

San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of March 23, 2006
2:00 PM – Miramar,
Room A201

MINUTES

PRESENT:

Andersen, Libby	Academic Senate Representative, Articulation Officer – City College
Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Lombardi, Jan	Curriculum Chair – City College
Manzoni, Ron	Vice President, Instruction – City College
Murphy, Carol	Curriculum Chair – Miramar College
Parker, Juliette	Academic Senate Representative, Articulation Officer – Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College

ABSENT:

Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Shaffer, Sandra	Academic Senate Representative – Continuing Education

STAFF:

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

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Myra Harada called the meeting to order at 2:07 pm.

I. MINUTES AND AGENDA

A. Approval of: March 09, 2006 Minutes

The minutes were approved with revisions. **M/S/P (Andersen, Murphy)**

B. Approval of: March 23, 2006 Agenda

Added to the agenda:

Anthropology 103, Introduction to Cultural Anthropology

Anthropology 107, Introduction to Archaeology

The agenda was approved. **M/S/P (Murphy, Short)**

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Real Estate 105, Legal Aspects of Real Estate I

Real Estate 110, Principles of Real Estate Appraisal I

Real Estate 120, Real Estate Practice

Real Estate 125, Real Estate Economics

Real Estate 140, Real Estate Appraisal II

Real Estate 150, Real Estate Computer Applications

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

B. Approval of Program Changes

None

C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Real Estate 105, Legal Aspects of Real Estate I

Real Estate 110, Principles of Real Estate Appraisal I

Real Estate 120, Real Estate Practice

Real Estate 125, Real Estate Economics

Real Estate 140, Real Estate Appraisal II

Real Estate 150, Real Estate Computer Applications

Carol Murphy requested activation of the Real Estate 105, 110, 120, 125, 140, and 150 at Miramar in order to increase the number of Real Estate courses offered at the college. She said Miramar already offers some Real Estate courses. Pam Deegan said until Fall 2007, stand-alone courses must be submitted to state for approval. Libby Andersen said any vocational programs with twelve units or more requires state approval. Ron Manzoni will inform City of Miramar's activation of the Real Estate

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courses. Miramar will apply for state approval for the Real Estate program. Laurie VanHouten said that Instructional Services must receive an email from the Deans and Department Chairs of their approval to activate these courses at Miramar.

Real Estate 105, 110, 120, 125, 140, 150 will be activated at Miramar for Summer 2006.
M/S/P (Murphy, Short)

III. OLD BUSINESS

A. Recommendation –Units in Residency and Recency of Coursework

As requested at the previous CIC meeting, Myra Harada distributed a written memorandum with City College recommendations regarding units in residency and recency of coursework. She also provided backup reports of how other SDICCA colleges and colleges outside the San Diego County deal with units in residency and recency of coursework. The Academic Senate Representatives will present them to their colleges and bring feedback to CIC.

B. AB 1943 (Stand-Alone Courses) Letter of Support

As an FYI, Harada distributed a letter of support dated March 8, 2006 from the Director of Governmental Relations at the State Chancellor's Office regarding AB 1943 (Assembly Member Pedro Nava) which would grant community colleges the local approval process of stand-alone courses.

C. Emergency Medical Technician 142 (Short)

Duane Short distributed the Associate Degree Course Outline for Emergency Medical Technician 142 with an addition of a limitation on enrollment. At the March 9, 2006 CIC meeting, Council decided that a limitation on enrollment could not be enforced for this course. He said this course is an internship in the paramedic field where students would be working on injured people. The instructor of the course believes there would be health and safety issues involved. Short highlighted sections of the Student Learning Outlines that indicate health and safety issues with the course. He also referenced the regulations and guidelines in Title 5, s 55201 and s 58106, and the "CCC System Office's Program & Course Approval Handbook" to indicate that the limitation on enrollment for EMGM 142 is permitted based on health and safety issues. VanHouten stated that the ISIS system will not be able to verify that a student has completed the prerequisites of EMGM 166 or 168 as stated in the proposed limitation of enrollment for this course. Short said the prerequisites will be eliminated.

Approval of the limitations of enrollment for EMGM 142 with the elimination of the prerequisites EMGM 166 or 168.
M/S/P (Short, Andersen)

IV. NEW BUSINESS

A. Proposed Changes to Distance Ed, Delivery Methods & Contact Types (VanHouten)

VanHouten distributed a handout of a list of delivery methods and contact types in CurricUNET of which users may select for Distance Education. The SDCCD Online Dean worked with the CurricUNET Steering Committee to update this list. VanHouten will verify that the delivery methods marked to be removed are not used in the ISIS

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system or MIS reporting. Elizabeth Armstrong said that the Title 5 handbook for MIS reporting states that the colleges must report annually to the accreditation commission on the selected method of instruction and newly offered distance education courses. Armstrong requested clarification on how the contact types correspond to MIS reporting and delivery methods.

Contact types is used in CurricUNET; whereas, delivery methods are used in both CurricUNET and in the ISIS system. Deegan said it is important to determine what needs to be accomplished. Jan Lombardi said the intention of the CurricUNET Steering Committee was to make it simpler for the person inputting the change. Paula Gustin believed the contact types are used for reviewing the curriculum for a course. Manzoni suggested that the contact type field could be available for all courses regardless of delivery method. The relationship between methods of instruction and contact types in CurricUNET and ISIS will be discussed at the next CurricUNET Steering Committee meeting. VanHouten said that the method of instruction in CurricUNET corresponds to the Student Information System schedule type, but the contact types requested to be added are not schedule types.

Armstrong was concerned with introducing and linking information without fully understanding the integration of CurricUNET and Colleague. Harada said there was a crosswalk created for ISIS and CurricUNET in the past, but it has changed now. VanHouten reported that the interface of CurricUNET and Colleague has moved to Phase 2 and that once Colleague goes live, the link between CurricUNET and Colleague will be analyzed in greater depth. She requested discussing these issues at a later CIC date that is closer to the Colleague implementation. Andersen noted the importance of recording these issues in order to discuss and follow-up at that later date. VanHouten said lecture, lab, lecture/lab combo and distance ed are reported to MIS.

These changes will be held. VanHouten will investigate the relationship of CurricUNET and the ISIS system.

B. DSS Download

Deegan requested that Instructional Services download from CurricUNET into DSS once a month.

**C. Anthropology 103, Introduction to Cultural Anthropology
Anthropology 107, Introduction to Archaeology**

Gustin requested Distance Education approval for Anthropology 103 and 107 at Mesa. The proposals did not make the deadline to get to Instructional Services because there were typographical errors that she needed to correct. The approval of these courses is urgent in order to create the ISIS screens for Summer 2006. VanHouten said the ISIS screen for these courses will be built on April 7th. It is too late for these courses to be included in the printed Summer schedule.

*Approval of Anthropology 103 and 107 for Distance Education for Summer 2006.
M/S/P (Manzoni, Deegan)*

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V. STANDING REPORTS

A. Curriculum Updating Project

There are 247 courses left to integrate.

B. CurricUNET Steering Committee (not reported)

C. Student Services Council (not reported)

D. State Academic Senate

Gustin informed Council that the Mesa Academic Senate passed a resolution to develop a process of assigning courses to disciplines. They felt that the college Curriculum Review Committee needed to be involved. Gustin recommended the Academic Senates of all three colleges discuss this issue. As Mesa's CRC chair, Gustin felt that since Mesa has aligned courses, Mesa will go forward with the resolution only if the other colleges go forward with it as well. Armstrong said she is in opposition to the Mesa Academic Senate for this resolution. The paper written by the State Academic Senate which prompted the resolution was written in 1994. Armstrong requested a meeting with Gustin and the person drafting the resolution. The District has minimum qualifications for faculty service areas and an equivalency process for faculty. Through the CRC policy there is a very explicit process of dealing with the placement of courses in disciplines and determining if there is an overlap with the disciplines. Armstrong believed there is a major misunderstanding. She said one of the misconceptions discussed at the President's Cabinet was that City's accreditation is the reason for this resolution. Manzoni said this resolution has to do with firing faculty. He will support Armstrong if the issue is raised at City. Armstrong said the state said a few years ago that you cannot give single course equivalencies. Deegan said it is already possible to cross list courses.

E. CIO (Chief Instructional Officers)

Manzoni expressed his appreciation to Deegan for serving as President of Executive Board and the State CIO.

F. Articulation Officers (not reported)

VI. ANNOUNCEMENTS

A. The next CIC meeting is April 27, 2006 at 2:00 PM at the ECC, Room 129.

B. Handouts:

Today's CIC Meeting Agenda
Draft Minutes from last CIC meeting
Curriculum Summaries
Curriculum Updating Project

VII. ADJOURNMENT

Harada adjourned the meeting at 3:02 pm.