

San Diego Community College District Curriculum and Instructional Council

Meeting of March 12, 2015
2:00 PM—DSC 1st Floor Conference Room

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
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

GUESTS:

Boots, Jennifer	Faculty, English/ESOL—City
Brown, Danene	Dean, Business & Technology—Mesa
Cassoni, Rick	Faculty, Computer and Information Science
Manasse, Mark	Faculty, ESOL—Miramar
Mandilawi, Nadia	Faculty, English—City

ABSENT:

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 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: February 26, 2015, Minutes (*Action*)

Michelle Toni Parsons advised her name was misspelled in the minutes.

Recommend approval of minutes as amended

Motion by Parker, second by Barnes

Final Resolution: Motion carries

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

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

Added to the agenda:

Walk-Ins:

1. ANHL 100A Animal Care and Management (Mesa)
2. ANHL 100B Advanced Animal Care and Management (Mesa)
3. ANHL 125 Veterinary Clinical Pathology (Mesa)
4. ANHL 125L Veterinary Clinical Pathology Lab (Mesa)
5. ANHL 140 Veterinary Microbiology and Immunology (Mesa)
6. ANHL 145 Veterinary Anatomy and Physiology (Mesa)
7. ANHL 145L Veterinary Anatomy and Physiology Lab (Mesa)
8. ANHL 155 Fundamentals of Animal Health Technology (Mesa)
9. ANHL 155L Fundamentals of Animal Health Technology Lab (Mesa)
10. ANHL 215 Veterinary Radiography (Mesa)
11. ANHL 215L Veterinary Radiography Lab (Mesa)
12. ANHL 235A Directed Clinical Practice (Mesa)
13. ANHL 260 Laboratory Animal Medicine (Mesa)
14. ANHL 260L Laboratory Animal Medicine Lab (Mesa)
15. Animal Health Technology Associate of Science Degree (Mesa)
16. CISC 155 Introduction to Computer Science (Mesa)
17. CISC 206 Mobile Game Development on iOS (Mesa)
18. CISC 207 Computer and Information Sciences (Mesa)
19. CISC 221 Intermediate Game Programming: Integrating Art and Science (Mesa)
20. MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation (Mesa)
21. MULT 131 Video Game Development II: Game Character and Level Design (Mesa)
22. MULT 132 Video Game Development III: Advanced Game Art and Asset Design (Mesa)
23. MULT 133 Video Game Development IV: Game Prototyping and Production (Mesa)
24. Video Game Development Certificate of Achievement (Mesa)
25. Video Game Development Associate of Science Degree (Mesa)
26. ESOL 019A Transitional English for ESOL Students (City)
27. ESOL 020 Writing for Non-Native Speakers of English I (City)
28. ESOL 021 Reading for Non-Native Speakers of English I (City)

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29. ESOL 022 Listening and Speaking for Non-Native Speakers of English I (City)
30. ESOL 040 Reading and Writing for Non-Native Speakers of English III (City)
31. ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English (City)
32. ENGL 047A Accelerated Reading, Writing and Reasoning (City)
33. ENGL 048 College Reading and Study Skills II (City)
34. ENGL 049 Basic Composition (City)
35. ENGL 101 Reading and Composition (City)
36. ENGL 105 Composition and Literature (City)
37. ENGL 202 Introduction to Linguistics (City)
38. ENGL 209 Literary Approaches to Film (City)
39. ENGL 237 Women in Literature (City)
40. ENGL 238 Evaluating Children's Literature (City)
41. ENGL 240 Shakespeare (City)
42. English for Speakers of Other Languages Certificate of Performance (City)
43. Mental Health Work Certificate of Performance (City)
44. Records Management Basics Certificate of Performance (City)

Recommend approval of agenda as amended

Motion by Barnes, second by Bennie

Final Resolution: Motion carries

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

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Pulled Curriculum:

PHIL 100

Recommend approval of curriculum as amended

Motion by Palma-Sanft, second by Norvell

Final Resolution: Motion carries

Aye: Barnes, Bennie, Ellison, McGrath, Namdar, Parker, Parsons, Shelton, Short

B. Approval of Program Changes

No programs.

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*)

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Brian Ellison left the room at 2:15 p.m.; returned at 2:18 p.m.

PHIL 100

Mara Palma-Sanft requested the approval of the course be delayed in order to consider additional revisions to the course. Palma-Sanft explained she is aware the course was updated for C-ID, and since the update Miramar has received a request from the UC. Palma-Sanft relayed the request was to add a statement specifying students are required to have written 6,000-8,000 words upon completion of the course. Juliette Parker advised the course is included in Mesa's Philosophy Associate Degree for Transfer (ADT) degree. Parker proposed the course be approved, the UC request can be researched and the course can be revised again if necessary. Duane Short inquired on the deadline to meet the UC's request. Palma-Sanft stated the deadline occurs in the summer. Discussion occurred regarding the need to research the UC's request. Shelly Hess recommended the District Articulation Council (DAC) review the UC's request. Short recommended approval as long as either the revision is submitted for approval by May [2015] or the issue with the UC is resolved.

Recommend approval of PHIL 100

Motion by Short, second by Parsons

Final Resolution: Motion carries

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

III. OLD BUSINESS

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

Michelle Toni Parsons reported she presented the topic to Mesa's Academic Senate and concerns were voiced regarding policy and procedure, funding, and the logistics of implementation. Hess suggested a district wide meeting occur to discuss and address all the concerns. Deanna Shelton advised City's Academic Senate had similar concerns. Discussion occurred regarding formulation of a task force composed of District Instructional Services, college Instructional Services, as well as faculty based on the colleges' Academic Senate recommendations. Hess advised she would send out a call for task force members.

B. SLOs on Syllabi (*Information*)

Hess reviewed the New CIC Business Item: Learning Outcomes on Course Syllabus. Hess requested Council share the documents with their campus constituents, and vet the business item through their college's shared governance process. Short inquired if each college could potentially adopt a different approach. Hess confirmed this is a possibility. Discussion occurred regarding how often an import of SLOs should occur; semester and annual basis. The business item will be updated to convey the import will occur, at minimum, on an annual basis. Parsons advised Mesa appears to support the idea of importing SLOs directly from Task Stream, and cautioned there may be technical issues with CurricUNET importing data from Task Stream. Shelton inquired if any Council members have received concern regarding this being a union matter. Parsons advised she has seen emails from Jim Mahler, AFT Guild 1931 President, advising there is no law in place requiring the inclusion of SLOs on course syllabus, which is correct however it is accreditation standards and could pose an issue to the college's accreditation standing.

IV. NEW BUSINESS

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A. Walk-In Process (*Information*)

Short explained he requested the agenda item as he has concerns regarding the walk-in process and catalog deadline walk-ins; the use of the walk-in process and the volume of walk-ins. Short reviewed the walk-in process circumvents the normal approval process and is intended for curriculum deemed critical enough to by-pass faculty review, which is technically violation of faculty right to review curriculum. Short added another issue the number of walked-in curriculum during the catalog deadline, as forces Council members to attempt to review curriculum and identify any negative impacts in a short amount of time and often times negative impacts are missed. Hess added the high volume of walk-ins also impact the amount of additional technical review required at the District level, and many times proposals are incomplete. Short advised he has suggestions to improve the walk-in process; pre-launch deadline for all courses, adhere to the criteria for walk-ins, and curriculum which is aligned requires approval from the other college(s) before the curriculum can be walked-in. Parker advised there have been major changes at the state level which have impacted curriculum, and this has created an increase in the need to develop and/or revise curriculum. Parker noted these impacts have affected the curriculum approval process. Parker advised the walk-in process is useful and is needed for when critical curriculum requires approval outside of the normal process. Discussion continued regarding the faculty review of curriculum, the walk-in process, and increase work load as a result of state mandates. Parsons advised she agrees with Parker, and noted she has been advocating for faculty to prepare for the 2016-2017 academic year prior to end of this semester [Spring 2015]. Parsons added the fact the catalog deadline is a hard deadline poses an issue. Elizabeth Norvell inquired whether the catalog deadline for 2016-2017 will be December [2015]. Hess advised this is still under discussion. Norvell stated a decision needs to be made soon in order for the colleges to have adequate advanced notification and be able to plan curriculum accordingly. Issues with aligned curriculum were discussed.

B. Walk-Ins (*Action*)

1. CISC 155 Introduction to Computer Science, CISC 206 Mobile Game Development on iOS, CISC 207 Computer and Information Sciences, CISC 221 Intermediate Game Programming: Integrating Art and Science, MULT 130 Video Game Development I: Introduction to 3D Modeling and Animation, MULT 131 Video Game Development II: Game Character and Level Design, MULT 132 Video Game Development III: Advanced Game Art and Asset Design, MULT 133 Video Game Development IV: Game Prototyping and Production, Video Game Development Certificate of Achievement, and Video Game Development Associate of Science Degree (Mesa)

Parsons explained the curriculum was presented at the previous Council meeting and a meeting was requested to discuss potential duplication of content. Parson advised the meeting occurred and faculty came to an agreement. Parsons noted this subject area is linked to one of the fastest changing industries. Parsons stated content overlap occurs in other subject areas and feels it is not appropriate to hold curriculum from approval based solely on this rationale, and Council should recognize in certain subject areas content overlap will occur. Danene Brown reported the meeting was held for one hour, with a faculty representative from each college present, and the discussion went well. Brown noted an additional meeting is desired, in order to bring back college feedback regarding Multimedia (MULT). Shelton asked who the City representative was and whether Brown had received communication from Laura Castaneda. Brown confirmed Castaneda's input was received, and advised Rose LaMuraglia, Dean of Business, Information Technology,

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and Cosmetology, and attended the meeting. Short sought confirmation Computer and Information Sciences (CISC) 220 and Digital Media Production (DMPR) 154 were discussed at the meeting, and it was determined there is no conflict between the two courses. Brown confirmed. Shelton inquired which City representative felt there were no issues with these courses. Brown advised LaMuraglia and another faculty member from City, who was also present. Shelton advised additional discussion may need to occur at City. Discussion continued. Parsons advised there was discussion concerning CISC 155 receiving a lower number if available. Norvell advised City would like to activate CISC 221.

Recommend approval of CISC 155, 206, 207, 221; MULT 130, 131, 132, 133; Video Game Development Certificate of Achievement and Video Game Development Associate of Science Degree

Motion by Barnes, second by Parker

Final Resolution: Motion carries (pending tech review)

Aye: Bennie, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parsons, Short

Abstain: Shelton

2. ANHL 100A Animal Care and Management, ANHL 100B Advanced Animal Care and Management, ANHL 125 Veterinary Clinical Pathology, ANHL 125L Veterinary Clinical Pathology Lab, ANHL 140 Veterinary Microbiology and Immunology, ANHL 145 Veterinary Anatomy and Physiology, ANHL 145L Veterinary Anatomy and Physiology Lab, ANHL 155 Fundamentals of Animal Health Technology, ANHL 155L Fundamentals of Animal Health Technology Lab, ANHL 215 Veterinary Radiography, ANHL 215L Veterinary Radiography Lab, ANHL 235A Directed Clinical Practice, ANHL 260 Laboratory Animal Medicine, ANHL 260L Laboratory Animal Medicine Lab, and Animal Health Technology Associate of Science Degree (Mesa)

Tim McGrath left the room at 3:09 p.m.; McGrath returned at 3:15 p.m.

Danene Brown left the meeting at 3:09 p.m.

Parsons explained the curriculum is related to the revision of Animal Health Technology (ANHL) 105, now 155. Discussion occurred regarding the completeness of the list of ANHL walk-ins. Hess noted due to the summer effective date the catalog will not align with the curriculum for one academic year.

Recommend approval ANHL 100A, 100B, 125, 125L, 140, 145, 145L, 155, 155L, 215, 215L, 235A, 260, 260L; Animal Health Technology Associate of Science Degree

Motion by Short, second by Parker

Final Resolution: Motion carries (pending tech review)

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

3. ESOL 019A Transitional English for ESOL Students, ESOL 020 Writing for Non-Native Speakers of English I, ESOL 021 Reading for Non-Native Speakers of English I (City), ESOL 022 Listening and Speaking for Non-Native Speakers of English I, ESOL 040 Reading and Writing for Non-Native Speakers of English III, ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English, ENGL 047A Accelerated Reading, Writing and Reasoning, ENGL 048 College Reading and Study Skills II, ENGL 049 Basic Composition, ENGL 101 Reading and Composition, ENGL

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105 Composition and Literature, ENGL 202 Introduction to Linguistics, ENGL 209 Literary Approaches to Film, ENGL 237 Women in Literature, ENGL 238 Evaluating Children's Literature, ENGL 240 Shakespeare, and English for Speakers of Other Languages Certificate of Performance (City)

Hess explained a meeting was proposed and was not held as the Discipline Dean was not available. Hess advised a meeting is attempting to be scheduled. Jennifer Boots explained Lynn Neault, Vice Chancellor of Student Services, is reviewing potential impacts of English for Speakers of Other Languages (ESOL) 019A, 020, 021, and 022 on other curriculum. Boots explained she conducted research regarding the curricular impact of ESOL 045 provided the information to the chairs so the information may be shared at the college curriculum review committees (CRCs). Norvell advised the curriculum does not appear to have an impact on UC transferability. Palma-Sanft noted the courses will still have to be resubmitted to the UC. Parsons advised Mesa inquired as to how many students are experiencing issues with the current curricular structure, and whether the number warrants a complete curricular overhaul. Boots advised City understands changes may need to be made, and it was relayed to her Mesa would be okay with the changes. Boots advised she has received feedback Miramar still has concerns. Short explained Miramar is concerned with the negative impact the large unit value may have on students who are unsuccessful; academic probation, financial aid, maximum units for developmental courses, and weekly student workload. Requisites were discussed. Short proposed offering the courses as experimental and collecting data after one year. Boots advised one year is not a sufficient amount of time to capture complete data, and there may be issues which would prohibit the courses from being offered as experimental. Statistical validation was discussed. Hess recommended the curriculum be held until a meeting occurs with the Discipline Dean. Boots advised Andy MacNeill, Discipline Dean for the subject area, supports ESOL 045, and understands if the curriculum needs to wait until the next Council meeting in order to allow additional review and discussion.

No action.

4. Mental Health Work Certificate of Performance
5. Records Management Basics Certificate of Performance

Randy Barnes and Tim McGrath left the room at 3:34 p.m.; returned at 3:37 p.m.

Shelton explained the deactivations are being walked-in with the request for an exception to the catalog deadline.

*Recommend approval Mental Health Certificate of Performance and Records Management Basics Certificate of Performance
Motion by Barnes, second by Parker
Final Resolution: Motion carries (pending tech review)
Aye: Bennie, Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parsons, Shelton, Short*

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No report.

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B. CurricUNET Steering Committee (Hess)

No report.

C. Student Services Council (Neault)

No report.

D. ADT/C-ID (Hess)

Hess reported the state published an email regarding ADT obligations. Hess advised the TMC tracker has been updated. Council reviewed the tracker. Hess advised a District Articulation Council (DAC) meeting is scheduled for March 18 and C-ID is on the agenda. New ADT requirements were reviewed. Hess recommended the colleges examine the respective award TOP codes for the new ADT obligations.

E. SB 850

McGrath reported a teleconference was held to review discussion at the Community College Baccalaureate Association conference held in Boston. McGrath reported the baccalaureate pilot programs are scheduled to be approved at the Board of Governors (BOG) meeting on Monday [March 16]. McGrath noted only 12 of the original 15 pilot programs will be presented at the BOG meeting. McGrath explained the curriculum is in development and will be presented to Council. Parsons reported the upper division courses planned to be offered Fall 2016.

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

No report.

G. State Academic Senate

Parsons reported the Plenary Session is scheduled to take place in April. Parsons advised Career Technical Education (CTE) faculty registration will be waived if their college's curriculum chair has registered. Parson noted she forwarded the announcement to CTE faculty. Parsons added she is researching if this applies to non-credit faculty as well.

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

Norvell reported a C-ID resolution will be presented to the State Academic Senate. Norvell thanked Parker for her work as the Region 10 representative. C-ID resolution was discussed. Parker summarized the resolution: C-ID determination is based on existing articulation and the C-ID system is led by an articulation professional. McGrath advised he could present the resolution to the CIOs. Discussion continued.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee finalized the clearing of major requirements questions and submitted the questions to the California Community College

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Chancellor's Office Legal Affair Division. Hess advised the subcommittee is continuing to review procedures, and is tracking the shared governance approval of drafted procedures. Hess reported Cabinet approved the hiring of a consultant from the Community College League of California (CCLC) to assist with aligning policies and procedures with CCLC standards.

J. ERP Implementation (Hess)

No report.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, March 26, 2015, at the District Service Center's first floor conference room.
- B. **All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to WASC approval) before they may be published in the college catalogs.**
- C. Handouts:
 - 1. March 12, 2015, CIC Meeting Agenda
 - 2. Draft Minutes from the February 26, 2015, CIC Meeting
 - 3. Curriculum Summary
 - 4. TMC Tracker
 - 5. SDCCD C-ID Project
 - 6. New CIC Business Item: Learning Outcomes on Course Syllabus

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:46 p.m.