

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of March 27, 2008
2:00 PM—District Office—Muir
Location, Z-405

MINUTES

PRESENT:

Andersen, Libby
Armstrong, Elizabeth
Bergland, Yvonne
Flor, Shirley

Gustin, Paula
Hess, Shelly
Ingle, Henry T.

Lombardi, Jan
Murphy, Carol
Weaver, Roma

Articulation Officer—City College
Vice President, Instruction—Mesa College
Acting Vice President, Instruction—Mesa College
Counselor & Testing Coordinator, Counseling—Mesa College
(substitute for Juliette Parker)
Curriculum Chair—Mesa College
Dean, Curriculum & Instructional Services—District Office
Vice Chancellor, Instructional Services, Planning & Technology—
District Office
Curriculum Chair—City College
Curriculum Chair—Miramar College
Curriculum Chair—Continuing Education

ABSENT:

Ellison, Brian
Manzoni, Ron
Matthew, Esther
Neault, Lynn
Parker, Juliette
Short, Duane

Vincent, Bill

Vice President, Instruction & Student Services—Continuing Education
Vice President, Instruction—City College
Representative, Academic Senate—Continuing Education
Vice Chancellor, Student Services—District Office (*Ex Officio*)
Articulation Officer—Mesa College
Academic Senate Representative, Articulation Officer—Miramar
College
Vice President, Instruction—Miramar College

STAFF:

VanHouten, Laurie
Nasca, Shannon

Curriculum Analyst, Curriculum & Instructional Services—District Office
Senior Secretary, Curriculum & Instructional Services—District Office

GUESTS:

McMurray, Nicole

Radley, Michelle

Curriculum Technician, Curriculum & Instructional Services—District
Office
Senior Clerical Assistant, Curriculum & Instructional Services—
District Office

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Shelly Hess called the meeting to order at 2:02 p.m.

I. MINUTES AND AGENDA

A. Approval of: March 13, 2008 Minutes

The minutes were approved.

M/S/P (Weaver/Gustin)

B. Approval of: March 27, 2008 Agenda

Added to the Agenda:

Event Management, Certificate of Achievement

Event Management, Associate in Science

Hotel Management, Certificate of Achievement

Hotel Management, Associate in Science

Liberal Arts and Sciences with Area of Emphasis, Associate in Arts

Liberal Studies, Elementary Education Preparation

Stand-Alone Courses not attached to Programs (added to New Business item A)

The agenda was approved as amended.

M/S/P (Lombardi/Andersen)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

The curriculum was approved by consent.

M/S/P (Lombardi/Andersen)

B. Approval of Program Changes

The programs were approved by consent with the understanding there may be some modifications before the programs are submitted to the System Office for approval.

M/S/P (Gustin/Armstrong)

C. Approval of Continuing Education Curriculum

None.

D. Approval of Continuing Education Program Changes

None.

III. OLD BUSINESS

A. Curriculum Walked—In

Shelly Hess invited Mesa College to present their walked in curriculum.

Liberal Arts and Sciences with Area of Emphasis, Associate in Arts

Paula Gustin explained to the Council at the March 13, 2008, CIC meeting Mesa College was advised they needed to further define the areas of emphasis in their Liberal Arts and Science degrees. Gustin met with Shirley Flor, a Counselor and Curriculum Review Committee member at Mesa College; Elizabeth Armstrong,

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Vice President of Instruction at Mesa College; and Susan Newell, an Evaluator at Mesa College to review the courses on the original list reviewed by CIC and placed them in subcategories. Gustin continued that Juliette Parker emailed a listing of frequently required courses as prep for the major. For example, Art Fine-Art 110 may have appeared 10 times as a highly requested course for transfer. Originally Mesa College had six areas of emphasis and they were asked to break them down further. However, they recombined some of the areas that made sense to keep them together, such as Mathematics and Pre-Engineering which were almost identical. English and Humanities was split, but then Humanities had only one group under it so they recombined it with English.

Gustin explained for Art Studies, Mesa College created specializations in Art, Dance, Drama and Music. Based on the list of courses already reviewed by CIC and with the help of Counseling and Evaluations, they identified a few core courses then listed the remaining as restricted electives to reach 18 units. That is essentially how they designed each section. There are a lot of specializations, however Gustin feels the degrees will meet the State Chancellor's Office requirements.

Liberal Studies, Elementary Education Preparation

Elizabeth Armstrong explained the Liberal Studies, Elementary Education degree replaces the current Liberal Arts degree. The current Liberal Arts degree was considered to be non-compliant and it was advised that Mesa College should pay attention to what the specific requirements are for a student transferring for Elementary Education Preparation. The set of courses for the new Liberal Studies degree is what a student transferring with the degree is expected to take.

Laurie Van Houten asked if the courses listed under the headings of Science, Mathematics, Arts and Humanities, and Social and Behavioral Sciences are required and if there was a reason why the courses were broken out into those areas rather than being listed under the courses required for the major. Armstrong answered yes the Teacher Education Program specifies that students will complete courses in these headings.

Libby Andersen stated the organization of the degree is confusing. Armstrong answered Mesa College will rearrange it. The Council discussed the courses listed under the degree further.

Andersen referenced Gustin's description of how Mesa College created the core courses for each area of emphasis for the Liberal Arts and Sciences degree. Andersen asked how many universities Juliette Parker reviewed when she made the list. Both Armstrong and Gustin answered Parker reviewed the four main feeder schools, which are SDSU, UCSD, CSU San Marcos and UCLA. Andersen stated when City College reformatted their Liberal Arts and Sciences degrees they did a broader review because their students transfer to more private institutions, so they included the private institutions' requirements. If they had courses that were not on the IGETC or CSU GE list but were expected by National University they included it in GE.

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Hess stated next year more modifications can be made to the degrees. Gustin stated Mesa College would reformat the degrees and email them to the Council. Henry Ingle asked what the timeline was to submit the approved degrees to the System Office. Hess answered CIC needed to approve the degrees today in order to place the degrees on the Board Agenda for the April 17, 2008, Board Meeting.

Action: The Liberal Arts and Sciences with Area of Emphasis, Associate in Arts and Liberal Studies, Elementary Education Preparation were approved for Mesa College with the understanding there may be additional courses added and the format may change.
M/S/P
(Lombardi/Murphy)

Ingle added the Curriculum Review Committee Chairs may want to attend the April 17, 2008, Board of Trustees meeting because all of the degrees will be reviewed at that meeting. He continued the April 17, 2008, Board of Trustees meeting will be held at ECC.

Event Management, Certificate of Achievement; and Event Management, Associate in Science

Gustin informed the Council the reason for the change in the Event Management, Certificate of Achievement and Event Management, Associate in Science programs is due to the number of courses that were walked in to the March 13, 2008, CIC meeting. The designators for the courses were changed from Tourism to Hospitality and from Hotel Management to Hospitality. The program pages had to be revised to reflect the new designators. The title was also changed from Destination and Event Management to Event Management for both the Certificate of Achievement and Associate in Science degree.

Hotel Management, Certificate of Achievement; and Hotel Management, Associate in Science

Gustin stated the Hotel Management, Certificate of Achievement, and Hotel Management, Associate in Science program under went the same changes as Event Management. The course designators were changed and the courses were cleaned up.

Action: The Event Management, Certificate of Achievement; Event Management, Associate in Science; Hotel Management, Certificate of Achievement; and Hotel Management, Associate in Science degrees were approved for Mesa College.
M/S/P (Andersen/Weaver)

B. Associate Degree GE Requirements

Hess informed the Council at the March 13, 2008, CIC meeting there was a discussion regarding the proposed fourth option of General Education and whether or not it was an option. She continued that Duane Short researched it and the option is supported by Title 5. Hess referred to the Associate Degree General Education (GE) Requirements handout in the Council's packets. Jan Lombardi stated the City College Academic Senate approved the original requirements and she will need to take it back to them for approval. She stated the City College

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Counselor thought it would be desirable to have an option for individual/private institutions however the Academic Senate felt it was too much. Gustin informed the Council that Mesa College's Academic Senate had not reviewed the Associate Degree GE Requirements because they have not met yet.

Gustin asked Hess to review the requirements. Hess explained students would complete their major requirements and then have one of the following GE options: 1) SDCCD GE, including Health Education, Multi-cultural Education and Physical Education; 2) CSU GE; 3) IGETC; and 4) GE from Individual and Private Institutions, not including SDCCD requirements for Health Education, Multi-cultural Education and Physical Education. Hess continued the District competencies in reading, written expression and mathematics are required as well as the minimum of 12 units in residency requirement. The Council discussed the Associate Degree GE Requirements further and issues related to the catalog. Hess asked Gustin and Lombardi to update her once their Academic Senates make a decision regarding the Associate Degree GE Requirements.

C. Renaming of Certificate of Completion

Hess explained per the new Title 5 regulations the Certificates of Completion need to be titled differently because Certificate of Completion is now reserved for non-credit programs only. Originally the title of Certificate of Proficiency was discussed however Vice Chancellor Neault advised the Council not to use that title because the District used it previously for higher unit certificates. Hess stated some of the titles proposed by the Chief Instructional Officers (CIO's) are: 1) Skills Certificate; 2) Certificate of Specialization; and 3) Career Certificate. Ingle asked the Council to consider how the public will react to the new title.

Armstrong stated she prefers Skills Certificate because the other two suggest a high level of achievement. Hess informed the Council if the certificate is over 12 units it can be submitted to the System Office for approval as a Certificate of Achievement. Ingle added at a session that morning with the CIO's and the Chief Student Services Officers (CSSO's) the title of Certificate of Competency was discussed. Van Houten informed the Council per Title 5 regulations Certificate of Competency is also reserved for non-credit programs only along with Certificate of Completion. After further discussion and review of an online Thesaurus, the Council decided on the title of Certificate of Performance to replace Certificate of Completion.

Action: Rename the title of Certificate of Completion with the title Certificate of Performance.
M/S/P (Andersen/Lombardi)

D. Work Experience Courses

Hess explained per the Title 5 regulations there have been several changes made to the Work Experience courses. The first change is a name change from the Parallel and Alternative plan to General Work Experience and Occupational Work Experience. The second change is, currently the Work Experience courses require students to be enrolled in a minimum of 7 units or at least enrolled in one

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course during the summer and that requirement has been removed. The third change is the repetitions and maximum units allowed for work experience, which is a maximum of 16 units. There are also some provisions on how many units of each area of work experience students can take. All of these changes need to be made in CurricUNET, the schedules and the catalogs. Hess stated the District is required by Title 5 to make the changes; however, the District Instructional Services Office needs permission from the Council to make the changes in CurricUNET, the schedules and the catalogs.

Action: Approval was given to the District Instructional Services Office to make the required Title 5 regulation changes regarding Work Experience Courses in CurricUNET, the class schedules and the catalogs.

M/S/P (Andersen/Lombardi)

E. English 51 Exit Exam

Hess informed the Council there was discussion with the English faculty wanting to move away from the English 51 Exit Exam and create Portfolios in lieu of the English 51 Exit Exam. Lombardi stated the curriculum revisions are not complete and both the English 51 Exit Exam and the Portfolios are happening now. The classes that are requiring Portfolios this semester will also require the English 51 Exit Exam, so there will be a combination of involvement in the determination of pass or fail. Lombardi stated that the English 51 Exit Exam and Portfolios is in an experimental phase.

Lombardi stated there has not been a change to the curriculum however they hope to change the course numbering. Armstrong added that she spoke with Chris Sullivan and he assured her that he is working on it. Hess stated this should be on the next CIC agenda. Van Houten stated if we are implementing the change to those courses as basic skills, effective Fall 2008, that changes the applicability of English 51 and 56, and will no longer count as a degree requirement.

F. Short Course Descriptions—Fall 2008

Hess informed the Council that the short course descriptions for the Fall 2008 semester were almost done and she would be emailing them to the VPI's. She wanted to make sure the Council was still okay with the process.

G. General Education for Noncompliant Replacement Degrees

Item previously discussed.

IV. NEW BUSINESS

A. Reporting Credit Courses Approved by the District Governing Board

Hess referred to a handout regarding Reporting Credit Courses Approved by the District Governing Board. She continued one of the things the System Office is requiring the community colleges to do is notify them of all Stand-Alone courses and all program applicable credit courses that have been approved but have changed. It is recommended, since the courses are aligned, the office of

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Instructional Services take on this piece. Hess explained this item was discussed in the Title 5 Subcommittee meeting. One of the things the subcommittee determined is the need to keep track of the Stand-Alone courses and determine what qualifies as a Stand-Alone course. The subcommittee discussed adding a field in CurricUNET to indicate a Stand-Alone course. Hess stated there should be a process to submit them to the System Office.

Armstrong stated at the last CIC meeting the Council approved so many modifications to programs and certificates. She continued it was a huge burden but at the same time it was a gift. Armstrong found with program modifications and new programs there is a lot of follow-up that needs to be done with the System Office state inventory. Because the programs all came at one time the entire batch could be taken and sorted out for which programs could be modified when the next inventory update is done. Armstrong suggested sending all of the changes to the Board of Trustees at one time. Hess stated creating an annual summary report may help because sending the curriculum at one time would delay the approval process.

Gustin stated the Stand-Alones are a little confusing. She continued when it is highlighted in CurricUNET as a Stand-Alone course it should be a course that we know will be a Stand-Alone, in other words they should not be a course that is intended to be in a program that is in development. Traditionally we tend to wait to adjust our programs until after the courses are approved. Hess suggested placing the course in CurricUNET as Stand-Alone but also having another option of “intent” so there is some way of keeping track and following through. Andersen added at the end of the year the Articulation Officers (AO’s) receive a list of all the curriculum changes with all of the CIC actions from the District Instructional Services Office. The action may say: revision, activate, deactivate or new. With that list the AO’s separate all courses that are not at the transfer level and all Distance Education proposals. The AO’s then generate a list of curriculum changes for transfer and send the list to all of the CSU’s, UC’s and Private Institutions. Andersen stated she can take the current catalog and see what courses are not attached to a program and speak with the faculty. However as new programs have been sent forward Andersen is not sure of the best way to separate that information because if the faculty have submitted a program change she does not know if it is on the list previously reviewed by CIC.

Van Houten stated for current courses the Program Impact report will have whether or not the course is in a program, if it is a recommended or restricted elective or required for the major. She continued that the IS office maybe able to create a report with the tools available to them or have Governet create a report that tells us all of the courses that are linked to a program or not linked. Lombardi suggested the issue be brought to the CurricUNET Steering Committee. Hess stated she will bring the process of submission to the System Office back to the Council.

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B. AP/IB Exam Review Approval

Hess referred to a handout in the Council's packet regarding AP/IB (Advanced Placement/International Baccalaureate) Exam Review Approval. She stated there is a proposal to add a new section to procedure 5300.2 that formalizes the process for reviewing AP/IB Exams. Andersen informed the Council for the last four years the Articulation Officers (AO's) have been coordinating the review of AP/IB Exams. There was nothing in writing and the AO's had verbal understandings from the previous AO's of how things were followed. Andersen stated there were multiple situations where courses were lost. Overtime the AO's developed these processes. On the initial presentation to the Instructional Council, the representatives were very concerned about sections 15.2.5, 15.3 and 15.4. The reason for their concern is two campuses can make the decision to approve an exam and the faculty feel that each campus has the right to their own decision. When we put this in the catalog there is a common chart for all three campuses. The AO's are very open to modifying the AP/IB Exam Review Approval procedure however they want to make sure in the case of course alignment; it goes to CIC for the final review and usually is voted in as a change. The Council discussed the issue further. Hess asked the Council to review the AP/IB Exam Review Approval procedure and the Council will discuss it again at the April 10, 2008, CIC meeting.

V. STANDING REPORTS

A. Curriculum Updating Project

Van Houten informed the Council that the course integration list is going down. The list provided in the Council's packets did not include the curriculum that was walked in to the March 27, 2008, CIC meeting so it may go down further once that curriculum is added.

B. CurricUNET Steering Committee

Van Houten informed the Council that the Steering Committee had not met in a few weeks due to spring break. The next Steering Committee meeting will be April 3, 2008. Van Houten added they will discuss the issues brought forward from this CIC meeting. She continued the program revision went smoothly. The approval process is close to being turned back on.

Roma Weaver informed the Council that Continuing Education had two days of training on their CurricUNET and they trained 47 people. They are still working on TOP codes. They expect to go live with the system next week.

C. Student Services Council

Hess gave the Council an update from the last Student Services Council meeting. A few years ago the District determined concurrent enrollment in physical education classes could no longer be permitted at the high schools because of double dipping. Now there are questions regarding the dance classes and if they are considered physical education. The Council asked Instruction and Student

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Services to look at our dance courses and determine which ones fall under performing arts and which ones fall under physical education. Hess will bring the list to CIC for review.

Student Services is on track with implementing the Title 5 changes in ISIS with the exception of course repetition.

D. State Academic Senate

Lombardi informed the Council there is a State Academic Senate plenary session in mid-April. She will be attending. Andersen added one resolution for the session has to do with a standard list of AP courses that fulfill GE requirements for all community colleges. IGETC and CSU GE are creating standard AP lists which will be used at all campuses, so the resolution is to do the same for community colleges. Lombardi added there is a regional State Academic Senate meeting on April 5, 2008.

E. Chief Instructional Officers

No report.

F. Articulation Officers

No report.

VI. ANNOUNCEMENTS

A. The April 10, 2008, meeting will held at the District Office—Muir location, room Z-405.

B. At the April 10th CIC meeting the Curriculum Approval Calendar will be discussed. Please bring your respective calendars.

C. Handouts:

1. March 27, 2008 CIC Meeting Agenda
2. Draft Minutes from the March 13, 2008 CIC meeting
3. Curriculum Summary
4. Associate Degree GE Requirements
5. Title 5 Work Experience
6. Reporting Credit Courses Approved by District Governing Board
7. Proposed Change to Procedure 5300.2: AP/IB Exam Review Procedure
8. Curriculum Updating Project

Hess thanked Elizabeth Armstrong for her leadership and support during her time with the District and wished Armstrong well in her retirement. Ingle added that Armstrong is very congenial.

VII. ADJOURNMENT

Hess adjourned the meeting at 3:38 p.m.