

# San Diego Community College District Curriculum and Instructional Council

Meeting of May 10, 2018  
2:00 P.M.  
District Service Center  
1536 Frazee Road  
San Diego, CA 92108  
First Floor Conference Room

## MINUTES

### PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Boots, Jennifer	Curriculum Chair—City College
Brooks, Raelene	Associate Dean, City College
	Proxy for Minou Spradley, Acting Vice President, Instructional Services
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	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:

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
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

## **I. Minutes and Agenda**

### **A. Approval of: April 26, 2018 Minutes (*Action*)**

The council reviewed and approved the April 26, 2018 minutes.

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<i>Recommend Approval of the April 26 , 2018 Minutes</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>
<i>Abstain: Boots</i>

Fischthal arrived at 2:11 pm

## **B. Approval of the April 26, 2018 Meeting Agenda (Action)**

City walked in the following curriculum:

- 1) ANTH 130
- 2) ANTH 140
- 3) ENGE 210
- 4) MUSI 158B
- 5) MUSI 268A
- 6) MUSI 268B
- 7) PERG 110
- 8) PADM 200
- 9) ELAC 145
- 10) ENGL 13A
- 11) ENGL 47A
- 12) ENGL 48
- 13) ENGL 49
- 14) ENGL 31
- 15) ELAC Certificate
- 16) Political Science Associate Science
- 17) Public Administration Associate of Arts

Mesa walked in the following curriculum:

- 1) FERM 101
- 2) FERM 110
- 3) FERM 120
- 4) FERM 130
- 5) FERM 140
- 6) FERM 150
- 7) FERM 160
- 8) Fermentation Management, Certificate of Achievement
- 9) Fermentation Management, Associate of Science
- 10) ANTH 117
- 11) WMNS 101
- 12) PSYC 283
- 13) WEBD 171
- 14) MUSI 205A

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15) MUSI 205B

Miramar walked in the following curriculum:

- 1) CISC 191
- 2) CISC 246
- 3) MUSI 216B
- 4) MUSI 256A
- 5) MUSI 256B
- 6) MUSI 256C
- 7) MUSI 256D
- 8) Advanced English Language Acquisition Certificate

<b><i>Recommend Approval of the May 10, 2018 Meeting Agenda as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

## II. CURRICULUM REVIEW/APPROVAL

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

Boots noticed titles on MUSI 240 and MUSI 241 are inconsistent. Advanced Voice Class I and Advanced Voice II. Pulled from Curriculum approval.

<b><i>Recommend Approval of Courses with the exception of MUSI 240 and MUSI 241</i></b>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

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

<b><i>Recommend Approval of Programs</i></b>
<i>Motion by Short</i>
<i>Second by Boots</i>

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*Final Resolution: Motion carries*

*Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell,  
Palma-Sanft*

## C. General Education Transferability (*Action*)

It was noted the new Mesa ANTH 117 course is already listed; however, it wasn't approved on April 26, 2017. It was brought in as a walk-in but held back so that discussions regarding upper division vs lower division could take place.

*Recommend Approval of General Education Transferability*

*Motion by Short*

*Second by Boots*

*Final Resolution: Motion carries*

*Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell,  
Palma-Sanft*

Gustin will check with Mesa faculty regarding MUSI 241 and MUSI 241 titles to see if they want to change one of them.

*Recommend Approval of MUSI 240 and MUSI 241 with possible  
title adjustment by faculty later*

*Motion by Short*

*Second by Brooks*

*Final Resolution: Motion carries*

*Aye: Boots, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell,  
Palma-Sanft*

## III. OLD BUSINESS

### A. TOP Code Alignment Project Update

Hess explained that we were waiting for the Chancellor's Office and the California Community Colleges Curriculum Committee (5C) to determine if a grace period would be provided to submit TOP Codes and SAM Codes without generating a substantive change. Since a decision has yet to be made, Curriculum Services will move forward with the code alignment project changes. The changes will be completed in two batches: Spring 2018 and Fall 2018 depending on which ISIS screens are available to make the changes. Hess will also be working with faculty and deans during the fall semester to resolve coding discrepancies.

Hess clarified spring implementation will be for credit courses only. Norvell inquired about CIP Codes. Hess explained CIP codes are not included in CurricUNET or ISIS. Currently they are only used for Gainful Employment reporting and Financial Aid.

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## **B. Financial Aid Audit—Department of Education**

Hess explained when the college’s participation agreements are re-certified for financial aid, the Department of Education performs an audit on all of the curriculum. They look at internal systems, including CurricUNET and the catalogs and compare it to the information in the Curriculum Inventory (COCI). The Department of Ed compares the units and titles of all of the awards—all of the data must match. Hess stated City is complete and Mesa and Miramar will be undergoing their audits during June. She emphasized the importance of faculty putting the official title of awards in CurricUNET. This title should be the same title used in all publications and submitted to COCI. Mismatches are usually due to system data entry errors. This includes several unit discrepancies. One example is a CurricUNET change that was not implemented in COCI.

Bulger referenced similar issues occurring in the district publication “Endless Possibilities.” The publication lists every single program that the colleges offer. It can be confusing to students if the information isn’t accurate. Hess mentioned this is an audit that Curriculum Services is adding to their annual schedule.

Short stated CurricUNET should be the source document for awards and courses because these are the documents approved by the curriculum committees and CIC. Short continued to explain CurricUNET should be the source document for all curriculum because that is what has been approved at CIC.

Palma-Sanft mentioned that CurricUNET is not widely used. She inquired if there is a program pull-down feature. Hess agreed and noted the data from reports needs to be reviewed.

## **IV. New Business**

### **A. Draft 2018-2019 CIC Calendar (Action)**

<i>Recommend Approval of 2018-2019 CIC Calendar</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

### **B. Regional Curriculum Meeting (May 19, 2018—Cerritos College)**

Bulger mentioned that Gohlson will be attending the meeting and AB 705 is on the agenda.

### **C. Curriculum Institute July 12-14, 2018**

Hess reminded the Council the Curriculum Institute would be held July 12-14. She emphasized the importance of sending technicians who handle curriculum to the Institute.

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D.

E. Walk-Ins (*Action*)

**City College :**

- 1.ANTH 130, ANTH 140—UC Transfer
- 2.ENGE 210 Spring 2019—UC Transfer
- 3.MUSI 158B, MUSI 268A, MUSI 268B—Stand Alone. May be added to a program once a faculty member is identified.

Palma-Sanft advised these courses show CSUGE in CurricUNET, but were never approved for that. They were submitted, but denied. CurricUNET needs to be update. Palma-Sanft confirmed they are UC approved.

- 5.PERG 110—Spring 2019 UC
- 6.PADM 200
- 7.ELAC 145—UC Transfer

Short advised the Miramar CRC approved the courses. Norvell reviewed the Basic Skills Initiative FAQ, specifically as it related to the proposed CB 21 code for ELAC 145. She explained ELAC courses are the only courses that can be transferable and coded as CB 21, 2 levels below transfer. Concerns were raised that ELAC 145 is a transferable course, but will be a prerequisite for basic skills course. Boots explained that ESL is a misunderstood discipline that needs to be reviewed under a different lens. She said that City CRC supports ELAC 145 as a transfer level course. She explained it is not actually a basic skills course because the students have rich first, second, and/or third level language skills but need support with English college acquisition. Boots also explained that AB705 will impact the course. Most students will assess into freshman composition. It is expected they will choose ENLG 101 over 48 and 49. While they will take ENGL 101 they may not have the language skills to be successful. ELAC 145 will provide encouragement for these students to take ELAC 145 and be more prepared for ENGL 101. Boots also reminded the Council that foreign languages are UC transferable and this is their foreign language.

The discussion continued. Palma-Sanft mentioned that students should be advised that ELAC 145 will count in their GPA. Boots agreed.

- 8.ENGL 13A, ENGL 47A, ENGL 48, ENGL 49, ENGL 31 are ELAC 145 impacts.

***Recommend Approval of City Walk-In Courses with the caveat that  
MUSI Courses are not actually CSUGE***

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

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*Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar,  
Norvell, Palma-Sanft*

9. ELAC Certificate of Performance, Political Science Associate of Science,  
Public Administration Associate of Arts

*Recommend Approval of City Program Walk Ins*

*Motion by Short*

*Second by Palma-Sanft*

*Final Resolution: Motion carries*

*Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar,  
Norvell*

### B. Mesa College

- 1) FERM 101
- 2) FERM 110
- 3) FERM 120
- 4) FERM 130
- 5) FERM 140
- 6) FERM 150
- 7) FERM 160
- 8) Fermentation Management, Certificate of Achievement
- 9) Fermentation Management, Associate of Science

Gustin explained the certificate of achievement incorporates business style courses geared towards hospitality majors. This included marketing courses. She stated the certificate is for employment. .

Gustin further explained the associate degree is for students who are interested in science and chemistry. The courses enhance the science foundation for transfer students. Additionally, a third pathway is for students who want to transfer to a UC for a four-year degree.

Gustin stated both awards give students options. Bulger inquired about potential jobs. Gustin replied both awards offer students opportunities in a variety of vocations. As stated in the award narrative, career options include brewer, wine maker, distiller, coffee roaster, tap room manager, winery manager, sales manager, entrepreneur, distributor, packager, bottler, beverage writer, and beverage manager, to name a few.

Employees could manage departments in brewing, wine making or research and development in San Diego, Temecula or even Valle de Guadalupe. They may be a quality controller, analyst in the operations laboratory, or manager of facilities and warehouse operations for a large craft

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production house. They may also become an entrepreneur opening their own brewery, winery, roasting facility or bar.

Short inquired if District policies were reviewed regarding alcohol on campus. Additionally, the minimum age for tasting is 18 years. Gustin ensured the Council those details had been attended to and that tasting is definitely different than drinking. Bulger confirmed that Chancellor Carroll is aware of the new program and the policies and procedures would be carefully reviewed.

### 10) ANTH 117

Gustin explained ANTH 117 was tabled from last meeting. Parker reviewed the course and felt that it is in fact lower division.

Gustin told the Council ARTF The ARTF course and WMNS course will be part of an AS degree.

### 11) WMNS 101: Intro to Gender & Studies. CSUGE/UC.

Gustin explained the course will be part of the Women's Studies Associate of Arts degree. There was discussion between City and Mesa faculty regarding possible duplication with Gender studies. It was determined the curriculum was different.

### 12) PSYC 283

Gustin explained PSYC 283 is a new course that has not been approved by the college curriculum committees. Since SDSU will no longer articulate PSYC 211 effective fall 2019, it is imperative the course is added to the UC transfer list. The Curriculum Chairs agreed the course should be approved at CIC.

### 13) WEBD 171

Gustin explained the course was pulled during the last meeting to provide faculty with an opportunity to review it for duplication of Miramar's JAVA course. Faculty concluded the course is different. Palma-Sanft asked for clarification, why the course was listed as UC and if it was also for career education. Gustin replied her notes indicated the course should be UC transferable.

### 14) MUSI 205A, MUSI 205B

Gustin explained the revisions to the courses were part of the six-year review process. They were under discussion between Mesa and Miramar faculty which is why they were not brought to CIC sooner. She confirmed the issues had been resolved.



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***Recommend Approval of Mesa College Courses and Programs with  
the exception of PSYC 283***

*Motion by McGrath*

*Second by Short*

*Final Resolution: Motion carries*

*Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, Namdar, Norvell,  
Palma-Sanft*

### PSYC 283

Short reported that the course had not been reviewed by Miramar or City CRC. He requested the course be Miramar and City CRC agendas and asked for CIC approval with the caveat it would be pulled if it does not receive campus approval. Miramar and City will review on Wednesday, May 16, 2018. All three campuses must approve the change.

***Recommend Approval of PSYC 283 Provided Miramar and City  
approve at CRC***

*Motion by Short*

*Second by Norvell*

*Final Resolution: Motion carries*

*Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar,  
Palma-Sanft*

### MIRAMAR WALK INS

Presented by Short.

- 1) CISC 191 & 246  
Short explained the courses were being walked in for UC approval.
- 2) MUSI 216B:  
The course is a reactivation of level 4 Piano, because students are ready to move on. Also requesting UC approval.
- 3) MUSI 256ABCD  
Short explained that Miramar now has facilities for ensembles. Approval is needed to meet the deadline for UC submission.
- 4) Advanced English Language Acquisition, Certificate of Performance  
Changing ELAC 45 to ELAC 145

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<i>Recommend Approval of Miramar College Courses and Programs</i>
<i>Motion by McGrath</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Fischthal, Gustin, Hopkins, Namdar, Norvell, Palma-Sanft, Short</i>

3:37pm—Bulger exited the meeting

## V. STANDING REPORTS

<i>Recommend Approval of Policies with the exception of BP4100 Cert &amp; Credit by Exam??</i>
<i>Motion by Short</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft</i>

Legislative Update (Bulger)

Hess reported the following changes are being proposed to Title 5:

- 1) Title 5, Section 55070 Credit Certificates (1<sup>st</sup> reading, May 14, BOG meeting)
- 2) Title 5, Section 58003.3 Apportionment for Non Credit Courses (Action, May 14, BOG meeting)
- 3) Title 5, Section 53413 Minimum Qualifications for Apprenticeship Instructors (Action, May 14, BOG meeting)

State Academic Senate

No report

Chief Instructional Officers (Bulger, Fischthal, Hopkins, McGrath, Spradley)

No report

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

No report

Subcommittees (Bulger)

Policies and Procedures Subcommittee

Hess report the following policies and procedures have been reviewed by the campuses. She requested CIC approval to move them to the next steps in the review process: Chancellor's Cabinet and DGC.

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- 1) BP 5070 Course Auditing and Auditing Fees (revision)
- 2) BP 5100 Graduation Requirements for Degrees and Certificates (revision)
- 3) BP 5106 Nursing Programs (new)
- 4) BP 5250 Prerequisites, Corequisites, and Advisories (revision)
- 5) BP 5400 Community Service Offerings (revision)
- 6) BP 5104 Catalogs and Related Publications (revision)
- 7) BP 5151 Military Services Education (revision)
- 8) AP 5040 Library and Learning Support Services (new procedure)
- 9) AP 4106 Nursing Programs (new procedure)
- 10) AP 5300.2 Courses of Instruction and Educational Program Approval (deactivation)
- 11) AP 5300.4 Complaints Concerning Instruction—Course Content or Materials (deactivation)

<b><i>Recommend Approval of Policies and Procedures</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Palma-Sanft</i>

### V. ADJOURNMENT

<b>The meeting was adjourned at 3:41 p.m.</b>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Brooks, Fischthal, Gustin, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft, Short</i>