and math requirements to stay consistent with high school graduation requirements. The Senate also discussed the potential implications that Senate Bill 1335 would have on academic freedom if all sides of a topic were required to be presented by instructors. Other pertinent topics included discussion of Senate Bill 1785 regarding CSU transfer, a position paper regarding the responsibilities of Department Chairs, and a resolution supporting equalization.

## **H. Student Services Council**

Neault reported that Student Services is putting forth a proposal to discontinue waiving fees for high school students unless they are participants in special accelerated programs. Neault confirmed that the fees for residents, nonresidents, and degree holders will be raised. SSC Council also discussed the issue of repetitive Ws on transcripts. The District should consider a policy regarding repeats of substandard grades and/or Ws.

# San Diego Community College District Curriculum Instructional Council

CIC members requested that the topics of fee proposals and repetition of Ws be added to future CIC meetings.

## **VI. ANNOUNCEMENTS**

A. The next CIC meeting is May 13, 2004 at 2:00 PM in room 272. The curriculum deadline for the May 13 meeting was Friday, April 16, 2004. The curriculum deadline for the May 27 meeting has been extended from April 30 to May 7.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Course Integration Update
5. General Education Task Force Report and Preamble
6. Catalog Rights, Title 5 and SDSU Catalog
7. Academic Freedom Catalog Language
8. Certificates of Completion: District Procedure
9. Draft Curriculum Approval Calendar

## **VII. ADJOURNMENT**

*Harada adjourned the meeting at 3:35 p.m.*