

San Diego Community College District Curriculum and Instructional Council

Meeting of April 23, 2015
2:00 PM—Miramar College Room W248

MINUTES

PRESENT:

Barnes, Randy	Vice President, Instruction—City
Bennie, Roanna	Vice President, Instruction—Miramar
Carvajal, Robin	Dean, Allied Health Services—Continuing Education (proxy for Ellison)
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
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—City
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ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
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: April 9, 2015, Minutes (*Action*)

*Recommend approval of minutes
Motion by Barnes, second by Norvell
Final Resolution: Motion carries
Aye: Palma-Sanft, Shelton, Short
Abstain: Parker, Parsons*

Roanna Bennie arrived at 2:04 p.m.

B. Approval of: April 23, 2015, Agenda (*Action*)

Added to the agenda:

Walk-ins

1. ANHL 135 Veterinary Pharmacology (Mesa)
2. ANHL 205 Diseases of Domestic Animals (Mesa)
3. ESOL 019A Transitional English for ESOL Students (City)
4. ESOL 020 Writing for Non-native Speakers of English I (City)
5. ESOL 021 Reading for Non-native Speakers of English I (City)
6. ESOL 022 Listening and Speaking for Non-native Speakers of English I (City)

Duane Short advised he would like to add announcements to the agenda.

Elizabeth Norvell inquired if Council could be provided an update on English for Speakers of Other Languages (ESOL 045). Shelly Hess confirmed.

*Recommend approval of agenda as amended
Motion by Short, second by Norvell
Final Resolution: Motion carries
Aye: Barnes, Bennie, Palma-Sanft, Parker, Parsons, Shelton*

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

*Recommend approval of curriculum
Motion by Short, second by Parker
Final Resolution: Motion carries
Aye: Barnes, Bennie, Norvell, Palma-Sanft, Parsons, Shelton*

B. Approval of Program Changes (*Action*)

*Recommend approval of programs
Motion by Norvell, second by Shelton
Final Resolution: Motion carries*

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Aye: Barnes, Bennie, Palma-Sanft, Parker, Parsons, Short

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

E. General Education (GE)/Transfer Curriculum (*Information*)

Hess reviewed the curriculum, and noted the curriculum will be presented for approval at the May meeting. Mara Palma-Sanft inquired if additions to the list should be relayed, and whether the list includes re-submissions. Hess recommended additions be provided via email. Juliette Parker advised the list includes new curriculum, not resubmissions. Hess advised resubmissions can be discussed at the District Articulation Council (DAC). Short inquired whether Exercise Science (EXSC) 140A and 140B should be included in the District GE column. Hess advised she would verify. Michelle Toni Parsons inquired if a solution has been identified for new courses impacted by the UC transfer submission process. Hess advised for courses included in Associate Degree for Transfer (ADT) degrees the courses will be submitted twice in order to offer the courses with a Fall effective date, an approach is currently under discussion with DAC for all other courses. Discussion continued.

Robin Carvajal arrived at 2:11 p.m.

Short explained in the college catalogs exceptions are noted for District Requirements 4. Health Education and 5. Exercise Science Activity. Short advised at Miramar, there are students who meet these requirements through public safety academies. Short advised he would like to propose language in the catalog to address cases where students have completed public safety academies or other training at locations other than Miramar. In the past these students would complete a petition to clear these requirements; the District has discontinued this practice. Hess advised she is researching historical records to identify how these types of exceptions were handled in the past. Short summarized the proposal; for the Health Education requirement students who have met this requirement through an accredited agency, paramedic program provided as an example, be included in the exception; and for Exercise Science students who have met this requirement through a law enforcement or fire protection academy be included in the exception. Short noted students who complete the academies at Miramar are able to clear these requirements and these exceptions address the students who meet these requirements through completion of coursework with outside agencies. Parsons requested Short provide the language to the Council. Approaches to addressing these exceptions were discussed. Hess recommended the Council present this information to their college constituents and relay feedback. Short advised the proposal has been presented to Miramar's Academic Senate, and he will provide Council members with the recommendation language. Discussion continued.

III. OLD BUSINESS

A. SLOs on Syllabi (*Information*)

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Hess displayed the New Business Item: Learning Outcomes on Course Syllabus, reflecting Mesa's recommendations. Parsons summarized Mesa's recommendations, formatting and language changes. Short advised Miramar's Academic Senate approved the original version. Deanna Shelton reported City's Curriculum Review Committee (CRC) reviewed the new business item as well as City's Academic Senate. Shelton relayed the Senate's concerns with the requirement to add outcomes to syllabus. Hess advised the requirement is an accreditation standard directly from Accrediting Commission for Community and Junior Colleges (ACCJC). Hess noted this is a matter of being in compliance with ACCJC. Accreditation standards, learning objections, learning outlines, and academic freedom were discussed. Short inquired, since the three colleges are accredited individually, if each college could determine its own approach to meeting the accreditation standard. Hess confirmed, and cautioned should a college not meet this requirement their accreditation standing could be jeopardized. Roanna Bennie recommended City's Academic Senate work with the accreditation liaison to address their concerns. Shelton advised the Senate is working with multiple individuals. Philosophy of student learning outcomes was discussed. Randy Barnes reported at a recent City Instructional Council meeting he recommended the discussion focus on the logistics of including SLOs on syllabi, and advised the Council the college could be sanctioned if they do not comply. Barnes advised he has been in communication with the deans as well. Discussion continued.

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

Hess reviewed the pass/no pass (P/NP) grade only course program impacts. Parsons reported Mesa's CRC and counselors do not consider these types of courses an issue. Parsons provided an example of SDSU offering Psychology (PYSC) 201 as P/NP, and advised Mesa recommends updating the catalog language. Short reported Miramar's CRC and counselors do not oppose removing the catalog language. However, they have concerns regarding UC's limit to the number of P/NP courses accepted as well as the practice of some CSU's not accepting P/NP courses for the "Golden Four" GE courses. Short relayed Miramar's recommendation to use caution about approving P/NP grading options for articulated courses. Short added should the language be removed from the catalog, Miramar recommends adding a warning in Reg-E about the transfer implications for P/NP courses in the page where students select the P/NP option. Shelton advised she will need to follow up with City's shared governance bodies. Discussion continued.

IV. NEW BUSINESS

A. Draft 2015-2016 CIC Calendar (*Information*)

Hess noted the December 10, 2015, catalog deadline. Short inquired if the early catalog deadline is a result of advanced student registration. Hess advised the advanced catalog deadline is related to Student Success and Support Program (SSSP). Council discussed keeping CurricUNET open during the summer. Hess advised faculty are off contract during these times, and curriculum would default in faculty approval queues. Schedule deadlines and roll forwards were discussed.

B. Walk-Ins (*Action*)

1. ANHL 135 Veterinary Pharmacology and ANHL 205 Diseases of Domestic Animals (Mesa)

Parsons explained these are the remaining courses required for changes to the ANHL curriculum. Hess added the courses were revised due to requisite changes.

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Recommend approval of ANHL 135 and 205

Motion by Norvell, second by Short

Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Bennie, Palma-Sanft, Parker, Parsons, Shelton

Hess provided Council with an update on the status of ESOL 045. Hess reviewed the course was walked-in and approved at the March 26 meeting. Hess explained the course was pending tech review until the required codes were received and the course will be included on the May 14 Board agenda for approval. Hess advised the course and the related revised curriculum may not make the May requisites deadline, Fall registration deadline, nor the publication deadlines for the catalogs or Fall class schedule. Parsons suggested to offer the course effective Fall 2015 and address the requisite issues with petitions, and if needed publish a catalog addendum. Council discussed this approach. Parsons suggested an alternate approach of offering the course beginning Spring 2016. Hess advised she would need to research the requisite implications of these approaches.

2. 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, ESOL 022 Listening and Speaking for Non-native Speakers of English I (City)

Jennifer Boots explained a meeting occurred with Financial Aid and Counseling, and representatives from all three colleges were present. Boots reported the CRCs voted to approve ESOL 019A. Shelton added several meetings have occurred to review this course. Hess noted the course revisions do not require Board approval and Instructional Services will begin working to submit the curriculum for State approval.

Recommend approval of ESOL 019A, 020, 021, and 022

Motion by Norvell, second by Short

Final Resolution: Motion carries (pending tech review)

Aye: Barnes, Bennie, Palma-Sanft, Parker, Parsons, Shelton

- C. ESOL 045 (*Information*)
Refer to discussion in Agenda Item IV. New Business B. Walk-Ins.
- D. Announcements (Miramar) (*Information*)

Short advised he is available after the Council meeting to provide an overview of the ESOL discussions at Miramar, as well as discuss any concerns.

Short invited Council to his annual End of the Year Party. Invitations were distributed.

V. **STANDING REPORTS**

- A. Curriculum Updating Project (Hess)

No change, no report.

- B. CurricUNET Steering Committee (Hess)

No report.

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C. Student Services Council (Neault)

No report.

D. ADT/C-ID (Hess)

Hess reported Tim McGrath has been working with the State Chancellor's Office on a solution to the Music (MUSI) ADT. Hess stated McGrath was advised Mesa should submit the ADT, with the understanding some of the curriculum does not fit the template, in order to meet the mandated deadline. The TMC tracker was reviewed.

Parsons reported she has been in communication with David Morris, Academic Senate for California Community Colleges (ASCCC) President, and Michelle Grimes-Hillman, ASCCC Curriculum Chair, in an attempt to receive feedback on the MUSI ADT and the July 1, 2015, C-ID approval mandate. Parson confirmed the recommendation for Mesa to submit a MUSI ADT and the July 1 is the current deadline for the C-ID mandate. The C-ID approval process was discussed. Parsons advised Mesa is working on the Biology, Chemistry, and Nutrition ADTs and may walk in the curriculum at the May Council meeting, in preparation of the August 2016 deadline.

Shelton reported at Plenary a draft C-ID tracker was presented, and was advised the goal is to publish the tracker. Shelton advised the tracker, when made public, should be a helpful tool for the colleges as it lists disciplines in addition to courses.

E. SB 850

Hess reported on a meeting held at Mesa College with Susan Clifford, Accrediting Commission for Community and Junior Colleges (ACCJC) Vice President of Commission Operations, to review the substantive change for the baccalaureate degree. Hess reported Mesa's CRC is currently approving curriculum for the degree.

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

No report.

G. State Academic Senate

Parsons reported the State Academic Senate has created a Baccalaureate Degree Taskforce. Parsons provided an overview of the taskforce; review of curriculum (GE, upper division, lower division), CSU models, articulation, student services, special needs services, professional development, and minimum qualifications. Hess noted there has also been discussion regarding meeting the career technical guidelines associated with the degrees. Parsons reported discussion has occurred regarding using the 300 numbering series for the bachelor degree. Norvell advised the 300 series is currently used for apprenticeship courses and this would require a complete renumber. Council briefly discussed the logistics of renumbering the apprenticeships courses and using the 300 series for the degree. Hess advised the topic will be added to the September agenda.

Parsons reported on a breakout session at Plenary regarding repetition. Parsons explained a resolution has passed to alter Title IV language, for courses related in content, from four attempts to

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four successful attempts within a family. Parsons reported, in response to concerns expressed regarding repetition on career technical curriculum and legal mandate refresher courses, students may petition if there has been a significant lapse in time and there has been a significant change in curriculum.

Shelton reported on the dual enrollment pathway, AB 288. Shelton reported on a planned survey of curriculum chairs to assist with the publication of practices for local curriculum approval. Shelton reported on a new bill promoting instructional funding to support SSSP.

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

No report.

I. CIC Subcommittees (Hess)

No report.

J. ERP Implementation (Hess)

No report.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, May 14, 2015, at the District Service Center's first floor conference room. This is the final meeting of the academic year.
- B. **All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, and CCCC (new programs may be subject to WASC approval) before they may be published in the college catalogs.**
- C. Handouts:
 - 1. April 23, 2015, CIC Meeting Agenda
 - 2. Draft Minutes from the April 9, 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
 - 8. Draft 2015-2016 CIC Calendar
 - 9. GE/Transferability Handout
- D. Parsons announced the Workforce Taskforce met, the focus was on data and outcomes. Parson advised the next meeting is scheduled for May 13, the focus will be on curriculum.

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:37 p.m.