

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 13, 2014  
2:00 PM—District Office, Room 245

## MINUTES

### **PRESENT:**

Barnes, Randy	Vice President, Instruction—City
Beitey, George	Dean, School of Public Safety—Miramar (proxy for Gerald Ramsey)
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Namdar, Donna	Curriculum Co-Chair—Continuing Education
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Articulation Officer—Miramar
Weaver, Roma	Curriculum Co-Chair—Continuing Education
Vizcarra, Perla	Articulation Officer—City

### **ABSENT:**

Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Igou, Daniel	Curriculum Chair—Miramar
McGrath, Tim	Vice President, Instruction—Mesa
Ramsey, Gerald	Acting Vice President, Instruction—Miramar
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

### **STAFF:**

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Payne, Desiree	Senior Secretary, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office

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*Shelly Hess called the meeting to order at 2:03 p.m. Shelly Hess announced Jan Lombardi has retired.*

*Otto Lee and Juliette Parker arrived at 2:04 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: December 12, 2013 Minutes

*Action: The minutes were approved. MSP (Short/Vizcarra)*  
Hess advised the transcription of the Black Studies designator discussion at the November 14, 2013 CIC meeting is available on the CIC handouts webpage.

### B. Approval of: February 13, 2014 Agenda

*Action: The agenda was approved. MSP (Weaver/Parsons)*

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

### A. Approval of Curriculum

*Action: The curriculum was approved by consent. MSP (Vizcarra/Weaver)*

### B. Approval of Program Changes

*Action: The programs were approved by consent. MSP (Parsons/Short)*

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

### D. Approval of Continuing Education Program Changes

No Continuing Education programs.

*Randy Barnes arrived at 2:08 p.m.*

## **III. OLD BUSINESS**

### A. Associate Degree Award Titles in CurricUNET (Information)

Hess advised a pull down menu feature has been added in CurricUNET to reflect the new associate degree award titles; Associate of Arts, Associate in Arts for Transfer, Associate of Science, and Associate in Science for Transfer. Hess noted all the Associate Degrees for Transfer (ADTs) have been updated to reflect the new title.

### B. Procedures Update (Information)

Otto Lee informed the Council he had conferred with the Vice Presidents of Instruction and reviewed the discussions (CIC and colleges) regarding assigning courses to disciplines. Lee reviewed the history of assigning courses to disciplines. Lee continued to explain the Policies and Procedures subcommittee was assigned the task of drafting a process, as a result of a request to formalize a standard guideline, and the draft Guidelines for Discipline Assignment were produced.

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Lee advised the guidelines are currently under discussion at the colleges. Hess stated Miramar has provided feedback to the subcommittee. Michelle Parsons advised Mesa's Academic Senate rejected the guidelines. Deanna Shelton advised City also rejected the guidelines. Lee advised since feedback has been received from all three colleges the subcommittee should reexamine the guidelines using feedback provided from the colleges. Lee recognized Curriculum Review Council (CRC) at the colleges are subcommittees of the Academic Senates and Council members are representatives of the Academic Senates. Lee noted, there is an expectation what Council members present to CIC is on behalf of the colleges and their Academic Senates, and in turn discussions at CIC are relayed to the colleges and Academic Senates. Lee requested CIC agenda items be presented by the CIC Co-Chairs [CRC Chairs and VPI]. Lee sought feedback from the Council. Juliette Parker advised Mesa's Academic Senate did not vote to approve the CIC Business Item: Assigning Courses to Disciplines. Parsons confirmed the action item was voted on by Mesa's CRC and not the Senate itself. Parsons noted it was presented as information to the Academic Senate, under the presumption CRC was the voting governing body. Parsons added this issue is currently under discussion at Mesa. Lee advised the CRC Chairs are always welcome to bring back items to Council. Assignment of disciplines as a feature in CurricUNET discussed. Shelton sought clarification the CIC Business Item encompassed entering disciplines in CurricUNET and training for faculty. Hess confirmed, and added the Business Item also included discipline assignment would follow the curriculum approval process. Discussion occurred regarding the function of CurricUNET in regards to discipline assignment, participatory governance, role of faculty and departments, and role of CRC and CIC.

Hess reported the Policies and Procedures Subcommittee meet on Friday, February 7, 2014. Miramar's recommendations were displayed and Hess reviewed each recommendation. Hess noted recency language was added to the Graduation Requirements procedure. This procedure will be brought back to the Council and should be taken back to the colleges. Hess advised the subcommittee has begun reviewing a Course Description procedure and will begin reviewing the Credit By Exam procedure. Shelton advised having the subcommittee's City representative attend CRC meeting, or meet with Shelton, would be helpful when the procedures are scheduled to be presented to colleges. Hess reminded Council to continue to focus on the other procedures presented for review. Hess noted the Prerequisites, Corequisites and Advisories procedure should be given priority.

## **IV. NEW BUSINESS**

### **A. Walk-Ins (Action)**

Hess reiterated Lee's request for agenda items to be provided by the CIC Co-Chairs. Hess advised the request should be sent via email to her and Desiree Payne should be copied in the email.

## **V. STANDING REPORTS**

### **A. Curriculum Updating Project (Hess)**

Hess reported the number of courses not integrated has decreased by three [37].

### **B. CurricUNET Steering Committee (Hess/Weaver)**

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Erica Marrone reported the multiple actions button for CRC Chairs now features “on-hold” in addition to “reviewed.” Discussion occurred regarding other approvers obtaining the same multiple action button options. Marrone advised the topic could be presented to the committee.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

The TMC Status Tracker was displayed. 100% ADT goal was discussed.

E. State Academic Senate

Parsons reported on the SB 440 discussion at the regional meeting. Parsons sought support from the administrators to relay feedback to administrators at the state level regarding the difficulty in meeting state deadlines and the time required for state approval of courses, C-ID and programs. Parsons advised Plenary is scheduled for April 2014.

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

Randy Barnes reported a CIO conference will be held on March 12, 2014.

G. Articulation Officers (Parker, Short, Vizcarra)

Perla Vizcarra reported the officers have been working on the ADT degrees to meet the 100% goal. Short reported on February’s District Articulation Council (DAC) meeting. State mandates discussed. Hess discussed the challenges in meeting state guidelines and deadlines, noting the state’s TMC templates are constantly being updated.

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

SDCCD C-ID Project tracker was displayed. Hess reviewed the submittals and denials. Hess advised the denied courses were addressed at DAC.

I. CIC Subcommittees (Hess)

Hess reported the General Education Review subcommittee is scheduled meet March 28, 2014. Shelton inquired on who the City representative was for this subcommittee. Payne advised Peter Haro is scheduled to attend the meeting in lieu of a City representative.

## VI. ANNOUNCEMENTS

A. The next meeting will be held Thursday, February 27, 2014 at the District Office in room 220.

B. Handouts:

1. February, 2013 CIC Meeting Agenda
2. Draft Minutes from the November 14, 2013 CIC Meeting
3. Curriculum Summary
4. Curriculum Updating Project
5. SDCCD C-ID Project

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6. TMC Status Tracker

## **VII. ADJOURNMENT**

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