

San Diego Community College District Curriculum and Instructional Council

Meeting of April 25, 2013
2:00 PM—District Office Room 245

MINUTES

PRESENT:

| | |
|-----------------|---|
| Barnes, Randy | Vice President, Instruction—City |
| Buckley, Jerry | Vice President, Instruction—Miramar |
| Ellison, Brian | Vice President, Instruction & Student Services—Continuing Education |
| Flor, Shirley | Faculty—Mesa (proxy for Juliette Parker) |
| Hess, Shelly | Dean, Curriculum & Instructional Services—District Office |
| Igou, Dan | Curriculum Chair—Miramar |
| Lombardi, Jan | Curriculum Co-Chair—City |
| McGrath, Tim | Vice President, Instruction—Mesa |
| Shelton, Deanna | Curriculum Co-Chair—City |
| Weaver, Roma | Curriculum Chair—Continuing Education |

ABSENT:

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| Andersen, Libby | Articulation Officer—City |
| Lee, Otto | Vice Chancellor, Instructional Services and Planning—District Office |
| Neault, Lynn | Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>) |
| Parker, Juliette | Articulation Officer—Mesa |
| Parsons, Michelle | Curriculum Chair—Mesa |
| Short, Duane | Academic Senate Representative, Articulation Officer—Miramar |

GUEST:

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| Erreca, Lori | Dean, Behavioral & Social Sciences and Consumer & Family Studies—City |
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STAFF:

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| 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 2:00 p.m. Hess introduced Shirley Flor as Juliette Parker's proxy for the meeting.

Jerry Buckley arrived at 2:01 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 11, 2013 Minutes

Lori Erreca arrived at 2:02 p.m.

Action: The minutes were approved.

MSP (Barnes/Igou)

B. Approval of: April 25, 2013 Agenda

Added to the agenda:

Walk-Ins:

1. ACCT 128A Small Business Accounting- Recordkeeping (City)
2. ACCT 128B Small Business Accounting- Payroll (City)
3. Applied Biology Track Associate in Science (City)
4. Applied Biotechnology Certificate of Performance (City)
5. DJRN 211 Online News Concepts for Publication (City)
6. DJRN 212 News Publication Management (City)
7. DJRN 213 Advanced News Publication Management (City)
8. JOUR 205 Editing for Print (City)
9. English Associate in Arts (City)
10. MCTR 201A Electronic Devices and Circuits (City)
11. BUSN 621 Project Management I (Continuing Education)
12. BUSN 622 Project Management II (Continuing Education)
13. Project Management Program Certificate of Completion (Continuing Education)
14. HLTH 607 Acute Care Nurse Assistant (Continuing Education)
15. HLTH 608 Restorative Nurse Assistant (Continuing Education)
16. HLTH 609 Healthcare Careers (Continuing Education)
17. HLTH 610 Personal and Home Care Aide (Continuing Education)
18. Nurse Assistant Acute Care Program Certificate of Completion (Continuing Education)
19. Nurse Assistant Rehabilitative Certificate of Completion (Continuing Education)
20. Personal Care Assistant/Caregiver Certificate of Completion (Continuing Education)
21. Network Systems Specialist Certificate of Completion (Continuing Education)

Action: The agenda was approved as amended.

MSP (Buckley/Weaver)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

MUSI 201 Recording Arts

Action: The curriculum was approved by consent.

MSP (Buckley/Igou)

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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.

E. General Education (G.E.) Course Approval Review (Information)

The Review and Approval of G.E./Transferability Action document was displayed. Shelly Hess advised the document is for informational review and action on the proposed courses will take place at the May 9, 2013 CIC meeting.

F. *MUSI 201 Recording Arts*

Dan Igou advised tape recording equipment and technology is referenced in the course outline and Miramar uses digital recording technology. Igou stated he discussed the issue with Michelle Parsons and Parsons advised the course outline could be revised. Hess inquired which faculty will revise the outline. Igou advised the proposal originated from Mesa.

Action: MUSI 201 approved.

MSP (*Lombardi/Barnes*)

III. OLD BUSINESS

A. Exercise Science (EXSC)/Physical Education (PHYE) Implementation (Information)

Hess explained as a result of the April 11, 2013 PHYE meeting the department chairs provided eight PHYE courses (PHYE 103, 123, 132, 149, 153, 155, 159, 166) to be leveled to W, X, Y and Z for repeatability, the effective date of the EXSC designator was changed to fall 2014 and all programs are to be updated to reflect these changes. Hess noted the curriculum proposals to change the leveled PHYE listed to the new EXSC designator will be brought back to CIC during the 2013-2014 academic year for approval. Igou inquired if the PHYE changes will be included in the printed catalogs. Hess advised the goal is to have repeatability changes reflected in the printed catalogs. Hess noted Instructional Services is researching the best approach to preserve a record of these changes in the course outlines.

IV. NEW BUSINESS

A. Draft 2013-2014 CIC Calendar (Information)

Desiree Payne provided an overview of the draft calendar. A virtual meeting was added in August. Correction was made to July 4, 2014 holiday. Hess noted the catalog deadline has not changed and recommended submitting curriculum in advance of the catalog deadline in order to allow sufficient time for approval at the state level. Hess cautioned waiting until the catalog deadline may impact inclusion of curriculum in the printed catalogs. Tim McGrath inquired on the meetings to be held at the campuses. Hess advised the campus meetings are determined once the Board of Trustees releases their meeting calendars.

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B. ARAB 201(Information)

Hess advised the course number was revised to 201A as a result of a change in units.

C. English (ENGL)/English for Speakers of Other Languages (ESOL) (Information)

Hess advised at the March 14, 2013 CIC meeting ESOL 31 and 32 and ENGL 48 and 49 were walked-in. During technical review some issues with the implementation of the courses were discovered (impact on students, placement and skill levels). Hess reported a meeting with the English department deans occurred [April 12] and the issues were discussed. Another meeting with the deans and faculty will be proposed to discuss the implementation issues and possible solution to effectively implement the changes. Hess noted as result the implementation date for these courses will be delayed to fall 2014.

D. Walked-In Curriculum (Action)

1. *ACCT 128A Small Business Accounting- Recordkeeping and ACCT 128B Small Business Accounting- Payroll (City)*

Jan Lombardi advised corerequisite advisories has been removed from the courses. Randy Barnes explained how the corequisite advisories negatively impacted students and scheduling. Lombardi noted the change has yet to be made in CurricUNET.

Action: ACCT 128A and 128B approved, pending tech review. MSP (Igou/Ellison)

2. *Applied Biology Track Associate in Science (City)*

Lombardi stated the award is a revision; courses have been added and removed.

Action: Applied Biology Track Associate in Science degree approved, pending tech review. MSP (Igou/Weaver)

3. *Applied Biotechnology Certificate of Performance (City)*

The certificate was revised to contain the same revisions as the Applied Biology Track degree.

Action: Applied Biotechnology Certificate of Performance approved, pending tech review. MSP (Buckley/Ellison)

4. *DJRN 211 Online News Concepts for Publication, DJRN 212 News Publication Management and DJRN 213 Advanced News Publication Management (City)*

Courses were tabled at the April 11, 2013 CIC meeting pending discussion with Mesa faculty. Deanna Shelton advised Roman Koenig confirmed he had discussed the revisions with Jana Braun.

Action: DJRN 211, 212 and 213 approved, pending tech review. MSP (Lombardi/Barnes)

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5. *JOUR 205 Editing for Print Journalism* (City)

Shelton advised the course was tabled with the DJRN courses. Shelton confirmed the questions raised at the previous Council meeting have been resolved. Lombardi noted a prerequisite was removed.

Action: JOUR 205 approved, pending tech review.

MSP (Igou/Buckley)

6. *English Associate in Arts* (City)

Lombardi advised, in response to an email request, she removed ENGL 245 and replaced the course with ENGL 245A. Lombardi added she was unsure if the changes were saved correctly in CurricUNET. Hess clarified the revision was requested as a result of recent revisions to several ENGL courses.

Action: English Associate in Arts degree approved, pending tech review.

MSP (Igou/Weaver)

7. *MCTR 201A Electronic Devices and Circuits* (City)

Lombardi stated City faculty would like to deactivate the course.

Action: MCTR 201A approved, pending tech review.

MSP (McGrath/Igou)

8. *BUSN 621 Project Management I and BUSN 622 Project Management II* (Continuing Education)

Roma Weaver advised a new program has been created along with two new courses, Project Management I and Project Management II, to provide students with project management skills using Microsoft software.

Action: BUSI 621 and 622 approved, pending tech review.

MSP (McGrath/Igou)

Project Management Program Certificate of Completion (Continuing Education)

Action: Project Management Program Certificate of Completion approved, pending tech review.

MSP (McGrath/Igou)

9. *HLTH 607 Acute Care Nurse Assistant, HLTH 608 Restorative Nurse Assistant, HLTH 609 Healthcare Careers and HLTH 610 Personal and Home Care Aide* (Continuing Education)

Weaver explained new courses and certificates were created to accommodate the changes in nursing and caregiver occupation skills as a result of the Patient Protection and the Affordable Care Act. Brian Ellison reviewed the differences between the three programs.

Action: HLTH 607, 608, 609 and 610.

MSP (McGrath/Buckley)

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Nurse Assistant Acute Care Program Certificate of Completion, Nurse Assistant Rehabilitative Certificate of Completion and Personal Care Assistant/Caregiver Certificate of Completion (Continuing Education)

Action: Nurse Assistant Acute Care Program Certificate of Completion, Nurse Assistant Rehabilitation Certificate of Completion and Personal Care Assistant/Caregiver Certificate of Completion approved, pending tech review. MSP (McGrath/Barnes)

10. *Network Systems Specialist Certificate of Completion (Continuing Education)*

Weaver advised the certificate was revised to reflect the addition of an Introduction to UNIX course and removal of a Microsoft Windows course.

Action: Network Systems Specialist Certificate of Completion approved, pending tech review. MSP (Igou/McGrath)

V. **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

No report.

B. CurricUNET Steering Committee (Hess/Weaver)

No report

C. Student Services Council (Neault)

No report.

D. SB 1440 (Lee)

Hess reported Mesa's Anthropology and Kinesiology transfer degrees were recently approved. Hess added the state has requested revisions to Miramar's Kinesiology transfer degree.

E. State Academic Senate

Shelton reported Peace Studies and Chicano Studies were approved as disciplines at the 2013 Spring Plenary Session. Shelton noted Kinesiology discipline was discussed and may have been approved. Shelton summarized rejected disciplines and Massive Open Online Courses discussions at the session.

Tim McGrath left the room at 2:37 p.m.; returned at 2:39 p.m.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

No report.

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

Hess reported submission of courses to the C-ID system has begun. Hess advised there appears to be misconception at the colleges regarding C-ID. Hess suggested the articulation officers hold presentations at their colleges. Lombardi relayed discussion at a recent Statewide English Board Council meeting regarding auditing of prerequisites on C-ID submissions. Hess advised discussion on the possibility of holding presentations at the colleges will occur at the District Articulation Council meeting. McGrath recommended informational documentation be distributed to the CIC members and the information can be presented at the Academic Senate meetings.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee met on April 19, 2013 and has begun the initial drafting of the assigning courses to disciplines procedure. Hess added the subcommittee will begin finalizing reviewed procedures with the goal to present the procedures to CIC in the fall and submit for approval by the end of the fall semester.

Hess advised a meeting date was proposed for the G.E. Subcommittee, several subcommittees members were unavailable. An alternate meeting date is being researched.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, May 9, 2013 2:00-4:00 p.m. at the District Office in room 220. This is the final meeting for the 2012-2013 academic year.
- B. Handouts:
 - 1. April 25, 2013 CIC Meeting Agenda
 - 2. Draft Minutes from the April 11, 2013 CIC Meeting
 - 3. Curriculum Summary
 - 4. G.E. Review Handout
 - 5. Draft 2013-2014 CIC Calendar

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 2:43 p.m.