

# San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of March 08, 2007  
2:00 PM – Muir Z-405

## MINUTES

### **PRESENT:**

Bergland, Yvonne

Edinger, Valerie

Harada, Myra

Ingle, Henry T.

Lombardi, Jan

Manzoni, Ron

Murphy, Carol

Neault, Lynn

Navarro, David

Parker, Juliette

Teegarden, Terrie

Weaver, Roma

Dean, Instructional Services, Resource Development and Research –  
Mesa College (substitute for Elizabeth Armstrong)

Vice President Instruction – Continuing Education

Dean, Curriculum & Instructional Services – District Office

Vice Chancellor, Instructional Services, Planning & Technology –  
District Office

Curriculum Chair – City College

Vice President, Instruction – City College

Curriculum Chair – Miramar College

Vice Chancellor, Student Services – District Office (*Ex Officio*)

Interim Dean, Business, Mathematics and Science – Miramar  
(substitute for Kit Foster)

Articulation Officer – Mesa (substitute for Paula Gustin)

Academic Senate Representative – Mesa College

Academic Senate Representative – Continuing Education

### **ABSENT:**

Armstrong, Elizabeth

Castaneda, Elizabeth

Foster, Kit

Gustin, Paula

Shimazaki, Leslie

Short, Duane

Vice President, Instruction – Mesa College

Academic Senate Representative, Interim Articulation Officer – City

Interim Vice President, Instruction – Miramar College

Curriculum Chair – Mesa College

Faculty Representative – Continuing Education

Academic Senate Representative, Articulation Officer – Miramar  
College

### **STAFF:**

VanHouten, Laurie

Nasca, Shannon

Curriculum Analyst, Curriculum & Instructional Services – District Office

Senior Secretary, Curriculum & Instructional Services – District Office

# San Diego Community College District Curriculum & Instructional Council

*Myra Harada called the meeting to order at 2:05pm*

## I. MINUTES AND AGENDA

### A. Approval of: February 22, 2007 Minutes

*The minutes were approved.*

*M/S/P (Teegarden/Manzoni)*

Neault asked after the minutes had been approved that Units in Residency be clarified and changed to Units Required in the Major.

### B. Approval of: March 08, 2007 Agenda

Added to the agenda:

Business Studies, Mortgage Brokerage and Banking

Business Studies, Real Estate

Culinary Arts/Culinary Management

English 97, College Writing Skills

Geographic Information Systems 104, Geographic Information Science and Spatial Reasoning

Hospitality 101, Introduction to Hospitality and Tourism

Hospitality 105, Customer Service

Hospitality 115, Hospitality Operations and Management

Hospitality 120, Event and Hospitality Sales and Marketing

Hospitality 130, Event and Hospitality Law

Hospitality 140, Club Management

Hospitality 150, Hospitality Human Resources

Hotel Management 105, Hotel-Motel Front Office Procedures

Hotel Management 110, Lodging Management and Operations

Hotel Management 150, Resort Management

Hotel Management 160, Timeshare Management

Hotel Management 201, Hotel Management Simulations

Tourism 110, Event Destination Management

Tourism 115, Tours: Guiding and Techniques

Tourism 120, Meeting and Convention Management

Tourism 125, Special Event Management

Tourism 130, Event Convention Service and Catering Management

Tourism 135, Event Promotion and Sponsorship

Tourism 140, Event and Meeting Facilities Management

Tourism 141, The Business of Wedding Coordination

Myra Harada informed the Council that if they decided to approve the courses being added to the agenda that all courses are approved contingent upon Instructional Services technical review and resolution.

*The agenda was approved as amended.*

*M/S/P (Lombardi/Bergland)*

# San Diego Community College District Curriculum & Instructional Council

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum

Removed from the consent agenda:  
Culinary Arts/Culinary Management (CACM) 150, Culinary Arts/Culinary Management (CACM) 291, Physical Therapist Assistant (PHYR) 142A and Physical Therapist Assistant (PHYR) 142B.

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

### B. Approval of Program Changes

*All other program changes were approved. M/S/P (Murphy/Lombardi)*

### C. Approval of Continuing Education Curriculum

None.

### D. Curriculum Items Discussed

#### *Culinary Arts/Culinary Management 150, Cultural Foods*

Yvonne Bergland asked that the course be removed from the agenda on behalf of Paula Gustin, Curriculum Chair at Mesa College, and that the course will be submitted later. Bergland stated that the course was not ready for submission.

#### *Culinary Arts/Culinary Management 291, Culinary Practicum*

Bergland stated two corrections for this course. She explained that the units were variable and that the correct number of units is one with three hours of lab, not 1-3 units or 3-9 hours of lab. Bergland stated that the word “repeatability” should be removed from the last sentence. Harada asked if the course was definitely not repeatable and Bergland confirmed.

#### *Physical Therapist Assistant 142A, Directed Clinical Practice and Physical Therapist Assistant 142B, Directed Clinical Practice*

Bergland stated that the originator noticed typos and made changes to the typographical errors. She explained that the errors were non-substantial. Harada asked what the changes were and Bergland did not know. Laurie VanHouten explained that she thinks the typos were in the “Outline of Topics”, the typos were changed after the curriculum was reviewed and the summary was sent.

*Approval of courses as changed and as removed. M/S/P (Teegarden/Lombardi)*

Ron Manzoni thinks the arrangement of the units and hours of a course in the catalog description should be consistent for each course throughout the catalog. VanHouten explained that Instructional Services has been standardizing the language in the catalogs as the course revisions are submitted.

*Action: Instructional Services will standardize the units and hours throughout the catalog. Instructional Services will schedule the project for summer 2007.*

# San Diego Community College District Curriculum & Instructional Council

## III. OLD BUSINESS

### A. Units in Residency Requirement

Terrie Teegarden informed the Council that she received concurrent approval from the Mesa Academic Senate of the Units in Residency statement and the Recency of Coursework statement. Jan Lombardi stated that the City College Academic Senate also approved both statements. Harada stated that the CIC would move forward with the Units Required in the Major statement as it appears in the catalog and district policy and procedure.

Harada asked for clarification on the Recency of Coursework statement with the Councils suggested revised wording as to whether or not the change had been taken to the Academic Senates. Senate representatives Lombardi – City College, Murphy – Miramar College and Teegarden – Mesa College approve. Harada then asked them if the Council approves it and they said yes. Teegarden asked if the Council needed to make a motion to approve the revised statement. Harada stated that the Council should make a motion to approve the Certificates of Completion statement along with the Units Required in the Major statement.

*The Recency of Coursework statement and the Units Required in the Major statement be approved for the catalog. M/S/P (Teegarden/Bergland)*

*[Murphy retracted her March 8, 2007 statement that the Miramar Academic Senate had approved the Recency of Coursework Statement for the catalog at the March 22, 2007, CIC Meeting.]*

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

Harada asked the Council if this had been brought to the Academic Senates. Teegarden stated that she took the issue to the Mesa Academic Senate and they approved it. Lombardi and Carol Murphy have not taken the revised Certificates of Completion statement to their college Academic Senates. Harada stated that the Council will table the discussion until the City and Miramar Academic Senates make a decision regarding the statement.

*Action: Certificates of Completion tabled until City and Miramar Academic Senates review the issue.*

### C. CIC/SSC Joint Meeting

Neault stated that she would propose the CIC/SSC joint meeting for May 10<sup>th</sup> at next week's SSC meeting.

## IV. NEW BUSINESS

### A. Curriculum Walked-In

Harada told the Council that we have deadlines set three weeks in advance so that Instructional Services can accommodate review of the curriculum. She informed them that the walked-in curriculum along with the approved curriculum would be a large amount of curriculum without time scheduled for Instructional Services

## San Diego Community College District Curriculum & Instructional Council

curriculum review. Harada asked that faculty respond immediately to Instructional Services regarding issues with the walked-in curriculum in order to expedite it for the catalog.

### *English 97, College Writing Skills*

Lombardi stated that City would like English 97 activated. She stated that City College wants to offer the course this semester, Spring 2007. Harada asked Lombardi how many weeks the course would be. Lombardi stated that City wants to offer it for as many weeks as they can, as long as they account for all of the hours. She stated that Mesa is offering this course as well.

Ron Manzoni stated that the TOP Code for English 97 should be marked as 4930 and it is pre-collegiate. Lombardi stated that originally it was intended to be pre-collegiate at Miramar, but must have been changed to Associate Degree applicable during revision. Harada asked if the number would be changed since it would not be Associate Degree applicable. She also asked if it would be used for Associate Degree credit. Manzoni indicated it could be used for Associate Degree credit. Harada asked if there was a problem with English 51 and English 56. Title 5 states that you cannot apply both courses to the Associate's Degree. She asked if English 97 would fall into that same category. Manzoni stated that it would fall into that same category, but the student would choose which course to apply to the degree.

David Navarro asked if a student could take English 51 and then move to English 97. Lombardi stated that there would be no reason why a student could not take both. Teegarden wanted clarification on the course being Associate Degree credit, which was answered yes. Harada asked if City meant the course to be associate degree credit now, and Manzoni responded yes. Manzoni stated that this is an active course at Mesa, but it is pre-collegiate, not basic skills. Harada stated that she wants to be sure that the Counselors are aware that students can apply just one course toward their degree. Manzoni said that it may say basic skills, but generally basic skills courses do not count toward the degree, but pre-collegiate can be counted. Lynn Neault stated that it says basic skills in several different areas of the curriculum report. Harada stated that the wording should be changed and cleaned up. Neault asked why the course was being offered for only credit/no credit. Lombardi replied that they are offering it as it was written and City College will be writing their own course, but they wanted to try this course out first. Manzoni stated that by next year City would have its own course.

*Approval of English 97, College Writing Skills activation at City College.*

**M/S/P** (Manzoni/Bergland)

### *Business Studies, Mortgage Brokerage and Banking*

Lombardi stated that this is a new program, and there are three Certificates of Completion, a Certificate of Achievement and an Associate in Science Degree. Harada asked if it was walked-in to make the catalog deadline. Lombardi stated that the Certificate of Achievement and Associate Degree would not be approved by the state in time to be submitted in the catalog. Harada asked if she would like the "walked-in" treatment for this program. Manzoni stated that they would like

## San Diego Community College District Curriculum & Instructional Council

the “walked-in” treatment because the Certificates of Completion would be in the catalog. Harada then asked if this was a one college only proposal and Lombardi replied yes.

*Business Studies, Mortgage Brokerage and Banking approved.*

**M/S/P** (Teegarden/Lombardi)

### *Business Studies, Real Estate Program*

Lombardi stated that Real Estate is an existing program and that the proposal adds electives to the Certificates of Completion in Salesperson and Real Estate Appraisal. A Certificate of Achievement and an Associate Degree were added. Manzoni stated that the program is being changed because of a proposal by the State Advisory Board starting next year. Lombardi stated that there is a note to students stating that there will be new requirements for licensing, effective January 2008.

Teegarden referred to an asterisk in the program that leads to nothing. Lombardi stated that they should have been deleted, and that the statements they referred to had been deleted. Navarro pointed out that the required courses section included Accounting 102, Basic Accounting and Accounting 116A, Financial Accounting. He went on to state that Mesa has those two courses listed under the “Six to seven units to be selected from the following:” section and wanted to know if City was moving those into required courses. Lombardi did not have a definite answer and would check.

Manzoni stated that Navarro is correct regarding Accounting 102 and 116A needing to be below the “Six to seven units to be selected from the following:” section. Navarro asked if it was a mistake or if City wanted to move those two courses to be required. Lombardi thinks that it probably is a mistake, but she would double check.

Navarro stated that there is an additional course recommended by City, which is Real Estate 111, Introduction to USPAP that Mesa’s program does not include. Harada stated that SDCCD courses are aligned but programs are independent. Manzoni thinks that the course is a Real Estate Board requirement for licensing. Navarro stated that would be a disservice to students at Mesa if it were required for licensing but Mesa does not offer it. Harada stated that Mesa has not looked at their Real Estate program for some time. Bergland stated that she would notify Vice President Armstrong regarding the Real Estate Program.

Navarro asked if Real Estate 111 was being required by the state as part of the certification, why it is not listed under the Certificate of Achievement or the Associate Degree. Manzoni thinks that it is just the appraisal section that requires an additional number of hours. Lombardi stated that there are different requirements for the Broker, the Salesperson and the Appraiser. Teegarden asked if City wanted the course to be added as an elective. Lombardi asked to move approval of the course with the stipulation that City will clarify and resolve the question regarding Real Estate 111, and where Accounting 102 and Accounting 116A fit into the degree requirements.

## San Diego Community College District Curriculum & Instructional Council

Harada explained that without State approval the program would not appear in the catalog. She stated that the Certificates of Completion would appear in the catalog, but not the Certificate of Achievement nor the Associate Degree.

Teegarden suggested moving approval of the Certificate of Completion but not on the Certificate of Achievement and the Associate Degree, if that was a good compromise.

VanHouten stated that the proposal was written as one proposal and she would not be able to approve it in CurricUNET without approving the entire proposal. Neault asked if Miramar could piggyback on City's proposal for the Appraiser and Salesperson Certificates of Completion. VanHouten said she could separate City's Certificate of Completion from the Certificate of Achievement and the Associate Degree, but Miramar would have to enter a separate proposal, because all of the programs are separated in the system. Harada wanted confirmation that Instructional Services could separate the Certificates of Completion from the Certificate of Achievement and the Associate Degree. Harada stated that she would like the revision for the Certificates of Completion to go through since the Certificate of Achievement and Associate Degree are not required at this time.

*Approval of the Certificate of Completion for Real Estate Appraisal and Real Estate Salesperson.* **M/S/P (Teegarden/Lombardi)**

### *Culinary Arts/Culinary Management in Hospitality*

Bergland stated that there is a unit change to the program and Certificate of Completion has been deleted.

### *Geographic Information Systems 104, Geographic Information Science and Spatial Reasoning*

Bergland stated that Paula Gustin wanted it brought to the Council because City would like to activate it. Lombardi confirmed that City did want it activated.

### *Hospitality 101, Introduction to Hospitality and Tourism; Hospitality 105, Customer Service; Hospitality 115, Hospitality Operations and Management; Hospitality 120, Event and Hospitality Sales and Marketing; Hospitality 130, Event and Hospitality Law; Hospitality 140, Club Management; Hospitality 150, Hospitality Human Resources; Tourism 115, Tours: Guiding and Techniques; Tourism 120, Meeting and Convention Management; Tourism 125, Special Event Management; Tourism 130, Event Convention Service and Catering Management; Tourism 135, Event Promotion and Sponsorship; Tourism 140, Event and Meeting Facilities Management; Tourism 141, The Business of Wedding Coordination*

Bergland stated that she had spoken to Paula Gustin who indicated that she had been working with VanHouten on the Hospitality courses. She stated that the only changes made to these courses are the in the prerequisites area, and that the previous list of prerequisites caused enrollment difficulties for students. Bergland confirmed that the courses were cleaned up because students were unable to enroll.

## San Diego Community College District Curriculum & Instructional Council

Neault stated that according to the proposal, it looked like students that take Hospitality 120 have to have completed or been enrolled in Hospitality 101, and if a student is enrolled in Hospitality 101, they must also be enrolled in CACM 101.

She asked if this is a three-course link. Bergland stated that it depends on which area the students are specializing in. Harada asked Neault for clarification of her concern. Neault stated that it looks like you have to take Hospitality 120, Hospitality 101 and CACM 101 at the same time. Bergland stated that she would ask the reviser of the courses, Andrea Luoma, for clarification.

Navarro asked why English 101 was not a requirement for the Certificate of Achievement, but Business 119 is. He thinks that some of these food service courses used to be articulated with UNLV and Cornell University, to allow a student to transfer to these institutions, but Business 119 would not meet the transfer requirement for admissions, so they could take our Certificate of Achievement, but they would still be short courses. Navarro recommends that English 101 should be included as an option along with Business 119. Lombardi stated that they also have Business Math 101, which will not work in the future once Mathematics requirements change. Navarro thinks that if Hospitality 120, 101 and CACM 101 are stepping-stones for students to get into those institutions then the district should add to the requirements to help them enroll in those institutions. Parker stated that there were too many GE recommendations included in the programs and it was not necessary. Harada asked what the Math should be and Teegarden suggested Math 96. Lombardi said that the courses should be looked at. Neault suggested that there should be a notation for English 101 if students think they will be transferring later. Minimum requirements for the Associate Degree in Mathematics and English will go into effect next year. Harada recommended that Bergland take these recommendations to her department to review. Manzoni pointed out that the units need to be reviewed too. He stated that there are still 45 units after removing both courses.

*Approval of the deletion of the Certificates of Completion for the Hospitality and Tourism courses.* **M/S/P (Lombardi/Teegarden)**

Teegarden asked what the changes in Hotel Management and Tourism were. Bergland restated that corrections were made to the requisites and students were unable to enroll in the courses. VanHouten stated that the units were also being changed. Harada stated that the Council had not yet reviewed the Geographic Information Systems 104 course.

*Approval of Geographic Information Systems (GISG) 104 with the addition of activation at City College.* **M/S/P (Lombardi/Parker)**

*Approval of Hotel Management and Tourism approved as a package with the request that Andrea Luoma give a summary of the changes, contingent on final district review and resolution.* **M/S/P (Teegarden/Parker)**

# San Diego Community College District Curriculum & Instructional Council

## V. STANDING REPORTS

### A. Curriculum Updating Project

### B. CurricUNET Steering Committee

VanHouten gave the Council a handout for the Originator Guidelines to Course Revisions that the CurricUNET Steering Committee prepared. VanHouten stated that she hoped the handout would help alleviate some of the issues faculty were having. The handout will be posted to the Instructional Services website. Teegarden stated that the CurricUNET Steering Committee did a good job.

### C. Student Services Council

Neault gave an update on the Lower Division Transfer Pattern (LDTP). She stated that it was brought to the Cabinet and Presidents and SDICCCA. SDICCCA asked SDSU to follow up. There has been conflicting information about whether or not courses submitted to LDTP would affect Articulation. Neault will follow-up with the State. She also stated that Naomi Grisham, Transfer Center Director at Mesa College, would be at a meeting next week would give a report back and then SDICCCA will decide what to do next. Parker recommended that an Articulation Officer be present for the SDICCCA meeting.

### D. State Academic Senate

Roma Weaver informed the Council of the Curriculum Institute sponsored by the State Academic Senate. She encouraged people who work with Curriculum to be there and information can be found on the State Academic website at <http://www.asccc.org/Events/Curric.htm>. She went on to state that the District would be well represented at the conference.

### E. CIO (Chief Instructional Officers)

### F. Articulation Officers

No report.

## VI. ANNOUNCEMENTS

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

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. Handouts:

1. Today's CIC Meeting Agenda
2. Draft Minutes from last CIC meeting
3. Curriculum Summary
4. Curriculum Updating Project

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

5. Units in Residency Statement in the Catalog
6. Certificate of Completion – Course Substitution
7. CIC Action Lists
8. Guidelines to Course Revisions

### **VII. ADJOURNMENT**

*Harada adjourned the meeting at 3:40pm.*