

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of March 26, 2009
2:00 PM—Miramar, Room W-248

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Armstrong, Elizabeth	Interim Vice President, Instruction—Miramar College
Benard, Mary	Vice President, Instruction—City College
Bergland, Yvonne	Dean, Instructional—Mesa College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
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
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Craft, William	Acting Vice President, Instruction—Mesa College
Matthew, Esther	Academic Senate Representative —Continuing Education
Parker, Juliette	Articulation Officer—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)

STAFF:

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

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Shelly Hess called the meeting to order at 2:07 p.m.

I. MINUTES AND AGENDA

A. Approval of: March 12, 2009 Minutes

The minutes were approved as amended. M/S/P (Bergland/Murphy)

Jan Lombardi arrived at 2:10 p.m.

B. Approval of: March 26, 2009 Agenda

The agenda was approved as amended. M/S/P (Benard/Bergland)

Brian Ellison arrived at 2:12 p.m.

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Shirley Flor indicated she would like to walk in Japanese 101 102, 201, and 202 for Council approval.

Laurie Van Houten informed the Council a change had been made to the Curriculum Summary; Futures Studies had been amended to show that it was being proposed for District and Transfer G.E. Patterns.

Duane Short asked if there is a prep for the major that this course works for.

Flor added that Juliette Parker also has questions about whether this course will be UC transferrable.

Shelly Hess asked the Council if anyone would like to pull this course for discussion.

Libby Andersen stated that a comparable course had been approved at another college whose name she could not remember; City has asked for their course outline to compare for articulation purposes.

Short suggested if the only concern is about general education articulation, it be discussed at the May 14th meeting.

The curriculum was approved by consent. M/S/P (Lombardi/Murphy)

B. Approval of Program Changes

No Programs.

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

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D. Approval of Continuing Education Program Changes

No Continuing Education program changes.

III. OLD BUSINESS

A. Title 5 Revisions-Overview of Implementation

Hess explained to the Council that some Title 5 changes had not required discussion, but she still wanted Council members to be aware of them and their status. She reviewed the different sections covered in the handout. Hess reminded the Council that renewal of Stand Alone certification was due to the state by September 30 each year.

Elizabeth Armstrong pointed out the Course Approval requirements include a section limiting the number of units of stand alone courses linked by prerequisites in a single TOP code. She asked how this is currently being tracked. Hess responded the District Instructional Services office has been monitoring this as courses come to our office for review.

Hess also reminded the Council she was still working on a Significant Lapse of Time policy, and hoped to bring something back for review at the next meeting. She announced she would send the full text of the sections quoted so the Council could get a fuller understanding of the changes.

Hess added there is a possible change coming to MIS codes in regard to basic skills ranking. She assured the Council she was keeping an eye on the discussion and will update them on any changes.

B. Update on Legal ABA Accreditation

Armstrong announced Miramar had received a letter from the accreditation council for the Legal Assistant (Paralegal) Program. The report contained what was expected. The recommendation was for continued accreditation for the Miramar program. Armstrong continued the accreditation commission understood the need for scrutiny prior to adding English 101 as a prerequisite for LEGL 100A, and would like the college to proceed with the process.

IV. NEW BUSINESS

A. Program Revisions/Deactivations

Hess reminded everyone that when faculty are activating, revising, or deactivating a program, to please make sure the need for change section of the program proposal was detailed. With the new Board, there has been increased scrutiny of curriculum, and Hess would like to make sure all requested information is readily available.

B. 2009-2010 CIC Calendar

Van Houten displayed a draft of the 2009-2010 CIC calendar. She requested the campus curriculum review committee meeting dates so they could be added to the

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calendar prior to its approval. She reminded the Council there are only 2 remaining CIC dates, so some urgency is required. Van Houten noted that September 24 and February 25 will be joint meetings with Student Services Council, and as such are denoted in a different color.

V. STANDING REPORTS

A. Curriculum Updating Project (Van Houten)

Van Houten pointed out the numbers continue to drop. An updated list of courses not yet integrated will be emailed with the approved curriculum.

B. CurricUNET Steering Committee (Van Houten/Weaver)

Van Houten reported that the next meeting would be April 6.

C. Student Services Council (Neault)

Hess informed the Council that Student Services Council had met that morning, largely to discuss a communication to students regarding the change in hours for many campus offices in the Summer and Fall.

She added that Lynn Neault is still working with SDSU on transfer student acceptance, and asks that we be patient.

D. State Academic Senate

Lombardi reported that there would be a meeting in April.

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

No report.

F. Articulation Officers (Andersen, Parker, Short)

No report.

VI. WALKED-IN CURRICULUM

- A. *Japanese 101, First Course in Japanese*
Japanese 102, Second Course in Japanese
Japanese 201, Third Course in Japanese
Japanese 202, Fourth Course in Japanese

Flor announced these courses were being revised to update them for articulation with SDSU. They have not been successfully articulated in the past, but this revision was done with cooperation of SDSU faculty and access to their course outline and textbook lists.

Action: Japanese 101, First Course in Japanese; Japanese 102, Second Course in Japanese; Japanese 201, Third Course in Japanese; and Japanese 202, Fourth Course in Japanese were approved. M/S/P (Andersen/Bergland)

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VII. ANNOUNCEMENTS

- A. The April 23, 2009, meeting will be held at the District Office, Room 245.
- B. The first draft of catalog proofs will be delivered to the campuses on April 14. Please remember to send state approval letters to the District IS Office to ensure that new programs will appear in the catalog.
- C. Otto Lee announced there will be a revision to the statement of Academic Freedom. The Board will be writing a District wide policy to publish in each of the college catalogs, followed by a statement from the individual college. He asked for the cooperation of the Council in expediting these college statements through the process in time to make the catalog deadline.
- D. Hess asked that her office be notified of any campus changes that needed to be made to the catalogs.
- E. Hess announced that the District Instructional Services office has redesigned their website to be more user friendly. The new site will contain the same information, and will be launched during spring break.
- F. Hess announced a new Program and Course Approval handbook from the State Chancellor's office was going to the Board of Governors this month, including all of the recent Title 5 changes.
- G. Handouts:
 - 1. March 26, 2009 CIC Meeting Agenda
 - 2. Draft Minutes from the March 12, 2009 CIC meeting
 - 3. Curriculum Summary
 - 4. Curriculum Summary Correction-FUTR 101
 - 5. Title 5 Revisions Overview
 - 6. Curriculum Updating Project

VIII. ADJOURNMENT

Hess adjourned the meeting at 2:54.