

# San Diego Community College District Curriculum and Instructional Council

Meeting of March 9, 2017  
2:00 PM  
District Office  
Conference Room 245

## Minutes

### PRESENT:

Alder, Kate	Vice President of Instruction—Continuing Education
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar College
Kilmer, Renee	Interim Vice President, Instructional Services—City College
Namdar, Donna	Curriculum Chair—Continuing Education
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Shelton, Deanna	Curriculum Co-Chair—City College
Short, Duane	Curriculum Chair—Miramar College

### ABSENT:

Boots, Jennifer	Curriculum Co-Chair—City College
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
McGrath, Tim	Vice President, Instructional Services—Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office
Norvell, Elizabeth	Articulation Officer—City College
Parker, Juliette	Articulation Officer—Mesa College

### STAFF:

Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

# San Diego Community College District Curriculum and Instructional Council

*Vice Chancellor Bulger called the meeting to order at 2:06 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: February 23, 2017 Minutes (*Action*)**

Shelton requested that the minutes from 2/23/2017 reflect that City discussed the proposed modification to District requirements 4 and 5 at a past Curriculum Review Committee (CRC) meeting.

<b><i>Recommend Approval of February 23, 2017 Minutes as Amended</i></b>
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<i>Motion by Short</i>
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<i>Second by Gustin</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Alder, Hopkins, Kilmer, Namdar, Palma-Sanft, Shelton</i>
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<i>Abstained: Parker</i>
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### **B. Approval of the March 9, 2017, Meeting Agenda (*Action*)**

Short and Gustin provided a list of walk-in courses and programs from Miramar and Mesa, respectively. Shelton requested to walk-in Spanish 102 and Spanish 201 for distance education. Shelton mentioned that she will make a copy of the two courses after the meeting.

The council will bring back the OCEA designator to the March 23, 2017 meeting.

<b><i>Recommend Approval of the March 9, 2017 Meeting Agenda as Amended</i></b>
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<i>Motion by Short</i>
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<i>Second by Palma-Sanft</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Alder, Gustin, Hopkins, Kilmer, Namdar, Parker, Shelton</i>
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## II. CURRICULUM REVIEW/APPROVAL

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

Short requested to pull ARTF 150B for discussion.

<b><i>Recommend Approval of Curriculum Review</i></b>
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<i>Motion by Short</i>
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<i>Second by Alder</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Parker, Shelton</i>
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Short reported that Miramar would like to change the effective date on ARTF 150B from spring 2018 to fall 2017. Hopkins approved of the request.

<b><i>Recommend Approval of fall 2017 Effective Date for ARTF 150B</i></b>
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<i>Motion by Palma-Sanft</i>
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<i>Second by Gustin</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Alder, Hopkins, Kilmer, Namdar, Parker, Shelton, Short</i>
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### B. Approval of Program Changes (*Action*)

*No program changes*

### C. Approval of Upper Division Curriculum (*Action*)

*No upper division curriculum*

### D. Approval of Upper Division Program Changes (*Action*)

*No upper division programs*

### E. Approval of Continuing Education Curriculum (*Action*)

*No Continuing Education curriculum*

### F. Approval of Continuing Education Programs (*Action*)

*No Continuing Education programs*

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## III. OLD BUSINESS

### A. Associate in Science in Business Administration for Transfer Degree (Information)

Hess explained that at the February 23, 2017 meeting, Miramar requested to revert back to their latest revision of the transfer degree due to uncertainty of whether or not the State Chancellor's Office would approve it with MATH 119 and BUSE 115 in the degree. After the meeting, the State Chancellor's Office approved the revision that included MATH 119 and BUSE 115. Miramar would like to keep the approved revision with MATH 119 and BUSE 115.

Parker inquired from Short if he received information to update the Business ADT, 5-year review from C-ID. Short said he has not seen a final version, but participated in the faculty input. Parker recommended a Business Stats C-ID descriptor should be created because MATH 119 does not have C-ID approval. Short said he has been communicating with other business faculty at Mesa and City about the issue; They've come up with a plan to revise BUSE 115A. A draft is outlined and at the pre-launch stage in CurricUNET.

## IV. NEW BUSINESS

### A. Hidden Prerequisites (Action)

Short recommended to discuss the issue and bring it back for a vote at the next meeting.

Short reported the following:

Issue: When courses are approved, the prerequisites and corequisites are also approved. Some courses, after approval, are sometimes changed without going through the proper channels such that there are additional prerequisite options that are enforced by the District but were not approved or stated on the course outlines (C.O.). Short mentioned the additional prerequisite options are mostly in science courses. The overall issue is that ISIS is not matching what the actual approved curriculum is.

#### 1. The Process Issue

- a. Decisions about curriculum are supposed to be made through CRC and CIC with full review by the faculty. When not followed, it violates people's rights to participate in the process.

#### 2. Outcome Issues

- a. There are hidden ways to get into courses that some students may not know about. Those who do know, get into a course by not following the real prerequisite. Counselors who are more experienced and know about the hidden prerequisites and may inform students about them while inexperienced counselors are unaware of them and tell students to follow the catalog.

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Short provided the following examples:

1. Examples: BIOL 235: The approved prerequisite is BIOL 107. However, there are unapproved prerequisite options that are coded in ISIS for BIOL 160 and BIOL 210A.
2. BIOL 205: The prerequisite in the catalog is BIOL 107 and CHEM 100 and CHEM 100L or CHEM 152 and CHEM 152L. However, in ISIS there are other CHEM courses listed that were never approved.
3. CISC 186: The prerequisite is CISC 181. However, in ISIS the prerequisite has been removed.

The issue was brought up at Miramar by someone who thought it was unfair to students that some people are in or not in the know.

Alder clarified that the catalog is correctly aligned with what has been approved and the problem appears to be in ISIS. Short agreed. He explained the real issue is that the hidden prerequisites are those that are not in the course outlines or in the catalog. Gustin explained that there are grids that counselors use to clear prerequisites for students who have entered into higher courses and may clear the lower requirements. For example, If a student completed CHEM 152, they have learned the content of CHEM 100 because CHEM 152 has the content of CHEM 100 but in more depth.

Parker suggested a consultation with student services to find out how the process works. She reasoned that the case may be that a higher level course with a higher level of content may clear a lower level course.

Palma-Sanft sought clarification that what is not put on the course outline of record, would the Articulation Officers then send the grids counselors are using to the universities? Alder inquired how the grids are developed. Bulger suggested bringing back the impacts related to Palma-Sanft's and Alder's questions to the next meeting.

Hess mentioned that Curriculum Services is responsible for inputting prerequisites into the new system. She can do an audit and make a list of what is being enforced in the system that might not be in the course outlines. Moving forward, developing prerequisites will be housed in instruction.

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### B. Walk-Ins

#### a. San Diego City College:

- i. Shelton requested that SPAN 102 (second course in Spanish) and SPAN 201 (third course in Spanish) be approved for distance education. She explained the courses are part of a study abroad program in Cuba and would like for it to be approved as partially online and effective summer 2017.

Discussion about the distance education modalities and their effects on articulation took place. Hess mentioned that in the list of distance education courses, she will add an asterisk next to those offered as partially online and will add a footnote to clarify at the bottom of the list.

***Recommend Approval of SPAN 102 and SPAN 201 as Partially Online and Effective summer 2017***

*Motion by Kilmer*

*Second by Gustin*

*Final Resolution: Motion carries*

*Aye: Alder, Hopkins, Namdar, Palma-Sanft, Parker, Shelton, Short*

#### b. San Diego Mesa College:

- i. HEIT 135/155/214/215 and changes to the HEIT Associate of Science Degree and HIMS Bachelor of Science Degree.
  1. Gustin explained that the HEIT courses have unit changes and re-numbering. The changes, therefore, affected the HEIT Associate of Science Degree and the HIMS Bachelor of Science Degree. She mentioned that Mesa would like the walked-in curriculum to be in line with accreditation standards.
- ii. RADT 121/121C/251B/252A/253A/253B/271/271L/275/275L; Radiologic Technology Certificate of Achievement; Radiologic Technology Associate of Science Degree.
  1. Gustin explained there was a glitch in CurricUNET and that the courses are walked-in due to unit changes and have therefore affected the Radiologic Technology Certificate of Achievement and Radiologic Technology Associate of Science Degree.

***Recommend Approval of changes to HEIT 135/155/214/215 courses and their effects on the HEIT Associate of Science Degree and HIMS Bachelor of Science Degree;***

***Recommend Approval of changes to RADT 121/121C/251B/252A/253A/253B/271/271L/275/275L courses and***

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*their effects on the Radiologic Technology Associate of Certificate of Achievement and the Radiologic Technology Associate of Science Degree.*

*Motion by Kilmer*

*Second by Alder*

*Final Resolution: Motion carries*

*Aye: Gustin, Hopkins, Namdar, Palma-Sanft, Parker, Shelton, Short*

- c. San Diego Miramar College:
- i. ADJU 361D and ADJU 378
    1. Short explained that ADJU 361D and ADJU 378 are in-service courses that train Law Enforcement Officers. The courses were proposed for deactivation with an effective date of fall 2016. However, the agencies need training in the areas the courses cover. He requested to stop the deactivation; in doing so, he submitted a reactivation proposal effective for fall 2017.
  - ii. GRFX 050/160/170/180/181/190/192
    1. Short explained the GRFX courses are distance education only proposals and would like for them to be approved as fully online with an effective date of fall 2017.

*Recommend Approval of Reactivating ADJU 361D and ADJU 378*

*Recommend Approval of GRFX 050/160/170/180/181/190/192 as Distance Education Only–Fully Online and Effective Date of fall 2017*

*Motion by Alder*

*Second by Kilmer*

*Final Resolution: Motion carries*

*Aye: Gustin, Hopkins, Namdar, Palma-Sanft, Parker, Shelton and Short*

### I. STANDING REPORTS

#### A. Curriculum Updating Project (Hess)

No report.

#### B. CurricUNET Steering Committee (Hess)

No report.

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## C. Student Services Council (Neault)

No report.

## D. State Academic Senate

No Report.

## E. Chief Instructional Officers (CIO) (Bulger, Matthew, Hopkins, Kilmer, McGrath)

No report.

## F. Articulation Officers (Norvell, Palma-Sanft, Robertson)

Parker reported that the transfer general education submissions will be delayed. The delay impacts the catalogs. She will update the council of when to expect the submissions to be processed once she receives a date.

## G. ADT/C-ID (Norvell, Palma-Sanft, Parker)

No Report.

## H. Subcommittees (Bulger)

Hess reported the Policies and Procedures Subcommittee finished reviewing BP 6100— Vocational Education and Customer Service and BP 4023—Course Materials Adoption and Procurement.

## I. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be: Thursday, March 23, 2017. Location will be determined  
**All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC, before they may be published in the college catalog.**

### A. Handouts:

1. March 9, 2017, CIC Meeting Agenda
2. Draft Minutes from the February 23, 2017 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

## III. ADJOURNMENT

Bulger adjourned the meeting at 3:00 p.m.