

San Diego Community College District Curriculum and Instructional Council

Meeting of September 25, 2014
2:00 PM—City College, Room R116

MINUTES

PRESENT:

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

Woods, Linda	Faculty, Chemistry—Miramar
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ABSENT:

Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
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 2:06 p.m.

Hess noted a guest, Linda Wood, was present. Council members introduced themselves.

I. MINUTES AND AGENDA

A. Approval of: September 11, 2014 Minutes

Hess noted the new formatting.

Recommend approval of minutes

Motion by Parker, second by Parsons

Final Resolution: Motion carries

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

B. Approval of: September 25, 2014 Agenda

Amendments to the agenda:

- Change Course Waivers agenda item to an Action Item (Miramar)
- Walk-Ins:
 1. EXSC 224 Intercollegiate Volleyball I (Miramar)
 2. EXSC 225 Intercollegiate Volleyball II (Miramar)
 3. EXSC 239A Theories and Strategies of Intercollegiate Volleyball I (Miramar)
 4. EXSC 239B Theories and Strategies/ Volleyball II (Miramar)
 5. FASH 157 International Field Studies: Special Topics (Mesa)

Recommend approval of agenda as amended

Motion by Barnes, second by Short

Final Resolution: Motion carries

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

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Recommend approval of curriculum

Motion by Parker, second by Short

Final Resolution: Motion carries

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

B. Approval of Program Changes

Linda Woods left at 2:11 p.m.

Recommend approval of programs

Motion by Parker, second by Barnes

Final Resolution: Motion carries

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

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. Brown Act/Virtual Meetings (Information)

Hess advised Desiree Payne researched The Brown Act's virtual meeting language. Payne explained the language she identified was vague and open to interpretation. Hess advised the agenda item will be added as an action item to the next meeting's agenda so Council may vote on virtual meetings. Juliette Parker noted virtual meetings are for curriculum only and is voted by consent. Hess agreed, and added any curriculum requiring discussion is tabled until the next meeting.

B. Course Waivers (Action)

Duane Short provided Council with the CIC Business Item: Waivers for Major Requirements. Short noted the document was not provided to Council in advance as there has been discussion regarding the item. Short reviewed the background of course waivers, the Course Waiver memorandum and the District's cessation of processing waivers. Short advised the business item's recommendations are for the District to immediately resume the processing of waivers and if the District wants to ban course waivers faculty consultation needs to occur. Hess advised the item is presented as a second reading, will need to be presented to the colleges' faculty and shared governance body, and can be voted on at the next meeting. Short advised he is prepared to vote on the item today on behalf Miramar's Academic Senate, and understands if the other colleges need additional time. Parker and Parsons relayed discussion from Mesa College faculty. Council discussed implications of voting on matters without faculty and college shared governance consultation. Hess noted Course Waivers is scheduled to be an agenda item at the next District Governance Council meeting. Deanna Shelton clarified the recommendation is to revert back to processing waivers. Short confirmed. Discussion occurred regarding Council's roles and responsibilities. Hess advised roles and responsibilities would be reviewed at the next meeting.

No action. Item will be listed as an action item on the October 9, 2014, meeting.

C. Catalog Deadline (Information)

Hess stated the 2014-2015 catalog deadline should have been added to the agenda. She inquired if Council would like a motion to add the agenda item. Council did not voice concern. Hess noted the item is informational. Hess advised discussion regarding the advanced catalog deadline is still occurring, and the logistics are being examined to determine whether it is possible to meet the new timeline. Discussion regarding the lack of faculty consultation occurred. Parsons relayed her curriculum review committee inquired if the catalog production timeline could be condensed. Hess advised the production timeline is already functioning on a short turn-around time. Hess stated last year a college required additional time to review the catalog proof. Discussion continued.

IV. NEW BUSINESS

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A. CCCCCO Course and Program Approvals (*Information*)

Hess reported on changes to the submittal requirements in the California Community Colleges Chancellor's Office (CCCCO) curriculum inventory. Hess advised her department is attempting to schedule a meeting to discuss the changes and update guides if necessary, in order to assist faculty and staff with state submissions. CCCCCO scrutiny, Program and Course Approval Handbook revisions, C-ID requirements, and the State Academic Senate's role in the state curriculum review and approval process were discussed. Hess advised she and the Vice Presidents of Instruction will inquire on curriculum mandates at the next Chief Instructional Officers (CIO) conference.

B. Distance Ed. Approval (*Information*)

Hess displayed the 2006 Approved New Class Schedule Language document. Hess noted the document originated from a Vice President's Office and the author is unknown. Hess explained the CIC Business Item: Distance Education Approval reflects the 2006 document is outdated; it does not accurately reflect current Title 5 requirements and is in need of revision. Hess advised District Instructional Services can to update the document at the recommendation of CIC and the colleges. Hess asked Council to present the business item to their college constituents. Council requested a sample of the proposed revisions. Hess advised a draft would be provided.

C. Walk-Ins (*Action*)

1. EXSC 224 Intercollegiate Volleyball I (Miramar)
2. EXSC 225 Intercollegiate Volleyball II (Miramar)
3. EXSC 239A Theories and Strategies of Intercollegiate Volleyball I (Miramar)
4. EXSC 239B Theories and Strategies/ Volleyball II (Miramar)

Short explained Miramar College plans to start a Volleyball team in Spring 2015, pending Board approval. Short advised the courses are activations for Miramar. Hess inquired if any of the proposals were revised. Short stated the proposals were not revised. Short noted the textbooks may have been updated. Tim McGrath inquired if Miramar offers weight training and conditioning courses, as these are part of an athletics team program. Short advised he believes the college does offer these courses.

Recommend approval of EXSC 224, 225, 239A, and 239B

Motion by Barnes, second by Parsons

Final Resolution: Motion carries (pending tech review)

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

5. FASH 157 International Field Studies: Special Topics (Mesa)

Parsons advised the course is new and faculty would like to offer the course beginning Summer 2015. Parsons explained the course is designed for study abroad. Parsons noted there is an active Fashion (FASH) 156 course titled "International Fashion Fields Studies: Overview" and the courses have different emphasis and focus areas. Parker indicated that FASH 157 is not CSU GE applicable. Parsons explained that she was unable to remove CSU GE from the proposal. Hess advised her department can remove this administratively. McGrath explained the student goals and objectives. Hess recommended the course number will need be changed to reflect special topics number series. Short

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noted, based on the student learning objectives, the course may not be a special topics course. Short offered instead of changing the course number the course title could be changed. Hess recommended the course be examined to determine whether it meets the field study criteria. Hess offered this be conducted during technical review. Hess noted the course is not repeatable.

Recommend approval of FASH 157; subject to Mesa College and District Instructional Services agreement on the title and course number.

Motion by Short, second by Parsons

Final Resolution: Motion carries (pending tech review)

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

V. **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

Hess reported the number of courses not integrated has decreased by one. Report was displayed.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee should meet soon. Parsons inquired on the status of the 6 year review report she is currently experiencing issues with. Marrone advised the reason certain courses are not displaying is that the report is based on effective dates, for example the current report will reflect 2020. Short stated this does not seem accurate, and referenced the date listed on the course report. Marrone advised she would examine the report. Short recommended if the report is indeed based on effective year the report may need to be changed.

C. Student Services Council (Neault)

No report.

D. ADT (Hess)

Hess displayed and reviewed the SB 440 TMC tracker. Hess inquired if the current format is acceptable, and whether the degrees should be identified by TOP code or title. Council agreed TOP code is appropriate.

Erica Marrone left the meeting at 3:03 p.m.

TMC templates were discussed. Discussion occurred regarding discrepancies between direction from the CCCCCO and C-ID regarding TMC degrees. Concerns were expressed. Council agreed concerns need to be presented to the CCCCCO. Hess advised she and the VPIs can relay concerns at the next the CIO conference.

E. State Academic Senate

Parsons reported the North and South Curriculum Regional meetings are scheduled for October, and Fall Plenary is scheduled for November. Parsons advised the recent Senate Executive Committee meeting was held at City College.

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

Barnes reported the CIO conference is scheduled in October. Barnes requested CIOs be provided with current challenges being experienced so these issue may be discussed at the conference.

Carmen Scott left the room at 3:21 p.m.; returned at 3:23 p.m.

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

No report.

H. C-ID (Hess)

No change, no report.

I. CIC Subcommittees (Hess)

Hess reported a meeting has been proposed for the Policies and Procedures Subcommittee. Parker inquired if the Catalog Subcommittee would meet soon. Hess advised the Catalog Subcommittee should meet to discuss the catalog deadline change.

Randy Barnes left the room at 3:31 p.m.; returned at 3:32 p.m.

J. ERP Implementation (Hess)

Hess reported Erica Marrone will be taking over as ERP Core Team member. Discussion occurred regarding filling the Dean of Curriculum & Instructional Services vacancy. Parsons sought clarification whether designator changes can occur during ERP implementation. Hess advised major curricular changes requiring ISIS changes cannot occur during ERP implementation. The ERP implementation timeline was discussed.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, October 9, 2014 2:00-4:00 p.m. at Mesa College room LRC 435.
- B. **All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to WASC) before they may be published in the college catalogs.**
- C. Handouts:
 - 1. September 25, 2014 CIC Meeting Agenda
 - 2. Draft Minutes from the September 11, 2014 CIC Meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project

VII. ADJOURNMENT

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