

San Diego Community College District Curriculum & Instructional Council

APPROVED

Meeting of April 26, 2007
2:00 PM – Muir Z-405

Minutes

PRESENT:

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Edinger, Valerie	Vice President Instruction – Continuing Education
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
Neault, Lynn	Vice Chancellor, Student Services – District Office (<i>Ex Officio</i>)
Schwarz, Susan	Dean, Library & Technology Services – Miramar (substitute for Kit Foster)
Murphy, Carol	Curriculum Chair – Miramar College
Teegarden, Terrie	Academic Senate Representative – Mesa College
Weaver, Roma	Academic Senate Representative – Continuing Education

ABSENT:

Castaneda, Elizabeth	Academic Senate Representative, Interim Articulation Officer – City
Foster, Kit	Interim Vice President, Instruction – Miramar College
Shimazaki, Leslie	Faculty Representative – Continuing Education
Short, Duane	Academic Senate Representative, Articulation Officer – Miramar College

GUEST:

Henne, Andrea	Dean, Online Instruction & Distributed Learning – District Office
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STAFF:

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

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Henry Ingle called the meeting to order at 2:02 p.m.

I. MINUTES AND AGENDA

- A. Approval of: April 12, 2007 Minutes

The minutes were approved as amended. M/S/P (Gustin/Lombardi)

- B. Approval of: April 26, 2007 Agenda

Added to the agenda:

Lower Division Transfer Pattern - Course Outline

Automotive Technology 080, Toyota Automatic Transmissions 262

Automotive Technology 080A, Toyota Manual Transmission & Transaxles 302

Automotive Technology 080B, Toyota Suspension, Steering & Handling 452

Automotive Technology 080C, Toyota Brake Systems 552

Biology 265B, Preparation for Biotechnology

Disability Support Programs and Services 038, Math Strategies for the Learning Disabled

Disability Support Programs and Services 043, Advanced Applied Study Strategies

Disability Support Programs and Services 048, Effective Sentence Writing and Grammar

Disability Support Programs and Services 049, Writing Structured Paragraphs

Engineering 108, Dimensioning and Tolerancing

Engineering Technology 130, Introduction to Engineering Design

Humanities 103, Introduction to the New Testament

Manufacturing Engineering Technology 105, Print Reading and Symbology

Physical Education 257A, Professional Activities/Soccer I

Physical Education 257B, Professional Activities/Soccer II

Psychology 166, Introduction to Social Psychology

Psychology 245, Abnormal Psychology

The agenda was approved as amended. M/S/P (Gustin/Lombardi)

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum

Removed from consent agenda: Fashion 179.

Curriculum approved by consent. M/S/P (Lombardi/Teegarden)

- B. Approval of Program Changes

None.

- C. Approval of Continuing Education Curriculum

None.

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D. Curriculum Items Discussed: Fashion 179

Jan Lombardi expressed her concern regarding the last sentence in the course description. She recommended changing the sentence from, “This course is designed for students majoring in the fashion field, and for anyone with a general interest in digital photography”, to “This course is designed for students majoring in the fashion field.” Lombardi reasoned that the last part of the sentence reading, “and for anyone with a general interest in digital photography”, is not appropriate. Paula Gustin agreed. Lombardi stated that removing the last part of the sentence would keep students who only wanted to take a digital photography course from enrolling.

Action: To approve the course with the following modification; remove “and for anyone with a general interest in digital photography” from the last sentence in the course description.

M/S/P (Lombardi/Gustin)

III. OLD BUSINESS

A. CIC/SSC Joint Meeting

The Council proposed and agreed to two joint CIC/SSC meetings for the 2007-2008 academic year. The first meeting will be held on September 27, 2007 during the Curriculum Instructional Council meeting from 2:00pm to 4:00pm. The second meeting will be held February 21, 2008, during the Student Services Council meeting from 9:00am to 11:00am.

B. 2007-2008 CIC Calendar

Gustin confirmed that the dates chosen for the Mesa CRC committee are correct and she added a virtual meeting for January 24, 2008. Lombardi confirmed that the dates chosen for the City CRC meetings were good. She added November 7, 2007 and November 28, 2007 as City CRC dates. Lombardi also added January 23, 2008, as a virtual CRC meeting for City.

C. Title 5 Review and Revision

Lynn Neault informed the Council that there are new revisions to Title 5. The concern expressed from the Chief Executive Officers (CEO) and the College Student Services Officers (CSSO) is that the process was gone through without consultation. She explained that there are many items being proposed in the new revisions that have huge implementation issues such as significant changes to databases, forms, transcripts and processes. She stated that Rocky Young, one of the CEOs, was concerned with offering courses outside the District, which the CEOs are opposed to. The State Chancellor assured the District that the revisions were only out for review for feedback and that they would not push it through for adoption. She stated that the state wants feedback in writing. She informed the Council that the emergency regulations for Senate Bill 361 would be extended. She restated that there are some serious implementation issues.

Ingle informed the Council that he sent them an email with the Title 5 – Chapter 6 revision attached and advised them to read through it.

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Teegarden informed the Council of the new degree requirements for Mathematics and English. She stated that if a new course is developed to meet the new degree requirements for Mathematics it has to have beginning algebra as a prerequisite.

- D. Lower Division Transfer Pattern Course Outlines
Item not discussed due to meeting time constraint.

IV. NEW BUSINESS

A. Multicultural Studies Course Approval Procedure

Ron Manzoni explained that there are many courses that could meet the multicultural requirement because of various changes that have been made as courses have been revised. Manzoni could not recall any action being taken by CIC on courses to approve them to meet the multicultural requirement and wanted to know the process. Laurie VanHouten stated that there is a section in CurricUNET to mark whether or not the course is proposed to meet the multicultural requirement and then CIC would review it when the GE is reviewed for approval. Manzoni stated that this may be an incentive to review courses.

Elizabeth Armstrong commented that the definition of multicultural studies needs to be revisited because the description in the catalog is minimal and not clear. She recommended that the CIC review the definition next year. She agreed with Manzoni that the District's list needs to be updated or expanded. Lombardi stated that the multicultural section on the curriculum report needs to be more obvious and it will be looked at by the Steering Committee.

Action: A committee will be assembled to discuss and examine multicultural requirements and the courses that meet those requirements.

B. Labels for Online Courses

Ingle briefed the Council on the current labels for online course definitions/icons and the confusion that they cause. He stated that Manzoni requested revisiting the labels for online courses. Ingle explained that many other groups have conveyed that students are confused by the current labels, which are Fully Online, Partially Online, and Hybrid. He remembered that there was an effort last year to clarify the online icons, so students would know if a course was fully online, etc.

Manzoni informed the Council that at one of the City Online Committee meetings he raised the question of clarifying the online icons. He stated that the Chairs Committee at City College agreed that there was a problem and their recommendation was that there should only be two labels for online courses: fully online and partially online. The hybrid icon should be dropped. Manzoni thinks that the State Academic Senates will agree with the change. He stated that other college's labels were reviewed and the common designator was fully online and partially online, which is his recommendation.

Teegarden inquired about her online class that has two meetings on campus. She asked if that was considered a partially online class. Manzoni replied that it was a partially online class. Teegarden asked if she uses a book for her class that has an

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online testing ability and she has all of her quizzes online, would she label it as partially online. Manzoni stated that it would just be a regular course. It was clarified that any of the class meetings for a course are online rather than on campus then it is considered partially online.

Ingle presented a handout of the current online definitions/icons for the District.

Gustin expressed that CurricUNET needs to be addressed regarding online courses and needs clarification. She said that the Steering Committee started a conversation about establishing criteria regarding online courses. She asked if an instructor wants to have a partially online course would they then need to submit distance education proposals separately for those courses. VanHouten indicated that they would not.

Neault stated that there are two issues. One is getting the message to the students and the other is the schedule type for the course which dictates the apportionment.

Andrea Henne explained that students see the online course and enroll in it and they do not expect that they will have to come onto campus. When they find out they have to come to campus for exams or orientation, they end up dropping the course. She thinks that if the courses are labeled partially online the message would be clear and up front. She thinks the instructors should be clear as to which portions of the course are online and which are not. Henne noted that one student was confused about the date of the final for his course and did not realize that he had to come to campus to take it. Carol Murphy stated that the final exams could be proctored and the schedule should state that the final exam can be proctored rather than just stating the final is on campus. Henne replied that it is still tricky because some students are physically unable to come to campus or facilities were they can take the final exam. The students expect the course to be fully online.

Ingle asked the Council to try to resolve the issue of online definition/icon clarity for the students. He wondered if the Council felt comfortable in developing the fully and partially online labels and moving away from the others. He asked how the Council would get the recommendations to the campus and receive feedback. Lombardi explained that the curriculum chairs would take the recommendations to their campus Academic Senates and get feedback from it.

Ingle asked for a recommendation to take to the Academic Senates. Teegarden stated that they would be taking back the rewording for the three components for the fully online, online and hybrid labels to read just fully online and partially online and that the apportionment hours are done on campus. Neault asked that the apportionment and the labels be separate discussions.

Henne recommended that “fully” online not be used, that either online or partially online be the designators. Manzoni thinks that the title has to stand by itself for a definition. He concurred with the City faculty’s recommendation to use the labels partially online and fully online. Armstrong suggested using full online and

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partial online even though it is not grammatically correct. She agrees that the current labels are confusing for students.

Schwarz asked if the new labels would appear next to the course if they are full online or partial online or will there be icons. Henne stated that the icons are useful.

Action: The Council recommended the District use “Fully Online” and “Partially Online” as the labels for online courses. The Academic Senate Representatives will bring the rewording of the online labels to their Academic Senates for approval and will report back to CIC.

C. Curriculum Walked In

Ingle invited Lombardi to present City College’s walked-in curriculum to the Council.

Lombardi informed the Council that City College would like their walked-in courses included in the fall schedule. She explained that all of the courses are at the Instructional Services level in CurricUNET; they just were not submitted on time.

Biology 265B, Preparation for Biotechnology

Lombardi stated that Biology 265B is a new course and is an introduction to biological technology. She stated that it is an attempt to acquire regular students into the program by giving them an introductory course. Lombardi affirmed that this is an experimental course.

Gustin asked Lombardi how Biology 265B differs from other biology courses offered at the other two colleges. Murphy interjected that she sent an email to her biological technology chair and that she was fine with it. Manzoni informed the Council that per the course description, the idea is that the student covers a number of different topics, preparing them to take other biological technology courses. Manzoni continued, saying that many students entering the program have their BA or Masters degrees, but still need a preparation course for the practical aspect of doing research and lab work.

Neault noticed that the biology 265B course meets the prerequisite for Biology 206. She indicated that the entry in the ISIS system would be done manually and Manzoni agreed. Manzoni was fine with inputting the information manually as long as the information is documented in the course description.

Manufacturing Engineering Technology 105, Print Reading and Symbology

Lombardi explained to the Council that the course is a revision including distance learning and six year review.

Engineering Technology 130, Introduction to Engineering Design

Lombardi stated that the course is a “Project-Lead-the-Way” course and is mainly for high school students.

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Humanities 103, Introduction to the New Testament; Psychology 166, Introduction to Social Psychology; Psychology 245, Abnormal Psychology
Armstrong commented on the activation of the courses. She informed the Council that last academic year she looked at the number of Mesa College courses activated by either Miramar or City College. She stated that over twenty of Mesa's courses were activated compared to about five that Mesa College had activated that belong to Miramar or City College. Armstrong stated that Humanities 103 is a Mesa course only and Psychology 166 and Psychology 245 are courses at Mesa and Miramar.

Armstrong expressed there was not a place for discussion regarding the reason for course activation. She questioned the impact on the other campus in respect to enrollment. She stated that Humanities 103 is a successful course at Mesa, but is not a high enrollment course. Armstrong is concerned that if City activates the course, Mesa may experience a drop in enrollment. She could not recall that there has ever been a discussion at CIC regarding the view of curriculum district-wide. She expressed that the feeling at Mesa at times is that it is unfair that the faculty have put forth a great deal of effort into a course, sometimes with conflict from City and Miramar colleagues, and then a year later it is activated by another of the colleges. She re-expressed her concern over the continuing activation of Mesa courses at City and Miramar College and the impact on enrollment. Armstrong advised that the topic should be addressed by CIC at some point.

Ingle restated Armstrong's concern. Armstrong wanted to know when the focus of a course belongs to the college. She explained that it is clear that for certain vocational programs each college offers the program and the other two colleges do not. For example, City has Nursing, Miramar has Aviation and Mesa has Radiological Technology. Armstrong stated that most of the general education curriculum is district-wide, like English 101 and 105, etc., and that is appropriate. She explained that she is very worried about the unique courses that are a focus for a college when that college has struggled to develop it; the enrollment only supports one or two sections. She is worried about the impact of activating those courses at the other colleges.

Lombardi stated that since it is a single college process it is not always noticed when a course is being activated at another campus, and there is not a way of monitoring it. She stated that Humanities 103 has been a successful course at Mesa and that City is trying to expand their humanities offerings. She explained that Humanities 103 meets the requirements for transfer to the University of San Diego.

Gustin thinks it is a global issue and needs district planning. She explained that Miramar's chemistry program has doubled making Mesa's chemistry program enrollment numbers go down. She thinks that the district is shifting students around rather than attracting new students.

Teegarden explained that all three mathematics departments submit their curriculum to each other for agreement. She stated that she had a problem in the past where she had to fight with the other colleges to have Mesa's new curriculum

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approved and as soon as it was, the other colleges offered it as well. Teegarden claimed that makes faculty members not want to develop new courses. Carol Murphy stated that in the Math for Teachers courses she makes sure that Miramar does not schedule their courses at the same time as Mesa or City College, so they are not competing for the same students. Teegarden informed the Council that the

City and Mesa mathematics departments have an agreement on who will offer the computer science courses. Murphy explained that she decided that her department would not offer the computer science courses because Mesa's enrollment was too low and there would not be enough students for either college's courses. Teegarden acknowledged that there are ways of working out the issue.

Manzoni appreciates that the district is trying to serve the students and the coordination of the campuses on when to offer courses. When it comes to the lower division courses he does not know that any college has ownership of a course just because they developed it. He agrees that Humanities 103 is a good example, because the district has and is trying to promote articulation with USD and students transferring. Humanities 103 facilitates the student's lower division experience. He stated that as Miramar increases the number of fulltime faculty to offer more courses they will be using general education from various areas. He explained that City will have an increase in the sociology program because they hired their first new sociology instructors in a decade, two years ago. He stated that adjunct instructors were not asked to broaden their curriculum, so there will be an influx of activity in that program and they will probably be activating courses that exist on other campuses. Manzoni said that faculty think that they will be the only person teaching the course if they develop it.

Neault said that this discussion is exactly what Armstrong is asking for. She stated that there has been discussion at the Chancellor's Cabinet meetings regarding how classes are scheduled. She affirmed that the discussion is good and opens the door for further discussion as to where the district is headed.

Armstrong agreed that Neault understood her precise concern. Armstrong asked if there was an approval process that addresses whether or not a campus has the professional expertise and faculty to address the subject appropriately when it is in a discipline the campus had not previously taught. She thinks that the District should have a process in place that addresses that issue.

Ingle suggested that an issues paper be completed. He said that the larger issue is enrollment management, not just recruiting and attracting more students. Ingle informed the Council that the online program members discussed the issues of who we teach, what we teach, how we teach, and where we teach. He senses that this is an evolving issue for the District.

Valerie Edinger said that at Continuing Education they have six campuses instead of three colleges that are set up independently from each other. She disclosed that Continuing Education faculty are concerned just as the college faculty are as far as piggybacking off of each other's ideas. Edinger said there is a finite pool of students. She informed the Council that Continuing Education is reorganizing

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and hopefully that will solve the problem. She explained that instead of having a dean in charge of each campus they will now have deans in charge of programs.

Ingle asked the Council who would like to work on the issues paper as a summer project. Manzoni and Armstrong agreed to work on the paper.

Action: Manzoni and Armstrong volunteered to assemble a summer task force to create a concept paper concerning course activation and enrollment issues.

Ingle asked the Council if they had any other discussion on the walked-in courses from City College. Armstrong thinks that the issues committee can look at some parameters for additional review such as enrollment. Neault asked that lecture/lab combo courses be added to the issues paper. She said that they need to be separated and that MIS does not recognize them. Neault explained that the lecture and the lab need to be scheduled separately. Manzoni affirmed that is good information for the curriculum chairs. VanHouten was not sure why the faculty are creating lecture/lab combo courses when only a very miniscule part of the course is lab time. She thinks they are scheduling them as combo courses because they have a small portion of hands on activity. Manzoni explained that if half of the course is lecture and half is lab then they should be separated. Neault stated that when the District reports the combo courses they have to report them as one or the other.

Approval of Biology 265B, Preparation for Biotechnology; Engineering 108, Dimensioning and Tolerancing; Humanities 103, Introduction to the New Testament; Manufacturing Engineering Technology 105, Print Reading and Symbology; Psychology 166, Introduction to Social Psychology; Psychology 245, Abnormal Psychology for City College.

M/S/P (Teegarden/Gustin)

Ingle invited Murphy to present Miramar College's walked-in curriculum to the Council.

Murphy informed the Council that Miramar College would like their walked in courses included in the fall schedule. She explained that the Disability Support Programs and Services 038, Disability Support Programs and Services 043, Disability Support Programs and Services 048 and Disability Support Programs and Services 049 build Mathematics and English skills.

Murphy explained that Miramar is starting a women's soccer team with Physical Education 257A and Physical Education 257B courses. Armstrong asked Murphy if the Miramar Athletic Director spoke with the Mesa Athletic Director about the women's soccer team because there is a limited amount of student athletes. Murphy confirmed that the athletic directors had spoken with each other.

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Approval of Disability Support Programs and Services 038, Disability Support Programs and Services 043, Disability Support Programs and Services 048, Disability Support Programs and Services 049, Physical Education 257A and Physical Education 257B for Miramar College.

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Murphy presented Automotive Technology 080, Automotive Technology 080A, Automotive Technology 080B and Automotive Technology 080C as new courses for Miramar College. She explained that these are courses that Toyota requested Miramar to offer their students. VanHouten asked if the courses would be taught at Toyota and if they were for Toyota employees only. Murphy replied that they would be taught at Miramar, not at Toyota, and that any student would be allowed to enroll. Susan Schwarz informed the Council that Miramar College has a partnership with Toyota and the program is open to anyone. She stated that the hope is to have the students trained in work force development, so they came become employed in the automotive field.

Gustin suggested adding a statement to the course description that the course is an open course to attract more students. Schwarz replied that Miramar markets the courses.

Ingle asked Murphy if the automotive technology courses needed to be taken in sequence, to which Murphy replied that the courses could be taken out of sequence. Ingle followed up with asking if these courses were stand alone courses. Murphy replied that yes they were stand alone courses.

Teegarden asked if a new program would be created with the new automotive technology courses. Murphy did not believe that a new program would be created. VanHouten asked if students would be able to use the courses for elective credit since they are associate degree level course numbers. Manzoni replied that the students could take the courses for elective credit.

Armstrong wanted to know how the courses numbers were chosen because they seemed slightly confusing. Murphy thinks that many of the automotive technology course numbers have been used, so now the course developers are using letters at the end of the number sequence so they have enough numbers to use. Murphy explained that the course developers had re-numbered the courses and she did not realize it. She said that the course numbers were 080, 081, and 082 and then they renumbered them and left the first course numbered 080. VanHouten stated that the course numbered 080 does not seem like a part of the series. Murphy asked VanHouten if changing the first course number from 080 to having a letter at the end would be difficult. VanHouten explained that it would not be difficult since the sequence does not matter. She said that the course developer could add on the next available letter to the end of the course number.

Approval of Automotive Technology 080, Automotive Technology 080A, Automotive Technology 080B and Automotive 080C for Miramar College.

M/S/P (Teegarden/Gustin)

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V. STANDING REPORTS

- A. Curriculum Updating Project
No report.
- B. CurricUNET Steering Committee
No report.
- C. Student Services Council
No report.
- D. State Academic Senate
No report.
- E. CIO (Chief Instructional Officers)
No report.
- F. Articulation Officers
No report.

VI. ANNOUNCEMENTS

- A. The May 10th CIC meeting will be held at ECC in room 129.
- B. The curriculum deadline for the May 24th meeting is Friday, May 4th at 5pm.
- C. Handouts:
 - 1. Today's CIC Meeting Agenda
 - 2. Draft Minutes from last CIC meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project
 - 5. CIC Action Lists
 - 6. CIC Calendar for 2007-2008
 - 7. Email from Vice Chancellor Ingle – Title 5
 - 8. Title 5 Review and Revision – Chapter 6
 - 9. CCCO 2007-2007 Schedule of Meetings

VII. ADJOURNMENT

Ingle adjourned the meeting at 3:53 p.m.