

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of September 10, 2009  
2:00 PM—District Office, Room 110

## **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
McGrath, Tim	Vice President, Instruction—Mesa 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:**

Matthew, Esther	Academic Senate Representative —Continuing Education
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office
Werle, Kathy	Vice President, Instruction—Miramar College

## **STAFF:**

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
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## **GUESTS:**

Crispen, Nancy	Physical Sciences Faculty Member— City College
Henne, Andrea	Dean, Online and Distributed Learning—District Office
Woods, Linda	Chemistry Faculty Member—Miramar College

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

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## I. INTRODUCTION

Shelly Hess welcomed the Council to the first meeting of the 2009-2010 academic year. She invited Council Members and guests to introduce themselves.

*Daniel Igou arrived at 2:10 p.m.*

Following introductions, Hess announced that she had received a request for the Council to go paperless. In future meetings, only the revised Agenda would be printed; everything else would be sent prior to the meeting or projected during the meeting.

## II. MINUTES AND AGENDA

A. Approval of: May 14, 2009 Minutes

*The minutes were approved.*

M/S/P (Andersen/Flor)

B. Approval of: September 10, 2009 Agenda

*The agenda was approved.*

M/S/P (Andersen/Benard)

## III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:  
Business 101, Business Mathematics

*All other items were approved by consent.*

M/S/P (Parker/Flor)

B. Approval of Program Changes

Removed from the consent agenda:  
Art-Fine Art, Associate in Arts-Three-Dimensional Emphasis  
Art-Fine Art, Associate in Arts-Two-Dimensional Emphasis

No other programs to approve.

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

*Business 101, Business Mathematics*

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Tim McGrath asked whether this proposal was related to the program revisions for the Art-Fine Art Associate degrees, specifically the math competency section.

Libby Andersen explained that this proposal was part of the normal six-review review cycle for all courses, and was not related to the Art-Fine Art proposals.

*Action: The revision of Business 101, Business Mathematics was approved.  
M/S/P (Short/Andersen)*

*Art-Fine Art, Associate in Arts-Three-Dimensional Emphasis  
Art-Fine Art, Associate in Arts-Two-Dimensional Emphasis*

McGrath announced that his questions had been clarified.

*Action: Art-Fine art, Associate in Arts- Three-Dimensional Emphasis and Art-Fine Art, Associate in Arts-Two-Dimensional Emphasis were approved.  
M/S/P (Andersen/Parker)*

### IV. OLD BUSINESS

#### A. Higher Level Courses that Clear Prerequisites

Hess reminded the Council that at the last meeting in May the Council discussed some courses that had a list of faculty determined higher level equivalent courses used to clear prerequisites that are currently not in the Course Outline, the catalog, or CurricUNET. The District Office of Instructional Services (IS) is working to make available to students a list of what these courses are. For example, Chemistry 130 currently has a prerequisite of Chemistry 100 and 100L; however, Chemistry 200 and 200L or 201 and 201L will also satisfy this prerequisite. Students are not informed of these alternates. Hess would like to require that all prerequisites be listed in the catalog so that they can be identified to students, as well as go through the same scrutiny process that all other prerequisites require.

Libby Andersen asked if this would require faculty from all three colleges to meet, decide on the criteria and create new CurricUNET revision proposals. Hess indicated it would.

Lynn Neault informed the Council that ISIS has a field for prerequisites that have been identified by faculty but don't appear in the catalog which it has been using for years. The challenge in ISIS is that some of these courses aren't offered anymore, which could make things muddy. For example, many English courses have been renumbered. Existing students have taken the old courses, but they are not offered anymore so they wouldn't show up in the catalog.

Hess explained that these changes aren't specifically for English and Math courses (which have different rules), so things wouldn't be as complicated as it seems.

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Otto Lee recommended that the Council start by taking a few courses and seeing what is on their prerequisite screens and determining how the new process would affect that.

Neault responded that if we only list current courses and not old courses, it could create problems. Andersen stated there is already a process to deal with those situations, by placing a limitation on enrollment on those screens. Hess agreed, stating limitations on enrollment are not in the catalog.

Hess clarified she would like the Council to have an understanding that we will put new courses in as they come up and evaluate some current courses to see how they are affected. The college Chemistry departments want to revise several programs; can we tell them to revise their proposals?

Short recommended requiring departments that want to add alternative prerequisites to revise the course, and to list those requisites in the catalog.

Neault explained that the current process allows the system to view the course as an equivalency, allowing departments to determine prerequisites outside the curriculum process.

Juliette Parker asked what the current alternative process is. Hess explained that the faculty members fill out a form with Student Services with the new alternative prerequisite, which then goes in a file. The position of the IS office is they should have to go through the same approval process as other prerequisites.

Short emphasized the necessity to correctly represent required courses to other institutions; if we don't put all prerequisites on the outline, it can affect articulation.

Shirley Flor noted there is also an impact on counselors; if the courses are not in the catalog, they need to be able to find the information somewhere.

Parker stated that she understands what the Council is trying to do, but wonders if the information really needs to be put into the course outline if we have somewhere else to put it that we could update more quickly than going through the whole curriculum process. Andersen argued that she wants to see it in the catalog; where else would we put the information if not in CurricUNET?

The Council continued to discuss the issue. Hess clarified that this process does not apply to English and math courses, which have a different set of rules. Ultimately, the issue is letting students know that they can take other courses that the district offers to satisfy some prerequisites. To add these additional prerequisites, courses need to go through the existing curriculum process and face the same prerequisite scrutiny.

Andersen suggested making the Chemistry courses a pilot program to evaluate the effect and impact on other departments of allowing higher level courses as alternative prerequisites.

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Lee recommended if the Council approves an action documenting expectations, they document their expectations, including what kind of outcomes they expect (i.e. a report to the committee, etc.) as well as a list of questions that we have that would evidence success so that they understand what the Council is interested in.

Andersen moved to support chemistry faculty to start a pilot project to research and determine what additional prerequisites should be added to each course, entering revisions in CurricUNET, and meanwhile evaluate how this procedure would affect other departments.

*Action: The chemistry departments will act as a pilot program to determine the effect of requiring that faculty add all additional course prerequisite options in CurricUNET.*  
M/S/P (Benard/Andersen)

### B. Catalog Subcommittee

Hess announced that Mesa and City currently have catalog committees. IS would like to develop a CIC catalog subcommittee to help support the college committees. Lee asked interested parties to email Shelly Hess.

Andersen asked when the committee would meet. Hess responded meeting dates would depend upon the availability of committee members.

### C. Discipline Deans

Hess directed the Council to handout #4 in their packets, the current Discipline Deans list. Hess explained the idea of this list is to designate one Dean to be the contact person for all discipline-specific issues; for example, Larry Weiss as the Discipline Dean for English is responsible for convening meetings to discuss District-wide English issues.

Hess continued that some new disciplines are not on the list. She asked whether the Council would prefer to only list aligned disciplines (therefore, disciplines only offered at one college would not be listed).

Mary Benard responded the full list is helpful. She asked how the list was decided; in her opinion, there are disciplines that she would prefer to see assigned to different deans. Hess explained that we updated an old list with whoever the new dean for that discipline and college is.

Lee announced he would facilitate a meeting with the VPIs to review the list and redistribute disciplines as necessary.

### D. CB21 (Basic Skills) Recoding

Hess announced she has started setting up meetings with the English and Mathematics faculty to discuss the recoding of basic skills courses. She will meet next week with the English faculty; she is waiting to hear back from the Mathematics Discipline Dean. November 30 is the deadline to submit the

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recoded courses in MIS. There will be a meeting about Continuing Education rubrics next week, which she will be attending. She will work with Continuing Education on their recoding.

Andersen asked when Hess hopes to have the recoding done. Hess responded she is hoping it will be completed by the end of September or early October.

### E. Procedures Subcommittees

Hess explained the current District Policy 5300 is very out of date, particularly considering recent Title 5 and other changes. She has worked on a draft to update the procedure, and would like to convene a subcommittee to meet and review the changes. She would like a faculty representative from each campus to serve on the subcommittee so they can bring these revisions to their constituent groups (i.e., the Academic Senates). As with the catalog subcommittee, interested parties can email her.

## V. NEW BUSINESS

### A. Offering New Stand Alone Courses

Hess advised the Council that while recertifying for stand alone course approval, she noticed something they need to be aware of. New stand alone courses cannot be offered the same semester they are approved; they must be offered the following semester or later.

Andersen asked if this applied to when new courses were first approved, or when they were approved as stand alone. Hess responded that since, at this time new courses are only approved once, it was both. This information can be found on slide 7 of the State Chancellor's Office presentation.

Andersen stated that the evaluators need to be aware of the requirement that only 18 units of standalone courses could be use as part of a degree to ensure we are compliant. Hess informed her that we are working on adding a field to CurricUNET so that we can track this. She explained that this is a complicated issue as courses that are standalone at one college are not at another, or their status may change as new programs are created to deal with new courses. Andersen asked how Student Services was set up to deal with these challenges.

Duane Short stated his understanding is there cannot be 18 standalone units used toward the major, not the degree in general. Therefore, we cannot accept petitions to allow that many standalone units to replace major requirements. Andersen reminded the Council City still has a Selected Studies degree that this may affect. Hess told the Council she would research it and report back.

### B. New Procedure for Pending Program Applications

Hess discussed a memo sent from the State Chancellor's Office. If any information is missing from a program approval packet, they will send an email request and hold the packet for 90 days. If a response is not received in that time,

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the packet will be disposed of and the college will need to resubmit the whole thing. While this has been the policy, it has not been enforced in the past.

### C. Curriculum Approval Tips

Hess directed the Council to the Instructional Services website, which now includes several Curriculum Approval tips. Due to furlough days and staffing shortages at the State Chancellor's Office, we can no longer be assured that programs submitted by our catalog deadline in March will complete the State Chancellor's approval process in time to make the catalog. We are recommending all program proposals be sent through as soon as possible. Tips include a calendar to show when proposals sent to CIC by a certain date will go to the Board (a necessary step before going to the State), a new program flow chart, and a program checklist. The IS office is working on more charts and checklists.

### D. Statewide CurricUNET

Hess informed the Council that Governet is currently working with the State Chancellor's Office on a program approval process for CurricUNET. Laurie Van Houten is serving on their advisory committee, and is meeting regularly with Governet and the State to bring up our concerns as the program is being designed.

Roma Weaver announced that Governet has contacted her about piloting the noncredit approval process. Hess recommended that she be on that committee, to make sure the concerns of Continuing Education are addressed early on.

## VI. STANDING REPORTS

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

Hess reported that the number of unintegrated courses is down to 153.

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

Hess told the Council that IS is working with Governet to populate Student Learning Outcomes (SLOs) in CurricUNET. She will be meeting with the colleges soon to demonstrate the changes.

Weaver told the Council that Continuing Education's Steering Committee is also working to put SLOs into CurricUNET, but their task is complicated by their old program and course ESLRs.

### C. Student Services Council (Neault)

Neault explained that Student Services is dealing with the matriculation and categorical budget cuts from the state. They are also looking at the impact of adds and drops.

### D. State Academic Senate

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Andersen announced the State Academic Senate Fall plenary is November 15. At the Spring meeting a resolution was approved to encourage local academic senates to approve standardized general education approval for Advanced Placement tests using Title 5 descriptors. City College has recently approved such a resolution.

### **E. Chief Instructional Officers (Benard, Ellison, Lee, McGrath, Werle)**

Brian Ellison reported that Continuing Education's attention is more focused on Student Services because of the cuts. He remarked that business will probably never be the same again.

Neault remarked that Student Services is looking at ways to reduce assessment, such as alternate "equivalencies" such as SAT scores and self assessment.

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

Juliette Parker reported that a message had been received from the CSU Chancellor's Office that due to budget cuts, they are considering changes to LDTP. The program is probably not going to continue; they will not be reviewing any new course submissions. At this time, they may continue with the Accounting and Economics programs already in place.

Andersen thanked Short for representing the Articulation Officers in the County and State boards.

## **VII. ANNOUNCEMENTS**

A. Certification of Stand Alone Credit Course is due to the State by September 30<sup>th</sup>.

B. Handouts:

1. September 10, 2009 CIC Meeting Agenda
2. Draft Minutes from the May 14, 2009 CIC meeting
3. Curriculum Summary
4. Discipline Dean List
5. Curriculum Updating Project

## **VIII. ADJOURNMENT**

*Meeting adjourned at 3:28 p.m.*