

San Diego Community College District Curriculum and Instructional Council

Meeting of September 13, 2012
2:30 PM—City College, Room R111

MINUTES

PRESENT:

| | |
|-------------------|--|
| Andersen, Libby | Articulation Officer—City |
| Barnes, Randy | Acting Vice President, Instruction—City |
| Borinski, Bill | Curriculum Co-Chair—Continuing Education |
| Buckley, Jerry | Vice President, Instruction —Miramar |
| Hess, Shelly | Dean, Curriculum & Instructional Services—District Office |
| Igou, Dan | Curriculum Chair—Miramar |
| Lee, Otto | Vice Chancellor, Instructional Services and Planning—District Office |
| Lombardi, Jan | Curriculum Co-Chair—City |
| McGrath, Tim | Vice President, Instruction—Mesa |
| Parker, Juliette | Articulation Officer—Mesa |
| Parsons, Michelle | Curriculum Chair—Mesa |
| Shelton, Deanna | Curriculum Co-Chair—City |
| Weaver, Roma | Curriculum Co-Chair—Continuing Education |

ABSENT:

| | |
|----------------|---|
| Ellison, Brian | Vice President, Instruction & Student Services—Continuing Education |
| Neault, Lynn | Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>) |
| Short, Duane | Academic Senate Representative, Articulation Officer—Miramar |

GUESTS:

| | |
|---------------|---|
| Erreca, Lori | Dean, Behavioral & Social Sciences and Consumer & Family Studies—City |
| Henne, Andrea | Dean, Online & Distributed Learning—District Office |

STAFF:

| | |
|----------------|--|
| Payne, Desiree | 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 2:36 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 10, 2012 Minutes

Action: The minutes were approved.

MSP (Igou/Andersen)

B. Approval of: September 13, 2012 Agenda

Added to the Agenda

New Business:

Walk-Ins (Action)

Program Revision:

Administration of Justice for Transfer - Associate in Science Degree (Miramar)

Action: The agenda was approved as amended.

MSP (Buckley/Igou)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

AMSL 115L American Sign Language I (Lab)

AMSL 116 American Sign Language Level II

AMSL 116L American Sign Language II (Lab)

AMSL 215 American Sign Language Level III

AMSL 216 American Sign Language Level IV

ARTF 150B Beginning Graphic Design

CHIL 180 Nutrition, Health and Safety for Children

CHIL 280 Environmental Rating Scale

Action: The curriculum was approved as amended.

MSP (Lombardi/Barnes)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (Buckley/Igou)

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

E. Curriculum Items Discussed

AMSL 115L American Sign Language I (Lab)

AMSL 116 American Sign Language Level II

AMSL 116L American Sign Language II (Lab)

AMSL 215 American Sign Language Level III

AMSL 216 American Sign Language Level IV

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Juliette Parker recommended the courses be revised from Career Technical to Liberal Arts and Sciences.

Action: AMSL 115L, 116, 116L, 215 and 216 approved.

MSP (Weaver/Parsons)

ARTF 150B Beginning Graphic Design

Jan Lombardi advised City has concerns with the course. Lombardi requested the course be tabled in order for City's concerns to be clarified.

Action: ARTF 150B tabled.

MSP (Andersen/Parker)

CHIL 180 Nutrition, Health and Safety for Children CHIL 280 Environmental Rating Scale

Parker requested distance education be removed for Mesa. Lombardi inquired on the reason for removal of distance education. Michelle Parsons advised the Child Development department does not desire the distance education option for the courses. Hess clarified distance education will remain for City.

Action: CHIL 180 and 280 approved.

MSP (Parsons/Igou)

Administration of Justice for Transfer - Associate in Science Degree

Hess advised Miramar's Administration of Justice for Transfer program was approved at the previous Curriculum and Instructional Council (CIC) meeting. Hess stated a recommendation was received from Chancellor's Cabinet to align the degree with recommendations from San Diego State University (SDSU) and the degree was modified. Libby Andersen stated she would like to file a verbal protest. Andersen expressed her concern regarding a university dictating the San Diego Community College District (SDCCD) curriculum. Andersen advised faculty are responsible for the creation of SDCCD curriculum though in this instance San Diego State University (SDSU) has taken the role of director of SDCCD's curriculum. Andersen stated, in her opinion, this is not in alliance with AB 1725. Andersen requested this be noted by Vice Chancellor Otto Lee and Dean Hess. Andersen advised the issue will continued to be addressed in the future. Lee responded by acknowledging Andersen's objection and agreed another university should not dictate SDCCD's curriculum process. Lee stated he does not feel this is the case. Lee continued to state the departments and faculty involved in the development of the degree were provided with the explanation the recommendation came from SDSU. Lee advised he did not feel this has corrupted the curriculum process and agreed SDCCD's curriculum is created by its faculty members. Lee stated he respects input on this matter and is hopeful he has provided clarification on the issue. Parker advised information was relayed to her SDSU's recommendation was a result of SDCCD, Southwestern Community College (SWCC) and Grossmont Community College (GCC) seeking clarification from SDSU regarding transfer degrees for students who desire to transfer to SDSU. Parker stated she was under the impression SDSU did not have objections to the transfer degrees originally created by SDCCD; rather the recommendations are designed to assist students who plan to transfer to SDSU. Lee advised he meet with SDSU administrators and was unaware of the request by SDCCD, SWCC and GCC to assist with transfer degree development. Lee offered he agrees with the rational the recommendations would create an optimal path for students who plan to transfer to SDSU. Lombardi advised the curriculum process is a part of the curriculum development

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and questioned if the revised Administration of Justice for Transfer degree was brought back to Miramar's Curriculum Review Committee (CRC) prior to being walked in to the CIC meeting. Lombardi continued to inquire whether the revised transfer degree conforms to State requirements for the Transfer Model Curriculum (TMC) degrees and Administration of Justice (AJ) requirements. Dan Igou confirmed the revised degree still adheres to TMC and AJ guidelines. Hess advised the revised degree was brought back to CIC for vote to adhere to the curriculum process. Lombardi stated the CRC process precedes CIC and is concerned that process was omitted. Igou offered while the degree revision was not present to CRC, SDSU's recommendations were presented to Miramar's AJ department and originating faculty, and the department and faculty did not have a concern with revising the degree based on the recommendations. Hess inquired if there were any further discussion. Andersen requested the committee view the revised degree. The degree was accessed in CurricUNET. Lombardi inquired if a comparison of the original to the revised degree was available. Hess advised the degree was revised during the approval process and therefore no comparison is available on CurricUNET. Lombardi expressed concern regarding the comparison of SDSU's recommendation to the state-wide TMC degrees. Michelle Parsons advised her understanding is the state-wide TMC degrees are broad and SDSU TMC degrees are more specific in the courses listed. Parsons agreed the revised degree should have been brought back to CRC. Parson advised she is comfortable with the revision to the AJ transfer degree as long as the degree falls in line with the TMC degree guideline and Igou can confirm the faculty assisted with the revision. Lombardi stated an additional concern is the potential disadvantage to students who plan to transfer to another institution. Lee advised this should not be an issue as the degree is still a TMC degree. Parsons requested to view the program description. Parsons inquired if the SDSU recommendations would apply to other TMC degrees. Hess advised the issue may arise in a future CIC meeting. Igou advised Duane Short worked with the AJ department chair and Dean George Beitey in the revisions of the degree.

Action: Administration of Justice for Transfer- Associate in Science Degree approved.

2 Opposed; 1 Abstention

MSP (Parsons/Igou)

III. OLD BUSINESS

IV. NEW BUSINESS

A. Repeatability (Information)

Hess advised during the summer the Board of Governors approved changes to Title 5 Repeatability. Hess stated an implementation plan will be presented to the Vice Presidents (VP) at the September 14, 2012 joint VP meeting and the plan will be brought to CIC. Hess noted Barry Russell held a teleconference advising the repeatability changes still require approval from the Department of Finance. Hess advised, pending Department of Finance approval, the timeline for the repeatability change to go into effect is fall 2013. Discussion occurred regarding the timeline of fall 2013 and implementation of the course revisions. Hess advised pending the VPs' discussion the proposed plan information should be distributed.

B. Mathematics 042 (Information)

Hess advised City's CRC held an emergency approval for the course to be offered for distance education.

C. Curriculum Subcommittee (Action)

Hess referred to the handout listing the current subcommittees and members. Hess requested a determination be made on the priority of continuing to hold existing subcommittees and whether additional subcommittees should be created. Hess reviewed the status of the current subcommittees:

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1. Catalog Subcommittee
In need of members, has not met recently.
2. CurricUNET Steering Subcommittee
Has been meeting.
3. Educational Review Subcommittee
In need of members, has not met recently.
4. Policies and Procedures Subcommittee
Met during the spring 2012 semester.
5. Prerequisite Subcommittee
Meeting on regular basis.

Lombardi inquired on a committee to review curriculum prior to CRC. Hess advised this relates to the next agenda item. Hess stated discussion has occurred in regards to streamlining the approval process. Discussion occurred regarding Educational Review Subcommittee encompassing student learning outcomes (SLO) and general education (GE). Hess reviewed 2012-2013 curriculum priorities: program approval process, SLO, GE pattern, policies and procedures, prerequisites and repeatability. Hess advised emails are to be sent out to the proper senates and departments to request members for vacancies.

Action: Catalog Subcommittee placed on hold. CurricUNET Steering Subcommittee, Educational Review Subcommittee, Policies and Procedures Subcommittee and Prerequisite Subcommittee approved.
MSP (Parker/Parsons)

D. Program Approval Process and Deadlines (Information)

Hess referred to the Substantive Change Timeline document. Hess explained the timeline was created as a result of the Department of Education (DOE) and Western Association of Community Colleges (WASC) approval processes. Hess advised discussion occurred with the Vice Presidents of Instruction (VPI) to create a guideline of how to adhere to DOE and WASC processes. Tim McGrath explained WASC approval in relation to Substantive Change report. McGrath advised there has been issues with programs brought to CIC without proper paperwork completed and recommended the paperwork be completed prior to approval at CIC. Discussion occurred regarding what constitutes a substantive change.

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess advised the number of courses not integrated is 73 [84; see October 12, 2012 CIC Minutes], as of August 30, 2012.

B. CurricUNET Steering Committee (Hess/Weaver)

No report.

C. Student Services Council (Neault)

No report.

D. SB 1440 (Lee)

Lee reviewed the percentage of students who transfer to SDSU. Lee advised the recommendations from SDSU are aligned with the state-wide TMC degrees. Lee advised of the need to develop and approve TMC degrees in order to accommodate transfer students. Lee stated it will be a benefit to students to have TMC degrees available. Lee noted given the approval deadlines and process there is an urgency to work on TMC degrees in order to meet the 2013 graduation petitions. McGrath inquired if the SDSU recommended TMC degrees are not created will the state-wide TMC degrees

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be accepted by SDSU. Lee advised SDSU's Vice President made a public statement at a San Diego/Imperial County Community College Association meeting advising SDSU has been admonished for being slow to embrace the SB 1440 degrees. McGrath inquired if, in order to protect students, SDSU specific and state-wide TMC degrees should be created. Lee advised the impact of creating two TMC degrees for a program is unknown. Parker recommended following the Transfer Admission Guarantee. Parsons expressed concern regarding SDSU recommendations negatively impacting math transfer degrees. Parsons advised by narrowing course options to accommodate SDSU recommendations students may lack essential transfer courses for other universities. Lee advised the goal in creating the TMC degrees is to simplify transfers and any issues should be brought to CIC. Discussion continued regarding SDSU's TMC degree model impact on students.

E. State Academic Senate

No report. Parsons announced a SoCal Curriculum Regional meeting is scheduled to be held at Chaffey College on September 29, 2012.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

No report.

VI. ANNOUNCEMENTS

A. The next meeting will be held Thursday, September 27, 2012 2:00-4:00 p.m. at the District Office, Room 245. This was to be a Joint CIC/SSC meeting, which had to be rescheduled. An alternative Joint CIC/SSC meeting date is currently being researched.

B. Certification of Stand Alone Credit Course is due to the State by September 30th. The form requires Chancellor Carroll's approval. Submit signed forms to District Office of Instruction before **9/17/2012**.

C. Reminder, the colleges are required to submit **all** program revisions to the CCCCCO for approval, including nonsubstantial changes. Please contact District Instructional Services if you have questions or require additional support.

D. CCC Chancellor's Office Approval Timeline

E. Handouts:

1. September 13, 2012 CIC Meeting Agenda
2. Draft Minutes from the May 10, 2012 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. CIC Curriculum Subcommittee list
6. Draft Substantive Change Timeline
7. SB 1440 Degrees
8. State Chancellor's Office Due Dates for the Academic Affairs Division

VII. ADJOURNMENT

**San Diego Community College District
Curriculum and Instructional Council**

Shelly Hess adjourned the meeting at 4:06 p.m.