

San Diego Community College District Curriculum and Instructional Council

Meeting of September 28, 2017
2:00 PM
District Office
Conference Room 245

Minutes

PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Acting Vice President, Instructional Services—Miramar College
McGrath, Tim	Vice President, Instructional Services — Mesa College
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Boots, Jennifer	Curriculum Chair—City College
Burgess, Laura	Acting Vice President, Instructional Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer— Mesa College
Spradley, Minou	Acting Vice President, Instructional Services—City College

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

GUESTS:

Smith, Wendy	Faculty—Mesa College
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Bulger called the meeting to order at 2:08 p.m.

I. Minutes and Agenda

A. Approval of: September 14, 2017 Minutes (*Action*)

The minutes were edited to reflect that the subject indicator change from ESOL to ELAC is a districtwide effort.

Recommend Approval of the September 14, 2017 Minutes as Amended

Motion by Short

Second by Gustin

Final Resolution: Motion carries

Aye: Hopkins, McGrath, Namdar, Norvell, Palma-Sanft

B. Approval of the September 28, 2017, Meeting Agenda (*Action*)

The following items were added to the agenda:

- LMI Initiative—for discussion
- Walk-Ins:
 - Mesa:
 - SUST 270
 - Sustainability AA
 - BUSE 210
 - Business Retail Management, Certificate of Achievement
 - City:
 - ACCT 119

Recommend Approval of the September 28, 2017 Meeting Agenda as Amended

Motion by Namdar

Second by Gustin

Final Resolution: Motion carries

Aye: Hopkins, McGrath, Norvell, Palma-Sanft, Short

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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Norvell requested to pull AODS 160 from the curriculum summary for discussion.

<i>Recommend Approval of Curriculum Review as Amended</i>
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<i>Motion by Palma-Sanft</i>

<i>Second by Gustin</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Hopkins, McGrath, Namdar, Norvell, Short</i>
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B. Approval of Program Changes (*Action*)

<i>Recommend Approval of Program Changes</i>

<i>Motion by Short</i>

<i>Second by Norvell</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Gustin, Hopkins, McGrath, Namdar, Palma-Sanft</i>

C. AODS 160 (*Action*)

City requested to approve AODS 160 without the advisory of ESOL 045; ESOL 045 is going to be deactivated.

<i>Recommend Approval of AODS 160 as Amended</i>

<i>Motion by Short</i>

<i>Second by McGrath</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Gustin, Hopkins, Namdar, Norvell, Palma-Sanft</i>

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III. OLD BUSINESS

- A. English Language Acquisition (ELAC) Designator (*Discussion/Action*)
Mesa and Miramar approved of the designator change from ESOL to ELAC. The council voted on the change because it affects all three colleges. Moving forward, designator changes will be action items if the changes affect all three colleges or more than one college.

<i>Recommend Approval to convert the ESOL designator to ELAC</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

- B. FERM Designator (*Information*)

Curriculum for the FERM program is in development.

IV. NEW BUSINESS

- A. CCCCO Response to California State University's Executive Order 1100 and 1110

The Executive Order 1110 brought forth the following changes:

1. The delivery of online modality is no longer a restriction for any General Education (G.E.) course.
2. Removal of Intermediate Algebra as a primary prerequisite for G.E. Area B-4: Quantitative Reasoning

The changes only affect G.E. at the moment. The Articulation Officers are awaiting additional information from the California State Universities (CSUs) about the changes.

The council discussed how the changes affect University of California (U.C.) Transferability. The following points were discussed:

- The policy on U.C. Transfer is still Intermediate Algebra; the Articulation Officers are awaiting a response from the U.C. schools.
- Discussions about the impact of the changes on SDCCD:
 - Begin discussions at the campuses and include a broad representation of disciplines, especially those in the Area B G.E. to understand the ramifications of the impacts.
 - Invite disciplines that may teach a course that does not require Intermediate Algebra as a requisite; Make a list of these disciplines. A recommended starting point is looking in

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quantitative reasoning section in the catalog.

- The District Articulation Council will begin the list of these disciplines.
- It was recommended that the curriculum chairs meet with their Academic Senates to develop protocol to drive discussions
- A list of what disciplines should be part of the discussions should be made until more information from the CSUs is released.

Executive Order 1100: Placement

It was shared that the CSUs have remediation strategies for students who are admitted with deficiencies. The strategy recommends courses students can take to satisfy their deficiencies. Discussion continued.

B. Districtwide Discipline Deans Report (*Information*)

Hess reported the following from the September 22, 2017 Districtwide Discipline Deans meeting:

- The meeting will be scheduled twice a year
- The meeting serves to remind the deans of their role as Discipline Dean
- Continuing Education deans will be included in the meetings
- Hess and Gil are finalizing separate reports for 2-year Review and 6-year review. The reports will continue to be updated and sent to the Disciplines Deans and the Curriculum Chairs.
 - Independent study and work experience courses will be included in the report
- A calendar of meetings has been made for tracking purposes

C. LMI Initiatives (*Mesa—Information*)

District Curriculum Services will work with the CTE Deans to modify the Labor Market Information form that is required by District Curriculum Services for new CTE Programs. Modifying the form will prevent faculty from reporting the same data in different reports.

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D. Walk-Ins (*Action*)

City:

Norvell walked-in the following curriculum:

1. ACCT 119

Discussion: ACCT 119 was changed from ACCT 118 (118 was used in the past). It is a new course that is for continuing education units for the IRS. The course is only offered at City.

<i>Recommend Approval of ACCT 119</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, McGrath, Namdar, Norvell</i>

Mesa:

Gustin walked-in the following curriculum:

1. SUST 270

Discussion: SUST 270 is a work experience course.

2. Sustainability Associate of Arts Degree

Discussion: The SUST AA degree is an interdisciplinary degree that is designed for students who want to transfer to SDSU or a university that offers a sustainability program. The reason for walking-in the program is that faculty have been working on the program for a long time; The narratives are ready to be submitted.

3. BUSE 210 and Retail Management Certificate of Achievement

Discussion: BUSE 210 is a H.R. Management course that is part of the Retail Management Certificate of Achievement.

<i>Recommend Approval of SUST 270; Sustainability Associate of Arts Degree; BUSE 210; Retail Management Certificate of Achievement</i>
<i>Motion by Norvell</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, McGrath, Namdar, Palma-Sanft</i>

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I. STANDING REPORTS

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

It was determined that the Curriculum Chairs will lead the discussions on their campuses about the curriculum streamlining processes. The council discussed that five days is enough time for the Vice Presidents of Instruction and the Curriculum Chairs to approve curriculum in CurricUNET. It was recommended to add comments if there are issues with curriculum as a means to hold curriculum until the issues have been resolved. Other areas that impact the streamlining process:

- Pending proposals that were not pre-launched
- Areas of CurricUNET that are in/out of approver's control

Discussion continued.

B. Curriculum Updating Project (Hess)

No report.

C. Legislative Update (Bulger)

No report.

D. CurricUNET Steering Committee (Hess)

The committee will meet on Friday, September 29, 2017. The following topics will be discussed:

- D.E. only proposals
- SLOs in CurricUNET

E. Student Services Council (Neault)

No report.

F. State Academic Senate

No report.

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

No report.

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

No report.

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

The C-ID system is experiencing a glitch that does not allow multi-college systems to log in.

J. Subcommittees (Bulger)

The Policies and Procedures Subcommittee are working on Phase III policies and Procedures.

K. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

The next meeting will be: Thursday, October 12, 2017 at the District Office in Conference Room 245.

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 Palma-Sanft

The meeting was adjourned at 3:10 p.m.