

San Diego Community College District Curriculum and Instructional Council

Meeting of September 12, 2013
2:00 PM—District Office Room 220

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
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
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Ramsey, Gerald	Acting Vice President, Instruction—Miramar
Shelton, Deanna	Curriculum Co-Chair—City
Short, Duane	Articulation Officer—Miramar
Vizcarra, Perla	Articulation Officer—Mesa

ABSENT:

Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Weaver, Roma	Curriculum Chair—Continuing Education

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. Hess welcomed new member Perla Vizcarra and Council introduced themselves.

I. MINUTES AND AGENDA

A. Approval of: May 9, 2013 Minutes

*Action: The minutes were approved.
I abstained.*

MSP (Igou/Parker)

B. Approval of: September 12, 2013 Agenda

Added to the agenda:

1. Voting Process (Short)
2. Walk-Ins:
 - a. Fitness Specialist Certificate of Achievement (City)
 - b. Fitness Specialist Certificate of Achievement (Mesa)
 - c. Fitness Specialist Certificate of Achievement (Miramar)

Action: The agenda was approved as amended.

MSP (Barnes/Short)

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Removed from the consent agenda:
BUSE 092

Action: The curriculum was approved as amended.

MSP (Lombardi/Igou)

B. Approval of Program Changes

Action: The programs were approved by consent.

MSP (Igou/Short)

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 (Action)

BUSE 092 Introduction to Business Communication

Jan Lombardi wanted to ensure the course would not appear on an English placement chart. Duane Short recommended checking the prerequisite(s) on the Business Mathematics course. Coding in ISIS discussed.

Action: BUSE 092 approved.

MSP (Lombardi/Parsons)

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III. NEW BUSINESS

A. Stand Alone Approvals (Information)

Shelly Hess explained the Stand Alone approval process. District Instructional Services Process for Coding CB24 Program Status document displayed. Hess advised historically when courses have been approved as program applicable for a new program, and the program does not move forward for California Community Colleges Chancellor's Office (CCCCO) approval, it causes issues because courses are listed as program applicable for a program that does not exist. Hess noted when submitting courses to the state for approval they either have to be part of a previously state approved program or be submitted as stand alone. Short sought clarification on the current process for courses not approved as stand alone at CIC and not attached to a program. Hess advised the courses are submitted to the state as stand alone.

Tim McGrath arrived at 2:14 p.m.

Michelle Parsons inquired if there is a maximum number of stand alone courses allowed. Hess advised there is not a maximum, and noted offering a large number of stand alone courses is not recommended. Hess explained the only limitation is when 18 units or more of stand alone courses are linked together as a prerequisite or corequisite the courses must be added to a program and approved by the CCCCCO. Alternate process for courses not approved as stand alone at CIC discussed. Hess advised a process would be researched.

B. Theatre Arts for Transfer (Mesa) (Information)

Hess advised as a result of the deactivation of Drama 250 the degree was withheld from Mesa's catalog. Hess is working with the college on a resolution.

C. 2013-2014 CIC Calendar (Information)

Desiree Payne advised the General Education (GE)/Transferability approval deadline was incorrectly listed as 12/12/13. The approval deadline is November 14, 2013, as the submission deadline is December 13, 2013. The calendar was updated to reflect this change.

D. Program Course Approval Handbook (PCAH) Updates (Information)

Hess reported the Fifth Edition of the PCAH has been approved and released. Hess advised copies of the handbook will be distributed to CIC members, Instructional Services Administrative Technicians and Elizabeth Norvell.

Gerald Ramsey arrived at 2:23 p.m.

Hess noted two updates in the Fifth Edition; CCCCCO requires "Area of Emphasis, With an Emphasis, Transfer or For Transfer" language be removed from award titles and correction to Associate in Arts/Sciences to Associate of Arts/Sciences. CIC New Business Items documents displayed. Updates discussed. Hess inquired if the Chief Instructional Officers could seek clarification on these updates at the next conference.

E. Walk-In Process (Information)

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Hess reviewed the walk-in process. Hess reminded Council a Walk-In Curriculum Approval form is required on the CIC catalog deadline and last meeting of the academic year, and to evaluate the need for walked-in curriculum (i.e. catalog deadline, program accreditation, effective term).

F. Deactivation (active at another college) Process (Information)

Hess reviewed the current deactivation process. Hess advised due to the way CurricUNET tracks proposals deactivations will need to revert back to the old process; deactivation cannot occur if another proposal has been initiated. Short inquired if a deactivation could be included in a revision. Hess advised this would need to be discussed at the CurricUNET Steering Subcommittee. Parsons advised Mesa's goal for the 2013-2014 academic year is to update its curriculum and expressed her concern with reverting back to the old process.

Parsons advised Mesa is reviewing the current curriculum. Parsons inquired, in order to assist with the curriculum review, if courses can be revised or deactivated and the programs can be revised at a later date. Hess advised courses and programs need to be submitted together. Hess noted recommended electives within a program can be revised or deactivated and the program may be updated administratively, for required course(s) within a program both the course(s) and program need to be submitted at the same time. Hess explained the state approval process for required courses. Discussion continued.

G. Repeatability (Information)

Hess explained over the summer Instructional Services administratively removed repeatability from courses in order to comply with Title 5's 2013 repeatability statute. The list of courses was displayed. Council requested a copy be distributed to all members. Parsons inquired how students can repeat Independent Study courses. Hess advised students may take one Independent Study course within an offered subject area. Parsons noted the Music department has been experiencing issues with the non-repeatability of Music 290. Dan Igou inquired on repeatability for variable unit courses. Hess advised students have the option to take the course one time for any of the unit options. Discussion continued.

H. Courses Not Integrated (Information)

Parsons inquired if a course must be integrated prior to deactivation. Hess advised a course does not. Parsons sought confirmation once a course is deactivated it is removed from the integration list. Hess confirmed. Hess noted this does not apply if the course is active at another college.

I. Six/Two Year Review (Information)

Parsons explained Mesa is currently linking the program review process with the curriculum process. Discipline deans' roles in the curriculum process discussed. Short sought clarification on curriculum subject to two year review. Hess advised Career Technical Education (CTE) curriculum requires two year review. Parsons added according to Title 5, CTE requisites and textbooks should be reviewed every two years. Hess noted an electronic version of the Active Not Offered report is being finalized, and once complete will be distributed. Active Not Offered report discussed. Erica Plourde noted a six year report is available in CurricUNET.

J. Voting Process (Information)

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Short inquired if an alternate voting process could be proposed for CIC. Otto Lee advised Council must adhere to parliamentary procedure in order to comply with state regulations. Lee reminded Council all members should feel comfortable to vote candidly.

K. Walked-In Curriculum (Action)

1. *Fitness Specialist Certificate of Achievement* (City, Mesa, Miramar)

Hess reviewed the impact of the deactivation of Physical Education (PHYE) 242 on the Fitness Specialist certificate. Hess recommended PHYE 242B be added in the certificate, effective fall 2013. Hess advised pending Council's approval the errata will be published.

*Action: Fitness Specialist Certificate of Achievement approved, pending tech review.
MSP (Parsons/Barnes)*

IV. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported the number of courses not integrated is 51, and has decreased by approximately 20 courses.

B. CurricUNET Steering Committee (Hess/Weaver)

No report. A meeting is to be scheduled.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

Lee reviewed the CCCCO's Associate Degree for Transfer Status Summary chart. Council discussed the 100% ADT goal.

E. State Academic Senate

Jan Lombardi reported the discussion at the summer 2013 Curriculum Institute; report card, certificate awards, common core, prerequisites and cross-discipline. Hess noted the procedure for requisites is on the agenda for the next Policies and Procedures Subcommittee meeting. Parsons added discussion occurred at the institute regarding major preparation versus GE. Parsons noted this discussion will be reviewed at the Chairs meeting, and recommended this topic be discussed at the next GE Subcommittee meeting. Lombardi advised the Dance department has expressed concern on the structure of Dance curriculum. Hess noted a meeting may need to occur with Dance faculty and deans. Parsons suggested a meeting with the Visual Performing Arts and Physical Education faculty and administrators be held. Igou added discussion occurred regarding unit increase justification.

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

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Lee reported on the ERP project. Lee advised the project is now in the request bid phase. Lee noted interfacing with instructional databases (i.e. CurricUNET, EMS, Blackboard) is incorporated into the project. Lee advised an ERP team has been created and will be attending various meetings and vendor demonstrations. Lee stated he and Hess are to attend an all day meeting on October 24th, 2013, a CIC meeting date. Hess proposed the meeting be revised to a virtual meeting. No objections were made to the virtual meeting.

G. Articulation Officers (Parker, Short, Vizcarra)

No report.

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

SDCCD C-ID Project document displayed. Number of courses denied and process for denied courses discussed. C-ID tracker displayed. Hess noted a C-ID field has been added to CurricUNET.

I. CIC Subcommittees (Hess)

Hess reported a Policies and Procedures Subcommittee meeting is scheduled for Friday, September 20, 2013; the GE Subcommittee meeting is pending appointment of a faculty representative from City; the Catalog Subcommittee meeting is pending appointment of several representatives.

V. ANNOUNCEMENTS

A. The next meeting will be held Thursday, September 26, 2013 at City College room B104.

B. Handouts:

1. September 12, 2013 CIC Meeting Agenda
2. Draft Minutes from the May 9, 2013 CIC Meeting
3. Curriculum Summary
4. District Instructional Services Process for Coding CB 24 Program Status
5. 2013-2014 CIC Calendar
6. CIC Business Item: Area of Emphasis, With an Emphasis, Transfer or for Transfer Program Titles
7. CIC Business Item: CCCCCO Correction to Associate in Arts/Sciences Degrees
8. CIC "Walk-In" Curriculum Approval form
9. Course Deactivation (active at another college)
10. Repeatability Removed Fall 2013
11. California Community College's ADT Status Summary
12. SDCCD C-ID Project
13. Curriculum Updating Project

VI. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:44 p.m.