

San Diego Community College District Curriculum and Instructional Council

Meeting of February 27, 2020
2:00 P.M.
District Office
Conference Room 245
3375 Camino Del Rio South
San Diego, CA 92108

Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
Erreca, Lori	Dean, School of Behavioral and Social Sciences—City College proxy for Matilda Chavez
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office (Acting 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
Payne, Desiree	Curriculum Analyst—Continuing Education proxy for Michelle Fischthal
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office (CIC Chair)
Chavez, Matilda	Vice President, Instructional Services—City College
Conrad, Gail	Vice Chancellor, Student Services—District Office
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
O'Connor, Isabel	Vice President, Instructional Services—Mesa College

GUESTS:

Ngo Bartel, Tina	Director – San Diego-Imperial Centers of Excellence for Labor Market Research
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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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Hess called the meeting to order at 2:03 p.m.

I. MINUTES AND AGENDA

A. Approval of: February 13, 2020, Minutes (Action)

The committee reviewed and requested minor technical changes to the minutes

<i>Recommend Approval of the February 13, 2020 Minutes as amended</i>

<i>Motion by Short</i>

<i>Second by Boots</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Erreca, Gholson, Hoffman, Hopkins, Norvell, Palma-Sanft, Payne, Parker</i>
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B. Approval of: February 27, 2020 Meeting Agenda (Action)

<i>Recommend Approval of the February 27, 2020 Meeting Agenda</i>

<i>Motion by Short</i>

<i>Second by Norvell</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Boots, Erreca, Gholson, Hoffman, Hopkins, Palma-Sanft, Payne, Parker</i>
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II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (Action)

<i>Recommend Approval of Curriculum</i>

<i>Motion by Hoffman,</i>

<i>Second by Parker</i>

<i>Final Resolution: Motion carries</i>

<i>Aye: Boots, Erreca, Gholson, Hopkins, Norvell, Palma-Sanft, Payne, Short</i>

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B. Approval of Continuing Education Curriculum (Action)

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

C. Approval of Continuing Education Program Changes (Action)

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

III. NEW BUSINESS

Ngo Bartel presented the following regarding the regional program recommendation process for developing career education programs:

- Concept Development
A business, an advisory board member, or an industry expert recommends that a college should develop a program.
- Labor Market Information
Research & validate if there is a labor market supply gap for the occupation. Get endorsements for the program
- Regional Program Recommendation
Recommend the program to the region and discuss with other colleges to avoid duplication
- Local Curriculum Development
Develop the curriculum after information has been gathered

Hess advised moving forward Curriculum Services will require regional program recommendation for new and revised career technical education programs before they may be added to the CIC agenda.

IV. CURRICULUM AND INSTRUCTIONAL CONCERNS AND ISSUES

Hess asked the committee for any issues that should be added to this item. Short inquired regarding the item of assigning courses to Disciplines. Hess answered the item would be added to the agenda and announced there is a meeting scheduled with HR that will take place the following week.

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V. CIC SUBCOMMITTEE REPORTS

A. Subcommittee Report Summary

Hess gave the following updates on the Subcommittees:

Catalog Subcommittee/Workgroup:

- Research background to determine if CourseLeaf and specifications for electronic catalog were included in the ERP RFP
- Develop a communications plan, for frequent communication, separated by Power Users and Casual Users
- Define and list Power Users and Casual Users
- Email RFPs, implementation process documents from community colleges using an electronic catalog, and links to electronic catalogs
- Map the current processes of developing the Catalogs for Colleges/CE
- Add dialogue time in Identify Requirements and Design and Test System Solution in the Project Plan

District Articulation Council:

Hess brought back the recommendation regarding the 6 mutually exclusive semester units for the additional degree. Hess mentioned communicating with Hoffman regarding this matter. Hoffman acknowledged his previous misunderstanding of this issue and noted this matter is not required to be taken back to Mesa College's Academic Senate.

The committee agreed to move forward with this recommendation and advise counselors and evaluators to follow the additional degree procedure as written.

This recommendation will be communicated via the Instructional Services Newsletter in addition to VC Bulger communicating this to Campus constituents.

Policies and Procedures:

Hess announced the committee completed the following policies and procedures that would be brought to CIC and subsequently to the campuses for review:

- AP 5103 Work Experience

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- AP 5026 Philosophy and Criteria for Certificates
- AP 0020.2 Instructional Council
- BP 5400 Community Service Programs
- BP 5750 Use of Copyrighted Material

Subject Area Meetings:

Hess communicated the following meeting have been held:

- Exercise Science
Hess informed an action item regarding providing guidance on Community service and clarification on hours and units. This will be brought back next CIC meeting.
- Health
- Fashion

VI. STANDING REPORTS

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

Hess reported the following from the Chancellor's Office webinar regarding Periodic Curriculum Review that took place February 26, 2020:

- The Chancellor's office will start a periodic review of curriculum.
- The 7th edition PCAH states program revisions will require extensive information. This new edition supersedes a previous communication sent on October 2018 stating reduced requirements for program revisions.
- The 7th edition PCAH states Associate Degrees for Transfer are not allowed to utilize pass/no pass in the degrees; however, title 5 states all pass/no pass credits are requires to be accepted. Psychology 201 is a pass/no pass course and it's a required course for an ADT; this issue will have to be addressed in the future.

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)

No Report

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

No Report

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VII. ADJOURNMENT

<i>The meeting was adjourned at 3:11 pm</i>
<i>Motion by Boots</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Erreca, Gholson, Hoffman, Hopkins, Palma-Sanft, Payne, Parker, Short</i>