

San Diego Community College District Curriculum and Instructional Council

Meeting of April 25, 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
Erreca, Lori	Dean, Proxy for Matilda Chavez—City College
Gray, Michelle	Dean, Proxy for Michelle Fischthal—Continuing Education
Hess, Shelly	Dean, 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
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair, Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

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 2:06 pm

I. MINUTES AND AGENDA

A. Approval of: April 11, 2019, Minutes (Action)

The council reviewed and made edits to the minutes.

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<i>Recommend Approval of the April 11, 2019 Minutes as Amended</i>
<i>Motion by Norvell</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gray, Hoffman, Hopkins, O'Connor, Palma-Sanft, Parker, Short</i>
<i>Abstain: Parker</i>

B. Approval of: April 25, 2019, Meeting Agenda (Action)

The council reviewed the agenda and made the following revisions:

1. City walked-in the following curriculum:
 - a. ENGL 13B Academic Writing Skills II (Spring 2020)
2. Miramar is requesting approval of the previously submitted curriculum:
 - a. ELAC 033—Distance Ed only/deadline exception to offer via DE fall 2019
 - b. ELAC 145—Distance Ed only/deadline exception to offer via DE fall 2019

<i>Recommend Approval of the April 25, 2019 Agenda as Amended</i>
<i>Motion by Boots</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gray, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Short</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

The council reviewed the curriculum and made the following revision:

1. Mesa pulled the following curriculum:
 - a. NDTE 150

<i>Recommend Approval of Curriculum Review as Amended</i>
<i>Motion by Short</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Gray, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft</i>

B. Approval of Program Changes (Action)

<i>Recommend Approval of Program Changes</i>
<i>Motion by Norvell</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Gray, Hopkins, O'Connor, Palma-Sanft, Parker, Short</i>

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C. NDTE 150 (*Action*)

Hoffman requested a revision of a word in the curriculum summary.

<i>Recommend Approval of NDTE 150 As Amended</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Gray, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker</i>

D. General Education Transferability (**Discussion**)

Hess shared the list of proposed curriculum for CSU, District, IGETC, and UC Transfer to be reviewed and approved at the CIC meeting on May 9, 2019.

Palma-Sanft requested to add PHYS 100 for IGETC and UCTCA

Short noted that BUSE 101 and MATH 118 have already been approved. Hess will confirm first and then update the list before sending it to the council.

III. OLD BUSINESS

A. AB 705

1. Addressing Math and English Curriculum Impacts (**Discussion**)

Hess reported for BUSE 101 the recommendation from the faculty is to change the prerequisite to an advisory. It will be listed as MATH 46, or MATH 59, or MATH 92. If there are implications with articulation, it will be addressed after a response from the CSU's or UC's campuses.

The faculty recommendation for CHEM 100, CHEM 100L, and CHEM 103 is to remove Math 46 as a prerequisite and leave MATH 92 or MATH 96 as a prerequisite.

2. Catalog Language

Hess reported that it was determined the word "must" will be used in the language of the AB 705 requirements. Semi-colons were added to provide additional clarification. The council reviewed the language as stated in the catalog. There was discussion on how the language should be written regarding the requirements.

There was a recommendation to remove Milestone M30.

Boots made a recommendation to list the available classes first and then the milestones. She suggested the following language for enrollment in MATH 104:

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“students with milestone M30, MATH 96 with a grade of “C” or better or equivalent, or MATH 104X, or Milestone M40 or M50 to clarify the options.

Hess responded that she will propose this change and inform the council of a decision. Short requested to receive a final version of the catalog information after it’s been revised.

3. **Guidance Language for Credit English as a Second Language (ESL)**

Hess reported this under review. There is no information to share at this point.

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

<i>Recommend Approval of Math Competency Language and Course List to Satisfy Competence in Mathematics</i>
<i>Motion by Hoffman</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Gray, Hopkins, O’Connor, Palma-Sanft, Parker, Short</i>

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

The colleges discussed the current SDCCD requirements at their Academic Senate and Curriculum Review/Curriculum Committee meetings. The council agreed to 6 units with exemption of an ADT. Final approval will be made at the CIC meeting in May and the change will be made on an addenda.

City College

Boots stated that City College still feels strongly that it should be zero units but agreed to the 6 units at this time.

Mesa College

Hoffman stated it was approved at Academic Senate, but still needs Curriculum Review Committee approval.

Miramar College

Short reported that it has been approved with the Curriculum Review Committee. It is on the calendar for approval at the Academic Senate.

Hess stated the change would be added to the 2019-2020 Catalog Addenda/Errata if approved.

D. **City College New Subject Indicator Requests (Action)**

1. UCSD (University of California, San Diego). This is an HVAC/R program for UCSD students.

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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)

<i>Recommend Approval of City College New Subject Indicators</i>
<i>Motion by Short</i>
<i>Second by Gray</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Erreca, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker</i>

E. Enforcing Disciplines

Short reported that HR is still using subject area and not discipline to determine minimum qualifications. He further stated that this issue is not closed. Hess will share this information with Vice Chancellor Bulger to confirm what is being communicated.

The council will review again at the next meeting. There was an agreement to take this issue to the Academic Senate if not resolved by September.

IV. NEW BUSINESS

A. Draft 2019-2020 CIC Calendar (Information)

The council reviewed the Draft 2019-2020 CIC calendar to be approved at the CIC meeting in May. City and Miramar will submit their CRC meeting dates to Hess.

B. CurricUNET Proposal Level 8 Misrouting

There is an issue with approvals not showing in tech reviews. Hess stated that this is a top priority and is being resolved with GoverNET this summer.

C. Walk-Ins

1. City walked-in the following curriculum:
 - a. ENGL 13B Academic Writing Skills II (Spring 2020)

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Recommend Approval of City Curriculum:

- **ENGL 13B Academic Writing Skills II (Spring 2020)**

Motion by Norvell

Second by Boots

Final Resolution: Motion carries

Aye: Erreca, Gray, Hoffman, Hopkins, O'Connor, Palma-Sanft, Parker, Short

2. City and Miramar requested approval of previously submitted curriculum:
 - a. ELAC 033—Distance Ed only/deadline exception to offer via DE fall 2019
 - b. ELAC 145—Distance Ed only/deadline exception to offer via DE fall 2019

Recommend Approval of City and Miramar Curriculum:

- **ELAC 033—Distance Ed only/deadline exception to offer via DE fall 2019**
- **ELAC 145—Distance Ed only/deadline exception to offer via DE fall 2019**

Motion by Palma-Sanft

Second by Short

Final Resolution: Motion carries

Aye: Boots, Erreca, Gray, Hoffman, Hopkins, Norvell, O'Connor, Parker

D. Mesa College New Designator request (*Action*)

1. AQUA

Hoffman explained that this designator is for existing courses that will be offered through the high schools for the Lifeguard Program. The faculty requested change the designator for EXSC 118 and EXSC 119 to AQUA 118 and AQUA 119. A comment was made that there could be unintended consequences that would hurt the enrollment of other aquatic courses listed under the EXSC designator. A recommendation was made to change the Top Code. Hoffman stated he will take it back to Mesa faculty and CRC for further discussion.

V. CIC Subcommittee Reports

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

Hess is finalizing the schedule for the CIC Catalog Subcommittee

E. Subject Area Deans (Formerly Discipline Deans)

Hess will bring the list of the meetings for the Subject Area Deans to the next CIC meeting.

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F. Policies and Procedures Subcommittee

Hess reported the following:

- BP 5020 has been approved by City, Mesa, and Miramar and is ready to move forward for board approval.
- City and Miramar approved the Credit by Exam policy. It is pending approval by Mesa College.
- The committee is finalizing AP 5260 Prerequisites, Corequisites, Limitations on Enrollment Advisories and AP 5025 Philosophy and Criteria for Associate Degrees. The goal is to bring these APs for the May 9, 2019 CIC meeting for review. It will then go out to the constituents for further review.
- The committee is reviewing the AP 5050 Articulation to change one of the title 5 sections.
- A list of all the policies that will be reviewed will be shared in the fall and a schedule of what's being reviewed over the next 6 years.

Michelle Gray left at 3:30 pm

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**

No Report

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

- The CIO Conference was last week. Hopkins approached Alice Perez about the C-ID problem. She will send her a follow up email this week.
- There was discussion on developing a credit for prior learning with credit by exam as one of the options. It is something that they are looking at adding and changing.
- There was a presentation on CB codes.
- There was a presentation by Vice Chancellor's Alice Perez and Rhonda Mohr about conjoining Instruction and Student Services to be called "Educational Services"
- Other topics discussed were the 50% law and Full-Time Faculty Obligation (FON) compliance.

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

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- ASSIST online is going live but it may not include courses for the major. There is a list of transferrable courses only.
- ASSIST online will be released on May 31, 2019 to the Articulation Officers, Counselors and Evaluators for preview.
- Hess commented that the GE results are still not available. Parker anticipates them to be available the first week in May. Hess explained the changes would be added to the 2019-2020 Catalog Addenda/Errata.

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

VII. ANNOUNCEMENTS

- A. *The next meeting will be Thursday, May 9, 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 were due, Thursday, December 13, 2018. Please notify Curriculum Services of any changes as soon as possible.*

VIII. ADJOURNMENT

<i>The meeting was adjourned at 3:47 pm</i>
<i>Motion by Boots</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Short</i>