

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 14, 2019

2:00 P.M.

Miramar College

Administration Building

President's Conference Room, N-206

## Approved Minutes

### **PRESENT:**

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
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:**

Chavez, Matilda	Vice President, Instructional Services—City College
Gil, Patricia	Curriculum Technician, Curriculum 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
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

### **GUESTS:**

Ock, Jennifer	Administrative Technician, Instructional Services—Miramar College
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*Vice Chancellor Bulger called the meeting to order at 2:03 p.m.*

## **I. INTRODUCTIONS**

Hopkins introduced Jennifer Ock, Administrative Technician in the Office of Instruction at Miramar College.

## **II. MINUTES AND AGENDA**

## San Diego Community College District Curriculum and Instructional Council

A. Approval of: December 13, 2018, Minutes (*Action*)

The council reviewed and approved the minutes. No edits were made.

<b><i>Recommend Approval of the December 13, 2018 Minutes</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman, Hopkins, Palma-Sanft</i>
<i>Abstain:</i>

B. Approval of: January 31, 2019 Virtual Meeting Minutes (*Action*)

The council reviewed the minutes and made the following revision:

1. Made correction to Jennifer Boot's title as Chair, not Co-Chair.

<b><i>Recommend Approval of the January 31, 2019 Virtual Meeting Minutes as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hoffman, Hopkins, Palma-Sanft</i>
<i>Abstain:</i>

C. Approval of February 14, 2019 Agenda

The council reviewed the agenda and made the following revisions:

1. Under IV. New Business, Short requested the removal of:
  - a. A. New Courses Proposed for Multiple Colleges. This item has already been resolved.
2. City submitted the following walk-ins:
  - a. COSM 94A
  - b. COSM 94B
  - c. Cosmetology Teacher Training Program, Certificate of Performance
  - d. ENGL 36
3. Mesa submitted the following walk-in:
  - a. Italian 201—Summer Abroad Program

<b><i>Recommend Approval of the February 14, 2019 Agenda as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Fischthal, Gholson, Hoffman, Hopkins, Norvell, Palma-Sanft</i>

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## III. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

<i>Recommend Approval of Curriculum Review</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hopkins, Norvell, Palma-Sanft</i>

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

*No program changes*

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

*No Continuing Education curriculum*

### D. Approval of Continuing Education Program Changes (*Action*)

*No Continuing Education programs*

## IV. OLD BUSINESS

### A. AB 705

#### 1. Addressing Math and English Curriculum Impacts (*Action*)

Hess noted that this information was reviewed at the prior CIC meeting with pending review and approval from one of the Curriculum Review Committees. It is being brought back to CIC for approval of the impacts for an administrative change on the list. A handout of the list of courses with changes to the requisites was shared with the committee. Hess reminded the committee that this process has been a joint effort between the Department Chairs, Curriculum Chairs, Deans and VPI's. She explained that if two colleges had conflicting recommendations, the council went with the default of no change. This also included if a response was not received from the faculty then it was noted as having no change.

<i>Recommend Approval of the AB 705 Impacts and Administrative Change</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gholson, Hopkins, Norvell, Palma-Sanft</i>

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## 2. Math and English Skill Levels (Information)

Hess explained that there have been discussions among the various committees regarding the math and English skill levels. There was a decision to change the name of the skill levels to “milestones” because this is what they will be called in the Campus Solutions system. This change will also be noted in the college catalog. The codes used for math will be M30, M40 and M50. For English, the codes will be R30/W30, R40/W40 and R50/W50. There is still discussion regarding a need for R60/W60 whereby if a student completes a course with a R50/W50, their skill level is upgraded to a R60/W60 which will allow them to enroll into the other courses. At this point, it does not appear to be necessary with the new system. There will be ongoing discussion with the English faculty.

Hess commented that there was a recommendation by CIC to change the milestones to a different numbering system so there would not be confusion between the skill level and placement. This however, is not an option in the new system. There was further discussion regarding the skill levels. Hess explained that students with an R30/W30 will be required to take a support course with the transfer level course, R40/W40 will be recommended support with the transfer level course, and R50/W50 will allow students to enroll in the transfer course. The same would apply to mathematics courses, students with an M30 would be required to enroll in a support course, M40 will be recommended support, and M50 will allow students to enroll in transfer courses. It was clarified the students’ milestone would be based on their answers in CCC Apply.

Vice Chancellor Bulger recommended continuing this discussion as a standing item on the agenda with all of the new information. She shared that there are Title 5 changes that will be on the Board of Governors agenda for their second reading and pending approval in March. This information will outline specifically what will be included in Title 5 to implement AB 705.

There was discussion among the council regarding the requirement, recommendation or advisement of taking a course. Hess noted that the use of the term *strongly recommended* will be discussed with the assessment groups. There was a recommendation to keep the pre-requisites especially in regards to the requirements at the universities. A comment was made that the UC’s are aware of the college’s mandates and in response are working with their faculty to look at their standards and to allow an optional pre-requisite which is the college placement process. *[Update, per discussions with the math faculty after CIC, math has decided students with milestone M30 will be “strongly recommended” to take the support course.]*

*Isabel O’Connor arrived at 2:15 p.m.*

There was a recommendation to change the wording of the skill levels which have different meanings. It was noted that the same terminology has been used for two different things, one for assessment and the other for self-placement. There needs to be a distinction between the two especially with regards to catalog rights.

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Vice Chancellor Bulger agreed that this item needs to be addressed. Her recommendation is to work together as a group to unpack the issue, provide recommendations and seek feedback from CIC. She also asked that the council review the changes to the Title 5 language on the Board of Governors agenda.

## V. NEW BUSINESS

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

Hess noted that this item was introduced at the prior CIC meeting. One of the recommendations being considered is to remove option (A) for demonstrating competency in math and then requiring a math course. There is also a recommendation to look at additional courses that would satisfy the math competency. POLI 201 was added to the list of recommended courses. This list will not be ready for approval until late March or early April 2019.

There was discussion regarding the quantitative reasoning in a course that satisfies the math competency. A comment was made that there needs to be clarification with regard to which pre-requisites courses should be included on the list. There was further discussion regarding the enforcement of pre-requisites and building support courses to fill classes.

Hess reported that at a recent Board of Governors meeting with regards to Title 5, a request was made to have an assessment in the future on the success of these changes. Vice Chancellor Bulger commented that the data generated at a districtwide level will be shared at CIC for discussion regarding the impact of the changes.

Short's understanding is that Title 5 allows us to clear the math competency requirement for students who have completed a course or an assessment test demonstrating competency at the level of intermediate algebra or higher. The old assessment system included a test, and so students who scored at the M50 level on the test could have their math competency requirement cleared. The new system does not include a test and so students can only clear math competency by passing a course. However, because the district is using the same codes for the new system as for the old system (M30, M40, M50), students who receive an M50 under the new system can invoke catalog rights to clear math competency under a previous catalog. This means we will be awarding associate degrees to students who have not actually cleared the requirement for math competency. To solve this, Short suggested using different letters for the new system.

### B. Awards (Discussion)

1. **Additional College Degree (18 required semester units)**
2. **Stackable Awards**

Hess stated that this topic was discussed at the prior CIC meeting regarding the district's policy of awarding multiple degrees. The current process is that a student must earn a minimum of 18 semester units in the new major or

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concentration. The council has been asked to review this process and to allow for more flexibility.

There was discussion regarding the procedures at the other colleges in the region. There are concerns of the validity of the degrees if the requirement is too free in the number of units they must complete. Palma-Sanft shared an example of how this affects students who need to earn an ADT for admissions and are unable to because they have another degree. It was agreed that the council should first determine the value and benefit this has to the student as well as any implications such as the issue with ADT's. This item is tabled for further discussion.

## C. City College New Subject Indicator Request—**MARA: March and Ash Cannabis Refined Apprenticeship (specific to product distribution and sales) (Action)**

Boots stated that this item will be brought to City College CRC to discuss further and bring to the next CIC meeting.

## D. Miramar College New Subject Indicator Request—**Clinical Lab Scientist Training CLST (Action)**

Short confirmed that this new subject indicator request is for fall 2020.

*Recommend Approval of Miramar College New Subject Indicator—MARA: March and Ash Cannabis Refined Apprenticeship (specific to product distribution and sales)*

*Motion by Short*

*Second by Boots*

*Final Resolution: Motion carries*

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

## E. Walk Ins (Action)

**City College walked-in the following curriculum:**

- COSM 94A
- COSM 94B
- Cosmetology Teacher Training Program, Certificate of Performance
- ENGL 36

Boots explained that the COSM 94A and 94B were brought to the December 13 CIC meeting. The tech issues have been resolved and are now ready for approval.

*Recommend Approval of City College Curriculum:*

- **COSM 94A**

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- **COSM 94B**
- **Cosmetology Teacher Training Program, Certificate of Performance**
- **ENGL 36**

*Motion by Norvell*

*Second by Hoffman*

*Final Resolution: Motion carries*

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

## **Mesa College walked-in the following curriculum:**

- Italian 201—Summer Abroad Program

Hoffman noted that this course is hybrid only for summer 2019.

## **Recommend Approval of Mesa Curriculum:**

- **Italian 201—Summer Abroad Program**

*Motion by Hoffman*

*Second by Short*

*Final Resolution: Motion carries*

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

## **VI. STANDING REPORTS**

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

*No Report*

### **B. Legislative Update (Bulger)**

*No Report*

### **C. Curriculum Updating Project (Hess)**

Hess shared that the regional curriculum meetings for the south on March 16, 2019 at Irvine Valley College.

### **D. CurricUNET Steering Committee (Hess)**

*No report*

### **E. Student Services Council (Neault)**

*No Report*

### **F. State Academic Senate**

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*No Report*

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

Vice Chancellor Bulger introduced Dr. Isabel O'Connor as the new Vice President of Instructional Services at Mesa College.

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

*No Report*

## I. Subcommittees (Bulger)

*No Report*

## J. Campus Solutions Implementation (Neault/Bulger)

*No Report*

## VII. ANNOUNCEMENTS

A. *The next meeting will be Thursday, February 28, 2019 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.*

C. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 13, 2018.*

## VIII. ADJOURNMENT

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

*Motion by Boots*

*Second by Norvell*

*Final Resolution: Motion carries*

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