San Diego Community College District
Curriculum and Instructional Council

Meeting of September 13, 2018
2:00 P.M.
North City Center (NCC)
Room 115G
8355 Aero Dr., San Diego, CA 92123
Conference Room 115G

Approved Minutes

PRESENT:

Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair, 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
Palma-Sanft, Mara	Articulation Officer—Miramar College
Parker, Juliette	Articulation Officer— Mesa College
Shimazaki, Leslie	Interim Vice President, Instruction, Mesa College
Short, Duane	Curriculum Chair—Miramar College
Spradley, Minou	Acting Vice President, Instructional Services—City College

ABSENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Jacqueline Clark	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

Hess called meeting to order at 2:09 pm

Introductions
Hess welcomed the new members and asked everyone to introduce themselves. Hess noted Vice Chancellor Bulger is the official Chair of CIC, but was unable to attend due to a conflict. Hess chaired the meeting on her behalf.

I. Minutes and Agenda

San Diego Community College District
Curriculum and Instructional Council

A. Approval of: May 10, 2018, Minutes (*Action*)

The council reviewed and approved May 10, 2018 minutes.

Recommend Approval of the May 10 , 2018 Minutes
Motion by Short
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hoffman, Hopkins, Norvell, Spradley, Shimazaki
Abstain: Parker, Shimazaki

B. Approval of: August 30, 2018, Minutes (*Action*)

Short requested to change the wording from "recommended to pull BANK 103 and" to "pulled"under Approval of Curriculum.

Short requested to change the wording from l "recommended to pull Labor Studies, Certificate of Achievement" to "pulled" under Approval of Program Changes.

Recommend Approval of the August 30 , 2018 Minutes
Motion by Short
Second by Hoffman
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Shimazaki, Spradley

C. Approval of: September 13, 2018 Meeting Agenda (*Action*)

City walked-in with the following curriculum:
1. MFET 240 Six Sigma and Learn Implementation Distance Ed Only (City)
2. AFRT 260 Studio Art Studies Distance Ed Only

Recommend Approval of the September 13 , 2018 Agenda
Motion by Short
Second by Parker
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hoffman, Hopkins, Norvell, Palma-Sanft, Shimazaki, Spradley

II. Meeting Process (Information)

Hess reviewed the following points regarding the CIC meeting process:

- Roberts Rules of Order

- CIC Quorum
- Consent Agenda
- Walk-In Process
  Short commented the Walk-In process guideline was an old version. Hess said she would bring the walk-in guidelines to the next meeting.
- District Tech Review
  Hess noted that this document will be emailed to committee.
- Effective Dates and Curriculum Deadlines
- Integrated Curriculum
- CIC Subcommittees
  Hess stated the Policies and Procedures Subcommittee needed a VPI representative. Shimazaki offered to serve on this committee as the VPI representative.
- Guests
- Course Learning Outcomes in CurricUNET
- Program Learning Outcomes in Catalogs

It was discussed that Program Learning Outcomes are in the catalog because they are required for Accreditation.

III. CURRICULUM REVIEW/APPROVAL

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

Recommend Approval of Curriculum Review
Motion by Short
Second by Norvell
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hoffman, Hopkins, Palma-Sanft, Shimazaki, Spradley

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

Hoffman requested to pull the PID for the Art-fine Art-City. The correct PID should be 2822 and not 3822.

Recommend Approval of Program Changes as Amended
Motion by Short
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hoffman, Hopkins, Norvell, Shimazaki, Spradley, Parker

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

Recommend Approval of Continuing Education Curriculum

Motion by Parker
Second by Norvell
Final Resolution: Motion carries
Aye: Gholson, Hoffman, Hopkins, Palma-Sanft, Shimazaki, Short, Spradley

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

Recommend Approval of Continuing Education Program Changes
Motion by Short
Second by Hoffman
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Shimazaki, Spradley

IV. OLD BUSINESS

V. NEW BUSINESS

A. **AB 705 Addressing Math and English Curriculum Impacts of AB 705, AB 705 Implementation Plan**

Hess explained that more students will be placed directly into transfer level courses and fewer basic skills courses will be offered. The District will not be offering as many of the lower level English and Math. One of the issues is when we have requisites and advisories there is an expectation that we are offering enough courses for those students to take those classes. An analysis over the summer revealed that there are 2,772 courses or programs that have a basic skills advisory. A majority of the basic skills requisites and advisories are in are English. About 2,500 of the courses have an English advisory or requisite. The rest of the 261 are the math courses.

As a result it is important that the courses are reviewed to determine which requisites and advisories are still necessary. It would be ideal to do a blanket removal of all basic skills and advisories from courses however there are some programs that still require them such as career education and transfer-level courses. The implementation plan requests faculty to review their courses to determine one of three options: 1) remove basic skills advisory and/or prerequisite; no change; or faculty will revise curriculum to add a different advisory or prerequisites. CIC was asked to consider a streamlined process to administratively remove faculty approved basic skills advisories and prerequisites. This would include working with the chairs and the faculty to review their courses and make their recommendations for the change. In December CRC and CIC will be requested to approve that list and then District Instructional/Curriculum Services will make the administrative change. It will be processed through Curricunet, the catalog, ISIS, and PeopleSoft. Faculty requesting to make changes or revisions must go through the official process. It cannot be done adminstratively. Hess explained the streamlined project will help the colleges in that faculty will not have to do as much manual work in Curricunet.

Hess requested the council approve the plan to administratively remove requisites based on faculty review during the next CIC meeting.

Short asked how disagreements will be handled. Hess said that it will be similar to how Top Code Alignment discrepancies were handled. Ideally the colleges will have conversations in the beginning about the courses offered at their college. If they don't and there are discrepancies, they will be held until those discrepancies are resolved.

Short recommended adding a notation between step 8 and 9 of the document Overview of Steps to Address 2, 772 courses/programs impacted by AB 705, instructing the faculty to consult with their college at the faculty discipline level and or the chair level.

Norvell mentioned that it was discussed at Program Tech Review with regards to a CBTE course. The faculty were surprised when it was mentioned and some faculty have no idea about AB 705.

Short recommended that information regarding AB 705 be shared with the Academic Senates at the campuses. Hess mentioned that she will be attending the chairs meeting to reiterate the importance of how this is faculty driven and approved by CRC and CIC.

Hess provided an overview of the AB 705 Curriculum Impacts Review and Implementation Timeline with the council.

Hoffman asked Hess to explain the process of the spreadsheets from Discipline Faculty and how CRC is notified. Hess explained that she will collect the spreadsheets of information, create a complete list, forward to the chairs for review. This list will then be forwarded to the Curriculum Chairs to take to CRC and CIC. Hoffman asked if CRC decides a yes or no decision and Hess confirmed that yes they make that decision. If they do not approve, o, then the District will not administratively make the changes.

Shimazaki asked for clarification of this new process being implemented which is a blanket removal of what CIC agrees to as being advisories and prerequisites. It was questioned that if there is an agreement to remove an advisory or prerequisite and replace it with another, the removal will happen automatically but the replacement has to go back through the curriculum process. Hess confirmed yes and noted that they could also request to keep it on the list and CIC will revise it to give them two options.

Shimazaki asked if this will be a continued process as courses are deactivated. Hess's confirmed that changes will be brought back to CIC for approval before they are administratively removed.

Short suggested that in the Overview of Steps handout that number 8, action B, require justification related to what is in the curriculum of the course outline. Hess stated that she will update the document Overview of Steps to address the 2,772 course/programs impacted by AB 705 and email it to the council.

A question arose regarding whether or not the council is looking at college level courses such as MATH 92 and MATH 96. Hess said these courses are not on the list at this time.

Hess stated that she will update the document Overview of Steps to address the 2,772 course/programs impacted by AB 705 and email it to the council.

B. **Business Process for New and Revised Subject Indicators and Academic Org Changes**

Hess introduced the handouts - New Subject Process Matrix and New Subject Workflow explaining that she is working with HR to create a flowchart that more clearly lays out the steps. She further mentioned that the title should actually be changed to New Subject Indicators and Academic Org Changes.

The question was asked to define the meaning of an Academic Org Change. Hess explained that the colleges have an academic organization that they send out every semester that list courses within an academic unit and department. The issue is with the transition into PeopleSoft. Hess explained historically when there were academic org changes and subject indicator changes, it was primarily student services and instructional services working together to implement the changes. With the new integrated system, PeopleSoft/Campus solutions, the process is more complicated now, not only does it impact working with student services but it also impacts campus business services and Human Resources. In the new system if courses are not assigned to the correct academic org, faculty will not be scheduled in the correct areas and will not be able to get paid. Due to the numerous layers, Business Services, Human Resources, Student Services and Instructional Services are working toward a formalized process for all of the changes. Ideally this new process would follow the curriculum approval process so that all changes are completed by the December deadline for fall implementation. Modifications can be made in the spring but must be presented in advance so that there is time to complete the back end work.

Hess noted that she will add this to future agenda's as a reminder and as changes are being made. It was noted that as faculty are creating new curriculum with new subject indicators there's a lot more involved than there used to be.

Hopkins provided an example from Miramar, where a subject was supposed to be moved from one academic unit to another. Hess said she will make sure it was changed.

There was a discussion regarding job code/competency being a faculty service area. It was noted that faculty service areas are related to disciplines and disciplines are not the same as the subject areas. A question was asked if this is going to be respected. Hess encouraged everyone to assign courses to disciplines so that when there is an issue with HR, it can be pointed out in the course outline how it was approved.

Short commented that that there should be a parallel process for assigning faculty in a particular discipline and subject area. There was further discussion that there will be a lot of issues when PeopleSoft goes live due to process of assigning the 4 letter subject indicators in the faculty service areas. Another concern is the issue of verifying qualifications for assignments in subject, discipline or interdisciplinary courses. Hess noted that the process will be more restrictive with regards to ensuring qualifications. Hess said that she will work with HR to provide clarification on the discipline aspect.

The committee reviewed the New/Revised Program Approval Flow Chart. Hess noted that we are no longer waiting for Department of Education approval before items were placed in the catalog. Short questioned if the title of the document can be renamed to New/Revised Program "Awards" Approval Flow Chart.

C. **Walk-Ins (*Action*)**

City walked-in with the following curriculum:
1. MFET 240 Six Sigma and Learn Implementation Distance Ed Only (City) Originator: Fred Julian. Request is for Spring 2019. Norvell noted that it is the only MFET course that can be taught online.

2. AFRT 260 Studio Art Studies Distance Ed Only. Originator: Terri Hughes-Oelrich. Request is for Spring 2019. Norvell noted that this is a hybrid class at City College that is less than 50% online.

Recommend Approval of MFET 240 & AFRT 260
Motion by Short
Second by Palma-Sanft
Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hoffman, Hopkins, Norvell, Parker, Shimazaki, Spradley

VI. STANDING REPORTS

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

Hess noted during the Curriculum Institute, the Chancellor's Office talked about streamlining the award approval process which to her knowledge has not been implemented yet. Hess will follow with Jackie regarding the status. Hess reminded the council that the Vice President should be receiving the certification letters soon regarding the curriculum streamlining process which to her knowledge has not come out yet. The form is to be signed by the Academic Senate President, the Curriculum Chair and maybe the President and has to be sent back to the Chancellor's office. Hess will remind the VPI's when it comes out.

B. **Legislative Update (Bulger)**

1. Title 5**, §** 55070. Credit Certificates (Effective August 23, 2018)
   Hess stated that during the summer the Board of Governors approved the change to credit certificates changing the high unit, low unit threshold from 8 to less than 16 units and 16 units or more. Hess checked COCI and the change had not been implemented yet. She will let the colleges know when COCI has been fixed. Hess also mentioned she is working on a list of all of the campuses awards such as Certificates of Performance that may want to be changed to Certificate of Achievements. Or if any of the Certificate of Achievements are to be in a different

category. During the Curriculum Institute the representatives from the Chancellor's Office said the colleges will not be required to make immediate changes, but as changes are being made to curriculum they will have to fall within the specific ranges.

Hess noted during their meeting next week Board of Governors will approve some minor Title 5 changes. The changes include:

2. Title 5, § 55200-55208 Distance Education (2nd Read, BOG Agenda, September 17-18)
   Clarifying language is being added.
3. Title 5, § 58170 Apportionment for Tutoring (2nd Read, BOG Agenda, September 17-18)
   A change to apportionment that allows students to refer themselves to tutoring.
4. Title 5, § 55800 Annual Report to the Chancellor (Library) (2nd Read, BOG Agenda, September 17-18)
   Changes the reporting date from August to October in order to better align with the academic calendar of the constituents.

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**

   No report.

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

   No report.

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

   Norvell defined the Assist.org system which is the repository of all the articulation for the whole state. She further explained it consists of all of the courses that are articulated which has been kept in one program. Due to a decision to stop updating the legacy system and the delays of the implementation of the new system, Assist Next Gen, there is no public site for the counselors or faculty to review this information. This is very challenging for articulation officers, counselors, and students because it is unclear as to what the articulation is or what the preparation for a major really looks like in every CSU and UC. ASSIST is an important tool for constituents because it is the primary repository. Since constituents don't have access to ASSIST, many of The colleges and

universities are starting their own homegrown solutions for their own campuses which is time consuming.

Furthermore, Norvell mentioned the issue with ASSIST is going to impact the college's ability to develop new awards because the State Chancellor's office requires Articulation Officers to show that over 51 percent in a new award articulates to a 4 year university. The State Chancellor's Office only looks at ASSIST, which makes it more difficult for the colleges to provide articulation documentation. The Articulation Officers at Region 10 have written white paper which will be turned into a resolution and presented during the next Academic Senate Plenary session.

Hess inquired if the white paper is just for ASSIST or for C-ID. Norvell confirmed that it is just for ASSIST.

It was noted that it's managed by an Executive Management Oversight committee. There is a representative from each Segway: 1- UC 2- Our office 3- Chancellor's office. There is no Transfer Center Director, Articulation Officer, or Faculty representation. At the Curriculum Institute it was reported that this program is broken. They do not have a date for repair, but it is anticipated it will be sometime in summer 2019. The Articulation Officers and Transfer Center Directors are in support of the white paper and turning into an Academic Senate resolution so that recommendations be made to hold the management accountable. There was a recommendation to contact Intersegmental Council of Academic Senates and the CIOs provide advocacy during their fall CCCCIO conference.

I. **Subcommittees (Bulger)**

   No report.

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

VII. ANNOUNCEMENTS

A. *The next meeting will be on Thursday, September 27, 2018 at 2:00 p.m. at City College, LRC Building, R-212, 1313 Park Blvd. San Diego, CA 92101*

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, CCCCO, new programs may be subject to WASC/ACCJC, before they may be published in the college catalog.**

VIII. ADJOURNMENT

The meeting was adjourned at 3:31 p.m.
Motion by: Hoffman
Second: Shimazaki

San Diego Community College District
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Final Resolution: Motion carries
Aye: Fischthal, Gholson, Hopkins, Norvell, Palma-Sanft, Parker, Short, Spradley