

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of February 11, 2010  
2:00 PM—District Office, Room 245

## MINUTES

### **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
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Lombardi, Jan	Curriculum Chair —City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education
Werle, Kathy	Vice President, Instruction—Miramar College

### **ABSENT:**

Igou, Daniel	Curriculum Chair—Miramar College
Matthew, Esther	Academic Senate Representative —Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office

### **STAFF:**

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

Henne, Andrea	Dean, Online and Distributed Learning—District Office
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*Shelly Hess called the meeting to order at 2:04p.m.*

Shelly Hess welcomed Jan Lombardi back to the Council following her sabbatical. She invited the Council members to introduce themselves, as there had been some changes from the prior year.

## **I. MINUTES AND AGENDA**

### A. Approval of: December 10, 2009 Minutes

*The minutes were approved.*

M/S/P (Benard/Parker)

### B. Approval of: February 11, 2010 Agenda

Added to the Agenda:

New Business, Item ANTH 265C

*The agenda was approved as amended.*

M/S/P (Benard/Andersen)

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

### A. Approval of Curriculum

Removed from the consent agenda:

*English 35, Vocational English*

*Tim McGrath arrived at 2:08p.m.*

*Brian Ellison arrived at 2:08p.m.*

*Otto Lee arrived at 2:09p.m.*

*The remaining curriculum was approved by consent.*

M/S/P (Flor/Werle)

### B. Approval of Program Changes

*The programs were approved by consent.*

M/S/P (Lombardi/Werle)

### 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

*English 35, Vocational English*

Libby Andersen reminded the Council that she sat as the City College Curriculum Review Committee (CRC) Chair last semester. At the meeting where this course was reviewed, the curriculum committee was unable to come to a decision regarding this course, as no English faculty were present. They decided to bring the discussion to CIC, as they have several concerns. Their first concern is the

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requisites; while there is an advisory of ESOL 40, City's CRC feels there should also be an advisory of a regular English course (such as English 42 and 43). The second concern is the level of assignments and the length of the writing requirements. If this course is intended to be basic skills (which the number indicates it is), these requirements might be too advanced for basic skills students. The third concern is the student learning objectives; City's CRC again feels they are too advanced for a basic skills course.

Jan Lombardi added she would like to see approval of this course tabled until it can be discussed by the City English faculty.

Duane Short volunteered some clarification for these concerns. The requisite originally did include an advisory of English 42 and 43; Miramar's CRC had a lengthy discussion regarding this and decided to remove it. In regards to the second and third concerns, this course is intended to be taken by students taking vocational courses. It is supposed to be comparable to English 48 and 49 (1 level below transfer). Most of these students will not be transferring (and therefore this course will not be on a transfer pathway), but may need additional writing assistance. This course is being promoted and requested by several vocational and English faculty members.

Lombardi moved to table this course until the next CIC meeting so that it could be discussed further by City's English faculty. Short asked if they had an interest in activating the course. Lombardi responded that it was possible, and that she will ask.

*Action: English 35, Vocational English, will be tabled until the 2/25/10 CIC meetings.*

### III. OLD BUSINESS

#### A. CB 21 Recoding Update

Hess gave the Council an update on the CB21 recoding process. A meeting will be held by the Statewide Academic Senate at Miramar College to review and finalize the credit recoding, including some TOP Code changes. A state-wide noncredit meeting will be held on February 26 in Anaheim to finalize the recoding guidelines.

### IV. NEW BUSINESS

#### A. Multicultural Graduation Requirement (Flor)

Shirley Flor told the Council that she asked for this item to be put on the agenda because the courses approved to fulfill the multicultural graduation requirement don't seem to have a consistent definition. In her research, it seems this issue was last discussed by the Council in April 2007. Other California community colleges also have a range of multicultural requirements; this lack of definition creates issues when students try to transfer courses to our college.

Flor is asking the Council for a further definition of the multicultural requirement for graduation and evaluation purposes. She feels this would help the counselors

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interpret courses, and help students understand what is transferable. She recommends creating a subcommittee to define the multicultural graduation requirement.

Andersen added that she has reviewed the Board of Trustees minutes from the meeting where this was voted upon. There was no definition of the requirement; only a mention that there was a committee of administration and faculty that met as a result of AB 1725 to create the requirement.

Lombardi informed the Council that she had served on the original committee. While there were many discussions as to how to define the requirement there was some disagreement, leading to its vagueness. There was desire among committee members to protect and expand the various ethnic studies departments, making it difficult to limit the definition.

Short recommended reviewing minutes from previous CIC meetings to see what rationale had been given for the courses approved for the requirement. Hess responded she would research this.

Juliette Parker volunteered that there is a discussion going on at Mesa as to giving further definition to all of the District's general education areas. Hess asked the Council if they felt the two discussions should be combined or kept separate. Short responded the subcommittee should review all of the general education areas, and move on to specific areas later on.

Hess informed the Council that this would be brought back to the next meeting for further discussion and renew.

### **B. Biology 101 Prerequisite (announcement only)**

Hess notified the Council that a revision of Biology 101 had been approved in 2003 with English 48 and 49 as prerequisites. A validation study performed at the time determined these prerequisites were not valid. While the prerequisites have never been enforced in ISIS, they have remained in the catalog and in CurricUNET. The faculty have requested a new validation study; while this is being completed, the prerequisites will be changed to advisories in future versions of the catalog, and a Errata will be sent out soon for the current version.

Mary Benard mentioned there have been other similar issues. While Biology 230 lists prerequisites in the catalog, there are students in the class who have not completed them. Hess responded that she is aware of this issue, and that the prerequisites do appear to be enforced in ISIS. She asked the City department chair for further information about the students who have not taken the prerequisites to research what might have happened; she is awaiting a response.

Benard added that she is concerned about the accuracy of the information in the catalog. Hess informed the Council that the District Instructional Services office is currently working on a prerequisite audit. Information in the ISIS, the catalogs and CurricUNET is being compared to ensure accuracy. We hope to complete it soon.

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## C. ANTH 265C

Lombardi asked the Council's permission to extend Special Topics course Anthropology 265C for one additional semester, Fall 2010. This course is used as part of the study abroad program. While there is a proposal in the works to turn this into a permanent course, there are some complications that will likely prevent it from being approved in time for the Fall 2010 semester.

*Action: Anthropology 265C has been granted a one semester extension to allow the course to be offered in Fall 2010. M/S/P (Werle/Short)*

## V. STANDING REPORTS

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

Hess informed the Council that there were only 145 courses left on the integration list. Not much progress has been made.

Kathleen Werle asked if the only alternative to integration is deactivation. Hess confirmed that it is.

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

Hess informed the Council that the CurricUNET for state approval is expected to be launched on March 2.

Roma Weaver stated she had met with Laurie Van Houten to work on many of the issues that Continuing Education is experiencing with their CurricUNET. There have been some fixes; they are waiting on the March 2<sup>nd</sup> launch, as that is taking up many vendor resources. There is progress.

### C. Student Services Council (Neault)

No report.

### D. State Academic Senate

Werle cautioned the Council that the Senate has a proposal dealing with equivalencies that should be read. She encouraged that a dialogue should take place prior to its passage.

Lombardi added that they are doing research in different parts of the state on prerequisites. Specifically, they are looking at different ways of establishing prerequisites and ways to enforce prerequisites for transfer courses.

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

Benard announced that City has submitted their substantive change proposal for distance education programs. She thanked Miramar and Mesa College for the

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work they had done on their proposals, and the support they and Districtwide Online Dean Andrea Henne had provided in assisting City College to complete their proposal. They have requested approval for 56 programs.

F. Articulation Officers (Andersen, Parker, Short)

No report.

## VI. ANNOUNCEMENTS

- A. The February 25<sup>th</sup> CIC meeting will be held at the District Office, room 245.
- B. The deadline for curriculum to make the (catalog deadline) March 11<sup>th</sup> CIC meeting is Friday, February 19<sup>th</sup> at 5pm.
- C. Reminder—Curriculum approved at the March 11, March 25, and April 8 CIC meetings will go to the Board for approval on April 29. Please plan accordingly for programs requiring State Approval.

Benard asked if courses had to be approved by the Board prior March 11 to meet the catalog deadline. Hess responded that courses approved at the March 11 CIC meeting met the catalog deadline; it is state program approvals that are a bigger variable.

- D. Quick Guides for many CurricUNET proposal types and approval processes are now available on the Instructional Services website.
- E. Weaver reminded the Council the Curriculum Institute will be July 8-10. It is filling up fast. Werle added that there is a SLOAC meeting scheduled for the day before in the same location.
- F. Handouts:
  - 1. February 11, 2010 CIC Meeting Agenda
  - 2. Draft Minutes from the December 10, 2009 CIC meeting
  - 3. Curriculum Summary
  - 4. Multicultural Graduation Requirement New Business Form
  - 5. Curriculum Updating Project

## VII. ADJOURNMENT

*Meeting adjourned at 2:44 p.m.*