

San Diego Community College District Curriculum and Instructional Council

Meeting of September 22, 2011
1:30 PM—District Service Center, First
Floor Conference Room

MINUTES

PRESENT:

Barnes, Randy	Interim Vice President, Instruction—Miramar College
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 (proxy for Libby Andersen)
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
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Greenberg, Ingrid	Academic Senate President—Continuing Education
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)

STAFF:

Ficken-Davis, Amanda	Senior Secretary, Curriculum & Instructional Services—District Office
Plourde, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

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Shelly Hess called the meeting to order at 1:36 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 8, 2011 Minutes

The minutes were approved. M/S/P (Igou/Parker)

B. Approval of: September 22, 2011 Agenda

The agenda was approved. M/S/P (Parsons/Parker)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

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

B. Approval of Program Changes

No programs.

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. Procedure for Approving Instructional Services Procedures (Information)

Jan Lombardi announced that City had approved the Procedure for Approving Instructional Services Procedures. Shelly Hess announced it will come back to the next CIC meeting for final review.

B. Six Year Review (Information)

Hess informed the Council the spreadsheet had been updated based on previous recommendations, including condensing the date due columns and using colors to indicate the status of courses. The next step is for Hess to call a meeting with the assigned subject deans to discuss what their role should be. Toni Parsons expressed concerns with a specific course that was showing up incorrectly on the list. Hess said that this is one of the issues the Assigned Subjects Deans will be made aware of and tasked with.

IV. NEW BUSINESS

A. MIS Course Submissions (Information)

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Hess announced that District Instructional Services had to administrative change the effective dates on some courses because a course control number has not yet been received by the CCCCCO. This is causing issues with the MIS submissions, requiring the change. None of the courses in question were offered during the summer semester. The courses are Administration of Justice 361L, Administration of Justice 361D, Administration of Justice 361T, Administration of Justice 366, Administration of Justice 369, Administration of Justice 392B, and Geographic Information Systems 121. The new effective term is Fall 2011. The CCCCCO is not charged with approving credit courses, but rather keeping an inventory of courses we have approved; however, there have been some issues with Title 5 compliant courses being held up. There is also a delay in approvals due to a shortage of staff. She asked the Council to be aware of this when approved and scheduling new courses.

Duane Short asked what the consequences would be of offering a course without a control number. Hess replied that the District would not receive apportionment for that course.

(Note: Though CIC was not informed on 9/22/11, Administration of Justice 367 was also among the list of courses).

B. Prerequisites (Information)

Parsons announced that the curriculum chairs would like to move forward on establishing a new policy and subsequent procedure relating to prerequisite content review. She referred the Council to the New Business Form, which recommended for a subcommittee or task force charged with working only on this prerequisite question. She warned that it would likely take the whole year for this issue to be vetted through proper channels.

Hess clarified whether the CE curriculum chair was necessary for the proposed subcommittee. Parsons responded that would not be necessary, as CE has advisories and not prerequisites. She continued that guidelines have been established by the State Academic Senate, but they need to be made to fit our District.

Roma Weaver arrived at 1:54 p.m.

Hess asked who would assign the articulation officer to the subcommittee. Parsons feels CIC is qualified to make this assignment, as the subject will be thoroughly vetted through the Academic Senates. She recommended allowing an articulation officer to volunteer, or have each of them rotate through. Hess responded that it would be too difficult to have a different articulation officer at each meeting; she recommended having the subcommittee run its questions by DAC. Short agreed with Hess; he feels that universities are more worried about the removal of prerequisites, not the addition.

Hess next asked if the student services representative needs to be from the District Office, or if it can be someone from one of the colleges. Parsons responded that

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they would like someone with a district-wide perspective. She is concerned that too many people on the subcommittee will bog down the process unnecessarily.

Lombardi agreed; she also questioned whether a Vice President of Instruction was necessary. Randy Barnes conceded that anything decided would eventually go through CIC, at which time the VPIs would see it. Parsons expressed her concern that a VPI would be necessary earlier in the process, as one piece of the new policy will include assurances that prerequisites will be offered. Hess clarified that a VPI may not be present every time the subcommittee meets, but should be available to speak to key parts. This issue will be brought back for official approval at the next CIC.

V. STANDING REPORTS

A. Curriculum Updating Project (Plourde)

No report.

B. CurricUNET Steering Committee (Plourde /Weaver)

Roma Weaver stated that Continuing Education is having trouble with their CurricUNET. She knows that there have been server issues, but she is still not receiving notifications. She asked Hess if they could meet to discuss the issues.

C. Student Services Council (Neault)

No report.

D. Joint Meeting Agenda Items

The Council asked when the joint meeting would be. Hess stated that according to the Approved Calendar, meetings would be scheduled as necessary. She asked if there were specific issues that needed to be discussed. In addition to prerequisites, council members indicated they would like to discuss repeatability, repetition, and new student services forms that were meant to replace faculty initiated challenges.

Juliette Parker added that she would like to discuss SB 1440 and the CSU American Institutions requirement. A change has recently been made, and it may be important to discuss what it means for our district.

E. State Academic Senate

There will be a regional meeting on September 23. Plenary will be November 3-5 and will take place in San Diego.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

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No report.

VI. ANNOUNCEMENTS

- A. The next meeting will be Thursday, October 13, at the District Office, Room 245.
- B. Certification of Stand Alone Credit Course is due to the State by September 30th.
Reminder, the form requires Chancellor Carroll's approval. Submit signed forms to the District Office of Instruction before **9/23/2011**.
- C. Shelly Hess will meet with the City Curriculum Committee on September 28 to train them on assigning courses to disciplines. She will meet with Mesa's curriculum committee and dean's council separately. She will work with Miramar to establish their training date.
- D. Handouts:
 - 1. September 22, 2011 CIC Meeting Agenda
 - 2. [Draft Minutes from the September 8, 2011 CIC meeting](#)
 - 3. [Curriculum Summary](#)
 - 4. [Updated Six Year Review](#)
 - 5. [MIS Course Submissions New Business Form](#)
 - 6. [Course and Program Approvals](#)
 - 7. [Prerequisites New Business Form](#)
 - 8. [Academic Senate Recommendations for Content Review](#)
 - 9. [Curriculum Updating Project](#)

VII. ADJOURNMENT

The meeting adjourned at 2:21 p.m.