

San Diego Community College District Curriculum and Instructional Council

Meeting of May 9, 2013
2:00 PM–District Office Room 220

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
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
Norvell, Elizabeth	Faculty, Curriculum Tech. Writer—Mesa (proxy for Michelle Parsons)
Parker, Juliette	Articulation Officer—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Articulation Officer—Miramar
Weaver, Roma	Curriculum Chair—Continuing Education

GUEST:

Hasson, Cathy	Director, Institutional Research & Planning—District Office
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ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office (<i>Ex Officio</i>)
Parsons, Michelle	Curriculum Chair—Mesa

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 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 25, 2013 Minutes

Deanna Shelton clarified the Kinesiology discussion at the Plenary Session meeting.

*Action: The minutes were approved as amended.
3 abstained.*

MSP (Andersen/Weaver)

B. Approval of: May 9, 2013 Agenda

Added to the agenda:

1. English Transfer Degree (City)
2. Walk-Ins:
 - a. Peace Studies Associate in Arts (City)
 - b. Business Management Certificate of Achievement (Mesa)
 - c. Business Management Associate in Science (Mesa)
 - d. Child Development- Assistant Teacher Certificate of Performance (Mesa)
 - e. Child Development- Home Day Care Certificate of Performance (Mesa)

Action: The agenda was approved as amended.

MSP (Igow/Short)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

MUSI 115A

MUSI 115B

MUSI 215A

MUSI 215B

CBTE 102

CBTE 103

CRES 276

Action: The curriculum was approved as amended.

MSP (Short/Barnes)

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. G.E. Course Approval (Action)

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Duane Short noted University of California (U.C.) transfer is included in the course approval process, when applicable, and sought clarification on the need to include the U.C. transfer column in the G.E. Course Approval list. Short added he recalled the asterisk was used on the chart to note a course has already been approved and is included on the chart as an information item. Short proposed a decision be made on whether to include the U.C. transfer column and recommended a consistent approach in the use of asterisks. Shelly Hess inquired if Council had a preference to Short's recommendations. Libby Andersen advised she was under the impression the G.E. Course Approval is a separate voting item for the curriculum committee and all courses to be submitted for articulation review should be included on the approval list. Andersen recommended the "A" and "W" courses revised to meet fall 2013 repeatability statute be included in the G.E. course approval. Discussion occurred regarding the inclusion of "A" and "W" revised courses. Hess confirmed Andersen's recommendation is for the chart to include all courses to be submitted for Online Services for Curriculum Articulation Review (OSCAR). Andersen clarified recommendation is for approval as group and submittal to OSCAR.

Hess noted for the May 9, 2013, approval of G.E. courses the "A" and "W" courses will be included to the list, pending discussion at District Articulation Council (DAC). Discussion occurred regarding purpose of the approval list. Format and purpose of the approval list to occur at DAC.

Removed from G.E. Course Approval:

BUSI 115

INTE 125

PSYC 111

Action: G.E. Course Approval curriculum approved as amended.

MSP (Short/Igou)

F. Curriculum Items Discussed (Action)

MUSI 115A Class Piano I, MUSI 115B Class Piano II, MUSI 215A Class Piano III and MUSI 215B Class Piano IV

Andersen advised the MUSI course deactivations proposals originated from Mesa, and the deactivations are proposed for Mesa and City. Andersen noted City's faculty have not reviewed the courses. Elizabeth Norvell clarified the deactivations should only be applicable to Mesa. Proposals will be corrected in CurricUNET.

Action: MUSI 115A, 115B, 215A and 215 B approved.

MSP (Lombardi/Andersen)

CBTE 102 Keyboarding and CBTE 103 Beginning Computer Keyboarding

Short noted a similar occurrence with the CBTE course reactivations as with the MUSI deactivations, Mesa proposal for course activations are proposed for City, Mesa and Miramar. Norvell confirmed the course reactivations should be implemented for Mesa only. Proposals will be corrected in CurricUNET.

Action: CBTE 102 and 103 approved.

MSP (Parker/Igou)

CRES 276 Field Work in Conflict Resolution and Mediation

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Short inquired how the new course meets the mission of the community colleges and if the course is a part of a new vocational program. Jan Lombardi advised the course will be included in a new program. Short clarified whether the course will be offered as a stand-alone course. Lombardi advised the course is not being proposed as stand-alone. Short noted if the course is approved as part of a program the course cannot be offered until the program is approved. Short asked if there is a current job market for conflict negotiators. Lombardi explained the conflict resolution area is a growing field related to anti-bullying, peace studies and social justice. Short sought clarification on whether the course is lecture or lecture and lab, as some of the language references objectives related to lab assignments. Deanna Shelton advised the course objectives were questioned and the faculty confirmed the course work is lecture and students are expected to complete appropriate outside assignments (oral presentations, group assignments, journals, etc.). Definition of lecture was discussed.

Action: CRES 276 approved. MSP (Andersen/Parker)

G. G.E. Course Approval Curriculum Items (Action)

BUSI 115 Statistics for Business

Parker proposed the course be added to the District G.E. Area A2.

Action: BUSI 115 approved. MSP (Short/Barnes)

INTE 125 History of Furniture and Interiors

Parker proposed the course be added to the District G.E. Area C. Parker advised the District multicultural requirements should be removed.

Action: INTE 125 approved. MSP (Short/Igou)

PSYC 111 Psychological/Social Aspects of Aging, Death and Dying

Parker proposed the course be added to the District G.E. Area D, Intersegmental General Education Transfer Curriculum (IGETC) Area 4I and University of California Transferable Course Agreement (UCTCA). Andersen recommended researching previous submittals for UCTCA and IGETC for this course. Hess recommended voting on the course with the proposals recommended by Parker, and the course proposals can be addressed at DAC.

Action: PSYC 111 approved. MSP (Andersen/Weaver)

III. OLD BUSINESS

A. Draft 2013-2014 CIC Calendar (Action)

Desiree Payne advised the revisions discussed at the April 25, 2013, Council meeting were made (July 4 holiday and addition of virtual meeting in August). Payne noted catalog deadline language was added to the calendar. Payne inquired if the Council had any questions. No questions presented.

Action: 2013-2014 CIC Calendar approved. MSP (Weaver/Igou)

IV. NEW BUSINESS

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A. English Transfer Degree- City (Action)

Lombardi relayed the prerequisite issue with the English (ENGL) 208 submittal to C-ID. C-ID submittal impacts English TMC degree submittal to the state.

Jerry Buckley arrived at 2:37 p.m.

Andersen motioned for Council to reconsider City's English TMC degree.

Action: English for Transfer degree reconsideration approved. MSP (Andersen/Lombardi)

Andersen recommended a notation be made in CurricUNET reflecting the degree is on hold pending the submittal of ENGL 208 for C-ID. Hess confirmed a record of the hold will be documented.

B. Walked-In Curriculum (Action)

1. Peace Studies Associate in Arts (City)

Lombardi advised the degree has been revised to reflect the change of ENGL 245 to 245A in the recommended electives.

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

MSP (Short/Igou)

2. Business Management Certificate of Achievement and Business Management Associate in Science (Mesa)

The certificate and degree were viewed in CurricUNET. Awards revised to include additional courses required for the major. Norvell requested the total units be verified during the technical review.

Tim McGrath arrived at 2:44 p.m.

Hess noted the effective date is listed as fall 2013 and the next Board approval date is in June, after the catalogs are submitted for print. Norvell advised the intention may be to receive approval with the effective date of fall 2013 and produce an addendum once the awards have received all approvals.

Action: Business Management Certificate of Achievement and Business Management Associate in Science approved, pending tech review.

MSP (Igou/Lombardi)

3. Assistant Teacher Certificate of Performance and Home Day Care Certificate of Performance (Mesa)

Council reviewed the award revisions in CurricUNET.

Action: Assistant Teacher Certificate of Performance and Home Day Care Certificate of Performance approved, pending tech review.

MSP (Lombardi/Igou)

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Elizabeth Norvell left the meeting at 2:45 p.m.

Council recognized Libby Andersen's retirement from the District.

C. Participatory Governance Survey (Information)

Hess introduced Cathy Hasson, Director of Institutional Research & Planning. Hasson distributed and explained the 2013 Participatory Governance Survey. Hasson reviewed the results from the survey conducted in 2010. 2010 survey report was distributed. Hasson advised the 2013 survey would be provided electronically to Hess and Instructional Services will be distributing the survey via email to the Council.

Otto Lee left the meeting at 3:07 p.m.

Roma Weaver inquired if subcommittees should be factored into the self assessment. Hasson confirmed subcommittees could be included. Discussion occurred regarding scoring method and the definition of participatory governance. Survey is to be completed by May 24, 2013.

Cathy Hasson left the meeting at 3:12 p.m.

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 reviewed the California Community College's Associate Degree for Transfer (ADT) Status Summary chart handout. Council discussed information relayed at recent conventions and from administrators at the state level regarding the 100% ADT goal. Short advised he received information regarding a reporting process colleges could access in order to update the status of the ADT degrees and recommended the District utilize this reporting process. Parker discussed Course Identification Numbering System (C-ID) impact on ADT degrees.

E. State Academic Senate

No report.

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

No report.

G. Articulation Officers (Andersen, Parker, Short)

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Short reported on topics discussed during a recent C-ID phone conference; submittal as a District and modification of certain fields to accommodate information specific to certain courses. Short noted the phone conference occurred with the implementers for C-ID. Short advised the system currently requires the course outline dates not exceed four years. Andersen added part of the issue with the course outlines is the difference between the CIC approval date and the effective date. Andersen discussed the implementation delay for Physics 197. Parker advised a discussion has occurred regarding the possibility of a resolution to C-ID. Council discussed conflict with the C-ID submittal process, articulation and C-ID approval response time.

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

Hess advised Instructional Services is working with the articulation officers on C-ID submittals. A process is currently being researched for curriculum approved during the spring 2013 semester.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee will meet on May 17, 2013. Hess advised a meeting was proposed in April for the G.E. Subcommittee. Hess noted the meeting date did not work for all subcommittee members and meeting will be proposed for the fall semester.

VI. ANNOUNCEMENTS

A. The next meeting will be a virtual meeting and will be held Thursday, August 29, 2013.

B. Handouts:

1. May 9, 2013 CIC Meeting Agenda
2. Draft Minutes from the April 25, 2013 CIC Meeting
3. Curriculum Summary
4. G.E. Course Approval Handout
5. Draft 2013-2014 CIC Calendar
6. California Community College's ADT Status Summary
7. Districtwide Participatory Governance Assessment: Instructional Council Survey
8. Districtwide Shared Governance Committee Contributions Report 2010

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:43 p.m.