

San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of February 22, 2007
2:00 PM – Muir Z-405

Minutes

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
Gustin, Paula	Curriculum Chair – Mesa College
Ingle, Henry T.	Vice Chancellor, Instructional Services, Planning & 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 (<i>Ex Officio</i>)
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College
Teegarden, Terrie	Academic Senate Representative – Mesa College
Weaver, Roma	Academic Senate Representative – Continuing Education

STAFF:

VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services – District Office
Nasca, Shannon	Senior Secretary, Curriculum & Instructional Services – District Office

ABSENT:

Edinger, Valerie	Vice President Instruction – Continuing Education
Foster, Kit	Interim Vice President, Instruction – Miramar College
Harada, Myra	Dean, Curriculum & Instructional Services – District Office
Shimazaki, Leslie	Faculty Representative – Continuing Education

Guests:

Flor, Shirley	Counselor, Mesa College
Parker, Juliette	Articulation Officer, Mesa College
Richards, Eadie	Counselor, Mesa College
Schommer, Steve	Counseling Chair of Counseling, City College

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Henry T. Ingle called the meeting to order at 2:11pm.

I. MINUTES AND AGENDA

- A. Approval of: December 21, 2006 Minutes

The minutes were approved.

M/S/P (Armstrong/Teegarden)

- B. Approval of: February 22, 2007 Agenda

The agenda was approved.

M/S/P (Armstrong/Teegarden)

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Removed from consent agenda: Professional Growth 120.

Curriculum approved by consent.

M/S/P (Lombardi/Gustin)

- B. Approval of Program Changes

None.

- C. Approval of Continuing Education Curriculum

None.

- D. Curriculum items discussed: Personal Growth 120.

Henry T. Ingle read an email from Steve Bouscaren, the Anthropology Chair at City College that stated that Bouscaren's concerns regarding the course had been allayed and that he recommended the course be activated at City College if the Council approves it.

Ron Manzoni stated that he believed that the Personal Growth 120 course content was well written. It helps the students to be successful in class and the college environment. He was concerned that the course description which includes the application of physiological, social, and psychological principles" is not reflected in the course content terms. Manzoni believes that the course content explores specific topics and does not cover personality theory, or go in depth about human development. The course description does not reflect the content in the outline. He did not want to suggest changes since it was Mesa's course. However, he stated that if the first sentence stopped at the word "skills", then he would make a motion to support it.

Liz Armstrong thanked Manzoni for explaining his concerns with the course and for his support of the outline. She deferred to Counselor Shirley Flor, the originator of the course, who has consulted extensively with other faculty members. Armstrong stated Flor would be able to explain whether the intent of the course would be altered if the description was changed per Manzoni's suggestion. Armstrong stated that Flor should be the one to decide to make a change at the CIC meeting or to table the discussion and take the course back to the colleges to revise.

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Eadie Richards, a Counselor at Mesa, stated that she thought the second sentence of the course description that states that students will explore the topics and apply them to their self-development. She also stated that the instructors are not spending time teaching psychology theories or personality theories but are extracting parts of those theories and applying them to the students' present and future lives.

Manzoni stated that the first sentence in "Area E" of the CSU Executive Order 595 states that a human being is an integrated physiological, social and psychological organism. He went on to state, seldom when we have criteria in a course, do we write the criteria into the course description. If the course is intended to be submitted for Area E, it is not necessary to include the criteria in the course description. Manzoni thinks that Area E is based upon the content of the course and not the course description. Manzoni stated that physiological, social and psychological principles are powerful statements, which are more broad and encompassing than what is concerned in a college success course.

Steve Schommer, the Department Chair for Personal Growth and a Counselor at City, stated that the first sentence is an introductory statement. He does not think that it does a disservice to the students because the course looks at health and well-being and stress management, healthy diet, eating disorders and the impact on the person, which is a physiological phenomenon and you cannot dismiss that. When you talk about motivating the students and developing principles of success and the impact of a personality and how to assess that and apply it to life goals, those are psychological principles and dynamics. The instructors are trying to find a balance of identifying the underlying physiological, social and psychological principles in what is being taught. He thinks that this course has "hit the nail on the head". He said they do not want to overstate things or understate them. He thinks that the current statement is an appropriate use of the terminology.

Terrie Teegarden agreed that the wording should be in the course description. She said if the wording were not in the context of personal growth, she would agree with Manzoni that it was a graduate level psychology class. However, because it is in personal growth and it is a 100 level course she thinks that she would expect to get an introduction of the principles. She said she would not think that it was a higher-level course and therefore she thinks the terminology should stay as written.

Elizabeth Castaneda asked Schommer if additional subtopics would create the balance that Manzoni is looking for in terms of showing specifics of physiological principles. Schommer pointed out that the course outline has detailed topics that define those principles. Castaneda wanted to know if the subtopics could be expanded. Richards stated that additional subtopics would be too much for a course outline; Flor agreed. Paula Gustin stated that the assignments that demonstrate critical thinking provide a good bridge between the more global statements in the course description with the specific details of the course content. Jan Lombardi said that one of the concerns of the City Curriculum Committee

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was voiced by Bouscaren who with the extent of the psychological and sociological presentation and the appropriateness of its being taught by the

Counseling Department. Schommer met with Bouscaren, who was concerned as an Anthropologist about the cultural measures mentioned in the outline and questioned why Counselors would be teaching these topics. Schommer explained to Bouscaren that these topics are only being introduced by the Counselors and that the Counselors were not teaching outside of their expertise. Schommer indicated that after his meeting with Bouscaren, the Psychology and Anthropology departments were satisfied with the content.

Armstrong stated that the course clearly is not a psychology or sociology course. She said that the second sentence of the course description gives a good balance to how the topics will be explored. She can understand how the first sentence can be misconstrued to mean that the course will go into depth in those theories. Armstrong would be satisfied with ending the first sentence of the course description at “skills” and removing “through the application of physiological, social, and psychological principles”.

Action: Motion to approve the course description with first sentence of the course description ending at “skills” and removing “through the application of physiological, social, and psychological principles”.

M/S/P (Armstrong/Manzoni)

Short agreed with Armstrong’s motion to revise the first sentence of the course description. However, he suggested changing the last sentence in the course description to, “Students will apply these topics as they relate to their self-development as integrated physiological and psychological entities and acquire strategies to effectively deal with issues in their personal lives and educational and career plans.” Lombardi stated that City’s Curriculum Committee did not vote on the course and she would like approval at City, pending City’s Curriculum Committee approval.

Action: Armstrong accepted Shorts suggestion as a friendly amendment to the course description to include, “Students will apply these topics as they relate to their self-development as integrated physiological and psychological entities and acquire strategies to effectively deal with issues in their personal lives and education and career plans.” Approval at City College pending City Curriculum Committee approval.

M/S/P (Armstrong/Manzoni)

OLD BUSINESS

E. Units in Residency Requirement

Short summarized a change to procedure 5300.2. He stated the requirement that 12 units in residence for an Associate degree has been in our catalogs for sometime but it has not been in our procedure. The Academic Senates were brought the issue of whether there should be six units required in the major for degrees and certificates of achievement programs. Both City and Miramar agreed

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that there should be a requirement of six units in the major. Short stated that he did not have an answer from Mesa. Short gave the Council the recommended changes to the wording and for the placement in the catalog. Lynne Neault suggested that the individual college names should be used instead “SDCCD” or

the “District”. Neault explained that students will not know what “SDCCD” or the “District” means. Over a year ago, Neault suggested to the Evaluators that the phrase “in the major” needs to be clarified.

The Council revised the proposed wording to read; *The SDCCD Associate degree and Certificate of Achievement require a minimum of 12 semester units in residence in the district in addition a minimum of 6 units of the required courses for the major must be completed at City, Mesa or Miramar colleges.*

Action: Laurie VanHouten will distribute electronic copies of the procedure addition to the committee so it can be taken to the college Academic Senates for approval.

F. State Inventory Report

Armstrong explained to the Council that the VPI’s are in the second phase of the State Inventory Report. If there are any errors, they will be notified. All courses for all three colleges have been uploaded. Instructional Services will have the changes in the summer of 2007.

III. NEW BUSINESS

A. Certificates of Completion – Clarification of the modifications to course requirements statement specifically related to waiver of courses.

Short stated that the Evaluators are concerned about substitutions and waivers for Certificates of Completion, which can consist of as few as two courses and as many as 17.5 units.

Short read the existing statement:

Petitions for modifications to course requirements or determination of equivalencies using courses from institutions from within SDCCD will be filed with the Evaluations Office at the respective colleges. Final determination will be made by the appropriate college review committee.

Short stated that the issue is that some students are petitioning not only to substitute courses, but to eliminate one of the courses that are required for the certificate. Students have been petitioning in this manner and the petitions are being approved by some departments. The certificates have few courses to begin with and inherent in the definition of the certificate is the requirement that the student complete all courses.

The Evaluators asked if the district would consider changing the wording to the Certificates of Completion statement to make it clear to students that they can petition for a substitution but a course could not be waived. Armstrong agreed

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that courses should not be waived for Certificates of Completion, Certificates of Achievement or degrees either, with the occasional exception. She suggested the addition of “Final determination on substitutions will be made by the appropriate college review committee.”

Neault asked Short if the intention was to open up the substitutions to courses outside of the district. Short did not think the intent was to substitute courses outside of the district. Neault suggested adding, “Courses shall not be waived”, to the beginning of the revision.

Short’s new revision to the statement:

Petitions for substitutions to course requirements from institutions within SDCCD will be filed with the Evaluations Office at the respective colleges. Courses shall not be waived. Final determination on substitutions will be made by the appropriate college review committee.

Short asked, if the revised statement needs to be brought back to the Academic Senates for approval. VanHouten stated that if the CIC Council approves the statement, it has to go to the Chancellor for approval. Neault stated the revised wording would need to go to the Academic Senates before it went to Cabinet. Short stated that since there have been courses waived, it should be taken to the Academic Senates. VanHouten stated that she would make the changes to the wording and send it electronically to the Council so the revised statement could be taken to the Academic Senates for approval.

Action: The revised statement for Certificates of Completion will be taken to the Academic Senates for approval and brought back to CIC for final action.

B. CIC/SSC Joint Meeting

Henry T. Ingle gave some possible dates to the Council as to when the CIC and Student Services Council (SSC) would be able to have a joint meeting. A possible date is May 10, 2007. Ingle stated that at the joint meeting he would like to discuss the better integration of Student Services and Instructional Services. Lynn Neault will check with the Student Service Council (SSC) members to see if they are available to meet on May 10, 2007.

IV. STANDING REPORTS

A. Curriculum Updating Project

No report.

B. CurricUNET Steering Committee

No report.

C. Student Services Council

No report.

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D. State Academic Senate

No report.

E. CIO (Chief Instructional Officers)

No report.

F. Articulation Officers

Short explained the Lower Division Transfer Pattern (LDTP) project, which is a new transfer pattern to CSU. As part of the articulation phase, the CSU system has created a set of course descriptors, which are theoretical criteria, which the community college courses are compared against to determine if they will be accepted for the LDTP program. Short stated that this year community colleges were invited to submit their courses against the descriptors to be reviewed for articulation into LDTP. Short went on to state that the Articulation Officers have been working on which courses to submit. He stated they were ready to submit about a dozen courses, when they received an email from their Regional Articulation Officer Representative, which stated the email stated that the results of the first submission cycle came back and more than half of the community college courses were denied. There has been talk that the CSU's may be reviewing existing course-to-course articulation with the intention of de-articulating courses if they were not on the LDTP. Short stated this is contrary to what they were told, which was submissions to LDTP will not effect regular articulation. Short indicated this is not an official word from the CSU system; it is a head's up. The courses were due on Thursday for the second of three cycles, and the Articulation Officers decided that they would not submit yet Short stated next week, there is a Regional Articulation Officers meeting. Short stated that, LDTP would probably be the main topic of the meeting. Short said he hoped the benefits and risk of submitting or not submitting courses to the LDTP descriptors will be identified. Short confirmed that while the Community Colleges are required to submit against the LDTP descriptors, the CSU's are not; therefore further complicating the issue. Juliette Parker added that she spoke with Stephanie Samuels, the SDSU liaison, who indicated that not submitting courses to the LDTP may affect articulation with the CSU's because the CSU's may be using the LDTP descriptors to determine course-to-course articulation.

Manzoni stated that the issues concerning the LDTP project have become a systems office issue and the situation needs to be taken to the Chief Instructional Officers, Chief Student Services Officers, the Academic Senates and SIDICCS. Neault stated that the issues were also discussed at the Student Services Council (SSC) meeting. She said the SSC wants a formal report to be taken to Chancellor's Cabinet to explain the situation. Short stated he and the other Articulation Officers would write something up after the Regional Articulation Officers Meeting on February 28, 2007. Neault stated that in the meantime she and Ingle would notify cabinet of the upcoming report.

V. ANNOUNCEMENTS

- A. The March 8th CIC meeting is the deadline to approve curriculum for the 2007-08 catalogs.

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- B. Board Dockets will no longer be sent out by hard copy but rather via email attachment. Also, please note that all approved curriculum board dockets are available on the I.S. Website <http://instsrv.sdccd.edu/>.

- C. Neault announced that the final testing for the schedule builder would take place on March 2, 2007. It would be available on March 5, 2007 on the campus and a formal committee was being formed and coming soon.

- D. Handouts:
 - 1. Today's CIC Meeting Agenda
 - 2. Draft Minutes from last CIC meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project
 - 5. Units in Residency Statement
 - 6. Certificate of Completion – Course Substitution
 - 7. 2006-07 New Disciplines/Programs List
 - 8. CIC Action Lists
 - 9. CIC Meeting Room Schedule

VI. ADJOURNMENT

Ingle adjourned the meeting at 3:43pm.