San Diego Community College District
Curriculum and Instructional Council

Meeting of December 14, 2017
2:00 PM
District Office
Conference Room 220

Minutes

PRESENT:
Boots, Jennifer  Curriculum Chair—City College
Bulger, Stephanie  Vice Chancellor, Instructional Services—District Office
Gustin, Paula  Curriculum Chair—Mesa College
Hess, Shelly  Dean, Curriculum Services—District Office; Proxy for Paulette Hopkins
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  Acting Chair—Miraamar College
Spradley, Minou  Acting Vice President, Instructional Services—City College

ABSENT:
Boger, Kay  Interim Vice President, Instructional Services—Continuing Education
Hopkins, Paulette  Vice President, Instructional Services—Miramar 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:
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:
Caesar, Cassondra  Acting Director, CAL Grants—Continuing Education
Bulger called the meeting to order at 2:00 p.m.

I. Minutes and Agenda
   A. Approval of: November 09, 2017 Minutes (Action)

   The council reviewed and made edits to the November 09, 2017 minutes.

   Recommend Approval of the November 09, 2017 Minutes as Amended
   Motion by Palma-Sanft
   Second by Gustin
   Final Resolution: Motion carries
   Aye: Boots, Hess, Namdar, Norvell, Parker, Short, Spradley

   B. Approval of the December 14, 2017, Meeting Agenda (Action)

   Technical Review Processes/Walk-In Agreements were tabled for a future meeting. San Diego City College, Mesa College, and Miramar College provided lists of walk-in curriculum for approval.

   Recommend Approval of the December 14, 2017 Meeting Agenda as Amended
   Motion by Short
   Second by Gustin
   Final Resolution: Motion carries
   Aye: Boots, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley
II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

DRAM 108 and CISC 246 were pulled for discussion.

<table>
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<tr>
<th>Recommend Approval of Curriculum Review as Amended</th>
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<tr>
<td>Motion by Short</td>
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<td>Second by Boots</td>
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<td>Final Resolution: Motion carries</td>
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<tr>
<td>Aye: Gustin, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley</td>
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B. Approval of Program Changes (Action)

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<td>Aye: Boots, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley</td>
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C. DRAM 108 (Action)

Norvell clarified that DRAM 108 is proposed for UCTCA and the effective date will stay the same.

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D. CISC 246 (Action)

Gustin reported that the CISC faculty met and concluded that the course does not have duplication issues. CISC 246 is also proposed for U.C. Transfer.

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III. OLD BUSINESS

A. Discipline Deans Meetings (Discussion/Information)

Discussion took place regarding the Districtwide Discipline Deans meetings. Vice Chancellor Bulger explained the following:

- Discipline Deans report to CIC
- It was requested by Chancellor’s Cabinet that there be regular Discipline Dean Meetings to discuss and address changes in basic skills and the impacts of Assembly Bill 705.
- A calendar was generated to record the Discipline Dean meeting dates.

The council further discussed the transition of non-credit to credit curriculum, and the changes in assessment and placement. During the discussion, it was shared that the Vice Presidents of Instruction were tasked with convening regular meetings regarding placement and assessment: ELAC will be led by Vice President of Instruction, Paulette Hopkins; English will be led by Vice President of Instruction, Tim McGrath; and Math will be led by Vice President of Instruction, Minou Spradley. Each subject group will have two discipline faculty per campus, a researcher, an Articulation Officer, and a Counselor. These assessment sub-groups will meet once a month. In addition, the three sub-groups will meet together as a Districtwide Assessment group once a month. The sub-groups will review data and move forward with new ideas and plans on how to address placement and to be in compliance with Assembly Bill 705. They will also review multiple measures such as recency and high school math courses that students completed.

The Curriculum Chairs will be included in the Districtwide Assessment and Discipline Dean meetings. Parker inquired about the role of the Articulation Officers on assessment communities. It was recommended that the Articulation Officers consult with their Vice President of Instruction regarding which meetings to attend.

B. Districtwide Basic Skills Report

Vice Chancellor Bulger shared that she will be re-drafting a Basic Skills Report that will reflect the work being done in regards to basic skills. The re-drafting is due to the challenge of capturing the changes in basic skills curriculum and therefore she would like to establish guiding principles specific to what is happening in basic skills. She requested from the council their review of her report. The council agreed.
IV. NEW BUSINESS
A. Walk-Ins

City College walked-in the following curriculum:

- ARTG 225—Course Deactivation
- BIOL 235—Course Revision
- BUSE 158A—Course Deactivation
- BUSE 158B—Course Deactivation
- BUSE 158C—Course Deactivation
- BUSE 158D—Course Deactivation
- COSM 075—New Course
- COSM 083—New Course
- DRAM 124—Distance Education
- DRAM 144A—Distance Education
- DRAM 146A—Distance Education
- DRAM 270—New Course
- EDUC 200—Course Revision
- EDUC 203—Course Revision
- ELAC 005A—New Course
- ELAC 005B—New Course
- ELAC 007—New Course
- ENGL 013A—New Course
- ENGL 249—Course Deactivation
- ENGL 249A—Course Reactivation
- ENGL 249B—Course Revision
- GEOG 104—Distance Education
- PHOT 105—Course Revision
- PHOT 259A—Course Revision
- PHOT 259B—New Course
- MUSC 152—Course Revision
- MUSI 204—Course Revision
- Visual and Performing Arts: Digital Music Technology, Associate of Science—Program Revision
- English, Associate in Arts for Transfer Degree—Program Revision
- English, Associate of Arts Degree—Program Revision
- Liberal Arts and Science with Emphasis in Language Arts and Humanities Associate of Arts Degree—Program Revision
- Visual and Performing Arts AA: Graphic Design—Program Revision
- Business Studies, Certificate of Performance: Business Communications—New Program
- Creative Writing, Certificate of Performance—Program Revision
- Theatre, Associate of Arts Degree—Program Revision
• Future Studies, Associate of Science Degree—Program Revision
• Sustainability, Associate of Science Degree—Program Revision
• Small Business Management, Entrepreneur, Certificate of Achievement—Program Revision
• English Language Acquisition, Certificate of Performance—New Program
• Electronic Microprocessor/Microcontroller Design, Associate of Science Degree—Program Revision
• Exercise Science, Health and Wellness Coaching—Certificate of Performance—New Program
• Visual and Performing Arts: Special Effects (FX) Makeup, Certificate of Achievement—New Program
• Assistant Teacher, Certificate of Performance—Program Deactivation
• Family Child Care, Certificate of Performance—Program Deactivation
• Residential Care Workers, Certificate of Performance—Program Deactivation
• Enactus, Certificate of Performance—Program Deactivation
• Shop Steward Specialist, Certificate of Performance—Program Deactivation

Discussion took place regarding ENGL 013A and it was decided that the course will be held until the February 8, 2018 CIC meeting for further discussion.
Recommend Approval of:

- ARTG 225—Course Deactivation
- BIOL 235—Course Revision
- BUSE 158A—Course Deactivation
- BUSE 158B—Course Deactivation
- BUSE 158C—Course Deactivation
- BUSE 158D—Course Deactivation
- COSM 075—New Course
- COSM 083—New Course
- DRAM 124—Distance Education
- DRAM 144A—Distance Education
- DRAM 146A—Distance Education
- DRAM 270—New Course
- EDUC 200—Course Revision
- EDUC 203—Course Revision
- ELAC 005A—New Course
- ELAC 005B—New Course
- ELAC 007—New Course
- ENGL 249—Course Deactivation
- ENGL 249A—Course Reactivation
- ENGL 249B—Course Revision
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- MUSC 152—Course Revision
- MUSI 204—Course Revision
- Visual and Performing Arts: Digital Music Technology, Associate of Science—Program Revision
- English, Associate in Arts for Transfer Degree—Program Revision
- English, Associate of Arts Degree—Program Revision
- Liberal Arts and Science with Emphasis in Language Arts and Humanities Associate of Arts Degree—Program Revision
- Visual and Performing Arts AA: Graphic Design—Program Revision
- Business Studies, Certificate of Performance: Business Communications—New Program
- Creative Writing, Certificate of Performance—Program Revision
- Theatre, Associate of Arts Degree—Program Revision
- Future Studies, Associate of Science Degree—Program Revision
- Sustainability, Associate of Science Degree—Program Revision
- Small Business Management, Entrepreneur, Certificate of Achievement—Program Revision
- English Language Acquisition, Certificate of Performance—New Program
San Diego Community College District
Curriculum and Instructional Council

- Electronic Microprocessor/Microcontroller Design, Associate of Science Degree—Program Revision
- Exercise Science, Health and Wellness Coaching—Certificate of Performance—New Program
- Visual and Performing Arts: Special Effects (FX) Makeup, Certificate of Achievement—New Program
- Assistant Teacher, Certificate of Performance—Program Deactivation
- Family Child Care, Certificate of Performance—Program Deactivation
- Residential Care Workers, Certificate of Performance—Program Deactivation
- Enactus, Certificate of Performance—Program Deactivation
- Shop Steward Specialist, Certificate of Performance—Program Deactivation

Motion by Short
Second by Gustin
Final Resolution: Motion carries
Aye: Boots, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley
Mesa walked-into the following curriculum:

- ARCH 251—Deactivation
- GISG AS—Program Revision
- HEIT 140/256/266/267—Course Revisions
- HEIT AS/HIMS B.S.—Program Revisions
- PERG 110—Distance Education
- ENGL 116/240/LBAS Math & Pre-ENGE/ENGE CA/ENGE AS—Course Reactivations
- DMSG 100/130/140/150/160/175/185—Course Renumbering
- DMSG 220/225/230/235—Course Unit Changes
- DMSG AS; DMSG CA—Program Revisions (Mesa Only)
- PHYR 056/056L—Course Deactivations
- ENGL 237—Course Activation
- ENGL 249A—Course Revision
- Creative Writing CA—Program Revision
- Creative Writing CP—Program Revision
- English AAT—Program Revision
- English AA—Program Revision
- Liberal Arts and Sciences—Language Arts Humanities English, AA—Program Revision
- VIET 201/ RUSS 201/VIET 102—Course Revisions
- CBTE Office Management, CA—Program Deactivation
- CBTE Office Management AS—Program Deactivation
- HUMS 455/HIMS 460—Course Revisions

Recommend Approval of:

- ARCH 251—Deactivation
- GISG AS—Program Revision
- HEIT 140/256/266/267—Course Revisions
- HEIT AS/HIMS B.S.—Program Revisions
- PERG 110—Distance Education
- ENGL 116/240/LBAS Math & Pre-ENGE/ENGE CA/ENGE AS—Course Reactivations
- DMSG 100/130/140/150/160/175/185—Course Renumberings
- DMSG 220/225/230/235—Course Unit Changes
- DMSG AS; DMSG CA—Program Revisions (Mesa Only)
- PHYR 056/056L—Course Deactivations
- ENGL 237—Course Activation
- ENGL 249A—Course Revision
- Creative Writing CA—Program Revision
- Creative Writing CP—Program Revision
• English AAT—Program Revision
• English AA—Program Revision
• Liberal Arts and Sciences—Language Arts
  Humanities English, AA—Program Revision
• VIET 201/RUSS 201/VIET 102—Course Revisions
• CBTE Office Management, CA—Program Deactivation
• CBTE Office Management AS—Program Deactivation
• HUMS 455/HIMS 460—Course Revisions

Motion by Boots
Second by Norvell
Final Resolution: Motion carries
Aye: Gustin, Hess, Namdar, Palma-Sanft, Parker, Short, Spradley
Miramar Walked-In the following curriculum:

- ANTH 277C—New Course
- BIOL 205—Course Revision
- BUSE 120—Course Revision
- BUSE 205—Course Revision
- CBTE 205—Course Deactivation
- CHIL 270—Course Revision
- EXSC 159A/159B/159C—Course Reactivations
- EXSC 159D—New Course
- MUSI 217A—Course Reactivation
- MUSI 217B—New Course
- MUSI 217C/217D—New Courses
- OCEA 101—Course Revision
- PSYC 258—Course Revision
- Administrative Assistance CP—Program Revision
- Aviation Business Administration AS—Program Revision
- Aviation Operations Management CA—Program Revision
- Business Management AS/CA—Program Revisions
- Earth Science Studies AS—Program Revision
- English AA-T—Program Revision
- English/Literature Studies AA—Program Revision
- Entrepreneurship AS/CA—Program Revisions
- Occupational/Technical Studies AS—Program Revision
- Social and Behavioral Sciences AA—Program Revision

Recommend Approval of:

- ANTH 277C—New Course
- BIOL 205—Course Revision
- BUSE 120—Course Revision
- BUSE 205—Course Revision
- CBTE 205—Course Deactivation
- CHIL 270—Course Revision
- EXSC 159A/159B/159C—Course Reactivations
- EXSC 159D—New Course
- MUSI 217A—Course Reactivation
- MUSI 217B—New Course
- MUSI 217C/217D—New Courses
- OCEA 101—Course Revision
- PSYC 258—Course Revision
- Administrative Assistance CP—Program Revision
San Diego Community College District  
Curriculum and Instructional Council

- Aviation Business Administration AS—Program Revision
- Aviation Operations Management CA—Program Revision
- Business Management AS/CA—Program Revisions
- Earth Science Studies AS—Program Revision
- English AA-T—Program Revision
- English/Literature Studies AA—Program Revision
- Entrepreneurship AS/CA—Program Revisions
- Occupational/Technical Studies AS—Program Revision
- Social and Behavioral Sciences AA—Program Revision

Motion by Boots

Second by Norvell

Final Resolution: Motion carries

Aye: Gustin, Hess, Namdar, Palma-Sanft, Parker, Short, Spradley
I.  **STANDING REPORTS**

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

   Discussion took place regarding the curriculum streamlining process. Mesa agreed with the reduction from ten to five days of approval. Gustin will bring back recommendations to the February 8, 2018 CIC meeting.

B. Curriculum Updating Project (Hess)

   No report.

C. Legislative Update (Bulger)

   Assembly Bill 705 is extended to 2019.

D. CurricUNET Steering Committee (Hess)

   No report.

E. Student Services Council (Neault)

   No report.

F. State Academic Senate

   The following topic was discussed:
      - Guided Pathways and the impacts on campuses

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

   The following were discussed at the CIO Conference:
      - Guided Pathways
      - Placement & Assessment
      - Enrollment Management
      - Marketing with new Partnerships
   Discussion continued.

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

   It was reported that there are delays in responses from U.C. and CSU submissions. There are impacts on transfer G.E. submissions due to system malfunctions. Faculty are aware of the issue.
   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. City will be reviewing the Phase II policies and procedures at their next curriculum meeting.

K. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

The next meeting will be on Thursday, February 08, 2018 at Miramar College in the President’s Conference Room: Administration Building, Room N-206.

All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC, before they may be published in the college catalog.

III. ADJOURNMENT

Motioned by Short
Seconded by Boots

The meeting was adjourned at 3:45 p.m.