

# San Diego Community College District Curriculum and Instructional Council

Meeting of November 10, 2011  
2:00 PM—District Office, Room 375

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer—City College
Barnes, Randy	Interim Vice President, Instruction—Miramar College
Benard, Mary	Vice President, Instruction—City College
Ellison, Brian	Vice President, Instruction and Student Services – Continuing Education
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	Co-Curriculum Chair—City College
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Parsons, Toni	Curriculum Chair—Mesa College
Shelton, Deanna	Co-Curriculum Chair—City College
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

### **ABSENT:**

Greenberg, Ingrid	Academic Senate President—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )

### **STAFF:**

Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office
Vallido, Lea	Acting Senior Secretary, Curriculum & Instructional Services—District Office

### **GUESTS:**

Donahue, Teresa	Student guest from SDSU
Kaffenberger, Schovsch	Student guest from SDSU
Jeffcoat, Kendra	Assistant Professor at SDSU
Ryan, Becky	Student guest from SDSU
Sellers, Shannon	Student guest from SDSU

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

## **I. MINUTES AND AGENDA**

- A. Approval of: October 27, 2011 Minutes

*Libby Anderson arrived at 2:06 p.m.*

*The minutes were approved as amended. Juliette Parker abstained  
M/S/P(Short/Parson)*

- B. Approval of: September 8, 2011 Agenda

Added to the Agenda:

Psychology 259 Behavioral Science Statistics Laboratory – Distance Education  
Proposal

Biology 256C Employment Skills in Biotechnology

Added to Old Business:

District Tech Review

Removed from the Agenda:

Gainful Employment

*The agenda was approved as amended. M/S/P (Barnes/Lombardi)*

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

- A. Approval of Curriculum

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

- B. Approval of Program Changes

*The programs were approved by consent. M/S/P (Parsons)*

- C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

- D. Approval of Continuing Education Program Changes

No Continuing Education programs.

## **III. OLD BUSINESS**

- A. District Tech Review

Libby Andersen shared the concerns and questions of the staff at City College in regards to tech review operations. She wanted to make sure that she and her staff

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at City are incorporating the proper items that tech review looks for in their curriculum committee. Andersen also pointed out that City has asked for updates on tech review procedures in the past but has yet been informed. Shelly Hess reminded the Council the business item was approved by CIC last year [*each college and Continuing Education curriculum committee shall regularly schedule meetings... The environment and the number of meetings shall be determined by each curriculum review committee*

[http://instsrv.sdccd.edu/CIC/CIC\\_Business\\_Items/2011/Tech\\_Review\\_Process\\_Final.pdf](http://instsrv.sdccd.edu/CIC/CIC_Business_Items/2011/Tech_Review_Process_Final.pdf) ~added for clarification] Hess is willing to discuss the issue with City's curriculum committee whenever they are available. Erica Plourde added further details about the issue and the discussion continued.

### IV. NEW BUSINESS

#### A. Curriculum Walked – In

Hess invited City to present their walked – in curriculum.

#### *Psychology 259 Behavioral Science Statistics – Distance Education Proposal*

Deanna Shelton and Jan Lombardi distributed a handout with information regarding PSYC 259. Lombardi stated that this course instructs students on how to properly operate the SBSS software and is critical for students in order to transfer to San Diego State University as Psychology majors. Due to the current economic difficulties, budget cuts, and most importantly the lack of space, the only alternative way to offer this course is online. Andersen explained that during past discussions about the issue, it was then understood that the course would not have to be distance education but rather it can be taken on campus. However due to the extensive cost of the software and how it would impact the campuses financially, offering it as distance education would be more beneficial for the students. Tim McGrath asked if this course was only being proposed for City, and asked if it can be amended to include Mesa to the proposal as well. The discussion continued.

*Dr. Kendra Jeffcoar, SDSU guest, arrived at 2:14 p.m.*

McGrath requested motion to approve.

*Action: Motion to approve Psychology 259 for Distance Education and to include Mesa College has been approved pending tech review effective Spring 2012.*

*M/S/P (McGrath/Parsons)*

#### *Biology 265C Employment Skills in Biotechnology proposal*

Shelton and Lombardi distributed a handout regarding BIOL 265C. Lombardi began by stating that this is an experimental course intended for Biotechnology students to teach them interpersonal skills as a preparation for future careers.

*Schovsch Kaffenberger, student guest, arrived at 2:24 p.m.*

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Lombardi requested on behalf of the Life Science Department, to move the course proposal to be approved so that it may be offered in the Spring 2012 semester. Inquiries and discussions regarding the course applicability, grant, units and partnership with UCSD continued.

Duane Short offered a number of questions to be presented to tech review regarding the course, which includes: degree applicability, units, and expected work load hours for students. In regards to the discussion about the course units, Lombardi asked the committee if they could just proceed with the approval of the course then later inquire about the amount of units. Parson suggested tabling it for the next meeting. Shelly explained that if it's tabled, the course will not be offered in time for Spring 2012 semester. *[District Instructional Services discussed Short's questions with the faculty, the issues have been resolved ~Follow-up]*

*Action: Motion to approve pending tech review with Short's specific questions.  
M/S/P (Lombardi/Andersen)*

### V. STANDING REPORTS

#### A. Curriculum Updating Project (Plourde)

Plourde announced the number of courses remaining to be integrated has gone down to 105. Parson requested for an updated spreadsheet which Plourde announced will be distributed to the Curriculum Chairs as soon as it's finalized.

#### B. CurricUNET Steering Committee (Plourde/Weaver)

No report.

Parson requested a new action button: "hold for later approval" for the consent agenda items. Plourde replied that the issue will be discussed for the next meeting. Lombardi commented that CurricUNET is slow. Hess acknowledges the requests and concerns and assured the issues will be taken care of.

#### C. Prerequisite Subcommittee (Hess)

Hess stated that the subcommittee has yet to meet and a meeting will be scheduled before the next CIC.

#### D. Student Services Council (Neault)

No report

#### E. Joint Meeting Agenda Items

Mary Benard asked when the Joint Meeting will be, and Hess informed her that a date has not been set up yet and will work on scheduling a meeting. McGrath wish to discuss SB1440 and SDSU during that time.

*Brian Ellison arrived at 2:41 p.m.*

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## F. State Academic Senate

Shelton and Lombardi distributed a handout that contained information on resolutions that influenced repeatability issues discussed at the Plenary meeting. Parson added that these resolutions were in response to the repeatability task force recommendation papers. Parson also suggested a District wide curriculum meeting with the particular Disciplines to discuss the recommendations and resolutions in regards to repeatability issues (workshop). Hess asked Lombardi when the official decisions will be announced. Lombardi replied that the Board of Governors is supposed to meet to discuss the issue by the end of the year. Discussions regarding the workshop suggested by Parson continued.

Parson also brought up other issues concerning Title 5 changes, Board Policy changes and audit fees. Hess suggested adding those topics to be discussed for the next Joint meeting.

McGrath volunteered to organize the meeting for a planning committee in regards to the Discipline Workshop.

*Julian Zamora (student guest) left at 3:02*

## G. Chief Instructional Officers (Barnes, Benard, Ellison, Lee, McGrath)

Otto Lee distributed a handout regarding Associate Degree for Transfer (SB1440) and approved State-wide TMC. Lee informed the committee of his meeting with Chancellor Constance and President Elliot Hirshman of SDSU pertaining to the same issue, and their supportive responses. Lee's meeting resulted in the discussion of possibly establishing what he refers to as "parallel path," which means that within the 1440 regulation, a local degree will be created in addition to the State-wide TMC. Discussion of the TMC, Disciplines, SDSU and "parallel path" continued.

## H. Articulation Officers (Andersen, Parker, Short)

Short reported on SB1440 and its costs and benefits from a curricular standpoint. He also announced that an advising tool for counselors was developed by the CCC Articulation Officers Regional Representative group and was distributed last week to all CCC articulation officers.

Andersen asked if the local TMC degree proposals by other Community Colleges have been approved by the state chancellors, and to Short's knowledge there has been none. The discussion continued.

## VI. ANNOUNCEMENTS

A. The next meeting will be Thursday December 8, 2011 at the District Office, Room 375.

B. Handouts:

1. November 10, 2011, CIC Meeting Agenda
2. Draft Minutes from the October 27, 2011, CIC meeting
3. Curriculum Summary

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**4. Curriculum Updating Project**

**VII. ADJOURNMENT**

*The meeting adjourned at 3:25 p.m.*