

# San Diego Community College District Curriculum and Instructional Council

Meeting of March 27, 2014  
2:00 PM—Miramar College, Room W-248

## MINUTES

### **PRESENT:**

Barnes, Randy	Vice President, Instruction—City
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
Namdar, Donna	Curriculum Co-Chair—Continuing Education
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
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Parker, Juliette	Articulation Officer—Mesa
Ramsey, Gerald	Acting Vice President, Instruction—Miramar

### **STAFF:**

Payne, Desiree	Senior Secretary, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

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*Standing Reports discussed at 2:08 p.m.*

*Randy Barnes arrived at 2:14 p.m.*

*Shelly Hess called the meeting to order at 2:17 p.m.*

## **I. MINUTES AND AGENDA**

### A. Approval of: March 13, 2014 Minutes

*Action: The minutes were approved.*

MSP (Igow/Parsons)

### B. Approval of: March 27, 2014 Agenda

Added to the agenda:

- Walk-Ins:

1. GISG 104 Geographic Information Science and Spatial Reasoning (Mesa)
2. April 10, 2014 CIC Meeting (Mesa)
3. MATH 252 Calculus with Analytic Geometry III (Miramar)
4. GEOG 101L Physical Geography Laboratory (City)
5. SPAN 202 Fourth Course in Spanish (City)

*Action: The agenda was approved as amended.*

MSP (Weaver/Igou)

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

### A. Approval of Curriculum

Removed from the consent agenda:

*ARTF 196 Clay and Glaze Technology*

*ARTF 197A Handbuilding Ceramics I*

*ARTF 197B Handbuilding Ceramics II*

*MUSI 158 Music Theory I*

*Action: The curriculum was approved as amended.*

MSP (Vizcarra/Igou)

### B. Approval of Program Changes

*Action: The programs were approved.*

MSP (Igow/Parsons)

### 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

*ARTF 196 Clay and Glaze Technology*

*ARTF 197A Handbuilding Ceramics I*

*ARTF 197B Handbuilding Ceramics II*

*MUSI 158 Music Theory I*

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Michelle Parsons inquired where the curriculum's family assignment is displayed on the curriculum summary. Carmen Scott advised the family assignment is listed on the course report (Cr) in CurricUNET and is located next to the Subject area on the curriculum summary. Duane Short inquired how students are provided the list of curriculum families. Hess advised the Catalog Subcommittee discussed the possibility of placing the family information in the catalog. Hess noted the subcommittee would address this at the next meeting. Providing notification to the counselors was discussed. Hess advised a list could be provided and could possibly be displayed on a webpage.

*Action: ARTF 196, 197A, and 19B and MUSI 158 approved.*

MSP (Parsons/Igou)

## III. OLD BUSINESS

### A. Procedures Update (Information)

*Refer to Standing Reports item C. Curriculum Subcommittees.*

### B. March 13, 2014 Walk-Ins (Information)

1. AMSL 230 Interpretation I-*revision* (Mesa)
2. AMSL 235 Professional Aspects of Interpretation-*revision* (Mesa)
3. AMSL 240 Interpretation II-*revision* (Mesa)
4. AMSL 245 Specialized Settings in Interpretation-*revision* (Mesa)
5. AMSL 250 Interpretation III-*revision* (Mesa)
6. AMSL 255 Interpretation IV-*revision* (Mesa)
7. AMSL 276 Field Work in Interpretation-*revision* (Mesa)
8. CISC 128 Introduction to Computer Presentations-*deactivation* (City)

Hess advised the curriculum was walked in to the March 13, 2014 CIC meeting and approved pending technical review. Hess reported the curriculum failed technical review and will need to be resubmitted for approval. Parsons explained she received notification the courses did not pass technical review as the programs needed to be revised and submitted at the same time. Parsons expressed frustration with this process as the courses have to be implemented in Fall 2014 in order to meet new industry standards. Hess stated the course revisions were substantial and the impact on the programs is significant. Hess advised the catalog deadline has passed and Mesa's Vice President of Instruction should notify Vice Chancellor Otto Lee to request an amendment to the catalog deadline. Lee advised he would support the request since the curriculum is linked to industry standards. Deanna Shelton asked why Computer and Information Systems (CISC) 128 did not pass technical review. Scott advised the course was attached to a program which was not walked in. Hess referenced the December 12, 2013 CIC meeting where the importance of meeting the catalog deadline was discussed. Hess reminded the CRC Chairs any programs impacted by new courses or course revisions need to be updated and walked in at the same time. Hess noted there is a process should there be extenuating circumstances requiring curriculum to be approved for Fall 2014 after the catalog deadline.

## IV. NEW BUSINESS

### A. Walk-Ins (Action)

1. *GISG 104 Geographic Information Science and Spatial Reasoning* (Mesa)

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Parsons explained the course is included in the Geography Associate Degree for Transfer (ADT) degree. Course outline viewed in CurricUNET. Impact of C-ID on prerequisites discussed.

*Action: GISG 104 approved, pending tech review.* MSP (Igou/Short)

3. *MATH 252 Calculus with Analytic Geometry III* (Miramar)

Igou stated the discipline has been changed to mathematics only. Council discussed the importance of including faculty from the other colleges in discipline assignment discussions. Minimum qualifications and Human Resources (HR) interpretation of minimum qualifications were discussed. Adhering to Title 5 regulations was discussed. Hess inquired if Lee could discuss minimum qualifications with the HR department. Lee requested Randy Barnes provide minimum qualifications discussion(s) with HR. Shelton suggested revising the discipline drop down menu in CurricUNET, as well as the addition of an explanation of the how to assign disciplines and interpret minimum qualifications to CurricUNET. Hess advised the colleges need to relay their feedback regarding discipline assignment, as the guidelines were rejected by City and Mesa, otherwise Instructional Services is unable to proceed with the development of an alternate approach. Hess advised a text box field could be added in CurricUNET next to the discipline drop down menu in order to allow originators to add comments. Hess stated this option would be discussed at the next CurricUNET Steering committee.

*Action: MATH 252 approved, pending tech review.* MSP (Parsons/Igou)

4. *GEOG 101L Physical Geography Laboratory* (City)

Shelton advised the course is included in the Geology ADT, revised for 6 year review. Perla Vizcarra noted textbooks were revised.

*Action: GEOG 101L approved, pending tech review.* MSP (Parsons/Vizcarra)

5. *SPAN 202 Fourth Course in Spanish* (City)

Shelton stated the course revision has been discussed amongst the faculty. The course is included in an ADT.

*Action: SPAN 202 approved, pending tech review.* MSP (Parsons/Vizcarra)

2. *April 10, 2014 CIC Meeting* (Mesa)

Parsons inquired if the April 10 CIC meeting can be changed to a virtual meeting. Hess cautioned walked in curriculum is not accepted for virtual meetings. Impact on American Sign Language (AMSL) curriculum discussed.

*Action: Changing the April 10, 2014 CIC to a virtual meeting was approved.*  
MSP (Parsons/Weaver)

### V. STANDING REPORTS

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### A. Curriculum Updating Project (Hess)

No report.

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

No report.

### C. Student Services Council (Conrad)

No report.

### D. ADT (Lee)

Hess reported the ADTs walked in to the March 13, 2014 CIC meeting will be presented to the Board for approval directly following the CIC meeting. TMC tracker displayed. Hess advised a new coding color has been added to the tracker to reflect ADTs which have received C-ID approval. C-ID tracker displayed. Miramar's Communication Studies ADT and C-ID approvals discussed.

### E. State Academic Senate

Parsons reported Plenary is scheduled to take place in April. Parsons reported on the AB 86 Adult Education Consortium Planning Grant discussion at the Curriculum Regional meeting. Parsons added the Curriculum Institute is scheduled to take place in July. Hess reported new disciplines were approved by the Board of Governors.

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

Lee reported on student support and student equity plan. Lee advised Student Services and Instructional Services are working together to comply with the Student Success Act. Lee reported on the ADT 2014 statistics; number of students applying to universities with ADTs has increased from 2013. Lee reported a new generation of ASSIST is in development and is scheduled to launch in 2015. Barnes reported the state is working with half of the normal staffing support. Barnes noted the state is attempting to fill the vacant Vice Chancellor position.

### G. Articulation Officers (Parker, Short, Vizcarra)

Short reported he is serving on the ASSIST workgroup. Short advised the Articulation Officers will be at the annual California Intersegmental Articulation Council (CIAC) conference April 24-25, 2014 and will not be attending the April 24 CIC meeting.

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

*Refer to Standing Report item D. ADT.*

### I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures subcommittee and the General Education Review subcommittee are scheduled to meet on March 28, 2014. Hess requested CRC Chairs relay college

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and Academic Senates feedback regarding concerns and issues with the drafted Guidelines for Assigning Courses to Disciplines. Hess reminded CRC chairs to continue to facilitate the review of the other procedures submitted for campus shared governance approval, as well as relay feedback from the colleges.

## **VI. ANNOUNCEMENTS**

- A. The April 10, 2014 meeting will be held virtually.
- B. Handouts:
  - 1. March 27, 2014 CIC Meeting Agenda
  - 2. Draft Minutes from the March 13, 2014 CIC Meeting
  - 3. Curriculum Summary
  - 4. SDCCD C-ID Project
  - 5. TMC Status Tracker

## **VII. ADJOURNMENT**

*Shelly Hess adjourned the meeting at 2:52 p.m.*