

San Diego Community College District Curriculum and Instructional Council

Meeting of May 8, 2014
2:00 PM—District Office, Room 245

MINUTES

PRESENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Articulation Officer—Miramar
Vizcarra, Perla	Articulation Officer—City
Weaver, Roma	Curriculum Co-Chair—Continuing Education

ABSENT:

Barnes, Randy	Vice President, Instruction—City
Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Namdar, Donna	Curriculum Co-Chair—Continuing Education
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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Shelly Hess called the meeting to order at 2:03 p.m. Hess noted Daniel Igou, Perla Vizcarra, and Roma Weaver will not be serving on the Council in the 2014-2015 academic year. Hess expressed her thanks to the members.

Otto Lee arrived at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: April 24, 2014 Minutes

*Action: Approved.
2 Abstentions.*

MSP (Igou/Vizcarra)

B. Approval of: May 8, 2014 Agenda

Added to the agenda:

- Walk-Ins:

1. PYSC 255 Introduction to Psychological Research (Mesa)
2. HEIT 155A ICD Coding I (Mesa)
3. Spanish Associate in Arts for Transfer (Mesa)
4. COMM 641 Web Programming Beginning (Continuing Education)
5. COMM 642 User Interface Design (Continuing Education)
6. COMM 643 Design Principles (Continuing Education)
7. COMM 644 Web Programming Intermediate (Continuing Education)
8. COMM 645 Content Management Systems (Continuing Education)
9. COMM 646 Responsive Web Design (Continuing Education)
10. COMM 647 Website Promotion (Continuing Education)
11. Front End Developer I Certificate of Completion (Continuing Education)
12. Front End Developer II Certificate of Completion (Continuing Education)

Action: Approved as amended.

MSP (Weaver/Igou)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:

NUTR 270 Work Experience

Action: Approved as amended.

MSP (Short/Igou)

B. Approval of Program Changes

Removed from the consent agenda:

Computer Skills in Business Certificate of Performance

Computer Skills in Business Certificate of Performance tabled.

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

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No Continuing Education programs.

E. General Education (GE) Review Handout (Action)

Exercise Science (EXSC) 134 Adapted Weight Training was discussed.

Action: Approved.

MSP (McGrath/Parsons)

F. Curriculum Items Discussed

NUTR 270 Work Experience

Michelle Parsons referred to the discussion at the previous [April 24, 2014] Council meeting regarding using EXSC as the subject area for this work experience course. Nutrition program development at City was discussed. Deanna Shelton suggested the course be tabled in order to allow additional discussion between the colleges. Duane Short inquired if generic courses require individual course outlines. Shelly Hess stated historically generic courses shared a generic outline. Hess advised given the new state approval regulations generic courses should have individual outlines, which can be done when courses are revised or new courses are created.

NUTR 270 tabled.

G. Program Changes Discussed

Shelton advised City will no longer offer the Computer Skills in Business Certificate of Performance. Carmen Scott advised the need for proposal will be switched to a deactivation and the award will be listed on either the August virtual meeting or the first meeting in September.

III. OLD BUSINESS

A. Procedures Update (Information)

Hess advised the Policies and Procedures Subcommittee finalized a draft Course Description procedure. Status of college review of draft procedures presented for review and approval: City has recommendations to three procedures and is scheduled to review the Requisites, Corequisites, Limitations Enrollment and Advisories procedure at the next Academic Senate meeting; Mesa has approved all four procedures; Miramar has approved three and will review the Philosophy and Criteria for Associate Degree-General Education procedure.

B. Assigning Courses to Disciplines-Mesa College Academic Senate Resolution (Information)

Otto Lee reviewed Mesa's recently approved Academic Senate Resolution 14.4.2. Resolution was displayed and provided to the Council. Lee reviewed the CIC Business Item Assigning Courses to Discipline. Lee advised he will be responding to Terri Kohlenberg to clarify statements listed on the resolution regarding the Council. Parsons reported on her presentation at Mesa's Academic Senate meeting [May 2014]. Lee reviewed the current discipline assignment process, as outlined in the CIC Business Item, and noted the Academic Senates have the authority to explore an alternate process. Shelton inquired if discipline assignments could be at the discretion of each college. McGrath pointed out the potential impact on faculty; being held to different standards at each the college.

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Juliette Parker noted each college is accredited individually. Parsons advised De Anza College has been recommended as a college with a discipline assignment model worth examining. Perla Vizcarra inquired on the District's role when the colleges disagree on curriculum. Hess advised the preferred approach is for the colleges to discuss and come to a resolution prior to the curriculum being presented to the Council. Hess noted when curriculum is walked-in it is not going through the normal review process.

C. Draft 2014-2015 CIC Calendar and Curriculum Deadlines (Action)

Desiree Payne reviewed the calendar. Hess reminded Council the catalog and fall schedule deadline were advanced to February 26, 2014. Payne reviewed recommended revisions. Revisions were made. Payne advised clarification was requested regarding the proposal examples listed under the Notes section. Notes section title changed to Eligible Proposals.

Action: Approved.

MSP (Vizcarra/Parsons)

Juliette Parker left the room at 2:46 p.m.; returned at 2:48 p.m.

IV. NEW BUSINESS

A. Walk-Ins (Action)

1. PYSC 255 Introduction to Psychological Research (Mesa)

Parsons advised the course was revised for C-ID approval. C-ID descriptor was discussed. Vizcarra advised the descriptor for Psychology (PYSC) 255 is 200.

Action: PYSC 255 approved, pending tech review.

MSP (Vizcarra/Igou)

2. HEIT 155A ICD Coding I (Mesa)

Parsons explained distance education was the only revision to the course. Parsons added the course facilitates workforce training needed for summer 2014.

Action: HEIT 155A approved, pending tech review.

MSP (Short/Igou)

3. Spanish Associate in Arts for Transfer (Mesa)

Parsons advised Mesa has created a new Associate Degree for Transfer (ADT).

Action: Spanish Associate in Arts for Transfer approved, pending tech review.

MSP (Vizcarra/Parsons)

4. COMM 641 Web Programming Beginning (Continuing Education)

5. COMM 642 User Interface Design (Continuing Education)

6. COMM 643 Design Principles (Continuing Education)

Roma Weaver explained the new curriculum is part of new program in the Business Information Technology (BIT) area. Continuing Education (CE) curriculum minutes were reviewed. Weaver advised CE faculty worked with faculty at the other colleges.

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Action: COMM 641, 642 and 643 approved, pending tech review. MSP (Vizcarra/Igou)

11. Front End Developer I Certificate of Completion (Continuing Education)

First certificate in the Front End Developer program.

Action: Front End Developer I Certificate of Completion approved, pending tech review.
MSP (Igou/McGrath)

7. *COMM 644 Web Programming Intermediate* (Continuing Education)
8. *COMM 645 Content Management Systems* (Continuing Education)
9. *COMM 646 Responsive Web Design* (Continuing Education)
10. *COMM 647 Website Promotion* (Continuing Education)

New courses included in the new Front End developer program.

Action: COMM 644, 645, 646 and 647 approved, pending tech review.
MSP (Vizcarra/Parsons)

12. Front End Developer II Certificate of Completion (Continuing Education)

Second certificate in the Front End Developer program.

Action: Front End Developer II Certificate of Completion approved, pending tech review.
MSP (Igou/Parsons)

B. GE Learning Outcomes (Information)

Lee reported on the GE Learning Outcomes (GLOs) discussion at District Governance Council. Lee reviewed the outcomes, and advised historically the outcomes have been uniform though developed by each college. Lee advised Mesa, as a result of analysis recently conducted, would like to use their Institutional Learning Outcomes as their GLOs.

Brian Ellison arrived at 2:57 p.m.

Lee noted the catalog will need to be updated in reflect change. Lee wanted to ensure Council was aware of the change. Duane Short reported on Miramar's GLOs. Hess advised Buran Haidar provided an example of how the GLOs should be reflected in the drafted 2014-2015 catalog. Hess advised once Mesa provides their example Instructional Services can update the drafted catalog. Hess reported Mesa's change to the format of their GLOs was discussed at the GE Review subcommittee meeting in March; the subcommittee was supportive of the change. Nationwide model was discussed.

Otto Lee left the meeting at 2:59 p.m.

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported the number of courses not integrated is 36, no change.

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B. CurricUNET Steering Committee (Hess/Weaver)

Hess reported the committee is scheduled to meet on May 9, 2014.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

TMC Tracker was displayed. Hess reported on the ADTs which have received C-ID approval. C-ID submittals, approvals and denials were reviewed. Hess reviewed status of state approvals for ADTs. Short requested the Film, Television & Electronic Media row be coded black, to reflect the college does not offer the curriculum at this time, for Miramar on the tracker. Parsons added the same coding should be applied for Mesa.

E. State Academic Senate

Curriculum Institute in will take place in July.

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

No report.

G. Articulation Officers (Parker, Short, Vizcarra)

No report.

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

Refer to Standing Report Item D. ADT.

I. CIC Subcommittees (Hess)

No report.

VI. ANNOUNCEMENTS

A. Handouts:

1. May 8, 2014 CIC Meeting Agenda
2. Draft Minutes from the April 24, 2014 CIC Meeting
3. Curriculum Summary
4. SDCCD C-ID Project
5. TMC Status Tracker
6. GE Review Handout
7. Draft 2014-15 CIC Calendar
8. Draft Curriculum Approval Deadlines
9. Mesa Academic Senate Resolution 14.4.2
10. CIC Business Item: Assigning Courses to Disciplines

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VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:04 p.m.