

# San Diego Community College District Curriculum and Instructional Council

**APPROVED**

Meeting of October 23, 2008  
2:00 PM—Mesa College, LRC 208

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Bergland, Yvonne	Dean, Instructional—Mesa College
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Lombardi, Jan	Curriculum Chair—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
Weaver, Roma	Curriculum Chair—Continuing Education

### **ABSENT:**

Benard, Mary	Acting Vice President, Instruction—City College
Craft, William	Acting Vice President, Instruction—Mesa College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Matthew, Esther	Academic Senate Representative —Continuing Education
Vincent, Bill	Vice President, Instruction—Miramar College

### **STAFF:**

Ficken, Amanda	Acting Senior Secretary, Curriculum & Instructional Services—District Office
VanHouten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

### **GUESTS:**

Paula Gustin	Evaluation Committee Member for Juliette Parker
Leroy Johnson	Evaluation Committee Member for Juliette Parker

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*Shelly Hess called the meeting to order at 2:03 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: October 09, 2008 Minutes

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

M/S/P (Weaver/Murphy)

### B. Approval of: October 23, 2008 Agenda

Added to the Agenda:  
Nutrition 150, Nutrition

*The agenda was approved as amended.*

M/S/P (Bergland/Lombardi)

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

### A. Approval of Curriculum

*The courses were approved by consent.*

M/S/P (Lombardi/Flor)

### 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.

## **III. OLD BUSINESS**

### A. Math 95/English Title 5

Shelly Hess updated the Council on the English competency meeting that had been held the previous week. She announced representatives from all of the colleges had met and begun to discuss the new Title 5 requirement of a definition for competency in Freshmen composition. She informed the Council Mesa English faculty member Chris Sullivan had recently attended a meeting that had produced the starting of a rubric for this English composition requirement, and the committee would meet once more to review this rubric and further develop its definition. Hess continued she would be meeting with the Math faculty the following day to discuss the changes to Math 95, Elementary Algebra.

Libby Andersen informed the Council she had discussed the English meeting with City's business department. Because Business 119 articulates with a number of the CSUs, they are not looking to update the course to meet District English competency requirements..

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Hess clarified Business 119 would remain Associate Degree applicable and CSU transferrable, but would no longer meet the competency for English.

Juliette Parker mentioned there are other groups whose competencies will be affected by the Mathematics meeting, and so will need to be informed of any decisions made.

Hess responded there is also a rubric for intermediate algebra being developed, which should help the math department and others.

Jan Lombardi expressed concern there are several Philosophy courses that currently meet the competency for English; will this continue after the definition has been created?

Hess replied those courses will not be reviewed until after a definition has been made, but based on a tentative review by the English faculty, Philosophy 205 should definitely meet the requirement. Hess will send the minutes from the English meeting to the Council for their review. She continued once definitions have been created, other faculty will be included in the discussion in terms of whether non Math and English courses meet the requirements for Math or English competency.

Andersen reminded the Council Philosophy 101 has been removed from the Mathematics section of CSU GE, as it was determined it did not have enough math to meet the criteria.

Hess announced the Math and English symposium scheduled for November 7 has been postponed until the Spring semester.

### **B. Significant Lapse of Time Policy**

Lynn Neault reminded the Council of the need to establish a significant lapse of time policy. She continued that in the past, the District has allowed case by case exceptions; under the new Title 5 revisions, this cannot continue. The policy cannot be student specific, but must apply to specific courses. She gave the example that a course can have a prerequisite of a math class taken within the last 5 years. In order to allow students to repeat courses due to a significant lapse of time, we must develop a policy that will include a procedure for determining how long a “significant lapse of time” is for each course.

Hess recommended the Curriculum committee chairs take this issue to the campuses to see if there is an interest in creating such a policy.

Neault announced there is a precedent, as Miramar’s Legal Assisting program has a lapse of time policy. She thinks there is an interest, and so the Council should begin developing the process for determining significant lapse of time that can be determined department by department.

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Duane Short suggested adding something to the prerequisite screen in CurricUNET, as it is a mechanism in place.

Neault agreed that would be appropriate, but clarified what the Council needs to do is define significant lapse of time and come up with a process for how each department will determine what it is. It can vary between departments, but we need to give them a framework of how to determine the number of years they will use.

Parker hopes in determining the length, we will seek to be in alignment with the CSUs. She gave the example that a student who took 4 years of a language in high school cannot take an entry level course in the language unless at least 5 years have passed.

Short stated he feels it is just a matter of changing procedure 5300.2.

Neault countered it must go into the course repetition policy, and include a definition of what significant lapse of time is based on. Not just the logistics of how to add a requirement, but a process of determining the number of years. She thinks that aligning it with transfer universities would be a good basis.

Hess recommended a subcommittee be formed to discuss this issue further.

Otto Lee suggested the issue be taken to the Academic Review Committee, as this group is used to processing repetition requests.

Neault stated she believes this group should review a draft of the policy, but it should not be the point of origination, as this group deals with many other issues, as well.

Hess asked for a volunteer from each college to serve on the subcommittee. Lombardi, Carol Murphy and Shirley Flor offered to represent their colleges, while Neault offered to represent Student Services.

Andersen recommended also including a counselor and evaluator from each college to get their diverse perspectives. The Council agreed this would be a good idea, so Hess announced she would send out an email to have the reps work with the college to get recommendations for a counselor and evaluator to join the subcommittee.

#### **IV. NEW BUSINESS**

##### **A. Revision process for Transfer Studies replacement degrees**

Hess referred to a handout the Council had received listing the degrees that had been created last year to replace the noncompliant Transfer Studies degrees. She informed the council she had received an inquiry from one of the colleges regarding the process to revise these degrees. She stated the process would be the same as revising other programs, but because many of these degrees are interdisciplinary, the office of Curriculum and Instructional Services is requesting

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that the colleges identify the appropriate department and faculty to approve each of the degrees.

Laurie Van Houten explained to the Council how the approval process in CurricUNET works, making it difficult to have approval for some of the interdisciplinary degrees.

The Council discussed the request, and agreed to provide this list, with the understanding that the outcome would affect who is assigned to develop Student Learning Outcomes for the degrees.

## V. STANDING REPORTS

### A. Curriculum Updating Project (Van Houten)

Van Houten referred the Council to the Curriculum Updating handout. She reminded the Council they had received a full list of courses yet to be integrated via email. She announced that soon the Curriculum and Instructional Services Office would be sending out a list of courses that are active but not offered at the campuses to help them determine if some of the courses on the integration list should be deactivated.

### B. CurricUNET Steering Committee (Van Houten/Weaver)

Van Houten announced the Steering Committee would be meeting on November 3 to review a change to the hours in CurricUNET necessitated by the Title 5 change.

### C. Student Services Council (Neault)

No report.

### D. State Academic Senate

Lombardi announced the plenary session would be November 7 and 8.

Andersen stated there are several area meetings this weekend, and articulation officers from around the region will be sending information on their desire for continued support in creating a community college system-wide AP list (similar to what the CSUs and UCs have). This issue has support from 109 of the California Community Colleges.

### E. Chief Instructional Officers (Benard, Bergland/Craft, Ellison, Lee, Vincent)

Yvonne Bergland announced Bill Craft would be attending the CCCIO meeting next week.

Lee added he will also be attending, and believes all of the Vice Presidents of Instruction except for Brian Ellison will be as well.

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He continued that a letter had been received from the union objecting to the way the accreditation committee is tying Student Learning Outcomes (SLOs) to evaluations. The Chancellor's Cabinet is working to purchase software to help the colleges track their SLOs; the Presidents have been tasked with collaborating on which software to purchase.

### **F. Articulation Officers (Andersen, Parker, Short)**

Short informed the Council that SDSU and CSU Long Beach were changing their requirements for Economics to require Intermediate Algebra as a prerequisite. CSU Long Beach will be eliminating their course-to-course articulation for economics in favor of LDTP, and he expects that SDSU will be doing the same. However, most CSUs have no intention of changing this requirement. Short asked the Council if the District should change the courses for just two campuses.

The Council discussed the possible impact on course enrollment if the courses were changed.

Andersen informed the Council she had discussed this issue with City's Business Department. They had recommended creating a course called Econ 120T that parallels the regular course, except for the prerequisite. This would be designed for students transferring to one of the colleges with this LDTP requirement.

Neault stated she had talked to Sandra Cook at SDSU; because the University has Intermediate Algebra as an entrance requirement, it is not a formal prerequisite, but is generally accepted as one. Parker responded that despite what they say, they do not actually require it for entrance; many of their students take it with us.

Parker continued the overall issue is not the prerequisite, but rather the ongoing concerns related to LDTP. If 1 CSU has a significant difference, the District will have to eliminate course-to-course articulations with other institutions, which could require a lot of content change, which may cause problems as we have students that transfer to many different schools.

Short pointed out no matter what strategy we follow with LDTP, at least about 10% of students will be given faulty transfer information that may require them to take more courses than necessary. He gave the example of students transferring into SDSU's Criminal Justice Administration, who are told they have to take at least 2 Administration of Justice courses with us, when in actuality SDSU prefers that they don't take any.

The Council continued discussion about the concerns of LDTP, and possible collaboration amongst the different state-level groups (Academic Senate, CSSOs, etc.) to try and send the CSUs a message about the possible impacts of LDTP.

Hess summarized that DAC will continue to work on identifying the District's options and will bring them back to CIC for future discussion.

## **VI. Walked-In Curriculum**

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## A. Nutrition 150

Carol Murphy announced the Nutrition Department at Miramar would like to offer Nutrition 150 via distance education in the Spring. She continued while the course did not appear in her queue in CurricUNET, the comments indicated it was at her level, so she was unable to advance it as desired.

*The course was approved by consent.*

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

## **VII. ANNOUNCEMENTS**

A. The November 13, 2008, meeting will be held at the District Office, room 245.

B. Handouts:

1. October 23, 2008 CIC Meeting Agenda
2. Draft Minutes from the October 9, 2008 CIC meeting
3. Curriculum Summary
4. Replacement Degree Chart
5. Curriculum Updating Project
6. Nutrition 150 Curriculum Report and Course Outline

## **VIII. ADJOURNMENT**

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