San Diego Community College District
Curriculum Instructional Council

APPROVED

> **Meeting of December 08, 2005**
> **2:00 PM – District,**
> **Room 272**

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Gustin, Paula	Curriculum Chair – Mesa College
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
Lombardi, Jan	Curriculum Chair – City College
Manzoni, Ron	Vice President, Instruction – City College
Murphy, Carol	Curriculum Chair – Miramar College
Neault, Lynn	Vice Chancellor, Student Services – District Office *(Ex Officio)*
Parker, Juliette	Articulation Officer – Mesa College
Short, Duane	Articulation Officer – Miramar College

ABSENT:

Deegan, Pam	Vice President, Instruction – Miramar College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Shaffer, Sandra	Academic Senate Representative – Continuing Education
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
Mooney, Sandy	Admin Tech, Curriculum & Instructional Services – District Office
Yousofy, Ghazal	Senior Secretary, Curriculum & Instructional Services – District Office

GUEST:

Henne, Andrea	Dean, SDCCD Online – District Office

San Diego Community College District
Curriculum Instructional Council

Myra Harada called the meeting to order at 2:13 p.m.

I. **MINUTES AND AGENDA**

A. **Approval of: November 10, 2005 Minutes**

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

B. **Approval of: December 08, 2005 Agenda**

Added Items:
Course Revision (New Business) Gustin
Program Revision in the Catalog (New Business) Gustin
Review of Discussion CISC 187,193
Title 5 Regulation Change for Open Entry/Open Exit

Remove Items:
MOU Procedure

Added Curriculum:
Real Estate 130, Real Property Management - Lombardi
Physical Education 265B, Club Volleyball - Lombardi
Fashion 135, Tailoring - Gustin
Fire Protection Technology 312, Auto Extrication - Short

The agenda was approved.   **M/S/P** *(Andersen, Parker)*

II. **CURRICULUM REVIEW / APPROVAL**

A. **Approval of Curriculum**

Removed from the consent agenda:
Child Development 151, Program Planning
Child Development 275, Supervised Field Study
Digital Film Production 102, The American Cinema

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

B. **Approval of Program Changes**

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

C. **Approval of Continuing Education Curriculum**
    None

D. **Curriculum Items Discussed**

Child Development 151, Program Planning
Jan Lombardi requested that Child Development 270 be maintained as a co-requisite for Child Development 151. She explained that Mesa and Miramar dropped Child Development 270 as a co-requisite when they revised the course, not knowing that City teaches that course. City requested that the co-requisites be "Child Development 270 or 275". Andersen said that the flexibility is important for students in that department.

Motion to amend the co-requisites for Child Development 151 as "Child Development 270 or 275"   **M/S/P** *(Lombardi, Andersen)*

Child Development 275, Supervised Field Study
Lombardi said that the catalog states that students must receive a grade of a "C" or better for the co-requisite of Child Development 151. She stated that since the course is a "co-requisite", students would not have received a grade for that course. In the ensuing discussion of whether the course is a co-requisite or pre-requisite, Council decided that it is a co-requisite. Carol Murphy suggested taking out "with a grade of C or better". Lombardi said this course is 3-9 hours and 1-3 units. She said sometimes when City puts courses through, they have to put it through with designated units. Murphy recommended holding this course for Miramar to review and bringing it back to the next meeting. Lynn Neault suggested finding a way to get around variable units. Murphy suggested having three separate courses: Child Development 275A, 275B, and 275C.

Liz Armstrong suggested determining a co-requisite or pre-requisite for now and creating new courses then deactivating these courses at a later date.

Motion to approve and have Miramar determine co-requisite/pre-requisite question and explore creating the course into three fixed-unit courses.
M/S/P *(Armstrong, Lombardi)*

Digital Film Production 102, The American Cinema
Duane Short requested Digital Film Production 102 to be submitted for UCTCA, IGETC Area 3A Arts & Humanities, and CSUGE Area C1 Art. He said that he has done research on courses that appear to be comparable in the UC system and at various community colleges and those are the areas for which this course was approved. Libby Andersen said she hasn't had the opportunity to review this. Sandy Mooney will put the course on hold for Short to make the changes. The course will be submitted for approval for Fall 2006 - Spring 2007.

Motion to approve Digital Film Production 102 with transferability additions.
8 for, 0 against, 2 abstained   **M/S/P** *(Short, Parker)*

Fashion 135, Tailoring
Paula Gustin requested reactivation of Fashion 135 at Mesa for Summer 2006. She said this course existed in the past and resurrection of a course requires it to go to all campuses even though Mesa is the only college requesting activation. She said this process takes a long time and asked for approval at this meeting as there is

representation from all the colleges. Fashion 135 has already been integrated and updated and the textbooks for the course will be updated.

> *Motion to activate Fashion 135 at Mesa for Summer 2006 with modifications to text and effective date.* **M/S/P** *(Gustin, Manzoni)*

Fire Protection Technology 312, Auto Extrication
Short requested changing this course from a special topic to a new course in CurricUNET. This course was asked to be taught by industry and has funding associated with it. Instructional Services will make the new course change in CurricUNET when everyone has signed off. This course is approved pending Instructional Service technical review.

> *Motion to activate Fire Protection Technology 312 changing item F section 1 to new course pending Instructional Service technical review.* **M/S/P** *(Murphy, Lombardi)*

Physical Education 265B, Club Volleyball
Lombardi requested activation of Physical Education 265B at City during the Intersession. It is a new special topic, one-unit course. Sandy Mooney said City's Curriculum Chair, Lombardi, needs to approve the proposal in CurricUNET.
There was a request to take out "in fall and spring" from last sentence in the course description. Mooney said a 265 may be taken two times for credit and a third time with the VP's request. Murphy requested activation of this course for Miramar also. Instructional Services will put the course on hold and the originator will add Miramar to the activation list. Manzoni said it is a CSU Transfer course.

> *Motion to approve activation of Physical Education 265B for City to include Miramar and with editing changes.* **M/S/P** *(Lombardi, Short)*

Real Estate 130, Real Property Management
Lombardi requested activation at City for the Spring 2006. She reported that there are students waiting to register for the course.

> *Motion to activate at City for Spring.* **M/S/P** *(Lombardi, Gustin)*

III. OLD BUSINESS

A. Hybrid Definitions
Andrea Henne distributed an updated Hybrid Definition handout identifying classes as campus-based courses that are technology-enhanced, fully online, online, and hybrid for review by the Council. Gustin recommended that all three colleges have the same legend. Armstrong suggested using different symbols for each category rather than colors because the schedules are not printed in color. Ingle reported that the Academic Senates reported they were not consulted with the definitions, and he requested the handout be emailed to the Academic Senates. Liz said this committee is a committee of the academic senate so consultation should go from CIC to the senate and faculty.

Armstrong said there are many campus-based courses that are technology-enhanced and suggested that this category be eliminated and the narrative be included in the top of the handout to state that many courses include technology. Neault said it may be helpful for faculty to understand why these courses are being defined, the purpose of defining them, and the impact on students. Ingle said this district should be able to differentiate among the courses if the accrediting body were to inquire. He also said it is important to provide training to faculty to teach effectively online. Armstrong reported that Mesa has developed the exact entry into ISIS for any hybrid course so it is clear how to schedule the online portion on campus and how to put the online portion courses in the printed schedule. Manzoni said the campus issue for the hybrid is that we want to have all courses that are hybrid approved by chairs and deans so that they are identified. Ingle said they are trying to track growth of fully online, if we ever go to a fully online degree.

Armstrong sees this as providing information to the students. Manzoni said "online" is more acceptable than "fully online" at this time.

Council decided to use three definitions of "fully online, online, and hybrid" courses and to eliminate the designation called Computer-Based Courses that are Technology-Enhanced. The definitions will be taken to the Academic Senates to review and give their feedback. Neault said the next step is to convert these terms to codes in the computer system. Neault will inform the Council about the ISIS codes. Harada reported that Jeff Mills will incorporate these definitions in the summer schedule. (March is the deadline for submission of schedule information)

B. State Approval Procedure
Short, Parker, Lombardi are the Senate Representatives who bring CIC issues back to the Academic Senates. They will take the State Approval Procedure to their respective Academic Senates and return with their feedback. Andersen said when doing inventory of the top codes last fall, there were a number of programs that did not have state approval but were included in the catalogs. As the Instructional Services' inventory was compared to the State's inventory, a number of non-approved programs were identified. Governet is working with the Chancellor's Office (CCCCO) to create an electronic approval process in CurricUNET so that both the District CurricUNET approval process and the preparation of the state approval application could occur in quick succession.

Manzoni requested adding "consult with deans and chairs at district colleges" as the first step for occupational programs. Neault suggested making the procedure for the District and placing the occupational program to the side. Armstrong requested adding a step involving the accreditation commission being informed of substantive change.

Gustin clarified that steps three and five are referring to CurricUNET not the application and that the approval packets would be with the deans and vice presidents of instruction. Manzoni requested adding who is responsible for sending the application to the state. He said there are too many copies being sent to too many places. Harada said the purpose of sending a copy of the application to Instructional Services (IS) is to

keep track of whether or not the application has been sent at all and to prompt IS to follow-up with the colleges before the catalog goes to press. Ingle suggested sending electronic copies to IS. Harada mentioned that not sending the applications to IS would relieve them of that responsibility. Harada also reported that IS is working with Governet to put the state approval process in CurricUNET. Andersen suggested connecting the CIC roadmap and CurricUNET to eliminate such issues.

Manzoni suggested that when CurricUNET is developed to the point of allowing online program approval application, the completed application would be sent to Instructional Services, the Vice Presidents of Instruction, and forwarded to the State Chancellor's Office. A hard copy would be sent to the SDCCD Chancellor. Until that process is established, the packets will not be sent to Instructional Services, but the VPIs will send IS the approval letters.

C. Catalog wording for Liberal Arts Option II & Certification/Admission

Short read the statement to be added to catalog. Manzoni suggested taking out "Golden 4" as the students will not understand. Short will edit the wording and email it to CIC. The senate representatives will take this to the Academic Senates and report back at the February 23rd meeting. Short said the Liberal Arts Option is still being worked on. (Wording is attached)

D. CISC 71 & ELDT (Murphy)

Murphy said City wanted to create a similar ELDT course, but City's course would be an upper level course. Fred Julian, City's Mathematics and Engineering Department Chair, felt it would be appropriate to place the course under the Electronic Technology subject area at a higher level. Murphy recommended approval of CISC 071 at a lower level and that City could make another upper level course in Electronic Technology. Lombardi said Julian felt the involved parties needed to discuss this issue further in order to make a decision. He saw that there are three additional CISC robotic courses coming up that will be similar, but he feels it is not appropriate to have them place under the CISC subject area because the course objectives are not computer-related but more electronic or technological. Murphy indicated the importance of making a decision because of funding issues associated with the course.

Armstrong suggested having the CISC and Electronic Technology assigned Discipline Deans, Otto Lee and Armando Abiña, meet with two faculty members before the end of the semester. If the issues are resolved, there will be an electronic vote on December 15th. If the issue is not resolved, the issue will be referred to the January 25, 2006 CIC. **M/S/P** *(Armstrong, Gustin)*

IV. NEW BUSINESS

A. Changes to IGETC and CSUGE requested action (Short)

Short reviewed the Proposed changes to IGETC and CSUGE Requested Actions handout. He found more appropriate areas for the courses approval. The Chart shows his requests for change. Parker requested adding Speech 170, which Mesa and City offer. The course was asked to be the listed under area A3, but would more

appropriately be under area A1. Parker also requested adding BIO 255, a Mesa course, under category CSUGE, Area B3.

Andersen initially did not support DFLM 101 to be proposed for CSUGE area C1 because she thought it did not go to the colleges and it was a new submission. After Short said it was approved by CIC at a previous meeting, Andersen accepted. Andersen requested to add City to the PSYC 137 submission.

Harada clarified that proposals go to the individual campuses for review, then to CIC. The proposals are not reviewed by other colleges unless the colleges share the discipline of course.

> *Motion to amend previous authorizations through this body to allow the courses to be submitted for these GE Categories.* **M/S/P** *(Short, Armstrong)*

   B. CSU scrutiny of Online Courses (Andersen)
   Not Discussed

   C. January 25ᵗʰ Retreat
   Not Discussed

V. STANDING REPORTS
   A. Curriculum Updating Project
   B. CurricUNET Steering Committee (not reported)
   C. Information Technology Council (not reported)
   D. Student Services Council (not reported)
   E. State Academic Senate (not reported)
   F. CIO (Chief Instructional Officers) (not reported)
   G. Articulation Officers (not reported)

VI. ANNOUNCEMENTS

   A. The next CIC meeting is January 25, 2005 at 9:00 AM at the District, Room 272.

   B. Handouts:
   Today's CIC Meeting Agenda
   Draft Minutes from last CIC meeting
   Curriculum Summaries
   Catalog: City pg. 83 & 284, Mesa pg. 83 & 152, and Miramar pg. 111, 117, & 174
   CSU Admission At-A-Glance 2006-2007
   GE Certification & Admission Requirements Email
   Information Items for CIC
   Curriculum Updating Project

VII. ADJOURNMENT
   Harada adjourned the meeting at 4:11 pm.