

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 9, 2014  
2:00 PM—Mesa College, Room LRC 435

## MINUTES

### **PRESENT:**

Barnes, Randy  
Fischthal, Michelle

Hess, Shelly  
Namdar, Donna  
Norvell, Elizabeth  
Palma-Sanft, Mara  
Parker, Juliette  
Parsons, Michelle Toni  
Short, Duane

Vice President, Instruction—City  
Dean, Business, Computers and Information Technology—Continuing  
Education (proxy for Brian Ellison)  
Interim Vice Chancellor, Instructional Services & Planning—District Office  
Curriculum Chair—Continuing Education  
Articulation Officer—City  
Articulation Officer—Miramar  
Articulation Officer—Mesa  
Curriculum Chair—Mesa  
Curriculum Chair—Miramar

### **GUESTS:**

Brown, Danene  
Eidgahy, Saeid  
Evans, Dave  
Erreca, Lori  
Fierro, David  
Fritch, Margie  
MacNeill, Andrew  
Shimazaki, Leslie

Dean, Business and Technology—Mesa  
Dean, Mathematics and Natural Sciences—Mesa  
Dean, Exercise Science, Health Education, Dance & Athletics—Mesa  
Dean, Behavioral & Social Sciences and Consumer & Family Studies—City  
Interim Dean, Learning Resources & Technology—Mesa  
Dean, Health Sciences and Public Service—Mesa  
Dean, Humanities—Mesa  
Dean, Arts and Languages—Mesa

### **ABSENT:**

Bennie, Roanna  
Ellison, Brian  
Marrone, Erica  
McGrath, Tim  
Neault, Lynn  
Shelton, Deanna

Vice President, Instruction—Miramar  
Vice President, Instruction & Student Services—Continuing Education  
Curriculum Analyst, Curriculum & Instructional Services—District Office  
Vice President, Instruction—Mesa  
Vice Chancellor, Student Services—District Office  
Curriculum Chair—City

### **STAFF:**

Payne, Desiree  
Scott, Carmen

Senior Secretary, Curriculum & Instructional Services—District Office  
Curriculum Technician, Curriculum & Instructional Services—District Office

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:12 p.m.  
Council members and guests introduced themselves.*

## **I. MINUTES AND AGENDA**

### A. Approval of: September 25, 2014 Minutes

*David Fierro left the meeting at 2:14 p.m.*

Duane Short requested a revision to the discussion during in Agenda Item III. B Course Waivers, "...should the District deem course waivers are no longer an option for students..." be changed to reflect the District wishes to ban courses waivers and faculty consultation should occur.

Juliette Parker requested a revision to discussion during Agenda Item C. 5 FASH 157. Parker advised "Parker inquired if..." should be changed to "Parker indicated FASH 157 is not CSU GE applicable." and "Parsons advised it is not..." be changed to "Parsons explained that..."

*Recommend approval of minutes as amended*

*Motion by Short, second by Parker*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Namdar, Norvell, Palma-Sanft, Parsons*

### B. Approval of: October 9, 2014 Agenda

Amendments to the agenda:

- Discuss New Business Agenda Item A. Discipline Deans prior to Old Business Items (Hess)
- Walk-Ins:
  1. EXSC 228A Intercollegiate Sand Volleyball I (Mesa)

*Lynn Ornelas arrived at 2:19 p.m.*

*Recommend approval of agenda as amended*

*Motion by Short, second by Parker*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Namdar, Norvell, Palma-Sanft, Parsons*

## **II. CURRICULUM REVIEW/APPROVAL**

### A. Approval of Curriculum

*Recommend approval of curriculum*

*Motion by Short, second by Parsons*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Namdar, Norvell, Palma-Sanft, Parker*

### B. Approval of Program Changes

*Recommend approval of programs*

*Motion by Short, second by Parsons*

*Final Resolution: Motion carries*

# San Diego Community College District Curriculum and Instructional Council

*Aye: Barnes, Fischthal, Namdar, Norvell, Palma-Sanft, Parker*

## C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

## D. Approval of Continuing Education Program Changes

No Continuing Education programs.

### III. NEW BUSINESS

#### A. Discipline Deans (*Information*)

Shelly Hess welcomed the Disciplines Deans to the meeting. Hess reviewed the origination of Discipline Deans. Hess presented the Instructional Services Committee Responsibilities document, and reviewed the roles of Disciplines Deans. Hess advised she removed the role of assisting with content review, as the various aspects associated with content review are incorporated in other areas of the document. Toni Parsons discussed the prerequisite process and the role the Disciplines Deans play in content review. Content review will be re-inserted in the Purpose section. Hess explained the Title 5 cross disciplinary requisites regulation. Saied Eidgahy advised in his role as Discipline Dean he frequently assists with degree development and review, which is not included in the document. Discussion occurred regarding aligned curriculum and each college's autonomy over their own curriculum. Hess advised language referencing autonomy could be included in the degree review and development role. Hess inquired if there were any questions or concerns. No questions or concerns were voiced.

*Randy Barnes left the room at 2:26 p.m.; returned at 2:30 p.m.*

The District Subject Assignment list was reviewed. Hess explained the subjects are assigned based on consultation with and recommendations from the Vice Presidents of Instruction. Hess reviewed recent changes to the assignments. Eidgahy stated he thought he was assigned Astronomy. Hess advised she would research the assignment. Duane Short inquired if subject areas which are no longer offered should be on the list. Hess advised outdated subject areas are normally removed from the list. Military Studies was identified as a subject area to be removed from the list. Margie Fritch recommended Consumer Studies be reassigned as Mesa does not offer the curriculum, or removed from the list if it is no longer offered at any college. The assignment of Foreign Languages was discussed.

*Carmen Scott left the room at 2:30 p.m.; returned at 2:32 p.m.*

*Lori Erreca arrived at 2:32 p.m.*

Short advised Tagalog is in the process of being changed to Filipino, and the Filipino Studies long title changed to Filipino. Hess noted the change, depending on the level on impact, may have to wait until ERP has been implemented. Hess explained in discussion with Student Services any designator changes and skill level changes cannot occur during ERP implementation due to the changes required in ISIS.

*Disciplines Deans left the meeting at 2:35 p.m.*

# San Diego Community College District Curriculum and Instructional Council

## IV. OLD BUSINESS

### A. CIC Virtual Meetings (*Action*)

Hess reviewed the virtual meeting discussions at the past two meetings. Short inquired if there is a compelling reason or need to continue to hold virtual meetings. Council discussed how the meetings are helpful during the first month of the semester and when an emergency vote for urgent curriculum is needed. Short agreed the meetings are helpful, and noted Miramar feels the virtual meetings are out of compliance with regulation unless they are open to the public. Council discussed the structure of the virtual meetings. Norvell clarified virtual meetings are held for curriculum only. Hess confirmed. Hess added curriculum which may require discussion can be pulled for review at the next face-to-face meeting.

*Recommend approval of curriculum virtual meetings*

*Motion by Norvell, second by Parsons*

*Final Resolution: Motion carries*

*Aye: Barnes, Fischthal, Namdar, Palma-Sanft, Parker*

*Nay: Short*

### B. Course Waivers (*Action*)

Hess reported on the course waiver discussion which occurred at the October 1 District Governance Council (DGC) meeting. Hess relayed DGC agreed the practice of blanket approval of waivers would be suspended and exceptions will be made on a course by course basis for students who need a course waived to meet a degree or certificate requirement, and in consultation with the Curriculum and Instructional Council (CIC), as well as collaboration with Hess and Vice Chancellor Lynn Neault, a policy and procedure will be drafted to address course waivers. Short sought clarification on what was considered blanket approval. Hess stated the District will not automatically process every waiver submitted. Discussion occurred regarding DGC, Academic Senates, and the extent to which the District has authority over the waiver process. Parsons explained Mesa feels a case by case basis is a good practice until a clear process is developed and all issues can be addressed. Juliette Parker stated there seems to be an issue with differentiating between course substitutions and course waivers. Parker added another issues is course credit from non-accredited institutions. Discussion occurred regarding the practice of clearing a requirement for a major as long as the state mandated 18 units within a major have been met. Hess advised she understands the Council's concerns and feels there is a need to address these issues and develop a process. Hess noted, in regards to clearing requirements, when the colleges create an award and assign the units required the award is sent to the State Chancellor's office with the understanding students are intended to fulfill the degree requirements. Short stated he does not disagree that the District has and should screen petitions for compliance with District policy and state law, however he does contest a non-subject matter expert countermanning faculty decision concerning the substance of a waiver. Hess agreed this is an issue which requires clarification. Parker inquired if there will be follow up to Otto Lee's memorandum reflecting DGC's recommendation. Hess stated the DGC minutes should reflect the discussion, and the recommendation was to develop a policy and procedure. Hess advised she would inquire if any other documentation will be published. Parker expressed concern for students currently affected by the memorandum. Hess advised for students graduating immediately requirements will be waived, upon review. Parsons inquired how DGC's recommendations impact the CIC Business Item: Waivers for Major Requirements. Hess advised the Business Item was initiated at the request of an Academic Senate and Council can still vote on the item. Parsons advised, prior to the DGC meeting, Mesa's Curriculum Review Committee (CRC) recommended

## San Diego Community College District Curriculum and Instructional Council

revisions to the Recommendation(s) language in the Business Item. Parsons explained CRC recommended if the practice of course waivers is to be reinstated the Business Item specify it is done in accordance with District policy and state law. Norvell advised City's Academic Senate and CRC voted on the Business Item. Short relayed he was informed Mesa's CRC had recommendations to the language and the Academic Senate voted in favor of the Business Item. Parsons explained that Mesa's Academic Senate meeting occurred after DGC, DGC's recommendations were relayed to the Senate by the Senate President, and the Senate voted for a sense of the Senate to defer to Mesa's CRC. Hess requested the CRC's recommendations be reflected in the Business Item, if this is what Mesa's Senate voted to support, and Council present Mesa's recommendations to their college constituents. Discussion occurred regarding the need to explicitly state compliance with District policy and state law is required. Mesa's CRC recommendations were documented. Hess advised District Instructional Services will add Mesa's recommended revisions and distribute the Business Item to the Council, at which point Council should take the Business Item back to their campuses. Short advised he respects the Council's desire to take Mesa's recommendations back to the campuses, however it is his understanding, as relayed by Miramar's Academic Senate President, all the Academic Senates voted to approve the concept that the decision [memorandum] should have never been made by the District without faculty consultation. Parsons concurred with Short in regards to the need for faculty consultation. Parker inquired if the course waivers process will be examined, as it seems there were issues which should have been examined prior to the memorandum. Hess agreed the process needs to be examined and there is documentation of petitions the District had concerns with which lead to the memorandum. Hess inquired if Council had additional comments or concerns. No additional comments or concerns were voiced.

*CIC Business Item: Waivers for Major Requirements tabled until the October 23, 2014 meeting.*

### C. Catalog Deadline (*Information*)

Hess relayed the 2015-2016 catalog deadline will be February 26, 2014. Parsons sought clarification if this was only for the 2015-2016 catalog production. Hess confirmed, and noted to plan for a December deadline for the 2016-2017 catalog production. Hess explained she collaborated with Student Services and areas which would be impacted by an earlier registration date and catalog publishing deadline were provided to Chancellor's Cabinet, and it was determined implementation of an advanced student registration date should be delayed. Hess requested Council relay the information to their campuses, and advise the staff and faculty to plan for the December catalog deadline for the 2015-2016 academic year/2016-2017 catalog.

### D. Distance Education Approval (*Action*)

Hess displayed the updated Approved New Class Schedule Language ISIS Inputting document with the recommended revisions. Parsons advised Mesa approved the CIC Business Item: Distance Education Approval. Hess noted this is the second reading, approval occurs at the next meeting. Norvell and Short advised their campuses approved as well. Hess inquired if Council would like to proceed with voting on the item. Council felt comfortable voting on the item.

*Recommend approval of CIC Business Item: Distance Education Approval  
Motion by Parsons, second by Palma-Sanft  
Final Resolution: Motion carries  
Aye: Barnes, Fischthal, Namdar, Norvell, Parker, Short*

# San Diego Community College District Curriculum and Instructional Council

## V. NEW BUSINESS

### A. CIC Roles and Responsibilities (*Information*)

Hess displayed the CIC page from the Administration and Governance Handbook. Hess reviewed the Functions portion of the document. Hess noted one of the functions is Council serves as the clearinghouse for all strategic planning for instructional decisions districtwide.

*Elizabeth Norvell left the room at 3:14 p.m.; returned at 3:17 p.m.*

Short inquired if Item 2 under Authority should be revised, as Chancellor's Cabinet and the Board of Trustees reviews curriculum as well. Hess provided an example when Chancellor's Cabinet reviewed and recommend revisions to an Associate Degree for Transfer (ADT) award. Hess stated courses assigned units below 0.4 are presented to Chancellor's Cabinet. Discussion continued regarding the handbook's language and strategic planning.

### B. SB 850 Baccalaureate Degree Pilot Program (*Information*)

Hess stated the bill has been approved. Parsons advised Mesa is working diligently on the pilot program. Hess recommended applying current curriculum review and approval practices to the pilot program. Council reviewed the current course numbering sequence in the college catalog. Hess advised additional research and discussion needs to occur regarding course numbering for higher level course work.

### C. ADJU 361T Block 20 Force Options/Internal Affairs for Correctional Deputies (*Information*)

Hess explained the course is not Associate Degree applicable and has been corrected in CurricUNET. Hess noted the catalog and ISIS did not require correction.

### D. Walk-Ins (*Action*)

#### 1. EXSC 228A Intercollegiate Sand Volleyball I (Mesa)

Parsons advised Mesa has received approval from NCAA and the Board to offer a Sand Volleyball Team. Hess clarified that Board approval has yet to be received. Parsons explained, should the team receive approval; the intercollegiate course will need to be offered in Spring 2015. Parsons noted 228B is development but is not needed for Spring. Hess advised she has discussed the intercollegiate program with Tim McGrath and the course will be approved pending Chancellor's Cabinet and Board of Trustees approval of the team. Parsons stated the course has gone through curriculum review. Parker inquired when the team will receive approval. Hess advised she could not provide a definitive date. Parker explained the course would need to be submitted for UCTCA approval and inquired how to approach the submission. Hess recommended waiting until the team is approved.

*Recommend approval of EXSC 228A*

*Motion by Norvell, second by Parsons*

*Final Resolution: Motion carries (pending tech review and approval of Mesa's Sand Volleyball team by Chancellor's Cabinet and the Board of Trustees)*

# San Diego Community College District Curriculum and Instructional Council

*Aye: Barnes, Namdar, Norvell, Palma-Sanft, Parker, Short*

## VI. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

No report, no change.

### B. CurricUNET Steering Committee (Hess)

No report.

### C. Student Services Council (Neault)

No report.

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

Hess displayed and reviewed the SB 440 TMC tracker. C-ID course submittals for Mesa were discussed. Hess noted a change to City's requirement to fulfill the Music ADT has occurred. Hess explained City no longer offers a degree in Music, and the program will be deactivated in the Curriculum Inventory. Mara Palma-Sanft requested Miramar's Music degree on the tracker be changed to Under Review. Short inquired how quickly Miramar should work on the Psychology ADT. Hess advised the subject area appears to be popular at Miramar, and recommended the proposal be presented to the CRC and CIC as soon as possible, in order to receive Board approval by December. Hess reported the colleges are close to receiving approval from the state for all their ADTs.

### E. State Academic Senate

Parsons advised the Southern Curriculum Regional meeting will take place on October 18, and Plenary is scheduled for November. Parsons reported on a C-ID newsletter recently released. C-ID descriptors for Career Technical Education and Basics Skills was discussed.

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

Barnes noted the CIO conference is scheduled to take place at the end of the month. Parsons stated she inquired with McGrath if faculty can attend and she might attend. Michelle Fischthal reported Continuing Education held its first curriculum committee meeting of the semester.

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

Parker requested C-ID issues be relayed to the state. Parker explained the various issues currently being experienced with the system and expressed her concern regarding the negative impact on student success. Hess advised she and the CIOs can work with Council members to create a list of issues to present at the conference.

### H. CIC Subcommittees (Hess)

# San Diego Community College District Curriculum and Instructional Council

Hess reported the District Instructional Services is attempting to schedule meetings.

## I. ERP Implementation (Hess)

Hess reported Erica Marrone is available intermittently when not in ERP meetings. Hess noted Carmen Scott, Desiree Payne and Michelle Radley are available to provide assistance.

## VII. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, October 23, 2014 2:00-4:00 p.m. at Mesa College room S-305.
- 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. The CCCCCO Course and Program Approval meeting is scheduled for Friday, October 10, 2014 at City College.
- D. Handouts:
  - 1. October 9, 2014 CIC Meeting Agenda
  - 2. Draft Minutes from the September 25, 2014 CIC Meeting
  - 3. Curriculum Summary
  - 4. Curriculum Updating Project
  - 5. TMC Tracker
  - 6. SDCCCD C-ID Project
  - 7. CIC Participatory Governance Functions & Responsibilities
  - 8. CIC Business Item: Waivers for Major Requirements
  - 9. CIC Business Item: Distance Education Curriculum Approval
  - 10. District Assigned Subject List
  - 11. Discipline Dean Charge

## VIII. ADJOURNMENT

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