

San Diego Community College District Curriculum and Instructional Council

APPROVED

**Meeting of March 11, 2010
2:00 PM—District Office, Room 110**

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Ascione, Lou	Dean, Liberal Arts—Miramar College (proxy for Kathy Werle)
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
Lombardi, Jan	Curriculum Chair —City College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
McGrath, Tim	Vice President, Instruction—Mesa 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
Werle, Kathy	Vice President, Instruction—Miramar College

STAFF:

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

Hasson, Cathy	Director, Institutional Research and Planning—District Office
Henne, Andrea	Dean, Online and Distributed Learning—District Office

San Diego Community College District Curriculum and Instructional Council

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

I. MINUTES AND AGENDA

A. Approval of: February 11, 2010 Minutes

The minutes were approved as amended.

M/S/P (Short/Lombardi)

Roma Weaver arrived at 2:04p.m.

Otto Lee arrived at 2:05p.m.

B. Approval of: March 11, 2010 Agenda

Added to the Agenda:

Programs:

Certificate of Performance, Basic Refrigeration and Control Systems

Certificate of Performance, Air Conditioning and Solar Energy

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Elementary
(Multiple Subject) Teaching Preparation

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Visual and
Performing Arts

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Scientific
Studies Physical and Earth Sciences Specialization

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Social and
Behavioral Sciences

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Language Arts
and Humanities

Associate in Science Degree, Architecture Survey

Certificate of Achievement, Architecture Survey

Associate in Science Degree, Architecture Technician

Certificate of Achievement, Architecture Technician

Certificate of Performance, Architecture Technician

Associate in Science Degree, Architecture Transfer

Certificate of Achievement, Architecture Transfer

Certificate of Performance, Architecture Transfer

Certificate of Performance, Computer Aided Drafting

Associate in Science Degree, Construction Management

Certificate of Achievement, Construction Management

Associate in Science Degree, Woodbury University Transfer Track

Certificate of Achievement, Woodbury Transfer Track

Certificate of Achievement, Inspection

Associate in Arts Degree, Black Studies

Associate in Science Degree, Computer Fashion Technology Design

Certificate of Achievement, Computer Fashion Technology Design

Associate in Science Degree, Computer Fashion Technology Merchandising

Certificate of Achievement, Computer Fashion Technology Merchandising

Associate in Science Degree, Event Management

Certificate of Achievement, Event Management

Associate in Science Degree, Hospitality Management

Certificate of Achievement, Hospitality Management

Certificate of Performance, Phlebotomy

San Diego Community College District Curriculum and Instructional Council

Associate in Arts Degree, Psychology
Associate in Arts Degree, Sociology

Courses:

American Sign Language 276, Field Work in Interpreting
Hospitality 165, Special Event Management
Hospitality 185, Event & Meeting Facilities Management
Hospitality 186, The Business of Social Events & Wedding Consulting
Hospitality 270, Hospitality 270
Hospitality 290, Hospitality 290
Medical Assisting 55, Fundamentals Human Anatomy and Physiology
Medical Assisting 80, Basic Phlebotomy
Medical Assisting 85, Advanced Phlebotomy
Medical Assisting 90, Phlebotomy Practicum
Medical Assisting 110, Medical Terminology

The agenda was approved as amended.

M/S/P (Igou/Lombardi)

II. SPECIAL PRESENTATION

A. Self-Assessment on Shared Governance Structure (Hasson)

Shelly Hess invited Cathy Hasson to give her presentation to the Council.

Libby Andersen arrived at 2:10p.m.

Hasson explained the self-assessment process that all districtwide shared governance committees are undergoing as part of accreditation. The self-assessment will be completed via email and the results will be shared at an upcoming CIC meeting. This will be used to formulate and action plan.

What the District is hoping to garner from this process is a holistic view of how each of the districtwide committees contribute to the shared governance process. This will allow us to evaluate our strengths and opportunities. The overall purpose of the assessment is to evaluate the contributions that each group makes, not the quality or effectiveness.

Hasson then reviewed with the committee the rubric that is to be used and how it was created.

Hess thanked Hasson for her presentation and said she was looking forward to seeing the results.

III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Administration of Justice 392, Special Topics in Instructor Development

The remaining curriculum was approved by consent.

M/S/P (Lombardi/Benard)

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes

The programs were approved by consent. M/S/P (Lombardi/Andersen)

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

Administration of Justice 392, Special Topics in Instructor Development

Otto Lee explained that when he was acting as Interim Vice Chancellor 4 years ago, it was the procedure that all courses of less than 0.5 units had to go to the Chancellor's Cabinet for approval. He is not sure if there is a new procedure in place, but wanted to make sure this course was approved appropriately.

Duane Short gave Lee and the Council background on the proposal; Miramar is contractually required to teach in-service training courses to local law enforcement agencies. There is a Special Topics framework in place to allow for flexibility in the subjects covered. It is possible that at some point in the future an agency will want to teach a one day, 8 hour lab course. Under Title 5, we cannot make that a 0.5 unit course because the hours are not sufficient.

Lee added that his understanding is that these courses can be approved by exception; he supports this course and believes it meets the exception criteria, but just wants to make sure the procedure is followed correctly.

Action: Administration of Justice 392, Special Topics in Instructor Development, was approved for activation at Miramar College pending cabinet approval.
M/S/P (Andersen/Benard)

IV. OLD BUSINESS

A. Multicultural Graduation Requirement (Flor)

Hess read the recommended action to the Council, to "Develop a subcommittee to define and clarify the content and standards necessary to satisfy the SDCCD District Graduation and General Education Requirements and create a process to determine how courses are selected, reviewed and approved to fulfill each requirement."

Libby Andersen clarified that a decision to approve this is a decision to create a subcommittee to come up with the content and process of the District General Education approval, and to bring those recommendations back to CIC for final approval.

San Diego Community College District Curriculum and Instructional Council

Jan Lombardi asked who would be on this committee. Hess responded it would consist of a faculty representative from each college (and Continuing Education if they would like to be involved), as well as an administrator if that was the wish of the Council. Andersen suggested including at least one articulation officer, a faculty representative from each are of Title 5, and someone with a background in the courses that meet the American Institutions requirement.

Hess announced she would bring this issue to the next meeting with a clearer definition of who would be on the subcommittee and its structure. The subcommittee will be allowed to determine if they need to have smaller groups within the process.

V. NEW BUSINESS

A. Instructional Policies

Hess introduces four of the instructional policies currently under review by the Policy and Procedures subgroup. She gave the Council an overview of what the process of approving the policies would be: the subcommittee will bring the policy to CIC for a first review. Council members are asked to take it back to their College Curriculum Review Committees for their input, after which CIC will review the suggestions from all 4 institutions before creating a final draft. Otto Lee will then take that to the District Governance Council for a final review before going to the Board of Trustees for approval. This process will ensure shared governance.

Hess explained the make up of the subcommittee. Its charge is to update and add policies as recommended by the Community College League of California (using the subscription service the District is a part of). As such, the subcommittee is developing new policies and revising (and deleting as necessary) existing policies. After the policies have been review, the subcommittee will move on to updating instructional procedures. Policies are broad and established by the Board of Trustees; procedures are more detailed descriptions of how we carry things out and are approved by the Chancellor.

Juliette Parker asked Hess when the subcommittee planned to be finished. Hess responded that she plans to take the policies to the Board of Trustees in June to make sure they are in place for accreditation; procedures will be revised afterward and will be more time consuming. Parker noted that Mesa's accreditation self study includes citations from the current policies.

The Council then reviewed the four policies (Program Curriculum and Course Development, Auditing and Auditing Fees, Credit by Exam, and Prerequisites and Corequisites), making changes as recommended. Hess announced she would email the changed policies to the Council the following day. She asked that they bring the changes to their CRCs so that revisions can me made at the next CIC meeting.

San Diego Community College District Curriculum and Instructional Council

B. Walked-In Curriculum

Hess invited City to present their walked-in curriculum.

Certificate of Performance, Basic Refrigeration and Control Systems; Certificate of Performance, Air Conditioning and Solar Energy

Lombardi announced that one of these proposals was a revision to the program notes that inform students of what to take, and the other was a new program created in response to industry demand.

Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Elementary(Multiple Subject) Teaching Preparation; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Visual and Performing Arts; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Scientific Studies Physical and Earth Sciences Specialization; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Social and Behavioral Sciences; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Language Arts and Humanities

Lombardi informed the Council these programs were being revised to add newly articulate courses.

Action: Certificate of Performance, Basic Refrigeration and Control Systems; Certificate of Performance, Air Conditioning and Solar Energy; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Elementary(Multiple Subject) Teaching Preparation; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Visual and Performing Arts; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Scientific Studies Physical and Earth Sciences Specialization; Associate in Arts Degree, Liberal Arts and Sciences: Emphasis in Social and Behavioral Sciences; Associate in Arts Degree, and Liberal Arts and Sciences: Emphasis in Language Arts and Humanities were approved for City College pending technical review. M/S/P (Short/Andersen)

Hess invited Mesa to present their walked-in curriculum.

American Sign Language 276, Field Work in Interpreting

Shirley Flor informed the Council this course was being revised to remove a prerequisite course that is not currently offered.

Associate in Science Degree, Architecture Survey; Certificate of Achievement, Architecture Survey; Associate in Science Degree, Architecture Technician; Certificate of Achievement, Architecture Technician; Certificate of Performance, Architecture Technician; Associate in Science Degree, Architecture Transfer; Certificate of Achievement, Architecture Transfer; Certificate of Performance, Architecture Transfer; Certificate of Performance, Computer Aided Drafting; Associate in Science Degree, Construction Management; Certificate of Achievement, Construction Management; Associate in Science Degree, Woodbury University Transfer Track; Certificate of Achievement, Woodbury Transfer Track; Certificate of Achievement, Inspection ; Associate in Arts Degree, Black Studies; Associate in Arts Degree, Psychology; Associate in Arts Degree, Sociology

San Diego Community College District Curriculum and Instructional Council

Flor announced these proposals are for minor grammatical changes to the program descriptions.

Associate in Science Degree, Computer Fashion Technology Design; Certificate of Achievement, Computer Fashion Technology Design; Associate in Science Degree, Computer Fashion Technology Merchandising; Certificate of Achievement, Computer Fashion Technology Merchandising

Flor continued these proposals are for a revision to the program description to recognize the newly approved programs in the catalog.

Associate in Science Degree, Event Management; Certificate of Achievement, Event Management; Associate in Science Degree, Hospitality Management; Certificate of Achievement, Hospitality Management; Hospitality 165, Special Event Management; Hospitality 185, Event & Meeting Facilities Management; Hospitality 186, The Business of Social Events & Wedding Consulting; Hospitality 270, Hospitality 270; Hospitality 290, Hospitality 290

Flor stated these proposals are changes to the programs and courses.

Medical Assisting 55, Fundamentals Human Anatomy and Physiology; Medical Assisting 80, Basic Phlebotomy; Medical Assisting 85, Advanced Phlebotomy; Medical Assisting 90, Phlebotomy Practicum; Medical Assisting 110, Medical Terminology; Certificate of Performance, Phlebotomy

Flor concluded these proposals are for new courses related the new phlebotomy certificate, and revisions to the course number to reflect that it is associate degree applicable but not transferable. The certificate of performance was created based on a grant, and to assist Miramar MLTT students who need to be certified phlebotomists.

Short expressed concern about the removal of a limitation of enrollment; even if the course has not been offered in some time, it is still important to retain the limitation if the course content is the same. Hess reminded the Council that all walked-in curriculum is approved pending technical review by the District Office of Instructional Services; if it is appropriate for the limitation to remain, they will see to it that it does.

Action: American Sign Language 276, Field Work in Interpreting; Associate in Science Degree, Architecture Survey; Certificate of Achievement, Architecture Survey; Associate in Science Degree, Architecture Technician; Certificate of Achievement, Architecture Technician; Certificate of Performance, Architecture Technician; Associate in Science Degree, Architecture Transfer; Certificate of Achievement, Architecture Transfer; Certificate of Performance, Architecture Transfer; Certificate of Performance, Computer Aided Drafting; Associate in Science Degree, Construction Management; Certificate of Achievement, Construction Management; Associate in Science Degree, Woodbury University Transfer Track; Certificate of Achievement, Woodbury Transfer Track; Certificate of Achievement, Inspection ; Associate in Arts Degree, Black Studies;

San Diego Community College District Curriculum and Instructional Council

Associate in Arts Degree, Psychology; Associate in Arts Degree, Sociology; Associate in Science Degree, Computer Fashion Technology Design; Certificate of Achievement, Computer Fashion Technology Design; Associate in Science Degree, Computer Fashion Technology Merchandising; Certificate of Achievement, Computer Fashion Technology Merchandising; Associate in Science Degree, Event Management; Certificate of Achievement, Event Management; Associate in Science Degree, Hospitality Management; Certificate of Achievement, Hospitality Management; Hospitality 165, Special Event Management; Hospitality 185, Event & Meeting Facilities Management; Hospitality 186, The Business of Social Events & Wedding Consulting; Hospitality 270, Hospitality 270; Hospitality 290, Hospitality 290; Medical Assisting 55, Fundamentals Human Anatomy and Physiology; Medical Assisting 80, Basic Phlebotomy; Medical Assisting 85, Advanced Phlebotomy; Medical Assisting 90, Phlebotomy Practicum; Medical Assisting 110, Medical Terminology; and Certificate of Performance, Phlebotomy were approved for Mesa College pending technical review. M/S/P (Parker/Benard)

VI. STANDING REPORTS

A. Curriculum Updating Project (Van Houten)

Hess announced the number of courses remaining to be integrated has gone down.

B. CurricUNET Steering Committee (Van Houten/Weaver)

No report.

C. Student Services Council (Neault)

No report.

D. State Academic Senate

No report.

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

No report.

F. Articulation Officers (Andersen, Parker, Short)

Parker reported that Economics 120 and 121 had been accepted for LDTP.

VII. ANNOUNCEMENTS

A. The March 25th CIC meeting will be held at Miramar College, Room W-248 (in the Distribution Center).

B. 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.

C. Handouts:

1. March 11, 2010 CIC Meeting Agenda

**San Diego Community College District
Curriculum and Instructional Council**

2. Draft Minutes from the February 25, 2010 CIC meeting
3. Curriculum Summary
4. Curriculum Updating Project

VIII. ADJOURNMENT

Hess adjourned the meeting at 3:20 p.m.