

San Diego Community College District Curriculum and Instructional Council

Meeting of December 11, 2014
2:00 PM—District Office Room 375

MINUTES

PRESENT:

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
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

ABSENT:

Barnes, Randy	Vice President, Instruction—City
McGrath, Tim	Vice President, Instruction—Mesa
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

San Diego Community College District Curriculum and Instructional Council

Shelly Hess called the meeting to order at 2:06 p.m.

I. MINUTES AND AGENDA

A. Approval of: November 13, 2014 Minutes (*Action*)

Juliette Parker advised during the Old Business A. Course Waivers agenda item discussion she and Elizabeth Norvell had requested the policies and regulations related to course waivers. Shelly Hess confirmed the information was provided and advised the minutes will be updated to reflect the request.

Recommend approval of minutes as amended

Motion by Norvell, second by Bennie

Final Resolution: Motion carries

Aye: Ellison, Namdar, Palma-Sanft, Parker, Shelton, Short

Abstain: Parsons

B. Approval of: December 11, 2014 Agenda (*Action*)

Duane Short requested Old Business A. Course Waivers agenda item be changed from an action item to an informational item. Short noted Miramar requested the item be added to the agenda.

Added to the agenda:

- Walk-Ins:

1. Child Development Associate of Science Degree (Mesa)
2. Associate Teacher Certificate of Achievement (Mesa)
3. Teacher Certificate of Achievement (Mesa)
4. Master Teacher Certificate of Achievement (Mesa)
5. Assistant Teacher Certificate of Performance (Mesa)
6. Home Day Care Certificate of Performance (Mesa)

Recommend approval of agenda as amended

Motion by Parsons, second by Short

Final Resolution: Motion carries

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

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Pulled Curriculum:

GEOL 111

MUSI 115A, MUSI 115B, MUSI 120, MUSI 121, MUSI 215A, MUSI 215B, MUSI 230A, MUSI 230B, MUSI 230C, MUSI 230D

Recommend approval of curriculum as amended

Motion by Short, second by Norvell

Final Resolution: Motion carries

Aye: Bennie, Ellison, Namdar, Palma-Sanft, Parker, Parsons, Shelton

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes (*Action*)

Pulled Program(s):

Liberal Arts and Sciences: Visual and Performing Arts Associate of Arts Degree

Recommend approval of programs as amended

Motion by Short, second by Parsons

Final Resolution: Motion carries

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

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

E. Approval of: December 11, 2014 Agenda (*Action*)

Added to the agenda:

- Walk-Ins:

- 7. COMP 642 Server Admin Fundamentals (Continuing Education)

- 8. Server Essentials Program Certificate of Completion (Continuing Education)

Recommend approval of agenda amended

Motion by Short, second by Ellison

Final Resolution: Motion carries

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

F. Curriculum Discussed (*Action*)

MUSI 115A, MUSI 115B, MUSI 120, MUSI 121, MUSI 215A, MUSI 215B, MUSI 230A, MUSI 230B, MUSI 230C, MUSI 230D

Norvell advised the Music course deactivations have been pulled since they are included in the Liberal Arts and Sciences: Visual and Performing Arts of Associate degree, which is also being pulled. Norvell explained the degree is impacted by the Drama 122 change to 124 and this change needs to be made to the program.

Curriculum and program removed from the consent agenda.

GEOL 111

Parker explained the course needs to be submitted for CSU/GE and District GE, and noted the course will be submitted later for UCTCA and IGETC. Parker added the articulation is proposed for all three colleges.

Recommend approval of GEOL 111

San Diego Community College District Curriculum and Instructional Council

Motion by Parsons, second by Norvell

Final Resolution: Motion carries

Aye: Bennie, Ellison, Namdar, Palma-Sanft, Parker, Shelton, Short

G. Program Discussed (*Action*)

Liberal Arts and Sciences: Visual and Performing Arts Associate of Arts Degree

Refer to agenda item New Business II. F.

III. OLD BUSINESS

A. Course Waivers (*Information*)

Short explained at the last meeting the CIC Business Item: Waivers for major requirements was revised at the meeting to include an additional recommendation item, and then approved. Short advised Miramar's Academic Senate has requested he relay that all three senates do not agree with the third recommendation item and would like the District to be informed of their position. Deanna Shelton confirmed City's Academic Senate's stance as relayed by Short. Shelton advised City's Curriculum Review Committee (CRC) did not vote on the business item. Norvell inquired how to assist departments impacted by the course waivers issue. Norvell explained the Radio Television and Film (RTVF) department is currently experiencing issues with students needing to substitute courses. Hess advised Student Services is working with the RTVF students. Hess noted the RTVF programs are in need of revisions in order to avoid impacting more students.

B. Women's Studies (WMNS) Designator (*Action*)

Hess reviewed the new designator was presented at the November meeting and inquired if the CIC chairs had any feedback from their colleges. Short stated Miramar has no issue with the designator.

Recommend approval of WMNS designator

Motion by Short, second by Parsons

Final Resolution: Motion carries

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

Brian Ellison left the room at 2:16 p.m.; returned at 2:21 p.m.

Parsons sought clarification new designators can be implemented and a change in designators cannot occur during the District's transition to a new database. Hess confirmed, and noted designators tied to state licensing or agency accreditation may be considered as exceptions. Parsons inquired if Tagalog (TAGA) will be switched to Filipino (FILI). Hess advised she is researching this request.

IV. NEW BUSINESS

A. RUSS 102 Second Course in Russian (*Information*)

Hess reported the effective date had to be changed to 2016 due to CSU/GE implications.

B. Walk-Ins (*Action*)

San Diego Community College District Curriculum and Instructional Council

1. Child Development Associate of Science Degree (Mesa)
2. Associate Teacher Certificate of Achievement (Mesa)
3. Teacher Certificate of Achievement (Mesa)
4. Master Teacher Certificate of Achievement (Mesa)
5. Assistant Teacher Certificate of Performance (Mesa)
6. Home Day Care Certificate of Performance (Mesa)

Parsons explained the TOP codes have been updated to Career Technical Education (CTE). Parsons advised the TOP codes are the only changes to the programs.

Recommend approval of Child Development Associate of Science, Associate Teacher Certificate of Achievement, Teacher Certificate of Achievement, Master Teacher Certificate of Achievement, Assistant Teacher Certificate of Performance and Home Day Care Certificate of Performance

Motion by Parker, second by Palma-Sanft

Final Resolution: Motion carries (pending tech review)

Aye: Bennie, Ellison, Namdar, Norvell, Parsons, Shelton, Short

Parsons inquired if Nutrition (NUTR) has to be updated every two years or six years. Parsons explained NUTR is generally considered a CTE program yet some courses meet GE requirements. Short advised it depends on the TOP codes. Parsons advised the courses in question are coded as transferable courses. TOP code designation was discussed. Parsons sought clarification TOP code designation is based on the course. Hess confirmed.

7. COMP 642 Server Admin Fundamentals (Continuing Education)
8. Server Essentials Program Certificate of Completion (Continuing Education)

Brian Ellison explained at the last meeting 641 was approved, and 642 is the companion course to 641. Ellison reviewed the Server Essential program description. Ellison advised the curriculum was discussed with City College.

Recommend approval of COMP 642 and Server Essentials Program Certificate of Completion

Motion by Norvell, second by Parsons

Final Resolution: Motion carries (pending tech review)

Aye: Bennie, Ellison, Namdar, Palma-Sanft, Parker, Shelton, Short

V. **STANDING REPORTS**

A. Curriculum Updating Project (Hess)

No report, no change.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee has not met so far this academic year. Norvell advised she has noticed on the Course Curriculum Report (Cr) and CR Changes Report (Rr) all the transfer options are being selected. Erica Marrone advised this is in the process of being corrected. Marrone advised the cover description page should be functioning properly. Marrone reported the FTEF fields are still editable in the dean approval queue; this issue still needs to be resolved.

San Diego Community College District Curriculum and Instructional Council

Brian Ellison left the meeting at 2:27 p.m.

Marrone advised there appears to be issues occurring on a regular basis, for no apparent reason. Parsons advised there is an issue with proposals resting at other college's levels for approval. Marrone relayed she has been researching approval levels, and there appears to be inconsistencies. Norvell suggested verifying the approval levels and creating a grid. Hess recommended this can be discussed at the next meeting.

C. Student Services Council (Neault)

No report.

D. ADT/C-ID (Hess)

Mara Palma-Sanft reported C-ID approvals are slowly being received. Palma-Sanft reviewed the recent approvals. Hess advised Instructional Services will double check the C-ID degree approval count. Hess reminded Council February 26, 2015, is the deadline for Fall 2015 curriculum and the 2015-2016 catalog deadline. Norvell reported City is moving forward with the Elementary Teacher Education Associate Degree for Transfer (ADT). The TMC Tracker was reviewed and updated. Parsons reported at the recent Plenary meeting two resolutions were passed regarding C-ID.

E. SB 850

Hess reported prior to the Thanksgiving holiday break the state released the guidelines for the baccalaureate degree applications. Hess reported Mesa is working on submitting the degree application to the Board for final signature, and the application should be mailed out by the end of the week. Hess reported approximately 36 colleges have expressed interest and only 15 applications will be accepted. Parsons noted 15 is the maximum, the state could select less. Other colleges' applications were discussed; Glendale Community College, Grossmont Community College, MiraCosta College, Shasta College, and Southwestern Community College.

F. State Academic Senate

Shelton reported on a Plenary break out session she attended regarding equivalencies. Hess inquired if there was mention as to when the Minimum Qualifications handbook will be updated to reflect the new disciplines approved last year. Shelton advised if there was she was not present for the discussion. Parsons advised the Program and Course Approval Handbook (PCAH) is going through a major revision. Hess advised she is serving on the PCAH re-writing team. Parsons reported on discussion regarding program approval delays experienced at the state level; issues with data missing from the state's curriculum inventory, staffing, and errors in the PCAH. Discussion continued regarding issues with state approvals.

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

Hess reported a PCAH re-writing meeting is scheduled for next Friday [December 19]. Roanna Bennie reported she received an email from Susan Clifford regarding student learning outcomes (SLOs). Bennie suggested a District wide discussion occur regarding SLOs and program outlines. Hess advised she would research and follow up on the matter. Parsons advised clarification may be needed. Discussion continued.

San Diego Community College District Curriculum and Instructional Council

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

Parker reported local roles in ADT development report is being finalized, and noted the report was sent out state wide for input. Parker provided an overview of the report. Parker recommended faculty and staff examine and track workload associated with ADTs. Palma-Sanft added the report was presented at the recent CIO conference.

I. CIC Subcommittees (Hess)

Hess reported the Policies and Procedures Subcommittee met prior to the meeting and plans to meet before each Council meeting during the Spring 2015 semester. Hess reported the Catalog Subcommittee has yet to meet and a meeting needs to be scheduled.

J. ERP Implementation (Hess)

Hess reported ERP teams have finalized the fit/gap phase.

VI. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, January 29, 2015. This meeting is a virtual meeting.
- 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. December 11, 2014, CIC Meeting Agenda
 - 2. Draft Minutes from the November 13, 2014, CIC Meeting
 - 3. Curriculum Summary
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project
 - 7. CIC Business Item: Waivers for Major Requirements

VII. ADJOURNMENT

Shelly Hess adjourned the meeting at 3:04 p.m.