San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of February 10, 2005 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
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
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 *(Ex Officio)*
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Webb, Helen	Academic Senate Representative – Miramar College

ABSENT:
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Tortorici, Marianne	Interim Vice President, Instruction – City College
VanHouten, Laurie	Curriculum Analyst, Instructional Services – District Office

STAFF:
Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Mooney, Sandra	Administrative Technician, Instructional Services – District Office
Shumaker, Darlene	Administrative Technician, Instructional Services – District Office

GUESTS:
Buck, Carolyn	Articulation Officer, Outgoing – Mesa College
Fraher, Amy	Program Director, Aviation Operations – Miramar College
Liska, Paula	Articulation Officer, Interim – Mesa College

Myra Harada thanked Mesa College Articulation Officer Carolyn Buck for her past work with the district, including her work with DAC and CIC. We wished her well in her new position as Executive Dean at Columbia College. When a quorum was reached, Harada called the meeting to order at 2:15 p.m.

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I. MINUTES AND AGENDA

A. Approval of: January 20, 2005 Minutes

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

B. Approval of: February 10, 2005 Agenda

The agenda was approved as amended.

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Items removed from consent agenda for discussion

1. Aviation (AVIA) 128, Group Dynamics: Teams Under Stress
2. Education (EDUC) 100, Tutor Training
3. Information, Network, and Web Technology (INWT) 140, Security +Certification Training
4. Psychology (PSYC) 137, Human Sexual Behavior
5. Real Estate (REAL) 115, Real Estate Finance I

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

B. Approval of Program Changes

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

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

1. Aviation (AVIA) 128, Group Dynamics: Teams Under Stress

There was concern that this course may fall under another discipline and therefore be subject to additional teaching qualifications. Amy Fraher, Aviation Program Director at Miramar College, explained the intent of this course and showed extensive background information including FAA regulations from the evolving field of Aviation. Diane Glow handed out copies of a revised course description, which the Council agreed made the course more specifically related to Aviation. Articulation Officers also noted that there would be no problems with regard to the transferability of this course.

Motion to approve AVIA 128 with one modification of changing course description to the following: This course introduces students to the fundamentals of Crew Resource Management (CRM), an essential philosophy for professional careers in aviation today. CRM is an error management strategy, applied in a wide array of high-risk industries, designed for technical teams operating in high-stress environments. In this course, students become familiar with CRM processes as a way to expose and manage team errors as they shape authority relations in a dynamic context thereby honing skills of observation, analytic problem-solving and critical thinking.
M/S/P *(Deegan, Glow)*

2. **Education (EDUC) 100, Tutor Training**
3. **Information, Network, and Web Technology (INWT) 140, Security +Certification Training**

Questions were raised about the new statement on Curriculum Summary document, "Please submit for State Approval if necessary." Harada clarified that this statement does not mean the course is being proposed for any G.E. or transfer. Because submission to the California Community College Chancellor's Office (CCCCO) for course/program approval has not been consistent in the past, this statement will serve as a reminder to apply for State approval if necessary. The Vice Presidents asked what the protocol is for applying to the State. Harada reminded the Council that this topic will be discussed further by the new ad hoc committee, which is being formed to address this specific issue.

Motion to approve both courses. **M/S/P** *(Anderson, Lombardi)*

4. **Psychology (PSYC) 137, Human Sexual Behavior**

The Council felt that the English 51/56 advisories were not strong enough and an English 101 advisory would be better suited for this course. Mesa College mentioned that all of the Psychology courses need to be integrated, at which time the requisites will be reviewed. The Assigned Discipline Dean had attempted to schedule a departmental meeting among all three colleges but was unsuccessful. Articulation Officers said that transferability/articulation should not be a problem.

Motion to approve course with recommendation that faculty review Psychology advisories for articulation and course rigor purposes (Instructional Services will send Assigned Discipline Dean a written recommendation). **M/S/P** *(Gustin, Glow)*

5. **Real Estate (REAL 115, Real Estate Finance I**

City College reminded the Council that this course, along with the entire Real Estate Program, requires integration. Miramar commented that they are in the process of re-writing REAL 115.

Motion to approve REAL 115 for activation at Miramar College.

M/S/P *(Lombardi, Webb)*

III. **OLD BUSINESS**

A. **GE Policy Language**

Harada asked for confirmation that all three colleges have approved the new policy
language recommended by the GE Task Force Committee. Academic Senates at City
and Mesa College have approved the language. Helen Webb will email Harada
verification that Miramar College has also approved.

B. **TOP Code Conversion**

Darlene Shumaker described a report she prepared, which was handed out to the
College Vice Presidents. The report showed differences between program updates
that were submitted to the State Chancellor's Office and our 2004-2005 program
inventories. Of particular interest was a list of aligned programs that did not have the
same TOP Code submitted to the State. Changes made by the State after college
submission and/or program changes approved by CIC throughout the academic year
may not be reflected in the report. It was agreed that a separate meeting was needed
for further discussion about how to clean up discrepancies, incorporate changes, and
finalize the new 6th Edition TOP Codes.

C. **Academic Accommodation**

Lynn Neault announced that the procedure previously distributed at CIC has been
reviewed and approved by the Chancellor's Cabinet. The Council had no concerns
with the new procedure.

D. **Equivalencies**

Neault explained a problem the evaluators are having with course limitations and
equivalencies. Equivalencies can inadvertently cause problems for students because
they cannot take certain courses that are needed for their majors or to clear a
prerequisite. One example is the American Sign Language series of courses. The
second course cannot be taken by a continuing student because the prerequisite
requires completion of either the first course or two older courses that are no longer
active. However, the first course is not open to students who took one of the
deactivated courses. Therefore, if a student took only one of the two deactivated
courses, there is no way they could meet the prerequisite. Since the "not open"
limitation on enrollment statement does not always mean that the courses are
equivalent, faculty should map out how a student can get from course A to course C.
Due to the complexities of these issues, it was agreed that a workshop was needed at
the local level (including faculty, department chairs, and deans). Harada suggested

forming an ad hoc committee to coordinate curriculum review and equivalency in particular.

E. SSC/CIC Joint Meeting Agenda Items

Neault asked to set a meeting date and stated they have several items to discuss. Harada will arrange a time and place.

IV. NEW BUSINESS

A. New Disciplines

For information purposes only, Instructional Services will email Council members a list of brand new disciplines for new courses that are currently in the proposal process.

B. Quarter Unit Courses

Pam Deegan asked the Council for their support and approval of offering quarter unit courses in Fire and Police Academy courses. These would be short, 4-hour "in-service" training classes that would bring in 1.7 million dollars to the district at a cost of only $700,000. If we cannot offer these courses, we will lose the revenue to Santa Ana and Palomar Colleges, who currently accommodate the fire departments in this manner. The main issues are not legal, but technological problems that would need to be worked out. Neault reported that our current computer system is not set up for quarter units; and because of all the impacts, it would take a year to put into place (there would be no problem in the future COLLEAGUE system). Elizabeth Armstrong expressed concern that these courses may not have enough rigor to qualify for college credit courses.

Motion to support quarter unit courses (approved in concept).
M/S/P *(Glow, Andersen) Armstrong abstained.*

C. 2005-2006 Catalog Review *(added to agenda by Libby Andersen)*

Libby Andersen expressed concern for programs removed from the catalog that do not have State approval. Harada explained that when the first catalog proofs go out, programs without State approval will be in red text with a note that they will be removed if proof of approval is not received by Instructional Services. Normally, they are removed prior to the second catalog proof distribution. Andersen asked if the catalog place holder can be held until final catalog draft date because some approvals are still in progress and the State Chancellor's Office may not be able to provide approval in time for the second proofs. Harada reminded the Council that the catalog production timeline is posted to the Instructional Services website.

V. STANDING REPORTS

A. Curriculum Updating Project
Not Discussed

B. CurricUNET Steering Committee
Mooney reported some of the discussions at the last meeting:
- A modification to the Outline of Topics that will be implemented this summer was demonstrated. The modification will allow special formatting and characters. Users will also see the numbering as they enter tabs and text.
- There are only 73 proposals left in Version 1, and 28 of these are at the Instructional Services technical review level.

C. Information Technology Council
Not Discussed

D. Student Services Council
Not Discussed

E. State Academic Senate
Not Discussed

F. CIO (Chief Instructional Officers
Not Discussed

VI. ANNOUNCEMENTS

A. The next CIC meeting is February 24, 2005 at 2:00 PM in Room 272. **The curriculum deadline for the March 10, 2005 meeting is Thursday, February 17, 2005.**

B. March 10, 2005 is the last CIC meeting before the catalog input cutoff, which is March 18, 2005.

C. Handouts:

1. Today's CIC Meeting Agenda
2. Draft Minutes from last CIC meeting/retreat
3. Curriculum Summary
4. Curriculum Updating Project (*complete list of courses was sent out electronically*)
5. TOP Code Report (*given only to College Vice Presidents*)

VII. ADJOURNMENT

Myra Harada adjourned the meeting at 3:45 p.m.