

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of May 08, 2008  
2:00 PM—District Office—Muir  
Location, Z-405

## MINUTES

### PRESENT:

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

### ABSENT:

Andersen, Libby	Articulation Officer—City College
Bergland, Yvonne	Acting Vice President, Instruction—Mesa College
Matthew, Esther	Representative, Academic Senate—Continuing Education
Weaver, Roma	Curriculum Chair—Continuing Education

### STAFF:

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

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:06 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: April 24, 2008 Minutes

*The minutes were approved.  
7 for, 0 against, 1 abstained*

*M/S/P (Murphy/Gustin)*

### B. Approval of: May 08, 2008 Agenda

Added to the agenda:

Dramatic Arts 112, Introduction to Script Analysis

English 048, College Reading and Study Skills II

English 049, Basic Composition

Degrees Awarded 5—year Analysis

Major Field of Study (Degree/Certificate Programs)

*The agenda was approved as amended.*

*M/S/P (Short/Murphy)*

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

### A. Approval of Curriculum

Removed from the consent agenda:

Education 023A, Preparation for the California High School Exit Examination

Speech Communications 135, Interpersonal Communication

*All other curriculum was approved by consent.*

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

### B. Approval of Program Changes

No program changes.

### C. Approval of Continuing Education Curriculum

No Continuing Education Curriculum.

### D. Approval of Continuing Education Program Changes

No Continuing Education Program changes.

### E. Curriculum Items Discussed: Education 023A, Preparation for the California High School Exit Examination; Speech Communications 135, Interpersonal Communication

*Education 023A, Preparation for the California High School Exit Examination*

Brian Ellison explained Continuing Education (CE) offers CAHSEE prep, not as a course title under that heading, but under the independent study courses as well as GED prep. He is concerned about the redundancy that Education 023A (EDUC) represents. Ellison is also concerned for students in the sense if they can receive

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the preparation work at no cost at CE why would they take a credit course with an associated fee. CE is expanding the course and Ellison is currently in discussion with the Superintendent of the San Diego Unified School District to establish a partnership with six high schools that are in close vicinity to two CE campuses. He expects the partnership to be in place by the Fall semester. The partnership would entail CE working with the students of those high schools that do not pass one or both parts of the CAHSEE exam. Ellison stated it is important for the Council to know CE has been and will continue to offer the course.

Ron Manzoni explained EDUC 023A is part of a grant. City College has two Gates grants that were created for an early college high school program. EDUC 023A is designed to help students prepare for the CAHSEE, not those who have necessarily failed the CAHSEE. Manzoni continued EDUC 023A will be limited to only those students identified above. It will be offered as a credit course; however, the fee will be waived. City College does not intend to offer the course otherwise. Manzoni continued to explain the course is an experimental course and it will be rewritten as a new course. In addition to preparation for CAHSEE, the course is developmental in Mathematics and English. Manzoni specified the intent is not to be in competition with CE. He continued it is an opportunity for students to gain the necessary English and mathematics skills as freshman and sophomores. Ellison stated he appreciated Manzoni's comments.

*Action: Education 023A was approved as a Special Topic/Experimental Course at City College.*  
M/S/P (Manzoni/Lombardi)  
7 for, 1 against, 0 abstained

## *Speech Communications 135, Interpersonal Communication*

Paula Gustin asked about the overriding issue of certain courses, particularly courses such as speech and science labs, being denied transferability from the four-year universities because they are offered online. Short answered this course is currently offered as a fully online course and the proposal would restrict it to being offered partially online and clarify students are required to give speeches on campus in front of a live audience.

*Action: Speech Communications was approved for Distance Learning at Miramar College.*  
M/S/P (Lombardi/Short)

### **III. OLD BUSINESS**

#### **A. Associate Degree GE Requirements**

Item discussed after new business.

#### **B. Experimental and Special Topics Courses, Procedure 5300.2**

Shelly Hess reviewed the changes to the Experimental and Special Topics Courses, Procedure 5300.2. She stated Experimental and Special Topics courses were split into two separate types of courses. Experimental Topics courses can not be offered more than three times. Special Topics courses would serve as the

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framework and the focus areas would change upon the needs of the course and the students.

*Action: The revised Procedure 5300.2 was approved. M/S/P (Short/Gustin)*

## IV. NEW BUSINESS

### A. District and Transfer General Education Patterns List

Duane Short pulled Administration of Justice 101A, 101B, 101C; Fashion 120; and Nutrition 155 from the District and Transfer General Education (GE) Patterns list. Jan Lombardi pulled Astronomy 111 from the District and Transfer GE Patterns list.

*Action: All other curriculum on the District Transfer General Education Patterns list was approved. M/S/P (Short/Gustin)*

#### *Administration of Justice 101A, 101B, 101C*

Short explained he pulled Administration of Justice (ADJU) 101A, 101B and 101C from the District and Transfer General Education Patterns list because the courses do not meet the new standards for IGETC. He continued IGETC does not accept courses that are only one unit. He feels it will be unproductive to submit the courses through IGETC. The Miramar College Curriculum Review Committee (CRC) approved the removal of the three ADJU courses from the list.

*Action: Administration of Justice 101A, 101B and 101C were approved for removal from the District and Transfer General Education Patterns List for IGETC submission. M/S/P (Short/Lombardi)*

#### *Fashion 120*

Short explained Fashion (FASH) 120 is approved for two different areas for District GE and he thought the District approved for one area or another, not both. He continued FASH 120 is proposed for CSU GE in humanities and social and behavioral sciences. Short researched other colleges and their GE proposals are usually for humanities and not social and behavioral sciences. Gustin answered it may be an error.

Juliette Parker will research Fashion 120 further. Hess stated Fashion 120 will be held from the District and Transfer General Education Patterns List until Parker is able to research it further.

#### *Nutrition 155*

Short informed the Council Nutrition 155 is being proposed for humanities in IGETC. He stated the course is clearly not a humanities course. Gustin confirmed it was a typo.

### B. ECC/Colleges Degree Partnership (Informational item)

Manzoni informed the Council that City College credit courses have been offered at ECC as an off campus site since the late 1970's. In the last two years, City

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College has been able to offer a complete set of general education (GE) courses that can be completed at ECC, including physical education and a lab science class. Manzoni stated students can now complete the required courses for a few City College degrees at ECC, i.e. child development. He commented the District has been trying to serve the community in the ECC area for awhile.

Ellison added it was collectively discovered that students were able to secure their GE BREADTH coursework for City College as well as the degrees that Manzoni referred to.

Ellison added Chancellor Carroll has been supportive and wants to move forward in terms of publicizing the ability to secure the credit coursework at ECC. He stated CE President Beebe is looking at ways of expanding and publicizing the coursework offerings at ECC. CE is interested in not only partnering with City College but also with Mesa and Miramar Colleges.

## C. Major Field of Study (Degree/Certificate Programs)

Lynn Neault stated the Major Field of Study table has been modified to accommodate the new transfer studies degree replacements. She provided the Council with a handout from the application for admission from the District website. Neault informed the Council the handout included proposed strikeouts to group majors into subsets and provide room for the transfer studies degree changes. Manzoni commented the proposed strikeouts and grouping of majors are helpful and beneficial to students.

## D. Degrees Awarded

Neault stated that a few CIC meetings ago Manzoni asked for a list of degrees and certificates that have been awarded in the last 5 years.

Neault referred to a handout she provided the Council in regards to degrees awarded by SDCCD. The handout included all three colleges in the District. Neault explained the first page is a summary, in descending order, of the associate degrees awarded in the last five years (2002–2007). She continued the certificates awarded are at the end of each college's list. Manzoni stated it would be helpful to have a list of programs that have no degrees. Van Houten stated the list Neault gave could be compared with the full inventory of programs to retrieve the information Manzoni mentioned.

## E. Associate Degree GE Requirements

Hess referred to the handouts for Associate Degree GE Requirements and the Process for Option IV General Education Pattern in the Council's packets. She reminded the Council they were going to take the Degree GE Requirements and the Process for Option IV General Education Pattern back to the Counselors for review to see if they had questions or concerns. Neault informed the Council she sent the information to the Student Services Council (SSC), which includes four faculty senate representatives that are all Counselors and she did not receive any

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feed back from them. Gustin informed the Council that Mesa College's Curriculum Review Committee (CRC), the Evaluators, and the Counseling representative are all okay with the four GE options and the process. She thinks the process may need to be refined. Lombardi added she did not receive any negative feedback.

Short pointed out that the last three bullets in the process are major specific and they do not have to do with GE options. The last two bullets are for City and Mesa College's only. Neault answered the process is an internal document and the third bullet is stating majors will not be allowed in the new Transfer Studies degrees. Typically everyone will be included in one process. Short stated bullets 1-7 of the process are exactly the current process at Miramar College.

*Motion: To approve the Associate Degree GE Requirements and the Process for Option IV General Education Pattern.* M/S (Lombardi/Murphy)

Short asked the Council if they felt their respective colleges were fully comfortable with Associate Degree GE Requirements option IV. Gustin answered she thinks it is still problematic and there is some hesitation as to whether or not option IV is beneficial. Short stated Miramar College approved all four GE options. He suggested as an alternative, CIC could approve the first 3 options and next year review the fourth option further. Short recognizes there is still uncertainty at the other colleges. Lombardi responded the only uncertainty she heard at City College was from the Evaluators who have to put the process in place. She continued the faculty senate and CRC were in favor of option IV. Juliette Parker stated the Mesa College Evaluators were uncertain about the process.

Neault thinks waiting a year is wise because there are so many changes taking place. She continued anything can be done by petition, waivers and substitutions.

*Action: An amendment was made to the initial motion to approve the first three options of the Associate Degree GE Requirements with the fourth option to be reconsidered next year.* M/S/P (Lombardi/Gustin)

### F. Curriculum Walked—In

*English 048, College Reading and Study Skills II; and English 049, Basic Composition*

Lombardi informed the Council English 056 has been renumbered to English 048 and English 051 has been renumbered to English 049 due to the courses now being basic skills. She hoped that all three Curriculum Review Committee's (CRC) had a chance to review English 048 and 049. City College has discussed the renumbering of the courses and is in favor of the change as well as the English department at Mesa College. Murphy informed the Council she emailed the English 048 and 049 information to Miramar College's CRC. Miramar's CRC was going to vote on the renumbering of English 048 and 049 by email however she did not receive a quorum. Gustin added Mesa College's English department approves of the renumbering however Mesa's CRC has not officially approved

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the renumbering either. Lombardi explained the difficulty is implementing the number changes into the system.

Gustin stated many of the courses have English 051 and 056 as advisories. She asked if there was a way to change the numbers in CurricUNET and if it would happen manually or automatically. The other issue Gustin was concerned about is if it is still appropriate to have English 048 and 049 as advisories, should they be removed or have English 101 replace them as the advisory. Lombardi replied the courses are not changing in content and regardless of the course numbering English 048 and 049 are still preparatory. Discussion continued regarding whether English 048 and 049 should continue to be advisory courses. Gustin suggested removing English 048 and 049 as advisory courses. Hess stated in terms of advisories the faculty who originally created those courses as advisories would need to be involved in the decision to remove them.

Lombardi stated English 048 and 049 still prepare students for English at the transfer level. If the students only need to be prepared for English at the transfer level they are still the appropriate advisory.

Hess informed the Council that the District Instructional Services Office would manually change English 051 and 056 in CurricUNET to English 048 and 049 during the summer session.

*Action: The renumbering of English 051 and English 056 to English 048 and English 049 was approved for the Fall semester. M/S/P (Ellison/Manzoni)  
6 for, 0 against, 2 abstained*

*[At the May 22, 2008, CIC meeting it was announced that English 051 and English 056 were approved to be renumbered to English 049 and 048 however both English courses will not be renumbered until Fall 2009.]*

*Dramatic Arts 112, Introduction to Script Analysis*

Gustin explained Dramatic Arts 112 is being proposed for distance learning at Mesa College. The intent is to make the course a hybrid.

*Action: Dramatic Arts 112 was approved for distance learning at Mesa College. M/S/P (Murphy/Lombardi)*

### V. **STANDING REPORTS**

#### A. Curriculum Updating Project

Van Houten informed the Council that Mesa College has less than 100 courses left to integrate.

#### B. CurricUNET Steering Committee

Van Houten notified the Council the Steering Committee would be meeting on Thursday May 15, 2008, and would be discussing Hours to Units in CurricUNET.

#### C. Student Services Council

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Neault informed the Council the SSC discussed the planning of the new provision in the Title 5 regulations for course repetition and substandard grades. This will be a topic for the joint CIC/SSC meeting in September 2008. Neault stated another issue is developing a new procedure for the revision that states a “W” cannot be assigned to a student if the student perceives they were discriminated against.

Neault stated SSC also discussed the English Language Institute at SDSU.

## D. State Academic Senate

No report.

## E. Chief Instructional Officers

No report.

## F. Articulation Officers

No report.

## VI. ANNOUNCEMENTS

A. The May 22, 2008, meeting will held at the District Office—Muir location, room Z-405.

B. Neault announced that Jack Scott was named as the new State Chancellor.

C. Handouts:

1. May 08, 2008 CIC Meeting Agenda
2. Draft Minutes from the April 24, 2008 CIC meeting
3. Curriculum Summary
4. Associate Degree GE Requirements Mock-Up
5. Process for Option IV General Education Pattern
6. Draft Changes to 5300.2 Regarding Experimental and Special Topics
7. District and Transfer General Education Pattern List
8. Curriculum Updating Project

## VII. ADJOURNMENT

*Hess adjourned the meeting at 3:09 p.m.*