

San Diego Community College District Curriculum and Instructional Council

APPROVED

**Meeting of March 25, 2010
2:00 PM—Miramar College,
Room W-248**

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Benard, Mary	Vice President, Instruction—City College
Flor, Shirley	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lombardi, Jan	Curriculum Chair —City College
McGrath, Tim	Vice President, Instruction—Mesa College
Matthew, Esther	Academic Senate Representative —Continuing Education
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College

ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Lee, Otto	Vice Chancellor, Instructional Services and Planning— District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Van Houten, Laurie	Curriculum Analyst, Curriculum & Instructional Services—District Office
Weaver, Roma	Curriculum Chair—Continuing Education
Werle, Kathy	Vice President, Instruction—Miramar College

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 2:14`p.m.

I. MINUTES AND AGENDA

A. Approval of: March 11, 2010 Minutes

The minutes were approved as amended. M/S/P (Benard/Short)

B. Approval of: March 25, 2010 Agenda

Added to the Agenda:

Administration of Justice 323, S.T.C. Certified Corrections Officer Core Course

Administration of Justice 350A, Weapons and Safety Training for Probation

Officers

Web Design 168, Cascading Style Sheets (CSS) for Web Design

Associate in Science Degree, Interior Design

The agenda was approved as amended. M/S/P (Andersen/Short)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Child Development 265P, The Power of Play

The remaining curriculum was approved by consent. M/S/P (Benard/Andersen)

B. Approval of Program Changes

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

Tim McGrath arrived at 2:19p.m.

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

Child Development 265P, The Power of Play

Duane Short expressed concern that this course was being activated at Miramar given that it had not been reviewed by the Miramar Curriculum Committee.

Jan Lombardi motioned to approve the course for activation at City, but remove Mesa and Miramar from the proposal.

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Libby Andersen expressed concern regarding the approval process in CurricUNET. Shelly Hess assured her it would be investigated and fixed.

Short asked for confirmation that none of the other members of the Council were aware of the Child Development departments at Mesa and Miramar wanting to activate the course. Hess responded that if that were the case, the course would be brought back.

Action: Child Development 265P, The Power of Play, was approved for activation at City College. M/S/P (Lombardi/Benard)

III. OLD BUSINESS

A. Discipline Deans List

Hess presented the Council with an updated Discipline Deans list finalized by Vice Chancellor Otto Lee and the Vice Presidents of Instruction. This list will be sent to everyone soon.

Andersen expressed concern that Sustainability was not on the list. The Council discussed what should be listed; courses, programs, or state-approved disciplines. Hess responded that she would send the list out to the Council, and asked they give her any feedback and suggestions. An updated list will be brought to a future CIC meeting.

B. ADJU Course Updates

Hess informed the Council that Administration of Justice 365, approved at the March 11 CIC meeting, had been renumbered to 365A because 365 had been used in the past. Hess added that Administration of Justice 392 had been approved by the Chancellor's Cabinet for .1 unit to 4 units pending a review of the lecture hours.

C. Instructional Policies

Hess reintroduced the policies reviewed by the Council at the March 11 CIC meeting. The draft policy *Program, Curriculum and Course Development* was discussed and revised by the Council. Hess confirmed she would bring the revisions back prior to final CIC approval.

Next, the Council discussed the draft policy *Auditing and Auditing Fees*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Auditing and Auditing Fees was approved for submission to the District Governance Council. M/S/P (Andersen/Benard)

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The Council next reviewed the draft policy *Credit by Exam*. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Credit by Exam was approved for submission to the District Governance Council. M/S/P (Andersen/Short)

Finally, the Council reviewed the draft policy Prerequisites and Corequisites. It was determined this draft policy is ready for submission to the District Governance Council.

Action: The draft policy Prerequisites and Corequisites was approved for submission to the District Governance Council. M/S/P (Andersen/Flor)

IV. NEW BUSINESS

A. Instructional Policies

Hess presented a new round of draft policies to the Council for their review, including *Philosophy and Criteria for Associate Degree and General Education, Library Services, Articulation, and Graduation Requirements for Degrees and Certificates*. Hess reviewed each policy with the Council, and took note of their suggestions and concerns. She promised the Council the revisions would be brought back to the next meeting for further review.

B. CIC Calendar

Hess informed the Council the District Office of Instructional Services is preparing the CIC Calendar for the 2010-2011 school year. She asked everyone to send her their Curriculum Committee dates for input on the calendar. It will be brought to a future CIC meeting for approval.

C. CCC Inventory Update

Hess announced that the District Office of Instructional Services has started soft testing of the new CCC Inventory for the State Chancellor's Office. They have submitted some test programs, and provided the Chancellor's Office with a long list of suggestions and issues. Instructional Services is currently developing a quick guide and training module for use by the whole state. Once everyone is trained, Instructional Services will work on getting login information for each of the campus designated people.

Tim McGrath added that during a breakout session at the recent CCCIO conference, the State Chancellor's Office presented the new program and discussed the resources they have been putting into it. Our District was mentioned as one of the test sites, raising our profile statewide.

Dan Igou clarified that we are proceeding with the idea that one person per college will be inputting information. Hess confirmed this, saying Instructional Services will assist with the setup and training, but will leave the actual input decentralized at the Colleges.

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D. Walked-In Curriculum

Web Design 168, Cascading Style Sheets (CSS) for Web Design

Shirley Flor informed the Council this was the last of the courses being redesignated to the new WEDB subject area.

Action: Web Design 168, Cascading Style Sheets (CSS) for Web Design, was approved for activation at Mesa College pending technical review.

M/S/P (Benard/Andersen)

Associate in Science Degree, Interior Design

Flor announced this proposal was to revise some grammatical errors in the program description. Andersen recommended that in the future, abbreviations should be spelled out.

Action: The Associate in Science Degree, Interior Design, was approved for activation at Mesa College pending technical review.

M/S/P (Andersen/Lombardi)

Administration of Justice 323, S.T.C. Certified Corrections Officer Core Course

Igou informed the Council that this course was being revised for 6 year review and to comply with updated In Service training requests. The lecture hours were reduced and the lab hours increased to reflect the nature of the course.

Action: Administration of Justice 323, S.T.C. Certified Corrections Officer Core Course, was approved for activation at Miramar College pending technical review.

M/S/P (Andersen/Flor)

Administration of Justice 350A, Weapons and Safety Training for Probation Officers

Igou stated this revision was similar; the lecture units were reduced to comply with Title 5 regulations.

Action: Administration Justice 350A, Weapons and Safety Training for Probation Officers, was approved for activation at Miramar College pending technical review.

M/S/P (Andersen/Benard)

V. **STANDING REPORTS**

A. Curriculum Updating Project (Van Houten)

Hess announced there were two fewer classes than last time.

Andersen expressed her concern that several of the courses on the list were PHYE courses; however, there are currently several such courses stuck in technical review because they are variable unit and there are questions about them. She

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wants to encourage a meeting between faculty and the District Office of Instructional Services to discuss the issue so that these and other courses can be revised and removed from the list. Hess responded she will look into the issue and coordinate with the discipline dean.

B. CurricUNET Steering Committee (Van Houten/Weaver)

A meeting has been sent; there should be a report at the next CIC.

C. Student Services Council (Neault)

No report.

D. State Academic Senate

Lombardi announced the plenary session is next month. There are some issues to be discussed, such as assessment and the new curriculum approval process at the State. Lombardi expressed her concern that the Council not received any updates about the assessment process. She inquired if Lynn Neault would be coming to a future meeting because she feels faculty, particularly faculty in the disciplines affected, should have a voice in what is going. Hess responded that she would let Otto Lee know.

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

Mary Benard stated she got a chance to view the CCC Inventory. She feels it is intuitive and straightforward.

McGrath announced that regionally the vocational deans and faculty are looking at their programs and trying to consolidate them. As such, there will be proposals coming through as they are combined and changed.

F. Articulation Officers (Andersen, Parker, Short)

Andersen commented on a recent report issued from the UC Office of the President stating that groups were being established to review issues facing the UC. One suggestion is to create a common general education pattern accepted by the UCs. Andersen would like to inform the Council that there are already procedures in place; currently, if a course is accepted by 4 UCs, it is accepted by all of them. She asked the Council to inform anyone concerned about UC GE that there are pathways and streamlining already in place.

VI. ANNOUNCEMENTS

A. The April 8th CIC meeting will be held at the District Office, Room 245.

B. Cathy Hasson will be at the April 8th meeting to give us the results of the online self assessment.

C. Handouts:

1. March 25, 2010 CIC Meeting Agenda
2. Draft Minutes from the March 11, 2010 CIC meeting
3. Curriculum Summary

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4. Discipline Deans List
5. Program, Curriculum and Course Development
6. Auditing and Auditing Fees
7. Credit by Exam
8. Prerequisites and Corequisites
9. Philosophy and Criteria for Associate Degree and General Education
10. Library Services
11. Articulation
12. Graduation Requirements for Degrees and Certificates
13. Curriculum Updating Project

VII. ADJOURNMENT

Hess adjourned the meeting at 3:10 p.m.