San Diego Community College District
Curriculum and Instructional Council

MINUTES

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

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:
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 (Ex Officio)

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
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)
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 CCCCO. 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 CCCCO 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
San Diego Community College District
Curriculum and Instructional Council

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 if 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)
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.