

San Diego Community College District Curriculum and Instructional Council

Meeting of February 14, 2013
2:00 PM—Miramar College Room W248

MINUTES

PRESENT:

Andersen, Libby	Articulation Officer—City
Barnes, Randy	Vice President, Instruction—City
Buckley, Jerry	Vice President, Instruction—Miramar
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Lombardi, Jan	Curriculum Co-Chair—City
McGrath, Tim	Vice President, Instruction—Mesa
Norvell, Elizabeth	Faculty—Mesa (proxy for Michelle Parsons)
Parker, Juliette	Articulation Officer—Mesa
Short, Duane	Academic Senate Representative, Articulation Officer—Miramar
Weaver, Roma	Curriculum Chair—Continuing Education

ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Igou, Dan	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Co-Chair—City

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 2:02 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 13, 2012 Minutes

Action: The minutes were approved.

MSP (Igou/Weaver)

B. Approval of: February 14, 2013 Agenda

Action: The agenda was approved.

MSP (Igou/Barnes)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Tim McGrath inquired if Mesa's Dental Assisting (DENA) curriculum should have been included on the curriculum summary. Shelly Hess advised the DENA curriculum would be on the next curriculum summary.

Action: The curriculum was approved.

MSP (Parker/Weaver)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (McGrath/Andersen)

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

Jan Lombardi arrived at 2:04 p.m.

No Continuing Education programs.

III. NEW BUSINESS

A. March 14, 2013 CIC Meeting

Hess advised the March 14, 2013 Curriculum and Instructional Council (CIC) meeting will be held the same day as the Board of Trustees is meeting at the Educational Cultural Complex (ECC). Hess stated a conference room could not be secured at ECC for CIC. Hess inquired if the committee would like to adjust the meeting time to accommodate travel to ECC. Meeting time frame of 1:30-3:30 p.m. discussed.

Action: Committee agreed the March 14, 2013 CIC meeting will be held 1:30-3:30 p.m.

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IV. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess advised as of January 31, 2013 the number of courses not integrated was 70. Duane Short inquired if the courses not integrated spreadsheet listing campus responsibility could be distributed. Hess stated the spreadsheet would be provided.

B. CurricUNET Steering Committee (Hess/Weaver)

Hess advised CurricUNET is still experiencing issues and Instructional Services is working closely with Governet to resolve the issues. Council discussed issues with CurricUNET; system delay, notification glitches, etc. Elizabeth Norvell expressed concern with CurricUNET's dysfunction and the impact on the Physical Education (PHYE)/Exercise Science (EXCS) curriculum as well as the other disciplines to be revised for the 2013 repeatability change. Hess explained the EXCS approval process for the Curriculum Review Committees (CRC) and CIC; curriculum will be generated on a list noting curriculum revisions to assist with approval process. Norvell advised the curriculum would require technical review prior to approval. Erica Plourde offered the current PHYE proposals could be moved to the CRC level in CurricUNET and left open. Discussion on alternate process continued. Short moved the EXCS proposals be opened for editing and a list be provided detailing pending proposals which will bypass the standard approval process. Novell inquired on the deadline for submission of the EXCS curriculum. Hess advised the curriculum will need to be at CIC level by March 14 [2013]. Short summarized Instructional Services would provide a list of EXCS curriculum to assist with the approval process, the technical writer deadline is the end of February, curriculum is to be walked-in in March to the CRCs and CIC. Hess confirmed EXCS is in the queue and will be moved to one level in order for work to be conducted on the proposals, Instructional Services will provide a list detailing which faculty/college is working on a proposal and an EXCS course outline check list will be provided and is to be presented to each college's CRC. Council inquired when CurricUNET is expected to function properly. Hess explained CurricUNET has been experiencing problems for some time and in order for Governet to have direct access the server was moved to Idaho. Since the move various glitches in the system have occurred. Hess stated Governet has been working on CurricUNET daily and a priority list has been compiled. Libby Andersen inquired on the process for all other proposals created for the 2013 repeatability deadline; art, dance, drama, music and photography. Hess sought the council's recommendations for addressing other curriculum impacted by the repeatability statute change. Short noted the urgency to meet the 2013 repeatability deadline and recommended opening all repeatability impacted proposals in CurricUNET. Hess agreed, and added the PHYE designator change to EXCS is a high priority as it impacts the Student Services databases. Andersen inquired if deactivations will be moved to an open access as well. Hess advised the PHYE curriculum should not have many deactivations. The families list and a crosswalk list to be distributed to council members. Hess advised only curriculum impacted by the repeatability change will be moved to open access. Norvell suggested the crosswalk list include a section noting which college is editing a proposal.

C. Student Services Council (Neault)

No report.

D. SB 1440 (Lee)

Hess thanked everyone for their work on creating the Transfer Model Curriculum degrees and meeting San Diego State University's deadline. Hess inquired on which TMC degrees the colleges

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have pending. Andersen and Jan Lombardi relayed City's current work on Art History, English, Journalism, Sociology and Studio Arts degrees. McGrath advised Mesa is working on English and Studio Arts. Short relayed Miramar is currently in the early stages of researching Business and Political Science degrees.

Lombardi inquired on the music curriculum (MUSC). Hess advised the curriculum has been sent back to the department chairs at each college. Plourde added the curriculum was launched manually and is at level 4.

E. State Academic Senate

No report.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

City's and Miramar's academic senates approved the C-ID submission process. Mesa's academic senate will be meeting in March and will review the process.

H. C-ID (Andersen, Parker, Short)

Hess displayed a C-ID tracker and explained submissions, approvals, campuses, C-ID numbers and notes will be monitored. Short requested the tracker be reviewed at the District Articulation Council. Hess agreed and noted Instructional Services will continue to work with the articulation officers to determine if any curriculum should be prioritized, pending Mesa's approval of the submission process.

V. ANNOUNCEMENTS

A. The next meeting will be held Thursday, February 28, 2013 2:00-4:00 p.m. at the District Office in room 245.

B. Handouts:

1. February 14, 2013 CIC Meeting Agenda
2. Draft Minutes from the December 13, 2012 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project

Jerry Buckley arrived at 2:41 p.m.

VI. ADJOURNMENT

Shelly Hess adjourned the meeting at 2:41 p.m.