

San Diego Community College District
Curriculum Instructional Council

APPROVED

Meeting of April 27, 2006
2:00 PM – ECC,
Room 129

MINUTES

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Ingle, Henry	Vice Chancellor, Instructional Services, Planning and Technology – District Office
James, Yolanda	Academic Senate Representative – Miramar College
Lombardi, Jan	Curriculum Chair – City College
Murphy, Carol	Curriculum Chair – Miramar College
Shaffer, Sandra	Academic Senate Representative – Continuing Education

ABSENT:

Andersen, Libby	Academic Senate Representative, Articulation Officer – City College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Manzoni, Ron	Vice President, Instruction – City College
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Parker, Juliette	Academic Senate Representative, Articulation Officer – Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College

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

GUESTS:

Richards, Eadie	Counselor – Mesa College
Slivka, Sandy	Faculty, Biology – Miramar College

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Myra Harada called the meeting to order at 2:10 pm.

I. MINUTES AND AGENDA

A. Approval of: March 23, 2006 Minutes

The minutes were approved with revisions. **M/S/P (Shaffer, Deegan)**

B. Approval of: April 27, 2006 Agenda

Added to the agenda:

Curricular Emergency Process

Organization of Programs in the Catalog

Music 109, World Music

Spanish 086A, Spanish for Law Enforcement Officers

The agenda was approved as amended. **M/S/P (Lombardi, Murphy)**

II. CURRICULUM REVIEW / APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Aviation 228, Group Dynamics II

Child Development 103, Lifespan Growth and Development

Dental Assisting 106, Basic Dental Science

Emergency Medical Technician 140L, Paramedic Preparation Skills

Geology 104, Earth Science

Mathematics 015A, Prealgebra Refresher

Mathematics 015B, Elementary Algebra Refresher

Mathematics 015C, Intermediate Algebra Refresher

Music 130A, College Chorus I

Music 130B, College Chorus II

Music 130C, College Chorus III

Music 130D, College Chorus IV

Personal Growth 127, College Success Skills

Radio Frequency Technology 051, Introduction to the Radio Frequency Technology Industry

Radio Frequency Technology 052, Microwave Technology I

Radio Frequency Technology 053, RF Microwave Technology II

Radio Frequency Technology 054, RF Microwave Technology III

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

B. Approval of Program Changes

None

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C. Approval of Continuing Education Curriculum

None

D. Curriculum Items Discussed

Aviation 228, Group Dynamics II

Carol Murphy distributed an alternative course description for Aviation 228 because the original course description did not emphasize aviation. Laurie VanHouten explained that when Aviation 128 was proposed and approved in February 2005 there was concern that it seemed more like a business management course. This Council had recommended changing the course description to focus on aviation, making the course appropriate to the aviation discipline. VanHouten suggested that Aviation 228 also have a course description focusing on aviation. The Council recommended amending the original course description rather than using the proposed new course description, which was less succinct. Henry Ingle suggested including the detailed course description in the course syllabus. The original course description was revised.

Approval of Aviation 228 with the original course description revised.

M/S/P (Deegan, Gustin)

Child Development 103, Lifespan Growth and Development

Pam Deegan representing Ron Manzoni asked to table the course until the next CIC meeting so Manzoni could be present to discuss the similarity between Child Development 103 and Psychology 230.

Tabled for the May 11th, 2006 CIC meeting.

M/S/P (Deegan, Lombardi)

Dental Assisting 106, Basic Dental Science

Myra Harada said this course is a 100 level course because there was discussion about it being accepted by four-year universities. No Dental Assisting programs nor course articulation at any California State universities could be identified. She suggested reviewing the transferable numbered courses in the future. Gustin recalled that this Council reviewed the course numbering system at a previous CIC meeting, but requested clarification on the fifth category of the numbering system which stated that a course could be numbered in the 100 level if the rigor or critical thinking of the course was high enough. Gustin believed there are inadequacies in the course numbering system. She gave the example of a course with a number below 100 that had 100 level courses as prerequisites. She suggested exploring another set of numbers for these courses. Gustin also believed *all* the curriculum should be reviewed if Council decides to review the numbering of courses. Elizabeth Armstrong concurred with Gustin, but did not believe it was the right time to consider the project because of the need for additional resources. Harada concurred that such a project would be prioritized.

Approval of Dental Assisting 106.

M/S/P (Deegan, Murphy)

Emergency Medical Technician 140L, Paramedic Preparation Skills

Murphy said this is a lab to a course that has not yet been approved. She requested tabling this lab course until EMGM 140 is approved.

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EMGM 140L tabled until further notice by Miramar Curriculum Committee.

M/S/P (Murphy, Deegan)

Geology 104, Earth Science

VanHouten said Geology 104 is an activation proposal at City for Summer 2006, but must to go to the articulation process before it is offered. A Distance Education proposal for this course was also made. Jan Lombardi said that City's Articulation Officer, Libby Andersen, is advising City to propose the course for summer in order to include the course in ASSIST, but the course will not be offered until Fall. Deegan said if this course does not get approved for transferability at City, Miramar will offer the course for City students. Armstrong believed that since this is a new course for City and is not included in the current City catalog, it can only be activated during fall. Harada clarified that new courses can be activated before they are printed in the catalog.

Approval of Geology 104.

M/S/P (Deegan, Lombardi)

Mathematics 015A, Prealgebra Refresher

Mathematics 015B, Elementary Algebra Refresher

Mathematics 015C, Intermediate Algebra Refresher

Murphy requested Mathematics 015A, Mathematics 015B, and Mathematics 015C be activated at Miramar. VanHouten requested email verification from the Math deans and department chairs. This course will be approved for Distance Education for Mesa only.

*Approval of Mathematics 015A, B, C activation at City, Mesa, and Miramar with
Distance Education only at Mesa.*

M/S/P (Deegan, Murphy)

Music 130A, College Chorus I

Music 130B, College Chorus II

Music 130C, College Chorus III

Music 130D, College Chorus IV

VanHouten stated that these proposals were to be effective Summer 2006. Lombardi clarified that the courses will not be offered in Summer 2006.

Approval of Music 130A,B,C, D

M/S/P (Lombardi, Shaffer)

Personal Growth 127, College Success Skills

Jan Lombardi said the City Curriculum Committee did not feel there was sufficient support to approve this course for CSU General Education Area E. The City Counseling Department did not believe this course met the Area E requirements. Murphy said that the Miramar Curriculum Committee also discussed this and felt that this course had failed to receive approval for CSU General Education Area E several times in the past. Eadie Richards from Mesa, stated that in the past, approval of CSU GE Area E transferability for a course depended on the reader, and CSU did not want a lot of Area E courses in the past. She said that situation has now changed. The Mesa Articulation Officer, Juliette Parker, encouraged this proposal be rewritten and submitted. Southwestern Community College has a similar course which is approved for CSUGE Area E. Currently PERG 127 is transferable to the UC system. The health, physiological, psychological, and critical thinking component being taught in the

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course are Area E requirements. Armstrong believed that having this course approved for CSU General Education Area E would be beneficial for students and she cited its role in Learning Communities. Armstrong said until the articulation for this course was approved, it would not be used for credit towards the Associate Degree. Further discussion as to whether the course should be submitted for CSUGE Area E will take place at the May 25th CIC meeting when all submissions are discussed and approved or denied.

Approval of course revision for Personal Growth 127 with the General Education CSU Area E submission to be discussed at the May 25th CIC meeting.

M/S/P (Lombardi, Murphy)

Radio Frequency Technology 051, Introduction to the Radio Frequency Technology Industry

Radio Frequency Technology 052, Microwave Technology I

Radio Frequency Technology 053, RF Microwave Technology II

Radio Frequency Technology 054, RF Microwave Technology III

Lombardi said the City Curriculum Committee and the discipline specialists requested changing the proposal to state two hours of lecture and three hours of lab with the same unit totals. The outline already reflects this. VanHouten requested email verification from the department chair and dean.

Approval of Radio Frequency Technology 051, 052, 053, 054 with two hours lecture and three hours lab with the same unit totals.

M/S/P (Lombardi, Murphy)

III. OLD BUSINESS

A. Hybrid Courses

Instructional Services needs to identify hybrid sections for the summer and fall schedules to add schedule types and designators to ISIS. Identifying those sections will link them to the appropriate accounting method and allow the system to identify them to students in the class schedules. In the future Instructional Services will put the hybrid schedule type on all the courses in ISIS so it is available to all new courses.

Armstrong said a process must be in place for students to be automatically registered for co-requisites of a course once they enroll in a course. VanHouten said Datatel allows linkage of specific sections of courses together as co-requisites. Once a student enrolls in one class, they will automatically be enrolled in the co-requisite courses, but if the student drops one class, there may be a problem with the student not being automatically dropped from the co-requisite course. [Datatel will automatically drop a student from all co-requisite sections.]

As a CIO member on the Technical Distance Education Advisory Committee, Armstrong said the committee is discussing the definition of a hybrid course. Other colleges have adopted a different definition of hybrid courses from the one used by this District. There has been discussion regarding hybrid courses requiring approval by the college curriculum committee.

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The college VPIs and schedule preparers will email VanHouten the list of hybrid courses offered for Summer 2006 and Fall 2007 by April 28th, 2006.

B. Linking Courses for Learning Communities

Deegan suggested creating a parallel process of linking courses together. She believes this is a technical issue involving ISIS and scheduling and not a curriculum issue. She Armstrong said they already tried creating that type of process but there are barriers. ISIS currently cannot link courses. VanHouten said the VPIs can inform Instructional Services to request activation of an existing LCOM course, but the college will need to create the activation proposal first.

IV. NEW BUSINESS

A. CIC Calendar

Council revised the Draft CIC calendar to include a January 25, 2007 virtual CIC meeting, moving the December 14, 2006 meeting to November 30, and tentatively having a virtual CIC meeting either on December 7, 2006 or December 14, 2006 pending feasibility for Instructional Services. The College Curriculum Committees will review and edit the listed CRC meeting dates.

B. MOU

The Final draft of the MOU that was approved by Chancellor's Cabinet was distributed.

C. Curricular Emergency Process

Deegan discussed a recent issue with a deaf student who enrolled in a Police Officer's Shooting Range Technical Defense course. The course description did not include the performance expectations of students enrolling in this course. Deegan suggested a way to expedite the inclusion of these expectations in the course descriptions of courses as a way to inform students before they register for courses. Armstrong said that at Mesa, it is important to create a list of critical components required for courses in occupational programs. The 508 officers and DSPS may review these critical components when a disabled student is interested in taking a course in order to determine if the course is appropriate for such a student. Armstrong said it is also important to review the Health and Safety prerequisite for the course. Harada questioned if this information is to be included in the course outline or the course syllabus. DSPS should inform a faculty member ahead of time if there is a disabled student enrolling in the course, so the faculty can prepare to accommodate the student ahead of time. Deegan asked if these requirements should be included in the schedule and catalog. Harada suggested contacting Mary Lewis for further discussion. Gustin suggested including warning notes in the program pages of the schedules and catalogs.

D. Organization of Programs in Catalog

Armstrong said Mesa is doing a review of the programs and how they appear in the catalog. The programs are not updated when faculty add courses. Currently finding a degree in the catalog is difficult because disciplines are organized under department rubrics. Mesa requested that the programs be separated. Degrees and programs should be listed under their own names, not under their department name.

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Another Mesa concern is that some majors include general education requirements within the major which grows the number of units. Students can only use one course in the major to meet the general education requirement. Mesa wants to split the GE courses as recommendations for a specific major. Deegan said Miramar has already done this.

Gustin said that when faculty make changes to programs, they input their changes in a word document, then they complete the changes in CurricUNET, and then Instructional Services inputs these changes in Frame-Maker (software). The same information gets typed three times. She said there should be a system in place in which changes are inputted only once, instead of having to retype the same information three different times. She suggested hiring a Program Liaison who would be primarily responsible for inputting program changes. Ingle agreed and believes that more efficient processes must be created. Gustin suggested have the CurricUNET Steering Committee assist in getting these program revisions done accurately. Harada said Governet has the capability of downloading this information, but it depends on what software accepts it. Harada will discuss this further with Governet.

E. Spanish 086A, Spanish for Law Enforcement Officers

Lombardi requested approval of this course to be offered at City next month. Spanish 086A is a one-unit course needed for Police Officers to graduate. The advisory for this course is Spanish 201. Deegan requested adding activation at Miramar to the proposal.

Approval of Spanish 086A for City and Miramar pending requisition change and requisition analysis.
M/S/P (Lombardi, Shaffer)

F. Music 109, World Music

Gustin requested Distance Education activation at Mesa for Summer 2006.

Approval of Music 109 Distance Education activation at Mesa for Summer 2006.
M/S/P (Lombardi, Murphy)

V. STANDING REPORTS

A. Curriculum Updating Project

There are 242 courses left to integrate.

B. CurricUNET Steering Committee (no report)

C. Student Services Council (no report)

D. State Academic Senate (no report)

E. CIO (Chief Instructional Officers)

Deegan reported that the CIOs joined forces with the CSSOs and the State Academic Senates in regards to the math/English graduation requirement. They created a resolution stating that this is a local issue and requested a delay in implementation of the math/English graduation requirement. They are putting together math faculty, English faculty, and administrators to discuss this and study the issue further.

F. Articulation Officers (no report)

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VI. ANNOUNCEMENTS

- A. There is a SDSU/SDCCD Writing Proficiency Assessment workshop on May 5, 2005 at Mesa, Room I424 from 9:00 AM to 12:00 PM.**
- B. The deadline date for submission of Dockets for the May 25th Board Meeting is May 4th.**
- C. The next CIC meeting is May 11, 2006 at 2:00 PM at the District, Room 272.**
- D. The deadline date for curriculum to be included in the Fall 2006 printed schedule is the May 11, 2006 CIC meeting.**
- E. The deadline date for submission of Dockets for the June 6th Board Meeting is May 16th.**
- F. The District GE & GE Transfer Submittal will be reviewed and approved at the May 25th CIC meeting.**
- G. The deadline date for curriculum to be included in the Spring 2007 printed schedule is the September 14, 2006 CIC meeting.**

Handouts:

- Today's CIC Meeting Agenda
- Draft Minutes from last CIC meeting
- Curriculum Summaries
- Draft Curriculum Approval Calendar
- Curriculum Updating Project
- MOU Final Draft

VII. ADJOURNMENT

Harada adjourned the meeting at 4:01 pm.