

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

**Approved**

**Meeting of November 11, 2004  
2:00 PM – District, Room 272**

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Conrad, Gail	Academic Senate President – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Glow, Diane	Curriculum Chair – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Lombardi, Jan	Curriculum Chair – City College
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Shaffer, Sandra	Academic Senate Vice President – Continuing Education
Tortorici, Marianne	Interim Vice President, Instruction – City College

**ABSENT:**

Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Webb, Helen	Academic Senate Representative – Miramar College

**STAFF:**

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Van Houten, Laura	Curriculum Analyst, Instructional Services – District Office
Carver, Lori	Sr. Secretary, Instructional Services – District Office

**GUESTS:**

Buck, Carolyn	Articulation Officer – Mesa College
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*Myra Harada called the meeting to order at 2:10 p.m.*

**I. MINUTES AND AGENDA**

**A. Approval of: October 28, 2004 Minutes**

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

**B. Approval of: November 11, 2004 Agenda**

*The agenda was approved as amended. M/S/P (Andersen, Glow)*

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**II. CURRICULUM REVIEW / APPROVAL**

**A. Approval of Curriculum**

*Items removed from consent agenda for discussion (See II. D Discussion Below):*

1. Art-Fine Art (ARTF) 210B, Life Drawing II
2. Legal Assistant (LEGL) 120, Civil Litigation II – Torts
3. Music (MUSI) 205B, Projects in Electronic Music
4. Child Development (CHIL) 210, Supervision of Early Childhood Programs
5. Philosophy (PHIL) 106, Asian Philosophy

*All other items from curriculum summary were approved by consent.  
M/S/P (Deegan, Andersen)*

**B. Approval of Program Changes**

*None*

**C. General Education/Transferability Curriculum**

*Items removed from consent agenda for discussion (See II. E Discussion Below)*

1. Dramatic Arts (DRAM) 143, Beginning Costuming
2. Art-Fine Art (ARTF) 265A, Experimental 3D Animation
3. Art-Fine Art (ARTF) 282, Open Studio

*All other items from General Education/Transferability Curriculum were approved  
by consent. M/S/P (Lombardi, Glow)*

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### D. Curriculum Items Discussed

1. Art-Fine Art (ARTF) 210B, Life Drawing II
2. Legal Assistant (LEGL)120, Civil Litigation II – Torts
3. Music (MUSI) 205B, Projects in Electronic Music
4. Child Development (CHIL) 210, Supervision of Early Childhood Programs
5. Philosophy (PHIL) 106, Asian Philosophy

Jan Lombardi reported that these curriculum submissions had not been reviewed.

**ACTION:** ARTF 210B, Life Drawing II; LEGL 120, Civil Litigation II – Torts; MUSI 205B, Projects in Electronic Music; CHIL 210, Supervision of Early Childhood Programs; and PHIL 106, Asian Philosophy, will be moved to the December 9, 2004 CIC agenda. **M/S/P** (*Deegan, Glow*)

### E. General Education/Transferability Curriculum Items Discussed

1. Dramatic Arts (DRAM) 143, Beginning Costuming
2. Art-Fine Art (ARTF) 265A, Experimental 3D Animation
3. Art-Fine Art (ARTF) 282, Open Studio

Libby Andersen reported that Dramatic Arts (DRAM) 143, did not meet the criteria for approval. Math 150 and 150L were proposed to be combined for transferability. ARTF 265A, Experimental 3D Animation, and ARTF 282, Open Studio, are special topics numbers and required removal from the proposed list.

### F. Advisories in the Class Schedule

Lynn Neault stated that she would consult with the Academic Senate about including advisories in the class schedules.

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### **III. OLD BUSINESS**

#### **A. Credit By Exam**

Neault advised that the Tech Prep issues have been resolved. The credit by exam information is being reflected on the transcripts.

#### **B. Withdrawal Proposal**

Neault reported that the current repetition policy needs to be aligned to include withdrawals (W's). Neault explained that the new policy will count W's toward repeatability and also as a withdrawal. The student might be allowed to repeat classes after four occurrences, but the colleges would not receive apportionment. The current repeatability policy does not reflect W's as an occurrence.

Council requested that this item be moved to the December 9, 2004 CIC meeting. Neault is to send an electronic updated version of the proposed change of the repetition policy to the Council in advance of the December 9, 2004 CIC meeting.

### **IV. NEW BUSINESS**

#### **A. General Education and CSU Transferability Approval Date**

Myra Harada discussed the UC approval date change agreed on at the October 28, 2004 Council meeting. Laurie Van Houten requested that all approvals be moved to the last CIC meeting of the academic year.

**ACTIONS:** 1. Change submission date for SDCCD General Education, CSU General Education (Breadth), IGETC, and UC Transfer curriculum to the second to the last CIC meeting of the academic year with a list of all proposals to the Council two to three weeks ahead of the meeting. 2. Propose voter approval of those submissions at the last CIC meeting of the academic year. *M/S/P (Deegan, Glow)*

#### **B. American Institutions**

CSU informed us that the ASSIST display reflects how most community colleges allow fulfillment of the American Institutions requirement. SDCCD is more restrictive. Harada suggested that this topic be tabled until all three colleges have a chance to discuss the topic.

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### **C. SB 1415**

Neault advised the Council that students have not come forward to participate in the UC/Community College fee waiver. Next year, students have to qualify for the BOGS to be eligible for the waiver.

### **D. Time Limit on SPAN 265G**

Jan Lombardi explained that SPAN 265G is a one-unit Spanish course for law enforcement officers and that City College would like to offer this course in December, 2004. Council determined that the two-year limit begins when the course is first offered, not the CIC approval date.

Paula Gustin requested an explanation of each CurricUNET approval process.

### **E. Program Approval**

Pam Deegan reported that ten to twelve Miramar programs were not on the state approved list. Deegan is trying to determine the reasons for the unapproved programs. Staff members at Miramar College believe that the programs were approved by the college, but that the programs were never sent to the state for approval. Discussion continued regarding other programs that may have been processed and may not have gone to the state for approval.

Council suggested the development of an ad hoc committee to develop procedures for program approval for the colleges, district, and state. The ad hoc committee would consist of three Vice Presidents of Instruction and three faculty members. It was then decided that the ad hoc committee would discuss the issue at the January 20, 2005, CIC retreat.

Marianne Tortorici stated that City, after consulting with Mesa on TOP codes for programs, submitted their catalog changes to the state. Tortorici will provide a copy to Instructional Services and the Vice Presidents of Instruction.

### **E. Activations and Deactivations of Courses**

Deegan suggested the deactivations of courses active only at a single college not require concurrence. At the present time, per Policy 5300.2, all colleges are currently signing off on deactivations when the course(s) cease to be offered in the district. Such a deactivation now requires Board approval.

The Council agreed that a CurricUNET Version 2 committee should be formed to review and discuss Version 2 issues. The committee will consist of the Curriculum Committee Chairs, Libby Andersen, and Laura Van Houten.

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**V. STANDING REPORTS**

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

*Not Discussed*

**B. Curriculum Updating Project**

*Not Discussed*

**C. CurricUNET Update**

*Not Discussed*

**D. Information Technology Council**

*Not Discussed*

**E. State Academic Senate**

*Not Discussed*

**F. Student Services Council**

*Not Discussed*

**VI. ANNOUNCEMENTS**

**A.** Deegan advised the Council of recent developments at the CIO conference. She will email the Council in advance for discussion at the December 9, 2004 CIC meeting.

**B.** The next CIC meeting is Thursday, December 9, 2004 at 2:00 p.m. in District Room 272. Agenda items are due by Wednesday, December 8, 2004. The curriculum deadline was Thursday, November 18, 2004.

**C. Handouts:**

1. Today's CIC Meeting Agenda
2. Draft Minutes from Last CIC Meeting
3. Curriculum Summary
4. GE Yearly Review Curriculum
5. SDCCD Curriculum Updating Project
6. SPAN 265A Associate Degree Course Outline (*Lombardi*)
7. 5300.2 Experimental/Special Topics Courses (*Lombardi*)

**8. ADJOURNMENT**

*Myra Harada adjourned the meeting at 3:55 p.m.*