

# San Diego Community College District Curriculum Instructional Council

**APPROVED**

Meeting/Retreat of January 20, 2005  
9:30 a.m. Hanalei Hotel

## MINUTES

### **PRESENT:**

Otto Lee	Interim Assistant Chancellor of Instructional Services and Economic Development – District Office
Libby Andersen	Articulation Officer – City College
Liz Armstrong	Vice President, Instruction – Mesa College
Carolyn Buck	Articulation Officer – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Diane Glow	Curriculum Chair – Miramar College
Paula Gustin	Curriculum Chair – Mesa College
Jan Lombardi	Curriculum Chair – City College
Helen Webb	Academic Senate Representative – Miramar College

### **ABSENT:**

Marianne Tortorici	Vice President, Instruction – City College
Sandy Schaffer	Past Academic Senate President – CET
Pam Deegan	Vice President, Instruction – Miramar College
Lynn Neault	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Myra Harada	Manager, Curriculum & Instructional Services – District Office

### **STAFF:**

Laurie Van Houten	Curriculum Analyst, Instructional Services – District Office
Carlota Vidrio	Senior Secretary, Instructional Service Planning and Technology – District Office
Sandy Mooney	Administrative Technician, Instructional Services – District Office

### **GUEST:**

George Tamas – C.E.O., Governet  
Steve Thyberg – Vice President of Technology, Governet

*Otto Lee called the meeting to order at 9:45 a.m.*

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## I. DISCUSSION ON CURRICUNET

George Tamas, C.E.O. of Governet and Steve Thyberg, V.P. of Technology, led a presentation and discussion on the history, technical issues, and future enhancements of CurricUNET.

During the discussion Tamas advised the committee that once CurricUNET Version 1 is no longer used, there will no longer be two systems operating on the servers, CurricUNET Version 2's performance will increase dramatically. He also informed the committee of the optimum computer requirements to run CurricUNET: 512 mb RAM, Windows XP operating software, the latest version of Internet Explorer and Flash.

## II. REPORT FROM CurricUNET STEERING COMMITTEE

Paula Gustin and Libby Andersen both reported the committee is making progress. Laurie Van Houten reported on how the steering committee brings issues forward from the colleges and works on ways to resolve them. Elizabeth Armstrong said she is very encouraged by the progress of the committee. Gustin stated the committee should also look at more global issues such as processes and other needs of the colleges.

## III. DATATEL IMPLEMENTATION MEETING SUMMARY

Otto Lee requested that Van Houten give a brief summary of the first Datatel Curriculum/Instruction Management Team meeting. According to Van Houten, the meeting gathered team members together to go over expectations and team structure. She also stated that CurricUNET will be the first system to interface with the Datatel System (Colleague). Tamas said the sooner Governet can be involved with the mapping the better to ensure CurricUNET and Colleague become truly integrated systems. Lee and the Council concurred.

## IV. MINUTES AND AGENDA

### A. Approval of: December 9, 2004 Minutes

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

Action: *Andersen*: Instructional Services will notify members of the Ad Hoc Committee to get the committee meetings started.

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## B. Approval of: January 20, 2005 Agenda

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

## V. CURRICULUM REVIEW / APPROVAL

### A. Approval of Curriculum

*Item removed from consent agenda for discussion.*

Child Development (CHIL) 210, Supervision of Early Childhood Programs

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

### B. Approval of Program Changes

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

### C. Curriculum Items Discussed

Child Development (CHIL) 210, Supervision of Early Childhood Programs

Jan Lombardi or Paula Gustin will advise Instructional Services when this course is to be put back on the agenda.

## VI. ANNOUNCEMENTS

A. Lee reminded the Council that after courses and programs have been approved by the Board, notification should be sent to the campuses and should be forwarded up to the state office. Instructional Services should be the ones to generate the notifications. Lee will place discussion on the agenda of the procedures, the roles, and responsibilities for the State approval process.

B. Andersen discussed the District's Strategic Planning Committee which will convene next month and start accepting projects for funding. She encouraged anyone involved in curriculum to submit projects for funding through their College representative.

C. The next CIC meeting is February 10, 2005 at 1:00 PM in room 272. The curriculum deadline for the February 24<sup>th</sup> CIC meeting is, Friday, February 4, 2005.

## VII. ADJOURNMENT

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