

# San Diego Community College District Curriculum Instructional Council

Approved

Meeting/Retreat of January 22, 2004  
9:30 AM Marina Village

## 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
Diane Glow	Curriculum Chair – Miramar College
Jan Lombardi	Curriculum Chair – City College
Ron Manzoni	Vice President, Instruction – City College
Helen Webb	Academic Senate Representative – Miramar College

### ABSENT:

Sandy Schaffer	Past Academic Senate President – CET
Pam Deegan	Vice President, Instruction – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Carolyn Buck	Articulation Officer – Mesa College
Jim Vincent	Counselor – CET

### 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:

*Kendra Jeffcoat called the meeting to order at 9:45 a.m.*

## I. MINUTES AND AGENDA

- A. Approval of: December 11, 2003 Minutes**  
*The minutes were approved with correction.*  
**M/S/P (Conrad/Lombardi).**

# San Diego Community College District Curriculum Instructional Council

## B. Approval of: January 22, 2004 Agenda

*The agenda was approved with additions. 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: 10.3*

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

#### 1. Accounting (ACCT)

**1.1 201B Intermediate Accounting II**, Course Integration (Activation included). Proposed Changes: Course Objectives, Course Description, 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.

#### 2. Alcohol and Other Drug Studies (AODS)

**2.1 154 Prevention, Intervention, Legal & Ethical Issues of Psychoactive Drug Use**, Course Integration (Activation included). Proposed Changes: Course Description, Skills/Knowledge to enter course, Advisory Change. Proposed for College(s): City. Effective: Fall 2004.

#### 3. Art – Fine Art (ARTF)

**3.1 210A Life Drawing I**, Course Integration (Activation included). Proposed Changes: Advisory, Course Description. Proposed for College(s): City, Mesa, Miramar. Effective: Fall 2004.

**3.2 282 Open Studio**, Course Integration (Activation included). Proposed Changes: Course Description, Repeatability, Corequisite. Proposed for College(s): Miramar. Effective: Fall 2004. *This course is being proposed for the UC Transfer List. To be reviewed at the November meeting.*

#### 4. German (GERM)

**4.1 101 First Course in German**, Course Integration (Activation included). Proposed Changes: Course Description, Outline of Topics. Proposed for College(s): Mesa, City. Effective: Spring 2004. *Deferred from 12/11/03 CIC meeting.*

# San Diego Community College District Curriculum Instructional Council

**4.2 102 Second Course in German**, Course Integration (Activation included). Proposed Changes: Course Description, Outline of Topics. Proposed for College(s): Mesa, City. Effective: Spring 2004. *Deferred from 12/11/03 CIC meeting.*

**4.3 210 German Conversation and Composition I**, Course Integration (Activation included). Proposed Changes: Title, Prerequisite, Grade Option, Course Description. Proposed for College(s) City. Effective: Fall 2004.

## 5. Health Education (HEAL)

**5.1 190 Health Education for Teachers**, Proposed Changes: Distance Learning (no other action). Proposed for College(s): Miramar, Mesa. Effective: Spring 2004.

## 6. Health Information Technology (HEIT)

**6.1 155C CPT Coding**, Course Revision. Proposed Changes: Course Description, Units. Proposed for College(s): Mesa. Effective: Fall 2004.

## 7. Marketing (MARK)

**7.1 100 Principles of Marketing**, Course Integration (Activation included). Proposed Changes: Course Description, Advisory. Proposed for College(s): City, Mesa, Miramar. Effective: Fall 2004.

## 8. Physical Science (PHYN)

**8.1 101 Survey of Physical Science Laboratory**, Course Integration (Activation included). Proposed Changes: Corequisite, Advisory, Course Description. Proposed for College(s): City, Mesa, Miramar. Effective: Fall 2004.

## 9. Physical Therapist Assistant (PHYR)

**9.1 122 Introduction to Pathology**, Course Integration (Activation included). Proposed Changes: Prerequisite, Corequisite, Advisory. Proposed for College(s): Mesa. Effective: Fall 2004.

**9.2 123 Introduction to Therapeutic Exercise**, Course Integration (Activation included). Proposed Changes: Prerequisite, Limitation

# San Diego Community College District Curriculum Instructional Council

on Enrollment, Course Description. Proposed for College(s):  
Mesa. Effective: Fall 2004.

- 9.3 140A Directed Clinical Practice**, Course Integration (Activation included). Proposed Changes: Corequisite, Limitation on Enrollment, Course Description. Proposed for College(s): Mesa. Effective: Fall 2004.

## 10. Shipbuilding Technology (SHIP)

- 10.1 \*110 Shipyard Safety and Safety Management**, New Course. Proposed For College(s): City. Effective: Spring 2004.
- 10.2 \*115 Shipbuilding Processes**, New Course, Proposed for College(s): City. Effective: Spring 2004.
- 10.4 \*205 Culmination Project**, New Course, 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.*

*The program changes were approved. M/S/P (Glow/Webb).*

### 1. Business Administration

- 1.1 Business Administration**, Reactivate Program, Proposed for College(s): Miramar. Effective: Spring 2004.

## 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

# San Diego Community College District Curriculum Instructional Council

## F. Curriculum Items Removed From Consent Agenda

### 10. Shipbuilding Technology (SHIP)

#### 10.3 \*115L Shipbuilding Processes Lab, New Course, Proposed for College(s): City. Effective: Spring 2004.

This course is intended for students in the NASCO program. Myra Harada asked whether the corequisites/prerequisites were intended to be included for spring. Ron Manzoni stated that the course was not being offered in the Spring, therefore adding the corequisite would not be problematic.

**ACTION:** Shipbuilding Process Lab 115L is approved. **M/S/P**  
(Lombardi/Andersen).

## III. OLD BUSINESS

### A. Revisions of Integrated Outline Guide (Added by Andersen)

Libby Andersen conveyed corrections made to the Integrated Outline Guide by Paula Gustin. Handwritten edits were given to Instructional Services to incorporate into the forthcoming revised version.

Discussion ensued regarding District use of “attendance” verses “participation” as evaluation criteria. The committee is split regarding the effectiveness of attendance-based evaluation. Some members prefer participation as a basis for grading rather than attendance, while other members believe that attendance should remain among the grading options. Title V does not prohibit the use of attendance, and Board policy allows it.

**ACTION:** Jeffcoat will review Board Policy and inquire further with Lynn Neault.

# San Diego Community College District Curriculum Instructional Council

## IV. NEW BUSINESS

### A. Curriculum and Instructional Council 2004 – 2005 Priorities, Responsibilities, Goals, and Objectives

#### 1. Responsibilities of the Curriculum & Instructional Council are to:

- Convene and facilitate regular CIC meetings as well as joint CIC/SSC meetings to address issues of mutual concern.
- Review State regulations and make recommendations regarding District policy and procedures related to curriculum, degree and certificate requirements, educational program development, and catalog development.
- Review curriculum that has been approved by college/CET curriculum committees for compliance with applicable State regulations and District policies.
- Review and take appropriate action on curriculum issues that cannot be resolved at the college/CET.
- Review and take appropriate action on aligned curriculum (offered at two or more colleges).
- Work with the District Student Services Council on issues of mutual concern, such as assessment, prerequisites and corequisites, etc.
- Refer issues that cannot be resolved by Curriculum Instructional Council to the Chancellor's Cabinet with a request for appropriate action.
- Identify staff development needs and make recommendations for the coordination and implementation of Districtwide curriculum activities.
- Provide input in the review of the District Education Master Plan.
- Forward new courses and programs to the State Chancellors Office for approval as appropriate.
- Assume a leadership role in the review of policies and procedures related to curriculum and instruction and in establishing curriculum priorities.
- Recognize individual college differences in student population characteristics, anticipated learning outcomes and program emphasis in the curriculum review and approval process.
- Ensure that distance education courses meet the same standards of rigor, breadth and depth as classroom courses as required by Title 5 of the California Code of Regulations.

#### 2. **GOAL: Maintain currency, rigor and integrity of courses and programs and provide curriculum information to the colleges as appropriate.**

##### Objectives:

- Maintain and distribute annually a list of course outlines that require review and/or updating.
- Provide curriculum review and approval timelines to Deans and College Curriculum Committees.

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

- Remove inactive courses from the catalog to maintain catalog integrity.
- Maintain and update the Instructional Services website to provide curriculum information and support for the curriculum development process.

### **3. GOAL: Support the development of curriculum initiatives that meet the needs of the community, business and industry, and students.**

#### Objectives:

- Review the District General Education requirements and make recommendations as may be appropriate for the Associate in Arts and Associate in Science Degree program.
- Facilitate the organization and development of curriculum to meet the transfer needs of students.
- Support expanding degree and certificate program options delivered via distance education to meet the alternative learning needs of students within the community.
- Support the development of new curriculum to meet the workforce training needs of business and industry.
- Explore initiatives to internationalize the curriculum to ensure student acquisition of global competencies.
- Support a process for the offering of interdisciplinary curriculum.
- Increase the number of articulation agreements between the colleges/CET, high schools, transfer institutions and military.
- Support integrating multicultural content across the District General Education Curriculum.

### **4. GOAL: Facilitate and expedite the review, approval and articulation of curriculum.**

#### Objectives:

- Enhance tracking systems related to the curriculum review and approval process to ensure timely processing of curriculum.
- Facilitate the use of CurricUNET by faculty and the administration via on-going CurricUNET technical support and training.
- Review and evaluate the concurrence procedures to simplify and expedite the curriculum approval process.
- Utilize the increased number of Instructional Improvement Days with the Compressed Calendar to address curriculum issues, provide CurricUNET training, update course outlines, write new course outlines, conduct program review and convene academic discipline meetings for review of curriculum.
- Incorporate ADA requirements into the course approval process to ensure compliance with Section 508 federal legislation.

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

### **5. GOAL: Support the development of funding proposals, in collaboration with faculty and staff that support instructional initiatives.**

Objectives:

- Support the development of funding proposals to facilitate curriculum development, faculty development and new program development to meet student and community needs.
- Support the development of funding proposals to facilitate the effective use of technology in instructional delivery (online and hybrid/blended courses).
- Support the development of funding proposals to facilitate international education initiatives, such as student study abroad, faculty exchange, internships, and international articulation of curriculum.
- Support the development of funding proposals to facilitate curriculum development to ensure student success in a global society and the workplace.
- Support the development of funding proposals to facilitate student opportunities for service learning within the community.

### **6. GOAL: Enhance and develop information technology systems to support instruction.**

Objectives:

- Enhance the CurricUNET system to meet changing college/District needs for curriculum development, review, approval and articulation.
- Provide on-going CurricUNET technical support and training for faculty and staff.
- Integrate the CurricUNET system with other District and Statewide information technology and data processing systems, to include links to the ISIS database, ASSIST, CAN, and OSCAR.
- Complete the curriculum document-imaging project to ensure access to historical curriculum records, course outlines and integrate with a search and retrieval system.

### **B. Suggested Initiatives for 2004-2005**

*In order of priority:*

1. Launch and train for CurricUNET II
2. Review General Education Task Group Recommendations
3. Develop policy and procedures for hybrid courses
4. Identify and support a key funding proposal for curriculum development
5. Begin dialogue on internationalizing the curriculum



# San Diego Community College District Curriculum Instructional Council

## C. Suggested Agenda Items for February 5, 2004 Joint CIC/SSC meeting:

1. Articulation agreement update
  - a. University of Phoenix
  - b. TAG
2. Dual Admission program update
3. Transfer Studies
4. FLEX
5. Process for adding Corequisites and Prerequisites
6. Signatures for grade sheets
7. Representation on District Accreditation committee(s)
8. Drop dates for nonpayment

## V. ANNOUNCEMENTS

- A. The annual joint CIC/SSC meeting is Thursday, February 5, 2004 at 9:00 AM in room 300.
- B. The next CIC meeting is February 12, 2004 at 1:00 PM in room 272. The curriculum deadline for the February 12<sup>th</sup> meeting was Friday, January 23, 2003. The curriculum deadline for the February 26<sup>th</sup> CIC meeting is Friday, February 6, 2004.
- C. Handouts:
  1. Today's CIC Meeting Agenda
  2. Last CIC Meeting Draft Minutes
  3. Curriculum Summary Document
  4. SDCCD Curriculum Updating Project
  5. Updated CIC calendar
  6. Draft retreat Agenda
  7. Draft CIC 2004-2005 Priorities

## VI. ADJOURNMENT

*Jeffcoat adjourned the meeting at 1:05 p.m.*