

# San Diego Community College District

## Curriculum and Instructional Council

**Meeting of September 27, 2018  
2:00 P.M.  
City College  
1313 Park Blvd.  
San Diego, CA 92101  
LRC Building, R 212**

### Minutes

#### **PRESENT:**

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

Fischthal, Michelle	Vice President, Instructional Services—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

#### **GUEST:**

Caesar, Cassandra	Acting Director, CAL Grants—Continuing Education
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*Bulger called meeting to order at 2:05 pm*

## I. MINUTES AND AGENDA

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

The council reviewed and approved September 13, 2018 minutes.

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<i>Recommend Approval of the September 13 , 2018 Minutes</i>
<i>Motion by Gholson</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gray, Hopkins, Norvell, Spradley, Parker, Palma-Sanft</i>
<i>Abstain: Boots</i>

## B. Approval of: September 27, 2018 Meeting Agenda (*Action*)

<i>Recommend Approval of the September 27 , 2018 Agenda</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gholson, Gray, Hopkins, Norvell, Parker, Spradley</i>
<i>Abstain:</i>

## II. CURRICULUM REVIEW/APPROVAL

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

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

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

<i>Recommend Approval of Program Changes</i>
<i>Motion by Norvell</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gray, Hopkins, Parker, Palma-Sanft, Short, Spradley</i>

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

Parker requested to pull the approval of both Continuing Education Curriculum and Continuing Education Program Changes. Parker noted that there is significant overlap of courses and there needs to be further discussion. Gholson stated that he had the understanding there had been discussions between Mesa and Continuing Education faculty. Gholson stated that they will have a confirmation by the next CIC meeting.

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Bulger noted that these two items will be pulled and placed on the next CIC agenda.

<b><i>Recommendation to hold approval of Continuing Education Curriculum</i></b>
<i>Motion by Parker</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gholson, Gray, Hopkins, Palma-Sanft, Short, Spradley</i>

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

<b><i>Recommendation to hold approval of Continuing Education Program Changes</i></b>
<i>Motion by Parker</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gholson, Gray, Hopkins, Palma-Sanft, Short, Spradley</i>

## III. OLD BUSINESS

### A. Walk In Process

Hess noted that an older version of the Walk-Ins: General Guidelines was reviewed at the CIC meeting on September 13, 2018. Hess provided an overview of the updated version of the walk-in criteria.

### B. AB 705 Addressing Math and English Curriculum Impacts of AB 705, AB 705 Implementation Plan

Hess noted there was discussion at the prior CIC meeting with regards to streamlining the process for faculty to review courses that have basic skills advisories, and/or requisites or pre-requisites on their courses or programs. Hess stated that CIC is being asked to approve this plan to administratively remove basic skills advisories and prerequisites from faculty recommended courses and programs. She briefly reviewed the plan and the timeline, stating the Department Chairs will send out the spreadsheets with the details of their basic skills courses for faculty to review on October 1. The faculty will be asked to review each course and make a recommendation. They will have three options of recommendation:

1. *To remove.* Courses selected to be removed will be added to a list that will be reviewed and approved by CRC and CIC. Once approved the courses on that list will be administratively removed.
2. *No change.* Faculty recommending that the basic skills requisite or advisory is appropriate will require justification. There may also be a follow up discussion regarding their recommendation.
3. *Revision.* Changes requiring a different basic skills course will have to be done through Curricunet. This process cannot be streamlined due to the content review and evaluation required.

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Faculty will be asked to review the spreadsheets during the month of October to determine if their courses are aligned and recommend that they have discussions with their colleagues to ensure that everyone has the same recommendation. Any discrepancies will be addressed before making a final decision. The default will be no change. Faculty are being asked to return their spreadsheets to their department chairs by November 9<sup>th</sup>. Hess will compile a list of all the spreadsheets and forward back to the department chairs for review. It will then be presented at the CRC and CIC meetings in December. CIC is seeking approval of this project.

Bulger noted that multiple conversations will need to occur in meetings such as CIC, Discipline Deans meeting, Placement and Assessment meetings due to the impact on these areas. Bulger asked if there is a question on the table with regards to just removing the courses that are below transfer level as pre-requisites. Hopkins stated that numerous career/technical courses offered at Miramar College require basic skills classes. At this time none of their CT courses have English or Math basic skills slated for deactivation.

Short noted that faculty are concerned about removing advisories in particular because they want students to be aware of the demands of the class. The matter was discussed at one of Miramar's curriculum meetings. A suggestion was made that after reviewing the list and there is justification to keep an advisory, instead of listing a course we would make a notation about the specific skills required for success in the class (for example, competence in writing college level essays).

Boots suggested that there be a system that is consistent so that students clearly understand their expectations. If one course with a high level of reading offers the advisory and another doesn't it can be confusing for the student because there is still a higher level of expectation.

Palma-Sanft noted that Short's suggestion is helpful to articulation when reviewing courses for college level work, not necessarily for pre-requisites. Inserting something that shows students are coming in with this skill would be helpful.

There was discussion regarding faculty who are still confused about what an advisory is. Hess shared with the council the definition of the advisory rules written in the Title 5 language. It was mentioned that the advisory could be removed and replaced with a new language of expectations and way for students to measure themselves. Students are experiencing difficulty in determining the difference between an advisory and requisite.

Bulger explained that although the AB705 guidelines state that this project needs to be compliant by fall 2019, this is a fast project because the catalog information has to be submitted by December 2018. This plan requires the endorsement of the CIC.

Short motioned to approve the plan with the understanding that CIC will incorporate notations mentioned above.

<b><i>Motion to approve the endorsement of the AB 705 plan</i></b>
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<b><i>Motion by Short</i></b>
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*Second by Boots*

*Final Resolution: Motion carries*

*Aye: Gholson, Gray, Hopkins, Norvell, Parker, Palma-Sanft, Spradley*

*Andrew Hoffman arrived at 2:30 pm*

### **IV. NEW BUSINESS**

#### **A. Annual Credit Course and Program Certification Due October 16, 2018**

Hess reported that the Annual Credit Course and Program Certification is due to the Chancellor's Office on October 16, 2018. The certification letter requires the signatures of the ice President Instructional Services, Academic Senate President, Curriculum Chair and college President. The Chancellor's Office is requesting the District's Board policies for hours and units. There is an existing board policy that covers hours and units, but there is also a draft that is going out to constituents for review and approval that more clearly defines the minimum hours and units. Hess recommended the colleges and Continuing Education submit the existing policy and the draft that is under constituent review.

*Leslie Shimazaki arrived at 2:40 pm*

#### **B. City College New Subject Indicator Request—Energy and Geo-Environmental Engineering (EGEE)**

Boots reported that City is looking at revising the AIRE program. The plan is to separate out solar into two different fields. The new subject area, Energy and Geo-Environmental Engineering (EGEE), would allow them to create classes around solar and other types of engineering. City will bring back the EGEE to the next CIC meeting for approval.

Hess stated that this is an opportunity to test the new business process for new subject indicators. She reminded the Council of the new process that incorporates Business Services and Human Resources was introduced during the last CIC meeting.

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### **C. Deactivating awards and courses in awards**

Hess mentioned this was discussed during the Policy and Procedures meeting. She reminded the Council when deactivating an award or a course in an award, there needs to be a conscientious decision about a “teach out” plan for the students so they are informed and they can still complete the requirements to earn a certificate or degree. Students cannot receive credit by exam in a course that has been deactivated or a course that is not active. There is an issue with students who have catalog rights and are trying to use the credit by exam process to complete the requirements of courses that are not active. It was mentioned that a big issue is identifying the students still in a major.

Parker mentioned that Mesa College has a program discontinuance policy in place for students.

Bulger suggested that one of the subcommittees could form a group to work on the concept and framework of what a “teach out” plan is. There was discussion on how the policy and process is implemented differently at each campus. Bulger noted that this will be added to the Policy and Procedures Committee.

## **V. STANDING REPORTS**

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

Short mentioned that the defaults are not working in Curricunet. Hess said she would research the issue.

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

Hess shared that the Board of Governors approved the changes to Title 5 that were discussed during the previous CIC meeting.

1. Title 5, § 55200-55208 Distance Education (2<sup>nd</sup> Read, BOG Agenda, September 17-18)

Bulger mentioned one of the major changes for Distance Education is the added requirement for colleges to include an explanation in the curriculum how effective contact among students will be accomplished.

There was discussion about the interaction between faculty and students and how this affects their evaluations. It was mentioned there are issues with faculty evaluations for students in online classes. Short noted that the discussion boards, chat rooms and group meetings provide verification of student to student interaction.

2. Title 5, § 58170 Apportionment for Tutoring (2<sup>nd</sup> Read, BOG Agenda, September 17-18)
3. Title 5, § 55800 Annual Report to the Chancellor (Library) (2<sup>nd</sup> Read, BOG Agenda, September 17-18)

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Bulger asked if anyone would like to share information regarding the Board of Governors meeting at Southwestern College.

Shimazaki mentioned that there was nice representation for the awards of the career education programs. All three colleges had program awards.

### **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**

Norvell shared there is a Plenary meeting in Irvine November 1-3, 2018.

Norvell commented the Articulation Officers are creating a resolution based on white paper that the Vice Presidents took to SDICCA. An email was sent out from ASSIST stating that there is a new deadline.

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

It was noted that there is a CIO conference October 25, 2018.

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

*No report*

### **I. Subcommittees (Bulger)**

Hess commented that the Policy & Procedures Subcommittee met today and will forward Phase II back to DGC. Phase III is being sent out for review to CRC and Academic Senate. The committee set priorities for the year.

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

*No updates.*

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### **VI. ANNOUNCEMENTS**

- A. *The next meeting will be on Thursday, October 11,, 2018 at 2:00 p.m. at North City Center, Room 115G, 8355 Aero Dr., San Diego, CA 92123*
- 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.**
- C. *Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 13, 2018.*

### **VII. ADJOURNMENT**

<b>The meeting was adjourned at 3:07 p.m.</b>
<i>Motion by Norvell</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Gholson, Gray, Hoffman, Hopkins, Parker, Shimazaki, Short, Spradley</i>