

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of December 13, 2007  
2:00 PM—City College, T-216

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Armstrong, Elizabeth	Vice President, Instruction—Mesa College
Bettendorf, Richard	Dean, Technical Careers & Workforce Initiatives—Miramar College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
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
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

### **ABSENT:**

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Matthew, Esther	Representative, Academic Senate—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Vincent, Bill	Vice President, Instruction—Miramar College

### **STAFF:**

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

### **GUESTS:**

Ficken, Amanda	Clerical Assistant, Instructional Services—District Office
Thomas, Jodie	Administrative Technician, Instructional Services—District Office

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:05 p.m.*

## **I. MINUTES AND AGENDA**

- A. Approval of: November 29, 2007 Minutes

*The minutes were approved as amended.* M/S/P (Manzoni/Andersen)

- B. Approval of: December 13, 2007 Agenda

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

## **II. CURRICULUM REVIEW/APPROVAL**

- A. Approval of Curriculum

*The curriculum was approved by consent.* M/S/P (Andersen/Lombardi)

- B. Approval of Program Changes

*The programs were approved by consent.* M/S/P (Lombardi/Weaver)

- C. Approval of Continuing Education Curriculum

None.

Roma Weaver informed the Council that Continuing Education (CE) would be submitting curriculum to the first CIC of the Spring 2008 semester. Libby Andersen requested that the Council receive CE curriculum at least a week before the intended CIC meeting.

## **III. OLD BUSINESS**

- A. Non-compliant Degrees

Shelly Hess updated the Council on the Title 5 Subcommittee's meeting that was held on December 10, 2007. The subcommittee discussed Transfer Studies Degrees with the recommendation that the colleges create an Associates in Arts Degree in General Studies with any of the following areas of Emphasis: Arts and Humanities, Business, Education, Mathematics Engineering and Science, Occupational Studies, and Social and Behavioral Sciences. This recommendation will be taken to the colleges' Curriculum Review Committees (CRC's) for discussion and faculty input. Hess emphasized the importance of faculty input, particularly to determine which courses would satisfy the requirements for the degrees. Elizabeth Armstrong asked if the committee discussed how the specific courses for the degrees would be selected. For example, would the General Education (GE) courses be selected or higher level courses that may not be GE. Hess responded the intention is to look at degrees from four-year institutions that the Associate in Arts Degree would transfer to and determine which classes would be necessary for an emphasis in that area at that college. She explained the State

## San Diego Community College District Curriculum and Instructional Council

Chancellor's Office has stated several times they do not want the community colleges to merely copy the Arts and Humanities courses from the CSUGE (BREADTH), but to be more selective. Ron Manzoni gave the example that if a student is looking to transfer in history they can look at their transfer institution and determine what courses would be best for transfer and apply those to their degree here.

Libby Andersen added the subcommittee discussed the possibility of modification of an area of emphasis. For example, if a student is transferring to an institution that requires a statistics course and/or a marketing course, but their area is in Arts and Humanities, then they could go to the department chair at their campus and petition for a modification of their major, have the modification approved therefore "tailor making" their degree to their preferred transfer institution. Armstrong is concerned the State Chancellor's Office will look at the broad emphasis, for example in Science, and see a number of courses which are GE where a student could take only GE courses. Once again the State Chancellor's Office could tell the District that we are back to where we were before. She asked if the subcommittee discussed that as an issue. She doesn't want us to get to the point of submission and have it rejected.

Duane Short shared two things: 1) he heard Palomar College has a compliant degree that has a very broad category including GE courses; and 2) this idea has not been addressed at Miramar yet. Manzoni feels this proposal will limit the number of double counting. Meaning a student may be able to take one course and double count it, but they could not use all GE courses.

Jan Lombardi mentioned this issue has been presented to the Faculty Senate at City College. Andersen introduced the recommendations proposed by the subcommittee. The Faculty Senate's primary concern is the CIC Title 5 Subcommittee does not have enough faculty representation. They recommended expanding the subcommittee to include more faculty. Lombardi explained she understands the Council is under a rigid timeline and the issues need to be resolved quickly. However, it is imperative she convey the Faculty Senate's concerns. Manzoni assured the Council that faculty would be included in the process. He explained the Subcommittee would have a recommendation in place for faculty review. Additionally, Manzoni addressed the Faculty Senate's concern regarding the composition of the subcommittee. He said the subcommittee has faculty representation because CIC is a committee comprised of faculty. He continued the broader group that Lombardi referred to would be the Colleges themselves and how they decide to handle the recommendations.

Hess also introduced the Subcommittee's recommendation for an expedited approval process. Ron Manzoni emphasized the importance of ensuring the approval process includes adequate time for the colleges to review the proposed degrees. He reiterated Hess' statement that the recommendations be expedited to the campuses for comments and review and to make any necessary modifications. He explained this is a faculty process for review; the Council's subcommittee is trying to expedite the process, not circumvent it. Lombardi asked how soon the colleges will have the subcommittee's recommendations to review. Manzoni

## San Diego Community College District Curriculum and Instructional Council

stated the Council can review the subcommittee's recommendations at the CIC retreat.

Armstrong asked if the subcommittee was looking at a degree with exactly the same courses for all three colleges. Hess responded not necessarily. Manzoni clarified and provided the following example: a when a student transfers to SDSU as a Business or Psychology major, SDSU is not concerned about the title of the student's degree printed on the District's transcript. SDSU is interested in the courses the student has completed. The proposed General Studies degree with an emphasis, i.e., Behavioral Studies, is only one step beyond the Transfer Studies Degree. Manzoni stressed the importance of presenting this explanation to faculty in an effort to provide them with a clearer understanding. He reminded the Council the District has been offering students Transfer Studies degrees for years. It was developed for students. In the past if a student came to the colleges and said they wanted to transfer and asked for advice to choose a major, the student was advised to look at the desired transfer institution in order to determine their major. Therefore the Transfer Studies Degree was developed to help students try to get credit for their courses from the colleges. Manzoni explained the degree hasn't changed, it's been clarified.

Henry Ingle informed the Council Hess prepared a summary of the Subcommittees recommendations for the Chancellor's Cabinet meeting. He introduced the summary at a Chancellor's Cabinet meeting and it was very well received. Chancellor's Cabinet members were impressed with the work the subcommittee has accomplished so far; however, there was some concern regarding the timeline and the contingency plan if the degrees are not approved before the catalog publication deadline. The Chancellor's Cabinet deliberated on a contingency plan if the subcommittee's recommendations are approved: 1) format the programs in the catalogs as soon as they are approved locally; and 2) in the event the colleges do not receive approval from the System Office before the catalogs are printed, an addendum should be developed. Ingle emphasized the recommendations are supported by the Chancellor's Cabinet. Furthermore, Chancellor Carroll asked for the summary to be brought to the next District Governance Council (DGC) meeting on January 17, 2007. According to Lombardi, City College's CRC would like to know how many students have taken advantage of the transfer degree. They are interested in statistics going back as far as pre-transfer studies degree. This information would enable them to make an informed decision. Andersen responded the subcommittee is in the process of gathering the information.

In reference to Ingle's suggestion of developing an addendum in the event the programs do not receive System Office approvals in a timely manner, Manzoni expressed his concerns regarding the addendum: 1) addendums can be very costly; and 2) generally students and internal and external constituents do not read addendums. In the event an addendum is required, Manzoni recommended waiting to add the programs to the 2009–2010 catalog. He noted Vice Chancellor Lynn Neault is concerned about this option because a majority of students earn Transfer Studies degrees. Manzoni explained students would still be awarded the degrees because they still have catalog rights and it would take new students

## San Diego Community College District Curriculum and Instructional Council

longer than a year to earn a degree. He recommended adding a statement to the catalog that explains the change and advises students to meet with a counselor.

Andersen expressed concern with the potential impact this option would have on reverse transfer students. Many students who transfer from CSU to the District only need one or two courses for their degree and/or GE certification. These students would need a comparable transfer studies degree immediately. Short asked for clarification whether reverse transfer students are being GE certified or obtaining degrees. Andersen believes they intend to earn degrees. Manzoni stated he thinks those students are taking GE courses and it does not really relate to the situation. Manzoni explained this is why the District has a center at Hoover High School for SDSU students who need GE courses for graduation.

Andersen explained the subcommittee is recommending the option between three GE patterns: 1. San Diego Community College District General Education and District Requirements. 2. CSU General Education - Breadth (CSU GE) pattern. 3. Intersegmental General Education Transfer Curriculum (IGETC) pattern. Andersen explained the subcommittee included the District's GE pattern specifically to support all three paths available to transfer students. Andersen explained this solution better than the current transfer studies degree because it gives students an additional option for the District General Education pattern. Ingle agreed with Andersen. He said the issue was also addressed at the Chancellor's Cabinet meeting. He continued the Chancellor's Cabinet would like to put more resources towards advising and providing outreach to students.

Armstrong returned to the issue of creating a single set of courses that apply to all three colleges for this degree. She encouraged developing seamless General Studies degrees that enable students to apply requirements from one college to the degree requirements of one of the sister colleges. Manzoni agreed with Armstrong's recommendation; he would also like a comprehensive list of courses that covers all three colleges. Hess responded this is possible; however, there would be a few modifications at Miramar because they may not choose to use as many of the emphases because they are also looking at developing additional flexible transfer degrees. Short explained he liked Andersen's idea of Business and Education degrees and Miramar is planning on having those as a few of their flexible degrees as well. Miramar's Counselors are supportive of the General Studies degree.

Andersen mentioned the subcommittee also discussed listing the courses for the General Studies degrees similar to how the Articulation Officers used to list the courses for the prep for the major page. This means CIC would need to develop a process to ensure courses are reviewed on a yearly basis.

Short provided a suggestion for the retreat; the Articulation Officers should utilize the ASSIST research function to review the District's occupational courses for articulation information. The occupational course list is very comprehensive—only articulated courses should be added to the General Studies transfer oriented degree. Andersen agreed and stated she had already completed a list for City College. Short stated he would complete one for Miramar.

## San Diego Community College District Curriculum and Instructional Council

Hess informed the Council that the subcommittee also proposed the Liberal Arts degree be converted into a General Education Certificate of Achievement. Short added with the recent changes there has been a change to the State Chancellor's Office Program and Course Approval handbook. In that, it specifically states colleges can create a Certificate of Achievement comprised of coursework from either CSU or IGETC courses. This option provides another viable option for students, particularly if the District cannot completely align the General Studies degree.

Hess stated the subcommittee also discussed collaborating with District Student Services (SS) to develop methods to inform students of the changes. One suggestion is to create a brochure with the District Instructional Services (IS) and SS departments. Hess emphasized the importance of counselors, evaluators and faculty involvement in the process.

Additionally, Hess stated the timeline is very compressed. Hess noted the timeline: December creating the models; January finalize the models and send them to the campuses CRC's for review; February revise the models to reflect the campuses CRC's comments and recommendations; March bring the revised models back to CIC. Once revised send the models to the Governing Board and the Chancellor's Office for approval. Ingle noted it would be a July timeframe that the changes will appear in the catalog.

### 1. Expedited Approval Process

Hess informed the Council that Short put together a comprehensive expedited approval process for the replacement degrees. Short stated at the last CIC meeting it was discussed that the Title 5 changes are happening very quickly and our catalogs are published in July. At the Title 5 subcommittee meeting Short suggested the approval process be modified slightly to accommodate the implemented changes as an expedited process. He referred to the handout in the Council's packets. Short made it clear the expedited process is valid only for degrees or certificates that will be submitted to the California Community Colleges Systems Office using the Temporary Form CCC-50, *Request to Convert Non-Compliant Degree to Compliant Degree or Certificate of Achievement*.

Short explained the form is broken into three columns: Responsible Party, Action and No Later Than dates. The first thing is to create the description and proposal. Short continued the idea is to create a word document that would go into the catalog for each degree or certificate that information would be entered into CurricUNET, would be audited but not launched. The catalog course description would then be sent through the approval process to be approved by: 1) the responsible college or committee; 2) the Vice Presidents of Instruction; 3) the College Curriculum Committee; 4) the College Curriculum Committee Chair; 5) District Instructional Services Office; 6) CIC; 7) the Governing Board; 8) District Instructional Services; 9) the College Instructional Services Office. The timeline was discussed at the subcommittee meeting and they thought the dates suggested were appropriate.

## San Diego Community College District Curriculum and Instructional Council

Lombardi stated the Initiator date need to be longer than a two week period to process the degree or certificate on campus. She also recommended involving City Faculty Senate in the process. Andersen responded the approval process will be introduced to the Chairs Council next week. Lombardi clarified the official document would not be finalized before the meeting. Manzoni agreed and recommended sending the finalized version (from the retreat) to the colleges. He stated in order to expedite the process the Council will have to work outside of the general guidelines of operations and that may mean a virtual vote. Manzoni agreed with Lombardi that City College will want time to discuss the expedited approval process. He thinks if the Council has the finalized process to the colleges in February that will give the colleges almost a month to discuss and answer any questions. Andersen responded that once CIC reviews and finalizes the form at the retreat the information will be entered into CurricUNET where it can be downloaded and printed.

Hess also mentioned at CCCConfer workshop on December 5, 2007, there was a lot of discussion amongst California community college faculty and administrators regarding the timeline to convert non-compliant degrees. The System Office personnel were adamant about the timeline. As of December 12, 2007, the Chancellor's Office still had not archived the workshop on their website. Hess announced the IS office will send an email with the link to the CCCConfer workshop. Manzoni stated there is a joint CIO/CSSO meeting the third week of March. He thinks if the changes are not going well for our District at that time then they more than likely are not going well for other Districts. At that point the District may let it be known that the State Chancellor's Office will need to be more accommodating to the community colleges throughout the state. Lombardi asked if the initiator date on the expedited approval process could be moved up. Andersen responded that each individual campus could decide upon moving the date up. She explained the date on the handout was a date to be aware of the catalog. Hess pointed out that Manzoni made a good suggestion of adding virtual voting to the process so the process is not held up by CIC dates. Andersen added a public folder could be created that everyone has access to.

### B. Course Activation Subcommittee Update

Hess updated the Council on the Course Activation Subcommittee. She briefly explained the subcommittee's draft proposal for the course activation process. The subcommittee proposed to have concurrence by all three colleges for all courses and programs, with the exception of distance education, experimental, special topics, revisions of courses in non-aligned programs and deactivations. The change that would occur in the current 5300 policy would be to remove the "or activation of a course" language. Policies 5300 1.1 and 7.1 will be updated to reflect the changes.

Additional recommendations from the subcommittee are to have concurrence for activation of a course offered at another college with occur at the CRC level and to establish formal communication (via email, phone calls, meetings or other methods of communication) among all discipline faculty throughout the curriculum process.

## San Diego Community College District Curriculum and Instructional Council

The subcommittee discussed the possibility of reintroducing the Discipline Deans along with a description of their responsibilities. Hess stated the IS Office has a list of Discipline Deans and their responsibilities. The subcommittee would like to put an emphasis on the Discipline Deans looking at program implementation and course activation and how it impacts the colleges. Manzoni suggested delaying the reintroduction of the Discipline Deans until at least 90% of the Deans positions are filled with permanent employees, not Interims. Hess responded the subcommittee had not yet discussed a timeline for reintroducing the Discipline Deans. The subcommittee also discussed having district-wide Dean meetings to bring them together to discuss issues.

Another issue the subcommittee discussed is adding course and program development to the Enrollment Management Committee to discuss the impact of developing courses and programs at the colleges, and possibly having year/semester curriculum summaries. Hess stated the subcommittee would have at least one more meeting to finalize their recommendations.

Short referred to a handout the subcommittee is working on that had not been given to the Council. He commented special topics and experimental courses are listed in both paragraphs in the handout. Short stated the Council is in the process of changing the procedure to differentiate those two types of courses. Special Topics courses are basically going to be treated like any other course. He suggested separating the two. Manzoni asked for clarification regarding the 265 courses and whether they would still go through the regular curriculum process. Short answered that the experimental courses will not be changed. They will remain as courses. He explained he was referring to the proposed change for changing special topics courses. Short stated experimental courses are only offered twice or a third time with the Vice President of Instruction's permission. Special topics are courses in which the framework of the course is approved as a permanent course, each time the course is offered it can be offered with a different special emphasis. For example, a literature course offered can be taught with an emphasis on studying a different American author each semester. Hess stated the handout of recommendations made by the subcommittee will be brought back to the Council for approval once it is finalized.

Short asked if the subcommittees concern was the current process enables course activation at a college without concurrence. Armstrong explained the concern with the current process is when a course is being activated it is discussed at the activating college not the originating college, but it should be discussed between both colleges and the faculty. This would ensure an understanding of why the course is being activated at another college and potential enrollment impact.

### C. Short Course Descriptions

Hess briefly updated the Council on short course descriptions project. She reminded the Council the topic of developing short course descriptions was discussed at a previous CIC meeting for the single combo schedule, which is being developed for Summer 2008. The previous week, Hess emailed the Vice Presidents of Instruction a spreadsheet with the course descriptions that need to be



## **San Diego Community College District Curriculum and Instructional Council**

developed. She reminded the Council there are 576 that have not been developed. Hess elaborated the spreadsheet she emailed to the VPIs is for the Summer 2008 semester. Armstrong informed Hess she would be receiving Mesa College's portion of short course descriptions early in the following week. Manzoni informed Hess she would receive City College's portion of short course descriptions soon.

### **D. CIC Retreat**

The Council agreed the CIC Retreat will be held on January 23, 2008, in the afternoon. The District IS Office will inform the Council of the retreat location.

Agenda items for the retreat will be Non-compliant Degrees, General Studies Degree, Certificate of Achievement General Education and the approval process.

## **IV. STANDING REPORTS**

### **A. Curriculum Updating Project**

Laurie Van Houten informed the Council there are 229 courses left to be integrated. She stated after this CIC meeting the number would be declining. Manzoni reported City College's Curriculum Review Committee has not taken a position on not offering courses in the fall semester if they are not integrated. He stated there is a great interest in resolving the course integration project. A request was made at City College to have someone work with faculty during the intersession to complete the curriculum. Armstrong stated the course integration project has been discussed at Mesa College's Curriculum Review Council and Instructional Council. The department chairs and academic senate leaders support the project. Armstrong added there are a number of courses that have been integrated and are in or will be in the curriculum process for review shortly. She continued that Mesa College is working very hard to complete the project as quickly as it can be completed.

### **B. CurricUNET Steering Committee**

Van Houten informed the Council that the Steering Committee met the previous week and reviewed the data entry screens in CurricUNET for changing the programs. The committee is moving forward with implementation for the Spring 2008 semester. The IS office will be working on finalizing and cleaning the data up in January when the approval process is turned off.

Weaver informed the Council that CE is reviewing their CurricUNET with Governet on Monday December 17, 2007.

### **C. Student Services Council**

No report.

# San Diego Community College District Curriculum and Instructional Council

## D. State Academic Senate

No report.

## E. Chief Instructional Officers

No report.

## F. Articulation Officers

No report.

## V. ANNOUNCEMENTS

A. The January 24, 2008, meeting will be a virtual meeting.

B. The CIC retreat will be January 23, 2007.

C. The CurricUNET approval process and programs will not be available December 19, 2007, through January 28, 2008.

Van Houten explained to the Council, CurricUNET will be open so those who are working on course integration proposals can continue to work on them however they cannot be launched into the approval process. Program entry will have to wait until it is turned back on in the Spring.

## D. Handouts:

1. December 13, 2007, CIC Meeting Agenda
2. Draft Minutes from the November 29, 2007, CIC meeting
3. Curriculum Summary
4. Expedited Approval Process for "Replacement" Degrees
5. Curriculum Updating Project
6. CIC Action Lists

## VI. ADJOURNMENT

*Hess adjourned the meeting at 3:10 p.m.*