

San Diego Community College District Curriculum and Instructional Council

Meeting of November 09, 2017
2:00 PM
San Diego Mesa College
LRC—435

Minutes

PRESENT:

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| Boots, Jennifer | Curriculum Chair—City College |
| Bulger, Stephanie | Vice Chancellor, Instructional Services—District Office |
| Estep, Justin | Faculty/Proxy for Paula Gustin—Mesa College |
| Hess, Shelly | Dean, Curriculum Services—District Office |
| Hopkins, Paulette | Vice President, Instructional Services—Miramar College |
| Namdar, Donna | Curriculum Chair—Continuing Education |
| Norvell, Elizabeth | Articulation Officer—City College |
| Palma-Sanft, Mara | Articulation Officer—Miramar College |
| Parker, Juliette | Articulation Officer—Mesa College |
| Short, Duane | Curriculum Chair—Miramar College |
| Spradley, Minou | Acting Vice President, Instructional Services—City College |

ABSENT:

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| Boger, Kay | Interim Vice President, Instructional Services—Continuing Education |
| Gustin, Paula | Curriculum Chair—Mesa 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 |

STAFF:

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

GUEST:

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| Caesar, Cassandra | Acting Director, CAL Grants—Continuing Education |
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Bulger called the meeting to order at 2:09 p.m.

I. Minutes and Agenda

A. Approval of: October 26, 2017 Minutes (*Action*)

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| <i>Recommend Approval of the October 26, 2017 Minutes</i> |
| <i>Motion by Short</i> |
| <i>Second by Norvell</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Caesar, Hopkins, Namdar, Parker</i> |
| <i>Abstained: Estep</i> |

B. Approval of the November 09, 2017, Meeting Agenda (*Action*)

Short requested to add CISC 246 to the G.E. Review/Transferability agenda item for discussion.

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| <i>Recommend Approval of the November 09, 2017 Meeting Agenda as Amended</i> |
| <i>Motion by Short</i> |
| <i>Second by Hopkins</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Boots, Caesar, Estep, Namdar, Norvell, Parker</i> |

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

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| <i>Recommend Approval of Curriculum Review</i> |
| <i>Motion by Norvell</i> |
| <i>Second by Namdar</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Boots, Caesar, Estep, Hopkins, Parker, Short</i> |

B. Approval of Program Changes (*Action*)

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| <i>Recommend Approval of Program Changes</i> |
| <i>Motion by Short</i> |
| <i>Second by Hopkins</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Boots, Caesar, Estep, Namdar, Norvell, Parker</i> |

Discussion about the Certified Public Accountant (CPA) Preparatory Program, Certificate of Performance raised questions about the courses involved in the program. Although a bachelor's degree is needed to become a CPA, it was shared that there are guidelines for units and course requirements to be on the bachelor's degree. Students can take courses at the community college to meet the unit and course requirements. Discussion continued.

C. General Education/Transferability Actions (Information)

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| <i>Recommend Approval of the G.E./Transferability Actions from CIC Meetings: 8/31/17 to 11/09/17</i> |
| <i>Motion by Short</i> |
| <i>Second by Norvell</i> |
| <i>Final Resolution: Motion carries</i> |
| <i>Aye: Boots, Caesar, Estep, Hopkins, Namdar, Parker</i> |

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III. OLD BUSINESS

- A. Tech. Review Process
- B. Walk-In Process

The council decided to hold items A and B for the December 14, 2017 CIC meeting.

IV. NEW BUSINESS

- A. Discipline Deans Meetings

Bulger explained the role of the Discipline Deans and reported the following changes regarding Discipline Deans meetings:

1. There is interest from the Academic Senate Presidents to have more regular discipline meetings to address the changes in English, ESOL, Math, and the impacts of AB 705.
 - Bulger recommended that the Discipline Deans meet and discuss issues surrounding the changes. She mentioned that a master calendar of the discipline meetings will be created to record the dates of the discipline meetings and mentioned that ten subject meetings will be scheduled each year. The priority subjects to meet are:
 - Biotechnology, Business, Communication Studies, English, ESOL, and Math.

Hess will be assisting with the coordinating of the meetings. Hess mentioned that the discipline meetings will include Continuing Education. Meeting materials such as an agenda and minutes will be provided.

2. The conversations from the Basic Skills English, ESOL and Math were transitioned over to the Discipline Deans meetings.
3. 6-Year/2-Year Reports

Hess mentioned that the 6-year review and 2-year review reports were sent to the committee and will be updated after every CIC meeting. It was clarified that the 2-Year Review report is for any CTE course with a vocational TOP code and a requisite. The 6-Year Review report does not include the 2-Year Review unless a course does not have a vocational TOP code and requisite. The report will be presented at the Discipline Deans meetings along with the Active not Offered report.

It was suggested that the Discipline Deans talk to their faculty and inquire about meetings they plan to schedule. If meetings are scheduled, it was encouraged that the Discipline Deans provide notes from the meetings. If no meetings are scheduled, it was recommended that the Discipline Dean schedule the meetings and inform the Vice President of Instruction and the Curriculum

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Chair of any issues outside of curriculum review matters so that the Curriculum Chair can report the issue to the CIC. This is to ensure that the Deans are not imposing on faculty who are scheduled to meet.

I. STANDING REPORTS

A. Local and State—Curriculum Streamlining Process (Bulger/Hess)

The council discussed the following:

- The curriculum chairs will review their list of changes that are impacting internal curriculum processes and will be brought to the December 14, 2017 CIC meeting.
- The Academic Senate Southern Curriculum Conference will be on November 18, 2017 at Long Beach Community College. The following topics will be discussed:
 - COCI
 - AB 705
 - The Chancellor's Office reviewer will be attending

The council agreed to return to the normal technical review process for curriculum at the December 14, 2017 meeting. A walk-in form will be provided by the campuses at December 14, 2017 meeting. Discussion continued.

Discussion continued.

B. Curriculum Updating Project (Hess)

No report.

C. Legislative Update (Bulger)

There is a meeting in December in regards to the impacts on placement.

D. CurricUNET Steering Committee (Hess)

The committee met on November 6, 2017 and discussed the following:

- The committee's goal is to meet monthly
- Include contact and homework hours on the CORs
- Hess will be scheduling a Catalog Committee meeting in the future for the 18-19 catalog
- There is a glitch in CurricUNET with submitting Distance Education proposals on existing courses and the SLOs are being erased or combined while making revisions. The committee is working with CurricUNET on how to make this an automated process.

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E. Student Services Council (Neault)

No report.

F. State Academic Senate

The following topics were discussed at plenary:

- Guided Pathways
- Intersegmental work
- U.C. Pathway
- A final resolution will be released soon

G. Chief Instructional Officers (CIO) (Boger, Bulger, Hopkins, McGrath, Spradley)

It was reported that Guided Pathways was discussed at the CIO Conference.

There was discussion about reaching out to CSU and UC partners for assistance with intersegmental issues.

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

It was reported that the CSU will no longer allow retroactive implementation of G.E. effective dates. Courses approved by the CSU for G.E. in the spring will go into effect the following fall due to technology issues.

Discussion continued.

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

No report.

J. Subcommittees (Bulger)

The Policies and Procedures subcommittee is currently working on Phase III policies and procedures.

K. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

The next meeting will be a virtual meeting on Thursday, January 25, 2018.

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.

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III. ADJOURNMENT Motioned by Short Seconded by Hopkins

The meeting was adjourned at 3:06 p.m.