

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 13, 2011  
2:00 PM—District Service Center, First  
Floor Conference Room

## MINUTES

### **PRESENT:**

Andersen, Libby	Articulation Officer – City College
Ellis, Jan	Academic Senate Representative—Mesa College (proxy for Michelle Parsons)
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
McGrath, Tim	Vice President, Instruction—Mesa College
Parker, Juliette	Articulation Officer—Mesa College
Shelton, Deanna	Co-Curriculum Chair—City College (proxy for Libby Andersen)
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
Neault, Lynn	Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar College

### **STAFF:**

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 2:01 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: September 22, 2011 Minutes

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

### B. Approval of: October 13, 2011 Agenda

Added to the Agenda:

Journalism 206, Online Journalism

Discussion from SDSU/SDCCD TMC Aligned Degrees

*The agenda was approved as amended.* M/S/P (Andersen/Parker)

## **II. CURRICULUM REVIEW/APPROVAL**

### A. Approval of Curriculum

Removed from the consent agenda:

*Digital Media: 181 Projects 01:Multi-modal productions*

*Legal Assistant, 145 Federal Court Practices and Procedures*

*Legal Assistant, 150 Criminal Litigation and Procedure*

*Legal Assistant, 155 Employment Law*

*Legal Assistant, 170 Corporate Law*

*Legal Assistant, 200 Elder Law*

*Legal Assistant, 210 Immigration Law*

*The remaining curriculum was approved by consent.*

M/S/P (Lombardi/Andersen)

### B. Approval of Program Changes

*The programs were approved by consent.*

M/S/P (Andersen/Igou)

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

### E. No Continuing Education programs.

### F. Curriculum Items Discussed

*Digital Media: 181 Projects 01:Multi-modal productions*

Jan Lombardi explained Digital Media was discussed in detail during spring 2011 particularly how the courses were related to the program offered at City.

Lombardi expressed her concern that she had not been able to contact City faculty

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to determine if they had any issues with Digital Media 181. Lombardi inquired if anyone on the Council knew additional details? Igou mentioned Lou Ascione, the Miramar dean who oversees digital media, told him he discussed the issue with City and Mesa faculty and their concerns were addressed. Hess stated she met with the deans from all three colleges during the summer to discuss the issue, but was unaware of a resolution. Hess asked Igou if it would impact Miramar if approval of the course was held until the next meeting. Igou did not feel it would be an issue because the spring schedule had already been developed.

*Action: Motion to table Digital Media, 181 Projects 01: Multi-modal productions  
(M/S/P Igou/Andersen)*

*Legal Assistant, 145 Federal Court Practices and Procedures  
Legal Assistant, 150 Criminal Litigation and Procedure  
Legal Assistant, 155 Employment Law  
Legal Assistant, 170 Corporate Law  
Legal Assistant, 200 Elder Law  
Legal Assistant, 210 Immigration Law*

Lombardi expressed her concern about the courses being proposed for Miramar and City, but they did not appear on the agenda for City College CRC. Carmen Scott explained the courses were originally proposed for deactivation at City, but CurricUNET does not allow for it. Currently there isn't a revision proposal with a deactivation option. Therefore, City had to be administratively added back to the proposal. Unfortunately, City was not included because these types of changes are not updated in the CurricUNET approval process.

*Action: The courses were approved.  
(M/S/P Lombardi/Igou)*

### III. OLD BUSINESS

#### A. Procedure for Approving Instructional Services Procedures (Action)

Hess reminded the Council last year the Policies and Procedures Subcommittee developed the Procedure for Approving Instructional Services Procedures for their review and consultation with their constituents. Hess announced the Academic Senates at the colleges and Continuing Education had reviewed the procedure.

*Action: The Procedure for Approving Instructional Services Procedures was approved.  
M/S/P (Weaver/Igou)*

*Otto Lee arrived at 2:14 p.m.*

#### B. Six Year Review (Information)

Hess informed the Council she held a meeting with the Discipline Deans regarding the courses due for six year review. She stated the meeting was very productive—the deans said it was the first Discipline Deans meeting that has been held. They recommended a meeting to be held each fall semester in late

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September or early October. The deans will start working with faculty to update the courses on the list.

Hess explained there were some requests from the deans to change the subject assignments. She is sending them to the Vice Presidents of Instruction for final approval.

Lombardi asked if there was a job description for discipline deans. Hess will email the description as well as the Subject Assignment list.

*Margie Fritch arrived at 2:16 p.m.*

Hess also mentioned the deans were very interested in a two-year review report for vocational courses and programs.

## C. Prerequisites (Action)

Hess reminded the Council during the last meeting the need to develop a prerequisite committee whose sole charge is to develop a district policy and procedure on the establishment of prerequisites. She explained the committee would be comprised of the college Curriculum Chairs, District Dean of Instruction, one Vice President of Instruction, the CIC Recording Secretary, and a District Student Services representative. Hess announced Lynn Neault would serve as the Student Services representative.

*Action: Prerequisite Subcommittee was approved.*

*M/S/P (McGrath/Lombardi)*

Andersen inquired if the approved CIC business items are available for the Council. Hess confirmed they are posted on the Instructional Services website. The link will be emailed out to the members of the Council.

## IV. NEW BUSINESS

### A. AACRAO “AG rating” (Information)

Hess introduced the new business item American Association of Collegiate Registrars and Admissions Officers (AACRAO) “AG rating.” She explained the current SDCCD procedure not to accept credit from regionally accredited institutions that are not AACRAO “AG rated” significantly impacts acceptance of credit and partnerships for some of the college’s programs. Hess explained the transfer credit guidelines presented to Student Services Council on January 7, 1988 stated “In order to accept credit, the coursework must have been taken: at a regionally accredited institution, or listed as “AG” rating (credit is generally accepted) in the “Transfer Guide” and is completed while the institution was officially accredited or within three years of the accreditation date of the institution. This issue was first discussed at the District Articulation Council (DAC) in 2006. According to the research of DAC the AG rating is not indicative

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of the level, rigor, breadth or the accreditation of an institution and is not encouraged by AACRAO to be used as a way of determining whether or not to articulate with them or accept credit. SDCCD is the only college (District) in the region using the AG rating to make decisions. According to their research SDCCD is the only institution in region 10 following this guideline. Nonetheless, it has yet to be resolved and is causing some issues for allied health programs at Mesa College.

This business item requests CIC support DACs (Articulation Officers) and the Mesa Dean's Council recommendation to request Student Services Council reconsider and stop the SDCCD procedures of not accepting credit from regionally accredited institutions that are not AACRAO AG rated.

Hess invited Dean Margie Fritch to explain the magnitude of the issue with Mesa's partnership with Kaiser Permanente. Fritch reported Mesa Deans advocate the idea that we should not preclude a regionally accredited agency, no matter where it is in the United States, from bringing in credit. Fritch explained Kaiser, one of the main providers in San Diego with 13 sites struck up a partnership with Colorado Technical University. Although they are a very well respected institution our procedure not to accept credit from a non-AG rated agency impacts our partnership. Kaiser who is a very strong partnership with our nursing program at City, all of the healthcare programs at Mesa, was appalled we would not be able to enter into a partnership with them because of our procedure. Fritch continued to explain the huge impact, particularly with Mesa's desperate need for partnership for clinical placements and jobs for students. What happened in this instance, they [Kaiser] went to Grossmont College. Fritch is looking at long range about community support for Mesa's career technical programs.

The discussion continued. Lombardi requested someone in favor of the procedure be present when CIC is asked to take a vote on this issue. Hess stated the revisions would be made to the form and brought back to CIC for approval. She reminded the Council the vote will be a recommendation to Student Services Council. Fritch volunteered to make a presentation to Student Services Council. Otto Lee thanked Fritch for her report. He requested specific examples of the impact of the AG procedure be added to the new business form and sent forward to Student Services Council.

### **B. Course Deactivations and Program Revisions (Information)**

Hess notified the Council that the current practice of removing deactivated courses from programs is no longer effective. She explained in the current process Instructional Services administratively removes deactivated courses from programs as long as they do not bring the program down below 18 units. This practice is no longer viable because the new Curriculum Inventory at the state Chancellor's Office requires colleges to report all course and program changes. Therefore, our practice needs to be changed—effective January 1, 2012 all courses deactivations launched in CurricUNET will require corresponding program revisions. All program revisions will require a state Chancellor's Office non-substantial change approval. District Instructional Services will monitor the process.

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Several members inquired about the logistics of the changes including knowing which programs would be impacted and monitoring changes to prerequisites. Hess reminded them of the Program Impact report in CurricUNET which tracks these types of changes. She also explained Instructional Services currently monitors deactivations and the impact on requisites to help diffuse potential registration complications.

## C. Discussion from SDSU/SDCCD TMC Aligned Degrees

Hess invited Lee to update the Council on the discussions between San Diego State University and San Diego Community College District Colleges regarding the aligned Transfer Model Curriculum (associate for transfer) degrees. Lee told the Council San Diego State University recently announced they would accept three TMCs including history, theatre arts and math. From that, Lee scheduled a meeting with the Vice Chancellor and Dean of Undergraduate Studies, the designated SDSU contacts. SDSU leadership confirmed they had worked through the issues with their faculty including the 18 units in an area of emphasis. They also confirmed it was highly unlikely the business faculty would accept the business TMC. Lee stated although SDSU did not accept the TMCs the colleges approved last year, he was pleased they were able to develop and approve them because we are in compliance with the state Chancellor's Office. Lee explained he has been communicating with SDCCD VPIs and Articulation Officers about the details of the three TMC's SDSU said they will accept. Lee's goal is to present to SDCCD College faculty a clear and concise proposal for their review and consideration for adoption.

Deanna Shelton inquired if SDSU is reviewing any of the TMCs they formally declared as not similar. Lee responded they are looking at the psychology TMC. Jan Lombardi emphasized the importance of including SDCCD College faculty in the discussion and approval goes through the regular curriculum process. Lee agreed. The discussion continued regarding the TMC degrees and the impact on SDSU priority admission for students as well as the importance of having faculty and student services participation in the process.

## D. Walked-In Curriculum (Action)

Hess invited Mesa to present their curriculum. Juliette Parker explained that Journalism 206 is part of Mesa's programs and needs to activate the course to include it in their Journalism programs. Parker verified there is a current activation proposal in CurricUNET.

*Action: Journalism 206 was approved for activation at Mesa pending technical review. (M/S/P Igow/Lombardi)*

## V. STANDING REPORTS

### A. Curriculum Updating Project (Plourde)

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Plourde stated the number of courses to be integrated has gone down.

## B. CurricUNET Steering Committee (Plourde /Weaver)

Plourde informed the committee that we are working with Governet to see if we can create a deactivation proposal type similar to how the distance ed proposal type works so that a course can be deactivated at a college while it is being revised at another college. Plourde also informed the committee the steering committee is working on re-designing the programs in CurricUNET to include the information for submission to the State Chancellor's office.

## C. Student Services Council (Neault)

No report.

## D. Joint Meeting Agenda Items

Discussion of TMC (Associate for Transfer) degrees, assessment and placement issues were added to the list.

## E. State Academic Senate

Roma Weaver reported the statewide assessment would be discussed at the upcoming plenary session in November. She also mentioned faculty have been invited to provide input to the discussion regarding the Student Success initiative. She expressed the importance of providing feedback; however, she warned the Council when they sign up for the website they need to look in their spam for a confirmation email. Weaver mentioned she is particularly concerned that some of the recommendations may negatively impact Continuing Education. The discussion continued. The academic senate representatives will report back to CIC after the plenary session.

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

No report.

## G. Articulation Officers (Andersen, Parker, Short)

Andersen discussed the potential negative impact of the CSU's decision to waive the American Institutions requirements. This decision is a great disservice to students because the requirement provides them with the only opportunity in their studies to learn extensively about the history of our country, the Constitution, Bill of Rights, amendments and California government. Parker mentioned every other state has this requirement and the native students are required to complete the requirement, but the transfer students will not. The discussion continued.

## VI. ANNOUNCEMENTS

A. The next meeting will be Thursday, October 27, at Mesa College, Room S-305.

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### B. Handouts:

1. October 13, 2011, CIC Meeting Agenda
2. Draft Minutes from the September 22, 2011, CIC meeting
3. Curriculum Summary
4. Procedure for Approving Instructional Procedures
5. Prerequisites New Business Form
6. ACCROA New Business Form
7. Course Deactivations and Program Revisions New Business Form
8. Curriculum Updating Project

### C. Instructional Services Staffing

Hess notified the Council of Amanda Ficken-Davis accepted the position as the Board Supervisor in the Chancellor's Office. She expressed deep gratitude for Ficken-Davis's hard work and warm congratulations.

## **VII. ADJOURNMENT**

*The meeting adjourned at 3:33 p.m.*