

# San Diego Community College District Curriculum and Instructional Council

Meeting of April 11, 2019  
2:00 P.M.  
North City Center  
Multipurpose Room (101-102)  
8355 Aero Dr., San Diego, CA 92123

## Approved Minutes

### **PRESENT:**

Boots, Jennifer	Curriculum Chair—City College
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean of Curriculum Services—District Office (Acting CIC Chair)
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Norvell, Elizabeth	Articulation Officer—City College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Short, Duane	Curriculum Chair—Miramar College

### **ABSENT:**

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer—Mesa College

### **STAFF:**

Clark, Jacqueline	Senior Secretary, Curriculum Services—District Office
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

*Shelly Hess called the meeting to order at 2:07 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: March 14, 2019, Minutes (Action)**

The council reviewed and made edits to the minutes.

*Recommend Approval of the March 14, 2019 Minutes as Amended*

*Motion by Hoffman*

*Second by Short*

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*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft*

*Abstain:*

## B. Approval of: April 11, 2019, Meeting Agenda (Action)

The council reviewed the agenda and made the following revisions:

1. Miramar requested to add MATH 118 follow-up to the agenda.
2. Miramar walked-in the following curriculum:
  - a. ELAC 033—Distance Ed only/deadline exception to offer via DE in fall 2019
  - b. ELAC 145— Distance Ed only/deadline exception to offer via DE in fall 2019
  - c. PHYS 100—Addition of MATH 096 prerequisite for articulation purposes

*Recommend Approval of the April 11, 2019 Agenda as Amended*

*Motion by Short*

*Second by Boots*

*Final Resolution: Motion carries*

*Aye: Chavez, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft*

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (Action)

The council reviewed the curriculum and made the following revision:

1. City pulled the following curriculum:
  - a. BIOL 48

*Recommend Approval of Curriculum Review as Amended*

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft*

### B. Approval of Program Changes (Action)

*Recommend Approval of Program Review*

*Motion by Short*

*Second by Hoffman*

*Final Resolution: Motion carries*

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*Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft*

## C. Approval of Continuing Education Curriculum (Action)

### *Recommend Approval of Continuing Education Curriculum*

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft*

## D. Approval of Continuing Education Programs (Action)

### *Recommend Approval of Continuing Education Programs*

*Motion by Short*

*Second by Boots*

*Final Resolution: Motion carries*

*Aye: Chavez, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft*

## E. BIOL 48

Boots requested to activate the new course BIOL 48 at City College.

### *Recommend Approval of BIOL 48 as Amended*

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft*

## III. OLD BUSINESS

### A. AB 705

1. Addressing Math and English Curriculum Impacts (Discussion)
2. Catalog Language
3. Math and English Skill Levels (Information)

Hess presented the finalized language for the Math and English courses that have corequisites. Hoffman and Short expressed concerns regarding using the term “must” for students with Milestone R30/W30 or M30, because those students could also choose the option to take the lower-level course rather than the transfer-level course with support. The council recommended language be modified as written below in the highlighted areas. Hess

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explained if “may” is used in the course description it would be confusing. Students with Milestone R30/W/30 or M30 who want to enroll in the transfer-level course are required to take the support course. “May” means possible or permissible, whereas must means a necessity or requirement. Hess will consult with Student Services regarding the proposed changes.

## ENGL 101:

Prerequisite: ENGL 047A or ENGL 048 and ENGL 049 each with a grade of "C" or better, or equivalent or Milestone R50 and W50 or R40 and W40; **or** Students with Milestone(s) R30/W30 **must/may** enroll in ENGL 101X (ENGL 101 and ENGL 31 learning community).

## MATH 104:

MATH 096 with a grade of "C" or better, or equivalent or Milestone M50 or M40; **or** students with Milestone M30 **must/may** enroll in MATH 104X (MATH 104 and MATH 15D learning community)

- Short expressed concerns regarding prerequisite courses with Milestone M30. Since all students will have Milestone M30 or higher, these courses should be advisories rather than prerequisites. CHEM 100 was reviewed as an example. The Council agreed, MATH 46 should be changed to an advisory. Short stated that he will clarify with the chemistry faculty MATH 46 needs to be listed as an advisory instead of a prerequisite.
- Hess will review the impacted courses that have a prerequisite of MATH 46 and MATH 38.

## **B. Math Competency/Course List to Satisfy Competence in Mathematics (Discussion)**

Hess inquired if the CIC was ready to call the vote for MATH Competency Course List. Hoffman reported Mesa CRC has approved and the Academic Senate will vote at the next meeting on April 22<sup>nd</sup>. Short informed the Council Miramar has approved the list. Boots reported City’s Academic Senate has approved the list and CRC will approve it on Wednesday, April 17, 2019.

Hess explained the list needed to be approved at the April 25 CIC meeting in order for it to be placed in the catalog. The default if the list is not approved is to use the existing courses in the catalog and remove reference to “competency being met with Assessment Skill Level M50” as it is no longer in compliance.

## **C. Additional College Degree (Discussion)**

The council discussed the requirements regarding students receiving an additional college degree and shared their recommendations:

- City’s CRC recommends lowering the required additional units in a new major from 18 to 12.
- Mesa’s CRC recommends lowering the required additional units in a new major from 18 to 6 with an exemption for ADT’s in the same field.

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- Miramar is waiting for a recommendation from CIC. There is a strong indication that 6 additional units in a new major will be passed; however, it is still undetermined if zero units will be passed as the requirement toward an ADT.
- City, Mesa and Miramar are all in agreement that 60 units are required for an Associate's Degree. If a student has met the requirements of the ADT, they should receive it regardless of whether it overlaps with another degree. There was a recommendation to bring this part back to the campuses for ratification since all are in agreement.
- The council agreed that more research needs to be performed regarding the degrees earned and how they affect the ADT's.

For the purpose of moving this item forward, Hess asked the council if they could compromise for this year and have the ADT exemption more restrictive with the 6 units. The council can revisit and review the impact by using the other option. City, Mesa and Miramar will bring this request back to their colleges for approval by the end of the semester. Hess noted that an addendum will need to be created due to the timeline of the catalog production.

### D. Discipline Assignment Crosswalk/Enforcement (Short/Hess)

Hess reported that HR agreed to continue using the summaries that are sent to them and will use the report in CurricUNET. Hess will work with Erica Marrone, District Curriculum Analyst, over the summer to modify the system so that HR can run the report directly. HR is in agreement with enforcing the minimum qualifications based on the discipline assigned to each course.

Short inquired about the process for revoking equivalency letters. Hess responded that she will look into it.

## IV. NEW BUSINESS

### A. Walk-Ins

1. Miramar walked-in the following curriculum:
  - a. ELAC 033—Distance Ed only/deadline exception to offer via DE in fall 2019
  - b. ELAC 145— Distance Ed only/deadline exception to offer via DE in fall 2019
  - c. PHYS 100—Addition of MATH 096 prerequisite for articulation purposes

Fischthal requested that the ESL department in Continuing Education be notified in advance of any changes to the ELAC courses that could have a potential impact. Miramar agreed to hold the walk-in submission of the ELAC courses until the CIC meeting in April so that Continuing Education will have more time to review the curriculum.

Short agreed to delay the approval of ELAC 33 and ELAC 145 until the April 25, 2019 meeting in order to give CIC more time to review.

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Palma-Sanft requested that PHYS 100 be approved so it may be added to the UCTCA.

## *Recommend Approval of Miramar Curriculum:*

- PHYS 100—Addition of MATH 096 prerequisite for articulation purposes

*Motion by Norvell*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Short*

## B. City College New Subject Indicator Requests

1. **UCSD (University of California, San Diego). This is an HVAC/R program for UCSD students.**
2. **GENA (General Atomics)**
3. **SDVT (San Diego Viticulture Program). This apprenticeship will consist mostly of existing Agriculture (AGRI) courses with at least one new SDVT course.**
4. **MARA (March and Ash Cannabis Refined Apprenticeship). This program offers three emphases: grower, lab technician/pharmacist, and manufacturing.**
5. **MARI (Maritime Apprenticeship)**

City requested these new subject indicators in order to distinguish between the various types of internships, companies and specific need of each apprenticeship. Boots responded to questions regarding the new designators. Hess said she would email Boots the new form that needs to be completed for all new subject indicators.

## C. MATH 118

As a follow up from the CIC meeting on March 24, 2019 where this course was pulled, Palma-Sanft confirmed that MATH 118 does not meet the UC transferability requirement. Therefore, it will not be added to Miramar's curriculum.

## V. CIC Subcommittee Reports

- A. District Articulation Council (DAC)
- B. CurricUNET Steering Committee
- C. Educational Review Committee
- D. **CIC Catalog Subcommittee**

Hess reported that a meeting is being scheduled for the Catalog Subcommittee and requested a Dean Representative. Deans Susan Topham and Lori Erreca were recommended.

These are some of the items that the CIC Catalog Subcommittee will be discussing:

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- Timeline for the colleges
- Layout and design to make it more user friendly
- Creating an interactive catalog

## E. **Discipline Deans**

Hess reported that the systemized discipline meeting list is almost finalized. She will bring this list to the next CIC meeting. The idea is that every subject area in aligned curriculum meet at least once a year. Short requested, to avoid confusion between subjects and disciplines, that the committee title be changed from Discipline Deans to Subject Area Deans.

## F. **Policies and Procedures Subcommittee**

Hess reported that the Policy and Procedures Subcommittee is revising the Administrative Procedure AP 5260 Prerequisites, Corequisites, and Limitations on Enrollment and Advisories to implement the new title 5 changes. The changes being made are legally required and must be effective fall 2019.

## VI. **STANDING REPORTS**

- A. Local and State—Curriculum Streamlining Process (Bulger/Hess)
- B. Legislative Update (Bulger)
- C. Curriculum Updating Project (Hess)
- D. CurricUNET Steering Committee (Hess)
- E. Student Services Council (Neault)
- F. **State Academic Senate**

The ASCCC 2019 Spring Plenary Session is being held in Millbrae, CA from April 11 – 13, 2019.

## G. **Chief Instructional Officers (Bulger, Chavez, Fischthal, Hopkins, O'Connor)**

The California Community Colleges Chief Instructional Officers Conference is April 17, 2019 - April 19, 2019 in San Diego.

## H. **Articulation Officers (ADT/C-ID) (Norvell, Palma-Sanft, Parker)**

The 2019 California Intersegmental Articulation Council conference was held on April 4-5, 2019 in Sacramento, California.

Palma-Sanft commented that that there is some ambiguity about IB credit and AP credit units being applied at CSU campuses. It's being sorted out because it is affecting transfer students.

- I. Subcommittees (Bulger)
- J. Campus Solutions Implementation (Neault/Bulger)

## VII. **ANNOUNCEMENTS**

## San Diego Community College District Curriculum and Instructional Council

A. *The next meeting will be Thursday, April 25, at 2:00 p.m. at North City Center, Multipurpose Room 101-102, 8355 Aero Drive, San Diego, CA 92123.*

B. *Reminder, the 2019-2020 Catalog Deadline was Thursday, December 13, 2018. All new programs and program revisions must be approved by CIC, Board of Trustees, CCCCO, new programs may be subject to WASC/ACCJC, before they may be published in the college catalog.*

Hess explained that at this point no new programs are being added to the catalog. Anything new that received approval between now and early summer will be added to the catalog addenda errata only if it benefits students.

C. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 13, 2018. Curriculum Instructional Council must be informed of any changes within a unit or changes of a subject indicator to a different department school or organization.*

D. Academic Senate of California Community Colleges  
2019 Career and Noncredit Institute  
April 25-27, 2019  
Doubletree by Hilton, San Diego Mission Valley  
[Click here to register](#)

### VIII. ADJOURNMENT

<i>The meeting was adjourned at 3:58 p.m.</i>
<i>Motion by Boots</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft, Short</i>