

San Diego Community College District Curriculum and Instructional Council

Meeting of October 25, 2018
2:00 P.M.
District Office, Room 245
3375 Camino del Rio South
San Diego, CA 92108

Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Brooks, Raelene	Faculty, Proxy for Minou Spradley—City College
Crosby-Howell, Lori	Dean, Proxy for Michelle Fischthal—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office (Acting CIC Chair)
Hoffman, Andrew	Curriculum Chair—Mesa College
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer—Mesa College
Short, Duane	Curriculum Chair—Miramar College
Sullivan, Chris	Interim Dean, Proxy for Leslie Shimazaki—Mesa College
Woods, Linda	Dean, Proxy for Paulette Hopkins—Miramar College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gray, Michelle	Dean, Proxy for Michelle Fischthal—Continuing Education
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office
Shimazaki, Leslie	Interim Vice President, Instruction—Mesa College
Spradley, Minou	Acting Vice President, Instructional Services—City 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

GUEST:

Armstrong, Dometrives	Faculty—City College
Caesar, Cassondra	Counselor—Continuing Education
Payne, Desiree	Curriculum Analyst—Continuing Education

Hess called the meeting to order at 2:02 p.m.

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I. INTRODUCTIONS

Hess asked the Council members and guests to introduce themselves noting that several proxies are attending on behalf of their Vice Presidents who are away at their annual CAO conference. Hess stated that she is the Acting Chair on behalf of Vice Chancellor Stephanie Bulger who is attending a conference. The committee acknowledged Mara Palma-Sanft's birthday.

II. MINUTES AND AGENDA

A. Approval of: October 25, 2018, Minutes (*Action*)

The council reviewed the minutes and made edits to the October 25, 2018 minutes.

<i>Recommend Approval of the October 25 , 2018 Minutes as Amended</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gholson, Hopkins, Norvell, Parker, Palma-Sanft</i>
<i>Abstain: Crosby-Howell, Sullivan, Woods</i>

B. Approval of: October 25, 2018 Meeting Agenda (*Action*)

The following items were added to the agenda:

1. Walk-Ins
 - City:
 - Spanish 210
 - Spanish 211
 - Drama 144B
 - Drama 145A
 - Drama 146B
 - Drama 146C
 - Mesa:
 - Music 153

<i>Recommend Approval of the October 25 , 2018 Agenda as Amended</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Crosby-Howell, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Sullivan, Woods</i>

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III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

MATH 92 and SOCIOLOGY 223 were pulled for discussion.

<i>Recommend Approval of Curriculum Review as Amended</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Crosby-Howell, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Sullivan, Woods</i>

B. Approval of Program Changes (*Action*)

Hoffman requested to pull the following Visual and Performing Arts Programs for discussion:

- Black and White Photography Certificate of Performance
- Commercial Photography Certificate of Performance
- Freelance Photography Certificate of Achievement
- Photography Certificate of Achievement
- Photography Associate of Arts

<i>Recommend Approval of Program Changes as Amended</i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Crosby-Howell, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Sullivan, Woods</i>

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

<i>Recommend Approval of Continuing Education Curriculum</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Crosby-Howell, Gholson, Hoffman, Hopkins, Palma-Sanft, Parker, Sullivan, Woods</i>

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

<i>Recommend Approval of Continuing Education Program Changes</i>
<i>Motion by Norvell</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Crosby-Howell, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Short, Sullivan, Woods</i>

Brooks arrived at 2:15 p.m.

E. MATH 92 (*Action*)

Hoffman noted that in the course outline for MATH 92, it states that a field trip is required. His suggestion is to change the language to “may be required”. There was discussion and consensus among the council.

<i>Recommend Approval of MATH 92 As Amended</i>
<i>Motion by Norvell</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Crosby-Howell, Gholson, Hopkins, Palma-Sanft, Parker, Short, Sullivan, Woods</i>

F. SOCIOLOGY 223 (*Action*)

Short shared with the council that during Miramar’s 6-year review of curriculum, this course had not been assigned a discipline. After further discussion with the faculty it was decided that it should only be listed under the discipline of Sociology and not Political Science.

<i>Recommend Approval of SOCIOLOGY 223 As Amended</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Crosby-Howell, Gholson, Hoffman, Hopkins, Palma-Sanft, Parker, Sullivan, Woods</i>

G. Photography Programs – City College (*Action*)

Hoffman noticed that the Photography programs had sat for two years and asked why they were held. Boots noted that it was not intentional and it was due to the curriculum impacts.

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<i>Recommend Approval of Program Changes</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Crosby-Howell, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Sullivan, Woods</i>

IV. OLD BUSINESS

A. AB 705 Addressing Math and English Curriculum Impacts (Information)

Hess noted that there have been prior discussions of adding statements to the course outline of record. She shared with the council copies of the general statement that Boots created. There are concerns that the additional information added to the course descriptions would make the catalogs more cumbersome. The recommendation is to add the statement in the catalog under the subject area and before the list of courses so that it applies to the whole area. Other suggestions are to add a comment into the schedule comments and if the faculty chooses, send an email to the student when they enroll in the course reminding them that additional skills are required for the course. It helps alleviate the need to have an advisory but informs the student of the reading, writing or computation that is required for the course.

There is concern regarding the lack of distinction between 47A or 101/31 and students receiving guidance with knowing which is appropriate for them to take. It was mentioned that the students need to be informed that these classes are required but there should also be additional outreach to assist students in determining with which class is appropriate for them.

Hoffman suggested adding a link in the online catalog for the course description of 47A and 101/31 so that students have the information. It was also suggested that this link could be added to the email or in reference to a counselor. Boots stated since this is still in discussion, it's important to let the discipline faculty determine the best way to inform students and we can use their recommendations.

Short presented the option of using very short statements for both the English and Math courses that would satisfy the requirements. The faculty can then decide if they want to include it or not. The statement example for an english course would read "a significant amount of college level writing is required in this class". The math statement may read as "mathematical problem solving is required in this class". In addition, add a reference to the tool for them to obtain the knowledge of information.

Sullivan stated that he will discuss this topic with the english and math subgroups and then forward their recommendations to CRC and CIC. The council discussed ideas of where the statement should be added. Short made preference to it being inserted in the course description to ensure it is included in the comment section in the schedule. Norvell requested that the statement be added to the advisory section in curricunet and not inside the course description. Parker noted that the most important section is

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in the schedule which is what students read more than the catalog. She suggested including the statement in both the head of disciplinary subject and also the course description. Hoffman's preference is to include a link of the description of the skills required. Hess will look into the possibility of using this option in the PeopleSoft system.

Hess recommended waiting to see the responses that are received. For the faculty who want to leave the advisory, allow them to leave the advisory and work on the statement for the next year.

There is still great concern of students being confused when they enroll in courses that require a higher level of reading and math and an advisory is not listed or a general statement is not included. Students need to understand which class is appropriate for them to take especially if they need to meet a pre-requisite requirement. The council discussed the difference between an English 101 course and English 101/31 and how there needs to be a description to help students understand which is course is best for them to take.

Hess commented that there appears to be a consensus to leave some kind of an advisory on the course level and not a generic statement from the subject. She noted that she has received a lot of responses and most are requesting to remove the advisories. Hess recommends that the council review the list after it is received and making the determination of leaving the advisories for now and work on a statement for next year.

The council decided to form a subgroup to discuss the statements for the advisories. Jennifer Boots, Duane Short and Andrew Hoffman volunteered to be on this subgroup. Hess noted that she will work with this subgroup and bring this information back to CIC.

Short recommended continuing to add AB705 to the CIC agenda until there is a decision on the advisories. Hess reported that the faculty are returning their lists by December 9th. There is a vote in December for the administrative removal of the advisories that have been recommended to be removed with a 3 campus concurrence.

Due to the timeline of the catalog, Hess recommended leaving the course advisories for this year and the new changes will appear in the 2020/2021 catalog.

V. NEW BUSINESS

A. Mesa College New Subject Indicator Request—Neurodiagnostic Technician (NDTE)

Mesa College requested a new designator for a new program. It's a CTE program with 18 new classes designed to train technicians on how to perform EKG's. It will be brought to the next CIC for approval.

B. WALK-INS (*Action*)

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1. Walk-Ins

- City:
 - Spanish 210 – Conversation and Composition Spanish I (Hybrid Only)
 - Spanish 211 - Conversation and Composition Spanish II (Hybrid Only)
 - Drama 144B - Intermediate Special Effects Makeup for Stage and Film
 - Drama 145A- Introduction to Theatrical Glamour: Promotional Events
 - Drama 146B- Intermediate FX Makeup Practicum: Creature
 - Drama 146C- Introduction to Theatrical Glamour Practicum: Promotional Events

<i>Recommend Approval of City College Distance Learning Only Courses</i>
<i>Motion by Norvell</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Crosby-Howell, Gholson, Hoffman, Hopkins, Palma-Sanft, Parker, Sullivan, Woods</i>

- Mesa:
 - Music 153

Parker explained that this course had already been approved at the February 8, 2018 CIC meeting. On the proposal was a request to submit IGETC and UC Transfer during the May meeting. It was not added to the May agenda and it is being submitted for review and approval in the current cycle. The effective date of the course is for Spring 2019. A request was submitted to the UC Office of the President for exception to have this course reviewed at this time. The request for the exception was approved.

<i>Recommend Approval of Mesa College Music 153</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Crosby-Howell, Gholson, Hoffman, Hopkins, Palma-Sanft, Parker, Sullivan, Woods</i>

VI. STANDING REPORTS

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

Vice Chancellor Bulger will be sending out an email that she received last week from the State’s Chancellor’s Office regarding the substantive change and nonsubstantive changes for programs. A substantive change requires a new control number and additional documentation from the original consortium of

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approval. A nonsubstantive change will require less documentation. The Chancellor's Office is merging these two types of proposals into one proposal called a modified program. All programs revisions will be a modified revision. The Chancellor's Office is requesting that all of the colleges go back in their proposal ques and re-submit what has been submitted for revision.

Hess shared a simplified checklist that she created that has the attachments required for modified certificates of achievements and local associate degrees not including CTE or ADT. There is a separate email for the requirement of revisions to the ADT's. The original checklist will be included in the email that Vice Chancellor Bulger emails to the council. Hess will confirm whether or not the ADT revisions will be an automatic approval or if the Chancellor's Office Technicians will check it as they do now.

Parker asked if it's allowable to make recommendations about ADT's with regard to changing definitions. Hess recommended that those requests be sent to the 5C - the California Community Colleges Curriculum Committee. They have recommendations if you are updating the CSU IGETC Certificates of Achievement that is required and apprenticeships.

Hess will provide more clarification to the council as information is received.

B. Legislative Update (Bulger)

No Report

C. Curriculum Updating Project (Hess)

No Report

D. CurricUNET Steering Committee (Hess)

No Report

E. Student Services Council (Neault)

No Report

F. State Academic Senate

Plenary is next week.

G. Chief Instructional Officers (Bulger, Fischthal, Hopkins, Shimazaki, Spradley)

No Report

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

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Palma-Sanft informed the council that the UC's have not released their decisions for UC course transferability. Will hopefully have them before they have to submit them to general education the first week in December. The Assist Resolution is going to Plenary.

I. Subcommittees (Bulger)

Policy and Procedures Subcommittee met today and discussed:

- Credit by Exam – getting closer to finalizing the draft for constituent review
- Clinical Procedures – getting closer to finalizing the draft for constituent review
- Scheduling a meeting with Lynn Neault to discuss the credit by exam. There is a separate student services credit by exam and the committee wants to ensure there is alignment between the two. The committee will also be discussing the current 18 Units GE requirements and math competency requirements.

J. Campus Solutions Implementation (Neault/Bulger)

No Report

VII. ANNOUNCEMENTS

- A. The next meeting will be on Thursday, November 8, 2018 at 2:00 p.m. at Mesa College, LRC 432, 7250 Mesa College Dr., San Diego, CA 92111*
- B. Reminder, the 2019-2020 Catalog Deadline is Thursday, December 13, 2018. All new programs and program revisions must be approved by CIC, Board of Trustees, CCCCCO, 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. Hess shared that a new flowchart is being created for the new process and it's currently being tested with City's new subject indicator and Mesa's new subject indicator that is in process.*

VIII. ADJOURNMENT

<i>The meeting was adjourned at 3:14 p.m.</i>
<i>Motion by Boots</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Crosby-Howell, Gholson, Hoffman, Hopkins, Palma-Sanft, Short, Parker, Sullivan, Woods</i>