

San Diego Community College District Curriculum and Instructional Council

Meeting of February 12, 2015
2:00 PM—Mesa College Room LRC-435

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

GUEST:

Collins, Lorraine	Dean, Workforce Development—District Office
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ABSENT:

Bennie, Roanna	Vice President, Instruction—Miramar
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Payne, Desiree	Senior Secretary, 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 2:09 p.m.

I. MINUTES AND AGENDA

A. Approval of: December 11, 2014 Minutes (*Action*)

Juliette Parker and Deanna Shelton arrived at 2:10 p.m.

Elizabeth Norvell noted under pulled curriculum GEOG 111 should be GEOL 111.

Recommend approval of minutes as amended

Motion by Short, second by Parsons

Final Resolution: Motion carries

Aye: Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton

B. Approval of: February 12, 2015 Agenda (*Action*)

Added to the agenda:

• Walk-Ins:

1. EXSC 292 Yoga Teacher Essentials (Miramar)
2. EXSC 293 Yoga Teacher Training Progressive Methodologies (Miramar)
3. Yoga Teacher Certificate of Performance (Miramar)
4. Assistant Teacher Certificate of Achievement (Miramar)
5. San Diego Transit General Mechanic Apprenticeship Associate of Science Degree (Miramar)
6. Network Technician Program Certificate of Completion (Continuing Education)

Recommend approval of agenda as amended

Motion by Short, second by Palma-Sanft

Final Resolution: Motion carries

Aye: Ellison, McGrath, Namdar, Norvell, Parker, Parsons, Shelton

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Pulled Curriculum:

GEOL 120

Recommend approval of curriculum as amended

Motion by Short, second by Ellison

Final Resolution: Motion carries

Aye: McGrath, Namdar, Norvell, Palma-Sanft, Parker, Parsons, Shelton

B. Approval of Program Changes (*Action*)

Recommend approval of programs

Motion by Short, second by Parsons

Final Resolution: Motion carries

Aye: Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton

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C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

E. Curriculum Discussed (*Action*)

GEOL 120

Norvell explained City would like to be added to the proposal as the course is intended to be included in an Associate Degree for Transfer (ADT) degree.

Recommend approval of GEOL 120

Motion by Parsons, second by Parker

Final Resolution: Motion carries

Aye: Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Shelton, Short

III.

NEW BUSINESS

A. FIPT 392L Special Topics in Fire Management, 393L Special Topics in Hazardous Materials, 394L Special Topics in Firefighting Tactics, and 395L Special Topics in Open Water Lifeguarding Unit Correction (*Information*)

Hess explained upon reviewing the course outlines for approval the state questioned the units to hours ratio and requested either the units be increased or hours be decreased. Hess advised after consultation with the Miramar it was agreed the units would be adjusted. Short provided a brief background on the special topics courses.

B. Non-Credit/Basic Skills (*Information*)

Michelle Toni Parsons provided an overview of the movement to offer non-credit basic skills courses on a college campus. Parsons explained in order for a college to offer non-credit courses the course must be held at the college and listed in the college catalog. Parsons noted the District is unique from other community college districts in that it has such a well-developed Continuing Education (CE) system. Parsons advised she is presenting the agenda item for discussion. Tutoring courses were discussed. Council discussed the logistics of offering non-credit curriculum at the colleges (FTEF, funding, and college and CE processes) and AB 86. Hess requested all the curriculum chairs discuss the topic at their respective Curriculum Review Committees (CRCs) and bring feedback to the Council. Hess noted the next Council meeting is the catalog deadline and the item may need to be discussed after February 26.

C. Pass/No Pass in ADT Degrees (*Information*)

Hess reported based on a letter published by Pam Walker, California Community Colleges Chancellor's Office (CCCCO) Vice Chancellor of Academic Affairs, an amendment has been made to the Program and Course Approval Handbook (PCAH) to remove language referencing a 'P' (Pass) grade is not an acceptable grade for ADTs.

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Randy Barnes arrived at 2:35 p.m.

Hess advised based on the amendment approved courses with a 'P/NP' (Pass/No Pass) grade option can now be included in ADTs. McGrath inquired if there are a maximum amount of courses which can be included with this grading option. Mara Palma-Sanft advised the amount is not specified, only that the practice is allowable. Council discussed ADTs and course grading options. Hess asked the Articulation Officers if there is a maximum of P/NP units which will transfer. Juliette Parker advised the maximum allowed for CSUs is 15 units.

D. Update on C-ID Verification for ADTs (*Information*)

Council reviewed the Update on C-ID Verification for ADTs letter published by Pam Walker. Hess summarized effective July 1, 2015, all ADTs submitted which have a C-ID descriptor course included in the degree must have the C-ID course approved in order for the degree to be approved by the state. Hess noted the letter states exceptions will be made for a valid ASSIST Articulation Agreement by Major (AAM) in lieu of an approved C-ID status. Issues with the constant updates to the CCCC's Transfer Model Curriculum (TMC) template website were discussed. Council discussed challenges with the deadline and approaches to ensuring compliance with the new C-ID/ADT approval process. Parker noted the CCCC is not following a State Academic Senate's resolution, which requested the CCCC refrain from posting revised TMC templates outside of February 1 and September 1. Council reviewed the CCCC's TMC template website and discussed inconsistent posting dates. Parsons discussed the importance of involving faculty in the ADT development process.

E. SLOs on Syllabi (*Information*)

Hess reviewed the discussion regarding student learning outcomes (SLOs) on course outlines at Council meetings over the Fall semester. Hess advised the topic has also been discussed at various accreditations meetings. Standard II: Student Learning Programs and Services documents displayed. Hess explained the SLOs will be required to be listed on the syllabus, in addition to the course outline. Hess advised the matter should be addressed prior to the spring 2017 accreditation. Hess offered the option of Government importing SLOs only from Task Stream. Hess noted this would allow the colleges' to maintain their current autonomous process with Task Stream and faculty would not be required to input the information twice. Council discussed various approaches and process planning involved. Council agreed a CIC Business Item would be drafted and presented to the colleges' Academic Senates. Discussion continued.

F. Walk-Ins (*Action*)

1. EXSC 292 Yoga Teacher Training Essentials, EXSC 293 Yoga Teacher Training Progressive Methodologies, and Yoga Teacher Certificate of Performance (Miramar)

Short explained Miramar hired a full time faculty member and a yoga program is being developed due to increase demand. Short noted there is a minor change to the course catalog description, which could not be completed prior to the meeting as the proposals were passed the point of editing. Norvell inquired on the language in the course description, noting she was under the impression listing specific course number in the description was not permitted. Short advised it was his understanding when the course

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information cannot be found anywhere else in the catalog it is allowed in the course description. Norvell noted she understands the approach but the reason a practice was established for these scenarios was to avoid outdated information being included in the catalog. Hess advised this was discussed in the past and extraneous information was removed from course descriptions. Discussion occurred regarding enforcement of the practice, exceptions to the practice, and alternate areas where the information could be listed. Short advised if this is not allowable there are other courses which need to be reviewed and information may need to be removed from. Hess advised further research is needed regarding this practice, and if required the information will be removed during the tech review from the course description and alternate areas where the language can be included will be examined.

*Recommend approval EXSC 292, EXSC 293, and Yoga Teacher Certificate of Performance.
Motion by Barnes, second by Parker
Final Resolution: Motion carries (pending tech review)
Aye: Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parsons, Shelton, Short*

2. Assistant Teacher Certificate of Achievement (Miramar)

Short explained the award is being converted from a certificate of performance to achievement. Short advised one of the courses was adjusted to meet industry requirements. Hess advised the award may need to be submitted to the state as a new proposal. Parsons referenced discussion at the Career Technical Education (CTE) Academy in January, and inquired whether certificates of performance are counted if the institution submits the award to the state for approval. Hess advised she believes this to be accurate. Parsons inquired if the District submits certificates of performance to the state. Lorraine Collins explained past practice has been to not submit certificates of performances to the state, as they are non-transcriptable. Collins advised there seems to be shift with submitting these certificates to the state. Parsons agreed, and advised based on the discussion at the CTE Academy there may be a change with how certificates of performance are handled. MIS data and student transcripts were discussed. Hess noted the District has already begun the practice of requiring labor market information (LMI) for certificates of performance.

*Recommend approval Assistant Teacher Certificate of Achievement
Motion by Parsons, second by Short
Final Resolution: Motion carries (pending tech review)
Aye: Barnes, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton*

3. San Diego Transit General Mechanic Apprenticeship Associate of Science Degree (Miramar)

Short explained the program was revised based on industry requirements.

Tim McGrath left the room at 3:18 p.m.; returned at 3:27 p.m.

*Recommend approval San Diego Transit General Mechanic Apprenticeship Associate of Science Degree
Motion by Barnes, second by Palma-Sanft
Final Resolution: Motion carries (pending tech review)*

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Aye: Ellison, McGrath, Namdar, Norvell, Parker, Parsons, Shelton, Short

4. Network Technician Program Certificate of Completion (Continuing Education)

Brian Ellison advised the courses included in the program are approved. Ellison provided background on the program.

*Recommend approval of Network Technician Program Certificate of Completion
Motion by Parsons, second by Short*

Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton

IV. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No report, no change.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee is attempting to meet.

C. Student Services Council (Neault)

No report.

D. ADT/C-ID (Hess)

Hess reviewed the C-ID submissions, approvals, and denials. The C-ID tracker was displayed. The TMC tracker was displayed. Hess advised the document will be presented to Chancellor's Cabinet and requested Council review the tracker to ensure the status of the degrees is up to date. Council made updates and edits to the document.

E. SB 850

McGrath reported the first course outline is in development. McGrath advised following the lower division curriculum development phase the development of upper division general education curriculum will begin. Connie Renda, Mesa faculty, will be presenting at a Mesa Academic Senate meeting. McGrath stated Renda is scheduled to present at Mesa's CRC. McGrath offered to invite Renda and Margie Fritch to CIC should and Council could have the opportunity to ask questions. McGrath reported weekly meetings are occurring, which he and Hess are attending. Hess noted since the pilot program's course outline closely matches the existing template for regular curricular course outlines and that the pilot curriculum will not be place in CurricUNET until programming changes can be solidified. McGrath advised the pilot program has not been officially approved by the Board of Governors; approval is scheduled to occur at the March meeting. McGrath requested once curriculum is developed Council members assist with rigorously reviewing the curriculum and documentation.

F. Chief Instructional Officers (Barnes, Bennie, Hess, Ellison, McGrath)

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Ellison reported on AB 86, and funds received to support curriculum development among other areas. Ellison reported CE has been hosting tours for other community colleges interested in the District's robust CE program as a state model for adult education. Ellison reported a new campus site in the Barrio Logan area is under construction. Ellison reported CE's CRC has been working on updating curriculum.

Hess reported she is working on re-writing the PCAH, and would like to ensure the update of credit and non-credit is sufficiently covered.

Ellison noted he has been working on an Accuplacer project and is pleased to report a class has been offered at City, and additional classes are slated to be offered at various high schools within San Diego. Ellison advised he is looking forward to further discussion regarding the possibility of the colleges offering non-credit curriculum, with the goal to create a seamless transition between CE and the colleges.

G. State Academic Senate

Parsons reported Plenary is scheduled to take in April. Deanna Shelton reported the Non-Credit Regional Meeting is scheduled to take place in March. Parsons and Donna Namdar reported on the CTE Academy meeting January; Doing What Matters framework and the State Academic Senate presentation on curriculum process.

H. Articulation Officers (Palma-Sanft, Norvell, Parker)

No report.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee meet prior to the Council meeting. Hess stated due to recent review of accreditation standards it was identified a library services procedures needs to be developed. Hess advised she will begin drafting the procedure with the goal the procedure is routed through the shared governance process for approval in time for the 2016 accreditation. Hess reviewed current procedures pending shared governance review and/or approval.

J. ERP Implementation (Hess)

No report.

V. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, February 26, 2015, at City College in room R116. This is a change to the meeting schedule. This meeting is the catalog deadline.
- B. **All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCO (new programs may be subject to WASC approval) before they may be published in the college catalogs.**
- C. Handouts:
 1. February 12, 2015, CIC Meeting Agenda
 2. Draft Minutes from the December 11, 2014, CIC Meeting

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3. Curriculum Summary
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project
7. CCCCCO Update of C-ID Verification for Associate Degrees for Transfer
8. ACCJC/WASC Standard II: Student Learning Programs and Services – Standard IIA:
Instructional Programs
- 9.

VI. ADJOURNMENT

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