

San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of February 10, 2011
2:00 PM—District Service Center,
First Floor Conference Room

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City College
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Hopkins, Paulette	Dean, Business, Math and Science—Miramar College (proxy for Susan Schwarz)
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

ABSENT:

Benard, Mary	Vice President, Instruction—City College
Matthew, Esther	Academic Senate Representative—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Schwarz, Susan	Acting Vice President, Instruction—Miramar College
Weaver, Roma	Curriculum Chair—Continuing Education

STAFF:

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

Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office
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Shelly Hess called the meeting to order at 2:02 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 9, 2010 Minutes

The minutes were approved.

M/S/P (Parker/Igou)

B. Approval of: February 10, 2011 Agenda

The agenda was approved.

M/S/P (McGrath/Lombardi)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

Geography 154, Introduction to Urban Geography

Peace Studies 250, Field Experience in Peace Studies

Sustainability 250, Field Experience in Sustainability

The remaining curriculum was approved by consent.

M/S/P (Lombardi/McGrath)

B. Approval of Program Changes

No program changes.

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

Geography 154, Introduction to Urban Geography

Juliette Parker asked for this course to be pulled in order to request that the effective date be changed from fall 2011 to fall 2012. The articulation officers have agreed not to offer a course, which is active at a sister college, until all transfer applicability (i.e. UCTCA, CSUGE and IGETC), has been established. . Other courses have been held by Mesa and Miramar for this reason. She noted that articulation for the course with UCSD has been lost by Mesa; she would like to ensure the department chairs have met to discuss this course and ensure there will be enough students.

Jan Lombardi noted that it is her understanding the department chairs have already met. Parker responded that Mesa's department chair indicated to her that

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they have not. She then explained the process for submitting courses for articulation as well as the fact that the evaluators will only consider articulation in the catalog and not retroactive articulation.

Action: Geography 154, Introduction to Urban Geography, was approved for activation at City College effective fall 2012. M/S/P (McGrath/Parker)

*Peace Studies 250, Field Experience in Peace Studies
Sustainability 250, Field Experience in Sustainability*

Duane Short stated that he is not opposed to these classes, but feels that they are service learning courses and should be numbered as such (277C).

Otto Lee arrived at 2:11 p.m.

Short suggested changing the course number to reflect what the course is, in order to maintain the standardization of the course numbering system and avoid problems with repeatability.

Lombardi responded that this is not service learning, as the faculty will be supervising the field work. The course has a different type of framework because of this.

Libby Andersen arrived at 2:12 p.m.

Short responded that as this is not service learning, the hours should be listed as lab hours instead of “other hours” in order to pay the faculty correctly. Short explained that courses such as work experience that use other hours generally pay instructors by the student as opposed to by the hour.

Libby Andersen asked if Laurie Van Houten left any notes on this prior to leaving her position. She was consulted extensively on this course to ensure that it was being done correctly. Shelly Hess said that she would check the notes.

Action: Peace Studies 250, Field Experience in Peace Studies and Sustainability 250, Field Experience in Sustainability were approved for activation at City College pending the resolution of the hours issue. M/S/P (Short/Lombardi)

III. OLD BUSINESS

A. SB 1440 (Information)

Hess reminded the Council of the discussion that had taken place at the SB1440 meeting earlier that day. She introduced the expedited approval timeline for the Council to discuss and revise as necessary.

Tim McGrath expressed concern over whether the state approved catalog description language would be available in time to meet the March 10th deadline. Hess responded that the official description will not be required, but rather a general placeholder to notify everyone whether the faculty intend to adopt the TMCs.

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Short added that the general language is only one piece of the required description. There will also be a blurb in front of each degree stating that it satisfies the requirements of and guarantees admission to all CSUs. This clause is still under debate, as it may not be completely accurate pending the decision of the CSUs whether to universally accept these degrees.

McGrath stated his understanding that the TMCs will not be approved by the CCCCCO without this language, meaning that we would be noncompliant if we failed to include it.

Paulette Hopkins arrived at 2:26 p.m.

Short responded that hopefully what will happen is that the CSUs will get back to us with a list of what is/isn't similar, giving us the basis for negotiating what language is/isn't accepted.

B. CIC Subcommittee List (Action)

Hess reviewed the changes that she made to the subcommittee list; she added the selection process, term length, and meeting schedule for each group.

*Action: The CIC Catalog and Educational Review Subcommittees were approved.
M/S/P (Short/Andersen)*

C. Six-Year Review (Action) (Parsons)

Hess informed the Council that to date, District Instructional Services has not received a list of courses the colleges feel should not be on the six-year review list.

Jan Lombardi expressed concern regarding the inclusion of 044 and generic courses on the list. How will these courses be taken care of? Hess responded that this issue will be discussed as item IV. A.

Toni Parsons expressed her frustration that as of January 1, 2011, the list got longer as all courses due in 2011 were added. She also asked how many courses on the list are generic, deactivated, etc. It would be nice to be able to sort out the actual numbers. She is frustrated that the number appears to have gone up despite all of the work done, making it hard to track progress.

Short added that what Miramar has done is look at their total course inventory and divided it by the average number of curriculum committee minutes over a six year period to see how many courses they should be looking at during any given meeting.

Hess offered to give Mesa a list of only courses offered at that college. Parsons reiterated that her frustration is with the lack of clarity as to how many courses are actually waiting to be reviewed. Someone needs to sort through the list and

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determine what actually needs to be happening. She would like to see the Discipline Deans focusing on the list and prioritizing.

Andersen recommended meeting with the articulation officers to see which courses may be higher priorities for articulation.

Lombardi stated she would like to see the Discipline Deans take leadership and work on the list, meeting with chairs, etc. in order to make a plan.

Hess reminded the Council that at the last CIC meeting, there was a recommendation that she attend each of the college Dean's meetings to explain the role of the Discipline Deans and what they should be doing. She was invited to and met with Mesa; to date, she has not been invited to City or Miramar to meet with those deans to explain. A request was made, recommending Hess convene a meeting with the Discipline Deans.

Lee suggested dividing up the list in a way that makes sense and correlating that list to the discipline deans at each campus. Parker reminded the Council they had done that several years ago. She suggested giving them a list of the six-year review report and the integration list.

Hess summarized sounds like the Council is recommending that the Discipline Deans list be reviewed and perhaps redivided. There is also the issue of the 2-year review for vocational courses (which would create a separate report).

McGrath mentioned a concern brought up by Mesa deans; how are they to work with faculty from other colleges. He recommended that the Council address how those links should work.

D. Revise SDCCD Catalogs and Course Outlines (Action)

Hess reminded the Council of the issues they were being asked to review and discuss. There were five decisions they were being asked to make regarding how information is and should be displayed in the course outlines and college catalogs.

The first issue the Council considered was the removal of the phrase "and/or private colleges and universities" from the Explanation of Terms, Individual Course Descriptions in the SDCCD college catalogs and course outlines. The proposal grid provided by Hess indicated the three colleges were in agreement on this issue.

Action: The phrase "and/or private colleges and universities" will be removed from the Explanation of Terms, Individual Course Descriptions in the SDCCD college catalogs and course outlines effective the 2012-2013 catalog.

M/S/P (Short/Parker)

Next, the Council was asked to consider how to revise the abbreviations of the credit applicability information which appears at the end of the catalog course descriptions, to be explained by a legend to be added to each catalog page.

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The Council discussed whether to use the abbreviation PCU to indicate that courses may be transferable to private colleges and/or universities.

Short stated that any course may or may not be accepted by a PCU. To include this indicator with each courses is potentially misleading as each PCU has its own articulation with each college.

Andersen responded that in presenting these proposals to the City counselors, it was disconcerting to them; they believe it will impact City students if they are not reminded that the course has the potential to transfer. They would like some sort of indication to these students.

Parker stated that the articulation officers cannot verify if a course transfers to a particular PCU. Because the catalog is a legal document, it should be as accurate as possible. She gave several examples of students being upset because courses did not transfer to a specific university or because she could not say which specific courses transfer. She has looked at 82 California community college catalogs; only one of them indicated that transfer to a PCU, and it as for one specific subject area.

Action: The phrase PCU will be not included in the legend or any course description effective the 2012-2013 catalog.
M/S/P (Short/Parker)
7 in favor, 2 opposed

Next, the Council discussed how to display the associate degree applicability of courses. The options were either 'A' or 'AA/AS'.

Parker indicated that the 'A' is explained by s the legend that will appear on each page. Lombardi responded that students may not look at the legend.

Short asked Parker what other colleges do. Parker responded that many colleges did not indicate the associate degree applicability at the end of the description of applicable courses due to consistency with their course numbering; those that do used a mixture of indicators. Parker continued by stating that in the SDCCD, we have inconsistent course numbering (i.e. – an “Associate Degree credit only and not Transferable” course with a 100 level number). Once the numbering of our courses is revised and consistent, the associate degree indicator will not be necessary to list with each applicable course description.

Ellison asked if the indicator means that it applies to one or the other (AA or AS) or does it mean it applies to both? Who verifies this information? Short responded that it is important to remember that a course may have degree applicable status without applying to a specific degree. The reason we need the indicator is that within our District, there are some courses numbered at the 100 (degree applicable) level that are not degree applicable. Until the numbering is universally consistent, clarification is important.

Action: Degree applicable courses will be indicated by 'AA/AS' in Individual Course Descriptions in the SDCCD college catalogs and course outlines effective the 2012-2013 catalog.
M/S/P (Andersen/Lombardi)

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The Council next considered revising the catalog Explanation of Terms to reflect the changes just voted on.

Action: The Explanation of Terms will be revised to reflect the changes voted on using 'AA/AS' to indicate degree applicability and to refer students to contact PCUs directly regarding credit applicability effective the 2012-2013 catalog.
M/S/P (Short/Andersen)

Finally, the Council voted to revise the course numbering description information to reflect the changes.

Action: The course numbering description information will be revised to reflect the changes effective the 2012-2013 catalog.
M/S/P (Short/Parker)

E. Catalog Course Descriptions—Additional Information (Action)

Hess informed the Council that at present, some course descriptions include information that is found elsewhere in the catalogs such as transfer applicability. Some of this information is incorrect for certain colleges. This agenda item asks for CIC approval to remove duplicate and inconsistent information from course descriptions, based on the updated course outline guide.

Action: Information will be removed from catalog course descriptions that is provided elsewhere in the catalog effective the 2011-2012 catalog.
M/S/P (Short/Andersen)

IV. NEW BUSINESS

A. Generic Outlines (Action)

Hess informed the Council that three issues regarding generic outlines have recently emerged. The first is that generic courses are listed under some subjects in the catalog but not others. The second is the appearance of generics on the six-year review report. The third is the lack of a process for developing new generic outlines; for example, City would like to develop a generic outline for study abroad.

Short suggested that as the generic outline process rarely goes as smoothly as it is intended to, it might be better to avoid the current process and instead have boiler plate templates the colleges can use to activate courses through the regular process.

Andersen informed the Council that the generic outline for Service Learning was developed in 1996. Study abroad courses are usually created as experimental topics related to the subject area and country of study.

Short responded that it seems as if a 392 Special Topics framework would be appropriate. A general framework can be created and modified to fit the country of study.

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Hess declared that it sounds like the issue needs further discussion. She suggested that this would be an appropriate topic for the educational review subcommittee.

Otto Lee left at 3:19 p.m.

Short reiterated his belief that it may be best to do away with generic outlines entirely. The Council discussed this proposal. Hess concluded that she would update the new business form and bring it back for a second reading.

B. CCC Curriculum Inventory Training (Information)

Hess informed the Council that the CCCCO was offering several online trainings on the new TMC degrees. She will send out specific date and access information.

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess announced the number of courses to be integrated is 127. Amanda Ficken-Davis added that the numbers change based on the number of course integration proposals that are approved (not course revisions). She asked that if the colleges feel there are courses that have been integrated on the list to please notify District Instructional Services, who will research and remove courses as appropriate.

B. CurricUNET Steering Committee (Hess/Weaver)

Hess announced the committee will be scheduling their next meeting soon. The FTEF calculation has finally been fixed; unfortunately, in the process, several courses that have the override box checked have been altered. Those courses are being audited and corrected; it is likely that District Instructional Services will want to meet with the discipline faculty and curriculum chair to ensure accuracy.

Hess added that there is a list of changes to be made that are currently in CurricUNET's queue for completion. McGrath expressed his concern at the lack of progress in completing these changes. He recommended inviting a Governet rep to the next Steering meeting. He will make sure the other VPIs attend to help convey the urgency of these changes.

C. Student Services Council (Neault)

No report.

D. Joint Meeting Agenda Items

Councilmembers gave several agenda items, including acceptance of credit, assessment testing, and prerequisites.

E. State Academic Senate

Lombardi reported that the plenary in April will likely focus largely on the changes to prerequisites and moving forward on content review. The curriculum

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institute in July (which will be held in San Diego this year) will likely focus on this as well. It is anticipated that the approach to content review will likely be training similar to that used currently for standalones.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

Andersen reported that the Statway collaboration has received CSUGE approval for Math 115. She asked that the college curriculum committees sign off on the course as soon as possible. City will be taking the course through UC approval along with Pierce, Foothill, and American River colleges. The four colleges will confer on strategy for approaching UC faculty to explain the importance of this course for NonSTEM majors. She is also hoping that it will be accepted for District Math competency requirements.

VI. ANNOUNCEMENTS

A. The February 24, 2011 CIC meeting will be a joint meeting with Student Services Council, held at the District Office, Room 245, starting at 12:30 p.m.

B. Handouts:

1. February 10, 2011 CIC Meeting Agenda
2. Draft Minutes from the December 9, 2010 CIC meeting
3. Curriculum Summary
4. Expedited Approval Process
5. Six-Year Review New Business Form
6. Six-Year Review List
7. CIC Subcommittee List (partial)
8. Catalog Course Revisions New Business Form
9. Catalog Course Revision Proposals
10. Course Description Additional Information New Business Form
11. Generic Outlines New Business Form
12. Curriculum Updating Project

VII. ADJOURNMENT

Meeting adjourned at 3:33 p.m.