

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 9, 2015  
2:00 PM—North City Campus Room 115S

## MINUTES

### **PRESENT:**

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
Boots, Jennifer	Faculty—City (proxy for Shelton)
Estep, Justin	Faculty—Mesa (proxy for Parsons)
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
Gustin, Paula	Faculty—Mesa (proxy for Parker)
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Short, Duane	Curriculum Chair—Miramar

### **GUESTS:**

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

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City

### **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 2:04 p.m. Guests, proxies, and council members introduced themselves.

## I. MINUTES AND AGENDA

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

Justin Estep advised in agenda item IV. New Business C. Walk-Ins 1. HIM program proposal "...Loma Linda University is the only UC..." should read "...Loma Linda University is the only university in California..."

*Recommend approval of minutes as amended*  
*Motion by Short, second by McGrath*  
*Final Resolution: Motion carries*  
*Aye: Barnes, Bennie, Boots, Gustin, Namdar*  
*Abstain: Estep, Norvell, Palma-Sanft*

### B. Approval of: April 9, 2015, Agenda (*Action*)

Hess inquired whether Mesa planned to walk-in the additional Animal Health courses. Estep advised Michelle Toni Parsons had relayed to him the curriculum will be presented to Mesa's Curriculum Review Committee (CRC) first.

Duane Short asked if agenda item IV. New Business D. District Requirements in Health Education and Exercise should be removed, since Hess would like to discuss the item prior it being presented to the Council. Hess confirmed.

*Recommend approval of agenda as amended*  
*Motion by Short, second by Barnes*  
*Final Resolution: Motion carries*  
*Aye: Bennie, Boots, Estep, Gustin, McGrath, Namdar, Norvell, Palma-Sanft*

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

*Recommend approval of curriculum*  
*Motion by Short, second by Norvell*  
*Final Resolution: Motion carries*  
*Aye: Barnes, Bennie, Boots, Estep, Gustin, McGrath, Namdar, Palma-Sanft*

### B. Approval of Program Changes

*Recommend approval of programs*  
*Motion by Norvell, second by Short*  
*Final Resolution: Motion carries*  
*Aye: Barnes, Bennie, Boots, Estep, Gustin, McGrath, Namdar, Palma-Sanft*

### C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

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## D. Approval of Continuing Education Program Changes

No Continuing Education programs.

## III. OLD BUSINESS

### A. SLOs on Syllabi (*Information*)

Elizabeth Norvell reported City will be presenting the business item at the next Academic Senate meeting and will have feedback for the April 23 [2015] Council meeting. Short reported Miramar's CRC supports the TaskStream to CurricUNET approach and the business item will be presented at the Academic Senate meeting for a second reading. Short relayed Miramar's concern regarding the workload required to upload the course outlines. Hess explained if the Academic Senate's approve the TaskStream to CurricUNET method, Governet would work directly with TaskStream files and populate the data into CurricUNET.

*Paula Gustin arrived at 2:07 p.m.*

Short inquired if the SLOs would be the only information uploaded. Hess confirmed only the learning outcomes would be required from TaskStream. Hess noted each college is being provided the opportunity to determine the upload method. Hess explained the manual process for updating the program outcomes in the catalog. Short inquired if the same TaskStream model could be used for program learning outcomes in the catalog. Hess advised she would need to examine the logistics of this approach.

### B. Pass/No Pass Grading Option (*Information*)

Hess explained the District's practice of not applying classes graded on a pass/no pass (P/NP) basis to courses required for the major for graduation. Page 60 from the 2014-2015 Mesa catalog was displayed as example of the language in the catalog. Hess advised she attempted to identify when and why this practice was established and has been unsuccessful. Randy Barnes inquired if the practice is a Title 5 regulation. Hess advised it is not. Hess presented a list of active courses which are P/NP only. Hess stated the next step is to identify the program impacts. Short noted courses which have P/NP as an option may pose an issue as students may have taken the course(s) prior to determining if they would like to major in a subject area. Council discussed the Limitations language in the Pass/No Pass Grading Policy section of the catalog. Council discussed removing the language from the catalog. Hess noted the catalog is approaching the printing phase of production. Council agreed members should share the information with their colleges and bring back feedback.

## IV. NEW BUSINESS

### A. 2016-2017 Catalog Deadline (*Information*)

Hess reported the catalog deadline for the 2016 academic year has been confirmed for December, the CIC meeting for this deadline will be December 10, 2015.

## V. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

Carmen Scott reported on the campus responsibility portion of the Curriculum Updating Project. The Council discussed the report.

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### B. CurricUNET Steering Committee (Hess)

Hess reported the committee has not met. Hess reported on a State Chancellor's Office committee created to review the California Community Colleges Chancellor's Office (CCCCO) curriculum inventory. Hess explained the CCCCCO is considering an alternative to the current curriculum inventory. Hess advised she is the representative for the District's region and welcomes all feedback relating to the CCCCCO curriculum inventory. Discussion continued.

### C. Student Services Council (Neault)

No report.

### D. ADT/C-ID (Hess)

The TMC tracker was displayed. Hess reported the majority of the Associate Degree for Transfer (ADT) degrees were approved by the Board of Trustees on March 26. The development progress of Mesa's Music ADT was discussed. Hess reviewed the ADTs which possibly could be submitted for CIC approval prior to the end of the 2014-2015 academic year. Council discussed the new C-ID requirement for ADTs. Council discussed walking in ADTs before the end of the academic year. Hess advised the last Council meeting for this academic year is May 14.

### E. SB 850

Tim McGrath reported the substantive change proposal was submitted on April 7. McGrath advised, pending approval, the program will begin in the Fall. Hess advised she would keep Council and college administrators informed on any feedback received regarding the proposal.

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

McGrath reported the CIO conference will take place next week [April 15-17]. Hess advised she will not be able to attend the conference. Roanna Bennie advised she is serving on an accreditation team and will not be able to attend.

### G. State Academic Senate

No report.

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

Mara Palma-Sanft reported on the recent California Intersegmental Articulation Council (CIAC) conference. Palma-Sanft relayed Pam Walker's, CCCCCO Vice Chancellor of Academic Affairs, discussion regarding the issues currently being experienced at the state level which have impacted curriculum approval; staffing, training, and resources.

Hess reported she met with Walker the week prior to discuss issues with the program submissions and approvals. Hess relayed she was informed for non-substantive program changes the state is attempting to capture the program descriptions and course outlines of records, and are not focusing on new labor market or transfer information. Norvell advised this does not seem to be the case as

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the colleges are still receiving requests for this information for some non-substantive changes. Discussion occurred regarding revisions requested from the state.

## I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee met prior to the Council meeting and reviewed the Credit By Examination procedure. Hess reported the Catalog Subcommittee met the Friday prior to spring break [March 27]. Hess advised one agenda item discussed was ensuring all current program learning outcomes are included in the catalogs for 2016 accreditation, and the subcommittee discussed standardizing each catalog's program sections in future catalogs. Bennie inquired if the colleges will receive direction on this standardization. Hess advised the guidance will most likely occur from the subcommittee and/or the District Office. Current Catalog Subcommittee members were discussed. Hess added the subcommittee discussed total hours replacing weekly hours, and noted this model is still under review.

## J. ERP Implementation (Hess)

No report.

## VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, April 23, 2015, at Miramar College in room W248. Hess advised the meeting may be moved to Mesa, if there is a change in location Council will be advised as soon as possible.
- B. **All new courses, 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. April 9, 2015, CIC Meeting Agenda
  - 2. Draft Minutes from the March 26, 2015, CIC Meeting
  - 3. Curriculum Summary
  - 4. Curriculum Updating Project
  - 5. TMC Tracker
  - 6. SDCCD C-ID Project
  - 7. New CIC Business Item: Learning Outcomes on Course Syllabus

## VII. ADJOURNMENT

*Shelly Hess adjourned the meeting at 2:37 p.m.*