

San Diego Community College District Curriculum and Instructional Council

Meeting of February 24, 2011
12:30 PM—District Office,
Room 245

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 & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar College
Lombardi, Jan	Co-Curriculum Chair—City 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:

Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
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>)

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 12:35 p.m.

I. MINUTES AND AGENDA

A. Approval of: February 10, 2011 Minutes

The minutes were approved. M/S/P (*Short/Andersen*)

B. Approval of: February 24, 2011 Agenda

Added to the Agenda:
Update on PEAC 250 and SUST 250

The agenda was approved. M/S/P (*Benard/Andersen*)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:
Biology 290, Independent Study
Chemistry 290, Independent Study
Microsoft 134, Implementing, Managing, and Maintaining Network Infrastructure I
Nursing 235, LVN to RN Transition

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

B. Approval of Program Changes

Removed from the consent agenda:

Agriculture, Certificate of Performance- Organic Gardening for the Culinary Arts
Sustainable Urban Agriculture, Certificate of Achievement- Urban Gardening
Sustainable Urban Agriculture, Certificate of Achievement- Urban Farming

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

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

Microsoft 134, Implementing, Managing, and Maintaining Network Infrastructure I

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Toni Parsons expressed concern that the proposal was listed as proposed for City College when Mesa College was requesting deactivation. It was clarified that the course is intended for deactivation at Mesa College.

Action: Microsoft 134, Implementing, Managing, and Maintaining Network Infrastructure I, was approved for deactivation at Mesa College effective spring 2011. M/S/P (Parsons/Benard)

Nursing 235, LVN to RN Transition

Jan Lombardi indicated that she believed the course was intended for spring 2011 activation. Shelly Hess responded that generally courses are not activated during their effective semester. Further, as this course is not part of an approved program, it would be considered standalone and therefore cannot be offered until the semester after it is approved.

Brian Ellison arrived at 12:46 p.m.

Action: Nursing 235, LVN to RN Transition, was approved for activation at City College effective fall 2011. M/S/P (Igou/Andersen)

Biology 290, Independent Study Chemistry 290, Independent Study

Duane Short explained that these courses are generic outlines, which in the past have not gone through the six-year review process. He is concerned about setting a precedent in approving these courses, particularly in light of the fact that the Council is currently discussing revising the generic outline process.

Parsons explained that several departments jumped on updating the courses on the six-year review list very quickly. These proposals are a result of that. She agrees that we might want to hold off on approving the courses until the generic outlines question is settled.

Action: Biology 290, Independent Study and Chemistry 290, Independent Study, were tabled pending the recommendation of the educational review subcommittee. M/S/P (Benard/Andersen)

Agriculture, Certificate of Performance- Organic Gardening for the Culinary Arts Sustainable Urban Agriculture, Certificate of Achievement- Urban Gardening Sustainable Urban Agriculture, Certificate of Achievement- Urban Farming

Randy Barnes expressed his concern that these programs, though listed under different subject areas, are all part of the same family of programs. He wants to ensure that they are listed together in the catalog. Hess asked where they should be listed. Libby Andersen responded that they should all go under Agriculture.

Action: Agriculture, Certificate of Performance- Organic Gardening for the Culinary Arts; Sustainable Urban Agriculture, Certificate of Achievement- Urban

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*Gardening; and Sustainable Urban Agriculture, Certificate of Achievement-
Urban Farming, were approved for activation at City College effective fall 2011.*

M/S/P (Lombardi/Igou)

III. OLD BUSINESS

A. SB 1440 (Information)

Hess asked the Council for updates regarding the progress the colleges were making towards new degrees. She indicated that she knows that Miramar will be implementing the Sociology and Psychology TMCs. Lombardi responded that City is working on Communication Studies and Sociology. Psychology is possible.

Hess added that Kinesiology is being pursued by Kathy McGinnis. Short expressed his concerns that we cannot create a degree that currently conforms to the TMC as it currently appears. Our courses are 2 units to be in line with SDSU's requirements; the TMC assumes that courses are 3 units. He encouraged everyone to complain to the CCCCCO through the official channels to revise the TMC.

Parsons indicated that Mesa department chair Jan Ellis has recommended revising our courses to be 3 units to bring them into compliance. The concern with this is whether there is enough time. Short indicated that this might be a good fall back if necessary, but would rather see us lobby to change the TMC.

Short added that the criminal justice TMC has zero courses required for prep for the major at SDSU. He will complain about this TMC as well.

Juliette Parker supported Short's suggestion not to change the courses until the TMC is finalized. She also feels we should wait until we know if SDSU will accept the TMC; if not, there is no point in revising already articulated courses.

Parsons will be meeting with Mesa deans and department chairs on Friday, February 25 to determine which TMCs might be adopted. She believed Math will be adopted. Kinesiology was looking good minus the issue with the units. She asked if the paperwork was available from the State yet; if so, she will be able to take it to the meeting tomorrow and get everything filled out.

Hess responded that the CCCCCO has released the updated program approval form. District Instructional Services has a website that has the information regarding SB 1440. This form will be added. Additionally, she will create a cheat sheet/checklist for filling out the form so that everyone does not have to read the 39 pages of instructions.

Mary Benard asked for clarification on the due dates. Hess informed her that the programs will go to the CCCCCO following Board of Trustees approval. According to the timeline, programs will go to the April 14 meeting. To be ready for this meeting, the programs will need to be approved by CIC at the March 24 meeting. To ensure room in the catalog, District Instructional Services is asking

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that the colleges inform them which programs they will be submitting by March 10.

Parsons informed the Council that due to time constraints, her curriculum committee is prepared to vote on these proposals via email.

Parker stated that typically, program descriptions are not aligned. Will this change for the TMCs? Hess responded that this may be the case if the CCCCCO requires standardized language.

Hess reminded the Council that District Instructional Services has added a page to their website for SB 1440 resources. Minutes from the February 10 SB 1440 meeting would be added later in the week. If there is anything District Instructional Services can do to help, please ask.

B. Generic Outlines (Action)

Hess reviewed the Generic Outlines New Business Form. Based on previous discussion, the recommendation before the Council is to send this issue to the Educational Review subcommittee for their review and further recommendation.

Lombardi asked what City should do in the meantime regarding the study abroad courses they would like to offer. They are hoping to offer them in the fall. How does this impact that timeline? Short recommended City move forward with their proposals until the subcommittee returns with its recommendation.

Andersen indicated the proposals were being submitted as special topics courses. Short agreed this is what makes the most sense; the special topics framework can be created and focus areas can be made for each country.

Action: The issue of generic outlines will be referred to the Educational; Review Subcommittee for their review and recommendation. M/S/P (Short/Andersen)

C. PEAC 250 and SUST 250 Update

Hess reminded the Council that at the February 10 meeting, Peace Studies 250 and Sustainability 250 were approved pending further clarification. To date, she has not received clarification from the faculty. Has this issue been resolved? It was indicated to Hess that it had not. She summarized that the issue will remain in technical review.

Andersen expressed her concern at the number of course proposals at the CIC technical review level. She requested that a list of proposals be provided with information about what needs to happen for each. Hess agreed to provide this, and reminded the colleges that they needed to meet with district technical review personnel so each can learn the processes of the other.

Short asked if District Instructional Services has regular technical review meetings. Hess indicated that they do not at this time. Short responded that it might be helpful, should there be issues that they need to meet with the colleges

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about. Hess responded that in the cases where meeting with the colleges are necessary, we have met around the faculty's schedule.

Hess informed the Council she would provide them with a list in order to identify what problems exist and what meetings need to happen.

IV. NEW BUSINESS

A. Catalog Deadline (Information)

Hess reminded the Council that the catalog deadline is the March 10 meeting. Because this will be a joint meeting with Student Services Council and there likely will not be time to discuss the walked-in curriculum, courses will be accepted at the March 24 meeting provided that a list is given the Instructional Services by March 10.

Parsons asked what the policy is regarding when courses need to be submitted. Can courses be offered that are not listed in the catalog? Hess responded that courses can be offered, but because the catalog is a guide for students, it is recommended that it be as accurate as possible. Only programs listed in the catalog will be offered. Very rarely addendum will be put out in the case of extenuating circumstances. She explained that District Instructional Services tries to include as much possible in the catalog. There is no guarantee that courses submitted after the catalog deadline will make it into the catalog, but due to the impact the catalog has on students (for example, veteran students face extreme scrutiny in enrolling), we try to be as complete as possible.

Parker added that the catalog also has an impact with transfer institutions. If a course is not in the catalog, it will not be considered. Hess added that we receive requests from students years and decades after they have taken classes looking for course information. The catalog is our main reference.

B. Program Forms (Information)

Hess reiterated that the new program forms exist from the CCCCO. She will send out a cheat sheet and link to the forms soon.

Parker asked that we discuss with CCCCO personnel their definition of articulation; it differs from ours and has caused problems with the program approval process. Hess responded that this would be discussed further at the next DAC meeting.

C. Prerequisites

Parsons informed the Council that Wheeler North, Region D representative and Miramar College faculty member, has been requesting letters of support for the new Title 5 prerequisite language. Following extensive discussion, the consensus seems to be that the change in the language is supported; however, there are concerns about adding additional prerequisites and having to give FTES to English and math courses because of the current budget situation. The language specifically states that a District policy will have to be created.

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Lombardi added that the language is permissive; we do not have to adopt content review.

Parsons stressed that a conversation needs to start about what we will do. Some departments would love to add the prerequisites but are concerned about what that means. Lombardi added that because of aligned curriculum, these decisions will have to be made as a district.

Barnes recommended getting the reading, writing, and math levels of students currently passing classes in these subjects. Research and Planning has this information available, and it could help departments decide.

Parsons explained that currently Title 5 requires rigorous and statistically relevant results. Unfortunately, the number of students is so small that it is impossible to meet these standards. The new language is far less rigorous. She anticipates that it will lead to a change in the course outlines of the prerequisites. Rather than English 101 reading “research paper” it might be changed to “research paper of 6000 words or more” or something similar. While our process will still be rigorous, there are concerns about how to approach it.

Hess recommended that as part of the training, faculty should be warned that enrollments may drop. For example, ECON 120 and 121 have had to add MATH 96 as a prerequisite and have seen significant drops in enrollment. Once prerequisites are established they are on there, they will be enforced, and cannot be removed without a course revision proposal in CurricUNET.

Benard thanked Parsons for bringing this up. She feels this is a conversation that needs to be led by instruction, not student services.

Barnes added that he attended part of the webinar on the issue. It seems that the data they are looking for can be as simple as the percentage of students who passed the class with and without the suggested prerequisite. It does not need to be statistically significant, making it much simpler than the old method.

Ellison agrees that it is important to divorce the student services element from instruction. He warned that there is a heavy political undercurrent that student services grapples with, so the issue will need to be discussed jointly at some point later on. Based on his experience, faculty will want to add a prerequisite, but will not actually want to block students from enrolling in the class. Times are bad now, but eventually we will be back to chasing FTES. Faculty need to be prepared for that change.

Parsons argued that Title 5 has changed sufficiently since MALDEF’s lawsuit to address many of the concerns. She also stated that Chemistry recently had to add a math prerequisite to one of their courses. While they, like ECON, initially saw a decrease in enrollment, the number of students finishing the course was the same. In time, enrollment was mostly restored as students had time to take the prerequisite, and the success rate of students is much higher than it was before. Over 80 percent of our students are testing into Basic Skills. They will have to

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take these courses at some point in order to complete their degree or transfer requirements. Adding prerequisites only means that they will have to take them sooner in their academic careers.

Roma Weaver arrived at 1:36 p.m.

Ellison responded the one of the concerns of the MALDEF suit was that a disproportionate number of students of color were being placed in classes and not emerging from them. This will need to be addressed.

Hess thanked everyone for the discussion. It is certainly not over. Currently, our policy is broad and will not be affected, but we will definitely need to update our procedures and plan for training, implementation, and research.

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No update.

B. CurricUNET Steering Committee (Hess/Weaver)

Hess informed the Council that a representative from Mesa was needed before the next Steering Committee meeting could be scheduled. She has contacted Governet with the concerns expressed at the last CIC meeting and has been told that the changes will be made as soon as possible. She will update the Council soon.

C. Student Services Council (Neault)

No report.

D. Joint Meeting Agenda Items

Amanda Ficken-Davis listed the items to be discussed at the March 10 joint meeting. An item requested by Student Services, Meeting Students' Basic Skills Needs, required clarification. Ellison responded that the group looked at District data regarding basic skills persistence and success. While the persistence rates of basic skills students are higher than that of "general" students, their success rates in basic skills courses are lower. The question is why and what can we do about it. The Council discussed the different initiatives that are addressing this issue. Concerns were raised about the methodology of the study. Hess will ensure that the report is brought to the joint meeting for the Council's review.

E. State Academic Senate

The plenary session will be April 14 and 15.

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

No report.

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G. Articulation Officers (Andersen, Parker, Short)

No report.

VI. ANNOUNCEMENTS

A. The March 10, 2011 CIC meeting will be a joint meeting with Student Services Council, held at the District Service Center First Floor Conference Room, starting at 1:00 p.m.

B. Handouts:

1. February 24, 2011 CIC Meeting Agenda
2. Draft Minutes from the February 10, 2011 CIC meeting
3. Curriculum Summary
4. Generic Outlines New Business Form
5. Curriculum Updating Project

VII. ADJOURNMENT