

APPROVED

**Meeting of August 17, 2005
1:00 PM – Mesa,
Room H-117**

MINUTES

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Bohicchio, Gina	Physics Professor – Miramar College
Cheung, Cecilia	Lead Librarian – City College (proxy for Libby Andersen)
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Figueroa, Daphne	Chair of Math & Science – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Glow, Diane	Dean, Arts and Humanities – Miramar College (proxy for Pam Deegan)
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
Parker, Juliette	Articulation Officer – Mesa College
Webb, Helen	Academic Senate Representative – Miramar College

ABSENT:

Andersen, Libby	Articulation Officer – City College
Conrad, Gail	Academic Senate President – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Mosteller, Pat	Professor, Instructional Leader, College of Emeriti, Older Adult Research Office – Continuing Education
Neault, Lynn	Assistant Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Pesce, Sandra	Interim Dean for Online – Miramar College
Shaffer, Sandra	Academic Senate Representative – Continuing Education

STAFF:

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Yousofy, Ghazal	Senior Secretary, Curriculum & Instructional Services – District Office

Henry Ingle called the meeting to order at 1:08 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 26, 2005 Minutes

The minutes were approved with revisions. **M/S/P (Glow, Lombardi)**

B. Approval of: August 17, 2005 Agenda

Added Curriculum:

Physics 195C, Waves, Light, and Modern Physics

Physics 196C, Problems in Light and Modern Physics

Child Development 141, The Child, Family and Community

Child Development 175, Infant-Toddler Growth and Development

Child Development 180, Nutrition, Health and Safety for Children

Interior Design 200, Advanced Residential Design: Kitchens and Baths

Physical Therapist Assistant 120, Physical Therapy Techniques II

Physical Therapist Assistant 123, Introduction to Therapeutic Exercise

The agenda was approved as amended. **M/S/P (Manzoni, Webb)**

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the Consent Agenda:

Physical Education 157, Fitness Applications

Sociology 201, Advanced Principles of Sociology

Psychology 255, Introduction to Psychological Research

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

B. Approval of Program Changes

Laurie VanHouten noted Libby Andersen's concern about the deletion of the applied biology track. There had been three associate degrees previously, but there are only two associate degrees with this proposal. Ron Manzoni suggested listing the action as deactivation instead of deletion on the curriculum summary. VanHouten said she will look at CurricUNET to make sure the awards are not completely deleted from the system.

Items approved by consent. **M/S/P (Glow, Webb)**

C. Approval of Continuing Education Curriculum

None

D. Transferability

- a. Library Science 101, Information Literacy and Research Skills
- b. Mecomtronics 120A, Basics Physics for Technical Applications I
- c. Mecomtronics 120B, Basic Physics for Technical Applications II
- d. Mecomtronics 120C, Basic Physics for Technical Applications III
- e. Psychology 255, Introduction to Psychological Research
- f. Psychology 166, Introduction to Social Psychology

Diane Glow recommended adding the walked-in activation to the transferability list where appropriate. The following courses were added to the transferability list:

Chemistry 233, Organic Chemistry II – Lecture
Chemistry 233L, Organic Chemistry II - Laboratory
Digital Film Production 101, Introduction to Film
Physical Education 157, Fitness Applications
Sociology 125, Sociology of the Family
Sociology 201, Advanced Principles of Sociology
Spanish 216, Spanish for Spanish Speakers II
Physics 195C, Waves, Light, and Modern Physics

Myra Harada said each articulation officer will be responsible for verifying that their college's courses are on the list, including the walk-ins.

Motion to approve transferability.

M/S/P (Glow, Webb)

Mecomtronics 120A, Basics Physics for Technical Applications I
Mecomtronics 120B, Basic Physics for Technical Applications II
Mecomtronics 120C, Basic Physics for Technical Applications III

Cecil Cheung reported that Andersen believes Mecomtronics 120A,B,C has insufficient breadth to be on the District GE list and CSU GE list because the courses are very narrow and focused. Cheung said the courses are mathematics with application to physics. Glow concurred with Andersen's position that generally UC has not accepted anything that has been in an occupational discipline.

Motion to approve the course for GE for CSU transfer and District GE.

12 for, 1 against, 0 abstained

M/S/P (Manzoni, Glow)

E. Curriculum Items Discussed

Physical Education 157, Fitness Applications

Manzoni requested changing the course hours from 1.5 – 3 hours lab to 2 - 3 hours lab with the units remaining the same, (.5 - 1units).

Motion to approve the change of course lab hours.

M/S/P (Glow, Lombardi)

Sociology 201, Advanced Principles of Sociology

Manzoni distributed a handout, *Suggested Readings for Sociology 201*. Mesa offers the course and City is proposing activation with an updated textbook list.

Motion to approve activation for City with updated textbook list. M/S/P (Glow, Lombardi)

Psychology 255, Introduction to Psychological Research

Glow requested activation of this course for Spring at Miramar be added to the curriculum proposal. The Curriculum Chairs, Jan Lombardi representing City and Paula Gustin representing Mesa, approved activation for this course at Miramar College. Instructional Services will build the ISIS screens.

Motion to approve activation at Miramar.

M/S/P (Glow, Manzoni)

F. Added Curriculum Discussion

Physics 195C, Waves, Light, and Modern Physics

Physics 196C, Problems in Light and Modern Physics

Gina Bochicchio requested activation of PHYS 195C & 196C for Fall 2005 at Miramar. The transferability to UCTCA, CSUGE, and IGETC will be submitted for approval. Until approval is received, a cautionary statement regarding transferability will be noted in the course syllabi. Bochicchio said that Saeid Eidgahy, the disciplinary dean, requested research at the district level to see how putting the two classes together (the four-credit lecture/lab combo and the one-credit problem-solving lecture class) would impact enrollment and FTES. Bochicchio also indicated that there are students waiting to take the course since it is so impacted at City and Mesa, furthermore, they have an instructor who will teach the class.

Bochicchio said most faculty prefer combining the courses into a five-unit course with an added hour. Glow said that combining the courses into a five-unit course is misleading to students because the UC system accepts only four units. She said the concern should not be adding an hour but looking at how we deliver the content of problem-solving into a four-unit structure. Henry Ingle said that the other levels in the higher education system will not accept five units and it will create an unhealthy policy.

Glow requested voting on activation at this meeting and rewriting the course at another point in time. She recommended the message be sent to the Discipline Dean, Saeid Eidgahy.

The Curriculum Chairs, Lombardi from City and Gustin from Mesa, approved activation of this course at Miramar College.

Motion to approve activation at Miramar. Henry Ingle recommended feedback from the committee's discussion be given to the discipline deans. M/S/P (Glow, Lombardi)

Child Development 141, The Child, Family and Community
Child Development 175, Infant-Toddler Growth and Development
Child Development 180, Nutrition, Health and Safety for Children

Lombardi requested distance education approval at City College for CHIL 141, 175, and 180 courses for Fall 2005. She said the courses are all entirely online and not hybrid courses. Lombardi handed out Associate Degree Course Outlines and Curriculum Reports. It was noted that under the subtitle Course Distance Ed. Information City, the CHIL 141 outline includes meeting the needs of disabled students under section D: List of Techniques; whereas, the CHIL 175 & 180 outlines put that information under section F: Additional Resources/Materials/Information. Ingle recommended making the outlines for Distance Education more consistent and suggested creating a website to post the faculty syllabi online for student access.

Motion to approve distant education. **M/S/P (Glow, Webb)**

Interior Design 200, Advanced Residential Design: Kitchens and Baths

Elizabeth Armstrong requested the integration proposal be approved for Spring 2006. She said there are prerequisite changes. VanHouten replied that Council had decided that prerequisite changes would only take affect in the Fall. Harada mentioned that in a joint CIC/SSC meeting, Council decided that changing prerequisites half-way through the year would be unfair for the students who had met the prerequisites that same academic year.

VanHouten suggested approving them as advisories for the Spring semester and then changing them to prerequisites in the Fall. The unit value would remain the same, only the lecture hour would change from lecture only hours to a combination of lecture and lab hours. Ingle recommended adding an advisory note stating that requirements for this course may change given the changing nature of the profession and to contact an advisor for the most recent information.

Motion to approve integration with advisories for Spring 2006 that change to prerequisites for Fall 2006. **M/S/P (Glow, Gustin)**

Physical Therapist Assistant 120, Physical Therapy Techniques II

Physical Therapist Assistant 123, Introduction to Therapeutic Exercise

Armstrong requested the integration and revision proposals for PHYR 120 and 123 be approved for Spring 2006. She reported that the prerequisites and co- requisites are the same; however, one of the student learning outcomes was removed. PHYR 120 has no unit changes while PHYR 123 changed from one unit to two units. Gustin reported that hours from one course have been moved to another course for FTES reasons and the student learning outcomes have been adjusted to reflect the change. She said the program units are not affected because the program units are in a range from 42 to 46 units. Gustin also noted that the originator's concern was that the courses make the 2006 spring schedule of classes. Armstrong reported that students admitted to the program are not impacted negatively by the revisions.

VanHouten noted that the course numbers do not adhere to the course numbering system because the associate degree outline for PHYR 123 says the course is not transferable.

Manzoni reminded the Council the importance of numbering courses accurately to make it easier for students to tell if a class is transferable or not. Armstrong stated that the Allied Health programs are not transferable to all institutions, but are transferable to specific institutions like National University. She suggested that the 300 sequence would better identify the course as they are transferable but occupational in nature. Ingle recommended changing the transfer applicability on the associate degree course outline for PHYR 123 to be more specific by stating which institutions accept transferability for the course. Harada requested the articulation officers research the transferability.

*Motion to approve integration pending review by Instructional Services.
M/S/P (Glow, Lombardi)*

G. Other Discussion

Daphne Figueroa requested activation of Chemistry 233 and 233L for Fall 2005 at Miramar. VanHouten indicated that these courses are not transferable for the GE areas. Harada will email Figueroa a cautionary statement to put on the syllabus to alert students to check transferability of the course to the receiving institution.

Gustin requested having Governet create a feature on CurricUNET that allows users to flag a course as high priority.

Ingle said that Instructional Services will be looking at the new student demography and the challenges they face, identifying cutting-edge trends, to provide consultant services. He said that Instructional Services (IS) will do more than approve courses and place them into catalogs. IS will study how the courses affect student learning. If the colleges need outside assistance, the district may provide consultant services.

Ingle also noted that IS is moving toward creating a CD version of the catalog and perhaps updating it on a semester basis. VanHouten noted the workload impact whether using the medium of CD or printed version is significant. The office would still have to prepare the material for the updates, compile and check the changes against records, get verification from the colleges that the changes are accurate, and format, repeating the process for the initial preparation of the catalog.

III. OLD BUSINESS (NOT DISCUSSED)

- A. Recency of Coursework
- B. Units in Residency
- C. Labor Market Information

IV. NEW BUSINESS (NOT DISCUSSED)

- A. Student Learning Outcomes (SLOs)
- B. Approved Distance Education Courses on CurricUNET (Libby Andersen)
- C. Catalog Errata (Pam Deegan)

V. STANDING REPORTS (NOT DISCUSSED)

- A. Curriculum Updating Project
- B. CurricUNET Steering Committee
- C. Information Technology Council
- D. Student Services Council
- E. State Academic Senate
- F. CIO (Chief Instructional Officers)
- G. Articulation Officers

VI. ANNOUNCEMENTS

A. The next CIC meeting is September 8, 2005 at 2:00 PM at City College, Room B104.

B. Handouts:

Today's CIC Meeting Agenda

Draft Minutes from last CIC meeting

Curriculum Summary

Units in Residency

Labor Market

Curriculum Updating Project

Who's Who

Draft Minutes from last Joint CIC/SSC meeting

Associate Degree Course Outline for CHIL 175 & Curriculum Report

Associate Degree Course Outline for CHIL 180 & Curriculum Report

Associate Degree Course Outline for CHIL 141 & Curriculum Report

Associate Degree Course Outline for INTE 200 & Curriculum Report

Associate Degree Course Outline for PHYR 120 & Curriculum Report

Associate Degree Course Outline for PHYR 123 & Curriculum Report

Suggested Readings for Sociology 201

VII. ADJOURNMENT

Ingle adjourned the meeting at 3:35 pm