

**San Diego Community College District
Curriculum Instructional Council**

APPROVED

**Meeting of September 9, 2004
2:00 PM District Room 272**

MINUTES

PRESENT:

Otto Lee	Interim Assistant Chancellor of Instructional Services, Planning and Technology – District Office
Libby Andersen	Articulation Officer – City College
Elizabeth 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
Marianne Tortorici	Interim Vice President, Instruction – City College
Lynn Neault	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Helen Webb	Academic Senate Representative – Miramar College

ABSENT:

Pat Mosteller Continuing Education

STAFF:

Myra Harada	Manager, Curriculum & Instructional Services – District Office
Sandra Mooney	Administrative Technician, Instructional Services – District Office
Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office

GUEST:

Carolyn Buck Articulation Officer – Mesa College

Otto Lee called the meeting to order at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 27, 2004 Minutes

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

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B. Approval of: September 9, 2004 Agenda

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

II. CURRICULUM REVIEW/APPROVAL

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

Items removed from consent agenda for discussion:

Biology (BIOL), 230 Human Anatomy

Psychology (PSYC), 101 General Psychology

Radio and Television (RTVC), 160 Introduction to Cinema

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

Administration of Justice (ADJU), 106 Diversity and Community Relations

Fire Protection Technology (FIPT), 101 Fire Protection Organization

Fire Protection Technology (FIPT), 102 Fire Prevention Technology

Fire Protection Technology (FIPT), 103 Fire Protection Equipment and Systems

Fire Protection Technology (FIPT), 106 Truck Company Operations

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 (Glow/Webb).

* **Shipbuilding Technology** – City College, Effective: Spring 2005, New Program

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

None

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

D. Curriculum Items Removed From Consent Agenda

1. Biology (BIOL), 230 Human Anatomy

Libby Andersen inquired what impact the change in prerequisites for the course would have on the CAN sequence. Carolyn Buck indicated there would be no impact on the CAN sequence.

ACTION: Motion to approve BIOL 230. M/S/P. (Deegan/Glow)

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2. Psychology (PSYC), 101 General Psychology

Paula Gustin requested that this course be tabled until the 9/23/04 CIC meeting. The course was put on hold by Instructional Services in 2002 and released when compliance changes were made. Course approval defaulted at Mesa. Gustin wanted Mesa's Curriculum Committee to have a chance to review it again before it was approved by CIC.

ACTION: Motion to table PSYC 101 until the 9/23/04 CIC meeting. **M/S/P.** (*Gustin/Conrad*) *Tortorici abstained.*

3. Radio and Television (RTVC), 160 Introduction to Cinema

Andersen inquired as to the details for distance education that were not filled in on the proposal. Laurie Van Houten explained that the distance education information was transferred to the proposal so it would appear on the active course. Andersen indicated the title and text book changes could be approved; however she requested that the techniques should be included to assure the quality of the course. Jan Lombardi stated she would contact the department chair to appoint a faculty member to fill out the information.

ACTION: Motion to approve RTVC 160. **M/S/P.** (*Andersen/Glow*)

III. OLD BUSINESS

A. Joint CIC/SSC Meeting Date

The meeting date will tentatively be planned for November 2004. Instructional Services & Student Services will decide on a time (either same time CIC or SSC meets). Lynn Neault's office will send an email confirming the date.

B. Approval of CIC Calendar 2004-05

Marianne Tortorici requested moving the January 27, 2005 meeting to January 20, 2005. Myra Harada suggested having the CIC retreat on January 20, 2005.

Otto Lee stated the Chancellor's desire to have some of the district-wide committees meet at the colleges. It was suggested that CIC meet at the colleges when the Board of Trustees meeting is scheduled on campus. Tortorici will look for a room at City to hold the 9/23/04 CIC meeting, since the Board will be meeting at City on that day.

ACTION: Motion to approve the Curriculum Approval Calendar as amended. **M/S/P.** (*Webb/Andersen*).

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C. IGETC Proposal for History 131 and 132

Carolyn Buck indicated the request to add this item to the agenda was made in error. It was removed from the agenda.

D. Certificates of Completion

The Council discussed changing Policy 5300 regarding the two-course minimum for Certificates of Completion. Pam Deegan wondered if there was a need to post Certificates of Completion on transcripts. Neault requested the committee revisit the issue of putting the Certificates of Completion on the transcripts and suggested the item be put on the Joint Meeting Agenda. Glow made a motion to modify the wording of 5300 regarding Certificates of Completion to state “any combination of courses or units that total less than 18 units [could be awarded a Certificate of Completion].” Further discussion occurred regarding the policy change and posting of Certificates of Completion on students’ transcripts. Lee stated the issues should be brought to the next meeting. A second motion was made to table the motion made by Glow until the 9/23/04 meeting to allow committee members to further research the issue and have a better understanding of the issues before making a decision.

ACTION: *Motion to table Glow’s motion to change wording of policy 5300 until 9/23/04 meeting. M/S/P (Conrad/Gustin).
Committee members will research the issue.*

E. Statement for Distance Education & Accessibility

Glow indicated the general wording the committee worked for the distance education section of CurricUNET in regard to accessibility is not in Version 2. Discussion followed regarding the finalization of the wording. It was determined that the wording was not finalized and therefore was not added to Version 2. Harada and Conrad will finish the statement for CurricUNET.

IV. NEW BUSINESS

A. Top Codes

Harada stated for information purposes that Instructional Services and Student Services were working on converting from the 5th to the 6th edition of Taxonomy of Program Codes. Harada requested copies of the inventory of programs lists from the Vice Presidents of Instruction.

B. CurricUNET, Version 2 Advisory Group

Lee suggested a taskforce be formed to research and discuss in depth curriculum issues and report suggestions back to CIC. The group would consist of the Vice Presidents of Instruction, an academic senate representative from each college, the Assistant Chancellor and two staff from Instructional Services. Council members discussed the scope and purpose of the committee. Lombardi questioned whether

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or not the Vice Presidents needed to be a part of the ad hoc committee. Andersen inquired if the taskforce would resolve CurricUNET Version 2 operation issues. Lee indicated he viewed the taskforce as a broader in scope one that would resolve process and procedural issues rather than software operation issues. Harada suggested Lee draft a description of the taskforce for further discussion. Item to be added to Old Business for the next meeting.

C. Single Campus Approval Process

Glow inquired as to the necessity for all colleges to have concurrence throughout the approval process for new single-college courses and programs. Discussion followed regarding whether or not concurrence for new single-college courses could be approved at the CIC level since representatives from all three colleges are on the council. Elizabeth Armstrong suggested the council decide how to interpret procedure 5300.2. It was suggested this item could be an issue resolved by the taskforce Lee proposed. Item will be placed on the agenda for the next meeting.

D. Activation Process Without Integration

Deegan indicated it was unfair to require a integrated a course outline with an activation when the same course is being taught elsewhere without the integration. She stated the process to integrate is too long and does not allow her college to offer classes in a timely manner. Item will be placed on the agenda for the next meeting.

E. New versus Revised Course

Gustin indicated there needs to be a way to change the type of proposal mid-way through the approval process. She also indicated that sending the course back through the approval process will damage working relationships. Item will be placed on the agenda for the next meeting.

V. STANDING REPORTS

F. Chief Instructional Officers (CIO)

None as time did not permit.

G. Curriculum Updating Project

Van Houten called attention to the integration report.

H. CurricUNET Version 2

Van Houten indicated that there was a handout with important dates and deadlines for converting to CurricUNET Version 2.

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I. Information Technology Council

None as time did not permit.

J. State Academic Senate

None as time did not permit.

K. Student Services Council

None as time did not permit.

IV. ANNOUNCEMENTS

A. The next CIC meeting is Thursday, September 23, 2004 at 2:00 PM at City College. The location will be sent with the agenda. The Curriculum deadline was Friday, September 3, 2004.

B. Handouts:

1. Today's CIC Meeting Agenda
2. Last CIC Meeting Draft Minutes
3. Curriculum Summary Document
4. Approved 2004-05 CIC Calendar
5. CurricUNET Deadlines for Converting
6. Curriculum Updating project

V. ADJOURNMENT

Lee adjourned the meeting at 3:55 p.m.