

# San Diego Community College District Curriculum and Instructional Council

Meeting of September 26, 2019  
2:00 P.M.  
District Office  
Room 220  
3375 Camino del Rio South  
San Diego, CA 92108

## Draft Minutes

### PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Chavez, Matilda	Vice President, Instructional Services—City College
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
Hoffman, Andrew	Curriculum Chair—Mesa College
Hopkins, Paulette	Vice President, Instructional Services—Miramar College
Neault, Lynn	Vice Chancellor, Student Services—District Office
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

### STAFF:

Escalante, Evelyn	Senior Secretary, Curriculum Services—District Office
Gil, Patricia	Curriculum Technician, Curriculum Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

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*Bulger called the meeting to order at 2:00 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: September 12, 2019, Minutes (Action)**

The council reviewed and made an edit to the minutes. The September 12, 2019 minutes were approved as amended.

<i>Recommend Approval of the September 12, 2019 Minutes as Amended</i>
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<i>Motion by Palma-Sanft</i>
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<i>Second by Short</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>
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### **B. Approval of: September 26, 2019 Meeting Agenda (Action)**

Assigning Courses to Disciplines discussion with Human Resources was scheduled to take place during this meeting; however, due to the absence of Human Resources representation in the meeting Hess requested to delay the discussion item A. under Old Business until November 14, 2019 meeting.

Discussion: The Council expressed concerns about delaying the conversation because last semester they agreed to have a discussion with Human Resources by the end of September or take the matter to the Academic Senate. Short noted the importance of this matter and the need for resolution. O'Connor agreed it is important to solve this issue because it affects faculty being scheduled teach some courses. Specifically, courses with multiple discipline assignments. She provided examples of situations where faculty have been asked to submit an equivalency form before they may be scheduled to teach one of these courses.

<i>Recommend Approval of the September 26, 2019 Agenda as Amended</i>
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<i>Motion by Boots</i>
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<i>Second by Gholson</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Chavez, Fischthal, Hoffman, Hopkins, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>
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## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (Action)

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

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

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

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

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

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

## III. OLD BUSINESS

### A. CIC

#### 1. AP 0020.2 Instructional Council

Bulger summarized the previous meeting's discussion regarding AP 0020.2 Instructional Council written in 1992. Bulger suggested directing instructional matter the CIC is unable to deal with, due to the meeting's limited time, to one of the subcommittees. She affirmed

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recommendations made by the subcommittees will be reported to the CIC and subsequently forwarded to the Chancellor's Cabinet.

## 2. **CIC Subcommittees**

Short suggested assigning the Policies and Procedures subcommittee the task to revise and update the purpose of each subcommittee in order to avoid redundancy and assure all functions and responsibilities are covered. The Policies and Procedures subcommittee will review the document and report recommendations to CIC during November 14, meeting.

## **IV. NEW BUSINESS**

### **A. Wording of Math and English prerequisites**

Short reminded the Council there was an agreement during the last meeting of the spring semester to revisit the wording for the prerequisites for courses changed during implementation of AB 705. He referred to ENGL 101 as an example:

ENGL 047A with a grade of "C" or better, or equivalent or Milestone R50/W50 or ENGL 048 with a grade of "C" or better, or equivalent or Milestone R50 & ENGL 049 with a grade of "C" or better, or equivalent or Milestone W50 or Milestone R40 and W40; or students with Milestone R30/W30 must enroll in ENGL 101X (ENGL 101 and ENGL 31 learning community).

Short explained the word "must enroll in" implies students with a Milestone R20/W30 do not have any other options. In this scenario students may choose to enroll in ENGL 101 with the support course or take ENGL 47A or ENGL 48 and ENGL 49.

The Council agreed to revise the statement to make it clearer for students. The discussion continued regarding the various ways the statement could be rewritten. The Council agreed to designate Boots, Hoffman, and Short to revise statement and bring back recommendations to CIC.

### **B. LFGD Lifeguarding Subject Indicator**

Short shared Miramar offers an open water lifeguard program. Miramar trains most of the San Diego lifeguards. This program is currently listed under Fire Protection Technology subject area which creates confusion for students because they do not know to look under FIPT for lifeguard courses. Short requested the creation of a Lifeguarding subject area to help alleviate confusion. Short suggested implementation of new subject area in Fall 2021. The Council agreed to discuss this matter with their respective faculty and bring back recommendations for next meeting.

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## V. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

Bulger explained this new agenda item was created to provide a space for any curriculum and instructional concerns or issues.

Neault informed an issue she will bring on a future meeting will be regarding Campus Solutions restrictions. Parker recommended a joint CIC and SSC meeting to discuss this particular issue. Bulger informed a meeting with SSC and CIC will be scheduled in the future.

Hess requested to add supervised tutoring and guidance on adding new basic skills advisories to courses. Short suggested CurricUNET Steering Committee address the basic skills advisories issue and bring back recommendations to the November 14, CIC meeting.

Hoffman noted Service Learning at Mesa should be included in the discussion as well. Short informed this issue is being reviewed by the Policies and Procedures Committee.

## VI. CIC SUBCOMMITTEE REPORTS

Hess reported for future meetings, a printed summary report of each subcommittee will be provided in order to save time.

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

Bulger informed the Catalog subcommittee met, reviewed prototypes for online catalogs and provided recommendations that will be taken to the Chancellor's Cabinet. Bulger will request clarification from the Cabinet and will notify CIC of the outcome.

Chavez requested better communication on future announcements.

- E. Subject Area Deans Subcommittee
- F. Policies and Procedures

## VII. STANDING REPORTS

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

Bulger announced communication was received regarding Continuing Education Streamlining Curriculum. The committee will wait to receive additional information. Hess reported certification forms were released. She explained they are required to submit BP 5020 with their forms. The policy is currently being reviewed and approved by the Board of Trustees, it is scheduled to be approved during the October 10 meeting. She will notify all of Vice Presidents of

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Instruction and Chairs when the Board Policy is approved. The Council requested a copy of the BP that is being approved. There was agreement to email the BP.

## B. Legislative Update (Bulger)

No report

## C. Student Services Council (Neault)

No report

## D. State Academic Senate

No report

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

O'Connor announced the AB705 Guidance was received regarding ESL. Boots requested clarification regarding AB705 and how transfer levels for 101 and 101X are accessible to everyone including ESL students. Neault mentioned that the difference is on how they are self-guided. Boots inquired about access for students with an L score. Neault mentioned discussions from the assessment committee on how the law allows students to have access. She said she will add this item to the Districtwide Assessment meeting agenda.

O'Connor reminded the Council of a session at the Curriculum Institute regarding this issue. Specifically, definitions of an ESL student and an appropriate placement for them.

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

Parker reported that regional representatives for Articulation Officers will meet at the state wide Chancellor's Office. Issues regarding CID, funding formula, and the inability for ADTs to be approved will be presented the meeting. Parker gave example of BIOL 210, the AOs have been working on the approval for four years. The matter of approving ADTs is critical issue and requires to be addressed in order for students to gain admission to CSU. Mara mentioned Erik Shearer will be in attendance at the meeting.

## VIII. ANNOUNCEMENTS

- A. *The next meeting will be on Thursday, October 10, 2019 at 2:00 p.m. at City College, LRC Room 212, 1313 Park Blvd. San Diego, CA 92101*
- B. *Reminder, the 2020-2021 Catalog Deadline is Thursday, December 12, 2019.*  
**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.**

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*C. Reminder the 2019-2020 subject indicator changes (new indicators and revisions) and academic organization changes are due, Thursday, December 12, 2019.*

## **IX. ADJOURNMENT**

Motioned by O'Connor

Seconded by Hoffman

The meeting was adjourned at 3:31 p.m.