

San Diego Community College District Curriculum and Instructional Council

Meeting of March 24, 2011
2:00 PM—Miramar College,
Room W-248

MINUTES

PRESENT:

| | |
|------------------|--|
| Barnes, Randy | Interim Vice President, Instruction—Miramar College |
| Bergland, Yvonne | Dean, Instructional—Mesa College (proxy for Tim McGrath) |
| Ellison, Brian | Vice President, Instruction & 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 |
| 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:

| | |
|-----------------|---|
| Andersen, Libby | Articulation Officer—City College |
| Benard, Mary | Vice President, Instruction—City College |
| 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:

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

| | |
|---------------|--|
| Henne, Andrea | Dean, Online and Distributed Learning—District Office |
| Scott, Carmen | Curriculum Technician, Curriculum & Instructional Services—District Office |

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Shelly Hess called the meeting to order at 2:11 p.m.

I. MINUTES AND AGENDA

A. Approval of: February 24, 2010 Minutes

The minutes were approved as amended.

M/S/P (Bergland/Igou)

Juliette Parker arrived at 2:13 p.m.

B. Approval of: March 24, 2010 Agenda

Added to the Agenda:

Building Construction Technology 44, Supervised Tutoring in Building
Construction Technology
Chemistry 44, Supervised Tutoring in Chemistry
Economics 120, Principles of Macroeconomics
Economics 121, Principles of Microeconomics
Hotel Management 44, Supervised Tutoring in Hotel Management
Mathematics 047, Beginning Algebra and Practical Descriptive Statistics
Mathematics 113, Gateway to Experimental Statistics
Mathematics 107L, Introduction to Scientific Programming Lab
Mathematics 215, Introduction to Teaching Mathematics
Mathematics 296, Individual Instruction in Mathematics
Medical Assisting 66, Administrative Medical Assisting I
Medical Assisting 68, Human Behavior for Allied Health Students
Medical Assisting 76, Principles of Infection Control and Sterile Technique
Medical Assisting 78, Principles of Patient Care
Medical Assisting 82, Diagnostic Testing
Medical Assisting 86, Administrative Medical Assisting II
Nursing Education 244, Medical Surgical Nursing IV
Nursing Education 245, Pharmacology for Nursing VII
Nursing Education 246, Leadership in Nursing
Photography 103, Intermediate Directed Photo Lab Studies
Photography 109, Photographic Composition and Design
Photography 127, Self Promotion for Professional Photographers
Photography 165, Electronic Portfolios for Photographers
Photography 201, Intermediate Lighting Techniques
Physical Education 187, Outdoor Cycling
Physical Education 188, Hiking for Fitness
Physical Science 215, Introduction to Teaching Science
Radiologic Technology 44 Supervised Tutoring in Radiologic Technology
Vietnamese 44, Supervised Tutoring in Vietnamese
Associate in Arts Degree, Communication Studies (Mesa College)
Certificate of Performance, Communication Studies (Mesa College)
Associate in Arts Degree, Communication Studies (City College)
Certificate of Performance, Communication Studies (City College)
Associate in Science Degree, Cosmetology
Certificate of Achievement, Esthetician
Certificate of Performance, Teacher Training Program

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Certificate of Performance, News Editing Production
Certificate of Performance, Newswriting
Certificate of Performance, Online Journalism
Associate in Science Degree, Nursing (Generic RN)
Associate in Arts Degree, Photography
Certificate of Achievement, Photography
Associate in Arts Degree, Musical Theater
Associate in Arts Degree, Theater

The agenda was approved as amended.

M/S/P (Lombardi/Parsons)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

*Administration of Justice 361T, Block 20: Force Options / Internal Affairs for
Correctional Deputies*

Multimedia 120, Video Game Development I: Introduction to Game Design

Multimedia 121, Digital Image Editing I: Introduction to Photoshop

Multimedia 137, 3D Animation I: Introduction to 3D Animation

*Multimedia 139, 3D Animation II: Character Design for Film and Video Game
Production*

Multimedia 141, 3D Animation III: Realism, Physics, and Particle Systems

Multimedia 143, 3D Animation IV: 3D Short Film Production

The remaining curriculum was approved by consent.

M/S/P (Lombardi/Short)

Deanna Shelton arrived at 2:17 p.m.

B. Approval of Program Changes

Duane Short expressed his concern that each of the colleges had approved separate wording for their SB 1440 programs. He would like to have a discussion regarding standardizing the language amongst the colleges. Shelly Hess responded that programs could be approved at this time, and the final decision regarding the catalog language could be made later (prior to the programs going to the state Chancellor's Office for approval).

Otto Lee expressed his appreciation to the faculty, curriculum committees, and Academic Senates regarding the speed with which the new SB 1440 degrees were approved.

The programs were approved by consent.

M/S/P (Parker/Lombardi)

C. Approval of Continuing Education Curriculum

The curriculum was approved by consent.

M/S/P (Parker Parsons)

D. Approval of Continuing Education Program Changes

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The programs were approved by consent.

M/S/P (Parker/Igou)

E. Curriculum Items Discussed

Multimedia 120, Video Game Development I: Introduction to Game Design
Multimedia 121, Digital Image Editing I: Introduction to Photoshop
Multimedia 137, 3D Animation I: Introduction to 3D Animation
Multimedia 139, 3D Animation II: Character Design for Film and Video Game Production
Multimedia 141, 3D Animation III: Realism, Physics, and Particle Systems
Multimedia 143, 3D Animation IV: 3D Short Film Production

Short asked about the method Multimedia was using to allow repeatability for significant software and hardware changes. He understands that the process is that when there is a significant change, the VPI will notify the District Office of Instructional Services to reset the course's repeatability and allow students to retake the course with the updated content. The repeatability is indicated in the course's description. The course's CR in CurricUNET indicates that the course is repeatable up to four times, but makes no mention of this process. Short asked how this is coded in ISIS.

Carmen Scott responded that, despite what the CR indicates, the course will not automatically be coded in ISIS as repeatable. District Instructional Services is aware of the process, and will code it as not repeatable; it will be overridden if necessary as technology changes.

Action: Multimedia 120, Video Game Development I: Introduction to Game Design; Multimedia 121, Digital Image Editing I: Introduction to Photoshop; Multimedia 137, 3D Animation I: Introduction to 3D Animation; Multimedia 139, 3D Animation II: Character Design for Film and Video Game Production; Multimedia 141, 3D Animation III: Realism, Physics, and Particle Systems; Multimedia 143, 3D Animation IV: 3D Short Film Production were approved for activation at Mesa College.

M/S/P (Short/Lombardi)

Administration of Justice 361T, Block 20: Force Options / Internal Affairs for Correctional Deputies

Hess informed the Council that any course less than 0.5 units must go to the Chancellor's Cabinet for approval prior to activation.

Short clarified that this course is intended to be offered in one to two eight-hour days with no expectation of work outside of class. This is for courses that we are directed to offer by our partner agencies.

Action: Administration of Justice 361T, Block 20: Force Options / Internal Affairs for Correctional Deputies, was approved for activation at Miramar College pending cabinet approval.

M/S/P (Igou/Short)

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III. OLD BUSINESS

A. SB 1440 (Information)

Hess thanked everyone for their hard work on these programs. She reviewed the expedited timeline previously approved by CIC. So far, the programs are on track with that timeline. The programs will go to the Board of Trustees for approval on April 14; beginning April 15, completed packets can be sent to the District Office of Instructional Services for signatures. She is hoping that all the colleges will be able to send in their packets by April 21, the deadline approved earlier by CIC.

Hess added that quick guides for putting together the completed packets using the expedited TMC approval process were recently sent out. The email included a link to the full approval process. Hess has learned from Stephanie Low that when packets are submitted to the state, any program following the Transfer Model Curriculum must be submitted in the TMC template.

B. PEAC 250 and SUST 250 Update (Information)

Hess reminded the Council that Peace Studies 250 and Sustainability 250 were approved at CIC on 2/10/11 pending clarification of the hours. The questions asked by the Council have been answered by the faculty. Peace Studies 277C did not allow as much student/faculty contact as they would like. This course is designed to allow more time with guiding faculty members in addition to the regular field experience component, which would not be faculty supervised.

IV. NEW BUSINESS

A. Credit by Examination (Information)

Hess informed the Council that there were several different processes that deal with Credit by Examination. The process she is referring to today is the internal process by which departments chose to award credit for existing courses to students who complete an examination. Each college has a list of which courses credit can be awarded for this way, held by the Vice President of Instruction.

A request has come from a Mesa department to remove courses from this list. Hess recommended that this go through the college curriculum committee.

Juliette Parker responded that the courses on the list are decided by the department. It has never had to go through the CRC before.

Short explained that there are currently at least two different processes that result in the notation a student has passed one of our courses. The first is campus based, determined by separately by each college and department. The second is the process by which we allow high schools to administer our courses. It has a more involved process and requires concurrence by the three colleges. Short would like to recommend that we create one process for all credit by examination, to be determined by the policies and procedures subcommittee.

Hess requested that the list change go to Mesa's CRC at least as an advisory. Otto Lee added that he respects that it is the discipline faculty's purview to

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determine which courses to offer through credit by examination. His concern is how the information is communicated and documented. For aligned curriculum, how is the information communicated to the other colleges and to students? How can we make sure that all colleges are informed of changes? This issue may not be appropriate for approval at the college curriculum committees, but should be recorded somewhere.

Parker responded that she doesn't see a need to record the information; while the external credit by examination needs to be aligned, internal information should be up the faculty based on the variety of factors faced.

Hess responded that today's focus is if there is a way to inform everyone so that everyone knows what the other colleges accept. Parker asked if the college lists should be sent to the District. Hess responded that would be helpful. There is no need to send a justification, but just the list of which courses credit by exam is available for.

Jan Lombardi pointed out that all three catalogs refer students to the evaluator's office for more information; the evaluators have all been moved to the District Office. Parker responded that is for external exams. Hess added that the statement will be updated.

Short maintained there should be consistency in the decision making and outcome. He wants to make sure that everyone is held to the same standards.

Toni Parsons asked if each college uses the same exam. Parker responded that it varies by college and department; in some cases, an exam may not be given.

Hess recommended that this discussion be brought back at a later date. She would like to have a smaller group (either policies and procedures or educational review; it will be determined who later) discuss the issue and bring a resolution to CIC.

B. Walked-In Curriculum (Action)

Hess invited Mesa to present their walked in curriculum.

Building Construction Technology 44, Supervised Tutoring in Building Construction Technology
Chemistry 44, Supervised Tutoring in Chemistry
Hotel Management 44, Supervised Tutoring in Hotel Management
Mathematics 107L, Introduction to Scientific Programming Lab
Mathematics 296, Individual Instruction in Mathematics
Radiologic Technology 44 Supervised Tutoring in Radiologic Technology
Vietnamese 44, Supervised Tutoring in Vietnamese

Toni Parsons explained that these courses are all deactivations. Most of these courses have not been offered at Mesa in years. For MATH 107L, there are plans to revise programs to remove the course.

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Economics 120, Principles of Macroeconomics
Economics 121, Principles of Microeconomics

These courses are being updated to clarify the prerequisite. It was entered as completion of MATH 96, but did not indicate that higher level courses would also satisfy. Students who have completed higher level courses are having difficulty enrolling.

Mathematics 215, Introduction to Teaching Mathematics
Physical Science 215, Introduction to Teaching Science

These are new courses designed with help from UCSD in order to start a program for secondary teaching in STEM fields.

Medical Assisting 66, Administrative Medical Assisting I
Medical Assisting 68, Human Behavior for Allied Health Students
Medical Assisting 76, Principles of Infection Control and Sterile Technique
Medical Assisting 78, Principles of Patient Care
Medical Assisting 82, Diagnostic Testing
Medical Assisting 86, Administrative Medical Assisting II

These courses are being renumbered to show their correct degree applicability and articulation levels.

Associate in Arts Degree, Communication Studies (Mesa College)
Certificate of Performance, Communication Studies (Mesa College)

These programs are undergoing a name change from Speech Communications. No further changes have been made.

Action: Building Construction Technology 44, Supervised Tutoring in Building Construction Technology; Chemistry 44, Supervised Tutoring in Chemistry; Economics 120, Principles of Macroeconomics; Economics 121, Principles of Microeconomics; Hotel Management 44, Supervised Tutoring in Hotel Management; Mathematics 107L, Introduction to Scientific Programming Lab; Mathematics 215, Introduction to Teaching Mathematics; Mathematics 296, Individual Instruction in Mathematics; Medical Assisting 66, Administrative Medical Assisting I; Medical Assisting 68, Human Behavior for Allied Health Students; Medical Assisting 76, Principles of Infection Control and Sterile Technique; Medical Assisting 78, Principles of Patient Care; Medical Assisting 82, Diagnostic Testing; Medical Assisting 86, Administrative Medical Assisting II; Physical Science 215, Introduction to Teaching Science; Radiologic Technology 44 Supervised Tutoring in Radiologic Technology; Vietnamese 44, Supervised Tutoring in Vietnamese; Associate in Arts Degree, Communication Studies (Mesa College); Certificate of Performance, Communication Studies (Mesa College) were approved for activation at Mesa College pending technical review.
M/S/P (Lombardi/Parker)

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Next, Hess invited City to present their walked in curriculum.

*Mathematics 047, Beginning Algebra and Practical Descriptive Statistics;
Mathematics 113, Gateway to Experimental Statistics*

Jan Lombardi explained that these courses are part of a Carnegie Institute funded special program for nonSTEM students to help with math proficiency. Hess informed the Council that these courses will require number changes since 47 and 113 have already been used.

Nursing Education 244, Medical Surgical Nursing IV; Nursing Education 245, Pharmacology for Nursing VII; Nursing Education 246, Leadership in Nursing; Associate in Science Degree, Nursing (Generic RN)

Lombardi continued that Nursing has rewritten their entire program. These are the last few courses and the associated program. A number of course activations will be coming through in the near future.

Photography 103, Intermediate Directed Photo Lab Studies; Photography 109, Photographic Composition and Design; Photography 127, Self Promotion for Professional Photographers; Photography 165, Electronic Portfolios for Photographers; Photography 201, Intermediate Lighting Techniques; Associate in Arts Degree, Photography; Certificate of Achievement, Photography

The Photography department has moved into a new building with expanded resources. The program has been updated and new courses added to reflect this.

Physical Education 187, Outdoor Cycling; Physical Education 188, Hiking for Fitness

It is hoped that these courses can be offered in the summer.

Associate in Arts Degree, Communication Studies (City College); Certificate of Performance, Communication Studies (City College)

These programs, like Mesa's, are being revised to reflect the subject name change from Speech to Communication Studies.

Associate in Science Degree, Cosmetology; Certificate of Achievement, Esthetician; Certificate of Performance, Teacher Training Program

The program description has been revised to rewrite the way the program is described.

Associate in Arts Degree, Musical Theater; Associate in Arts Degree, Theater

These program changes are intended for the new catalog.

Certificate of Performance, News Editing Production; Certificate of Performance, Newswriting; Certificate of Performance, Online Journalism

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These are new certificates.

Short asked if the new Photography courses would be standalone or part of the program. Lombardi responded they would be part of the revised program, with existing courses to be deactivated. It is a substantial program revision that is being put in place because of the number of students who complete the program and go directly into the work force.

Deanna Shelton asked why Anthropology 392A was not being discussed. Hess responded that the course is not ready; for Special Topics courses, a framework course must be approved before a specific special topic could be. The course should still be in place in time to be offered in the Fall.

Action: Mathematics 047, Beginning Algebra and Practical Descriptive Statistics; Mathematics 113, Gateway to Experimental Statistics; Nursing Education 244, Medical Surgical Nursing IV; Nursing Education 245, Pharmacology for Nursing VII; Nursing Education 246, Leadership in Nursing; Photography 103, Intermediate Directed Photo Lab Studies; Photography 109, Photographic Composition and Design; Photography 127, Self Promotion for Professional Photographers; Photography 165, Electronic Portfolios for Photographers; Photography 201, Intermediate Lighting Techniques; Physical Education 187, Outdoor Cycling; Physical Education 188, Hiking for Fitness; Associate in Arts Degree, Communication Studies (City College); Certificate of Performance, Communication Studies (City College); Associate in Science Degree, Cosmetology; Certificate of Achievement, Esthetician; Certificate of Performance, Teacher Training Program; Certificate of Performance, News Editing Production; Certificate of Performance, Newswriting; Certificate of Performance, Online Journalism; Associate in Science Degree, Nursing (Generic RN); Associate in Arts Degree, Photography; Certificate of Achievement, Photography; Associate in Arts Degree, Musical Theater; Associate in Arts Degree, Theater were approved for activation at City pending technical review.

M/S/P (Parsons/Barnes)

[Note: During technical review, Mathematics 047 was changed to Mathematics 047A; Mathematics 113 was changed to Mathematics 115]

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported that the number of courses remaining to be integrated is going down.

B. CurricUNET Steering Committee (Hess/Weaver)

Hess reported that she is working on scheduling the next meeting. Governet did finish the requested changes; however, this led to further issues.

On April 8, 2011, a CurricUNET User Group meeting will be hosted by Riverside Community College District. A representative from Governet will be there to

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discuss customer service issues. A flyer about the meeting will be forwarded to everyone.

C. Student Services Council (Neault)

No report.

D. Joint Meeting Agenda Items

Parsons asked that prerequisites remain on the agenda for the next meeting.

E. State Academic Senate

The plenary session will be April 14 and 15.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

No report.

VI. ANNOUNCEMENTS

A. The April 14, 2011 CIC meeting will be held at ECC, room 121.

B. Handouts:

1. March 24, 2010 CIC Meeting Agenda
2. Draft Minutes from the February 24, 2010 CIC meeting
3. Curriculum Summary
4. CE Curriculum Summary
5. Curriculum Updating Project

VII. ADJOURNMENT

The meeting adjourned at 3:03 p.m.