

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
Bulger, Stephanie
Gustin, Paula
Hess, Shelly

Namdar, Donna
Norvell, Elizabeth
Palma-Sanft, Mara
Parker, Juliette
Short, Duane
Spradley, Minou

Curriculum Chair—City College
Vice Chancellor, Instructional Services—District Office
Curriculum Chair—Mesa College
Dean, Curriculum Services—District Office; Proxy for
Paulette Hopkins
Curriculum Chair—Continuing Education
Articulation Officer—City College
Articulation Officer—Miramar College
Articulation Officer—Mesa College
Curriculum Chair—Miramar College
Acting Vice President, Instructional Services—City College

ABSENT:

Boger, Kay
Hopkins, Paulette
Marrone, Erica
McGrath, Tim
Neault, Lynn

Interim Vice President, Instructional Services—Continuing Education
Vice President, Instructional Services—Miramar College
Curriculum Analyst, Curriculum Services—District Office
Vice President, Instructional Services—Mesa College
Vice Chancellor, Student Services—District Office

STAFF:

Gil, Patricia
Meredith, Jasmine
Radley, Michelle
Scott, Carmen

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

GUEST:

Caesar, Cassandra

Acting Director, CAL Grants—Continuing Education

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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.

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

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.

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

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

DRAM 108 and CISC 246 were pulled for discussion.

Recommend Approval of Curriculum Review as Amended

Motion by Short

Second by Boots

Final Resolution: Motion carries

Aye: Gustin, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley

B. Approval of Program Changes (*Action*)

Recommend Approval of Program Changes

Motion by Short

Second by Gustin

Final Resolution: Motion carries

Aye: Boots, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley

C. DRAM 108 (*Action*)

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

Recommend Approval of DRAM 108 as Amended

Motion by Palma-Sanft

Second by Boots

Final Resolution: Motion carries

Aye: Gustin, Hess, Namdar, Norvell, Parker, Short, Spradley

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.

Recommend Approval of CISC 246 as Amended

Motion by Short

Second by Boots

Final Resolution: Motion carries

Aye: Gustin, Hess, Namdar, Norvell, Palma-Sanft, Parker, Spradley

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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 Assemble 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.

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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

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- 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.

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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**
- **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**

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- **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

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Mesa walked-In 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**

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- 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

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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**

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- **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

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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.

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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 meeting 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, CCCCCO, 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.