

San Diego Community College District Curriculum and Instructional Council

Meeting of April 9, 2020

2:00 P.M.

Zoom Meeting

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
Knox, Ramon	Acting 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
Short, Duane	Curriculum Chair—Miramar College

ABSENT:

Parker, Juliette	Articulation Officer— Mesa College
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GUESTS:

Payne, Desiree	Curriculum Analyst, Instructional Services—Continuing Education
Cain, Matthew	Faculty, Exercise Science 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

San Diego Community College District Curriculum and Instructional Council

Bulger called the meeting to order at 2:05 p.m.

I. MINUTES AND AGENDA

A. Approval of: March 26, 2020, Minutes

<i>Recommend Approval of the March 26, 2020 Minutes</i>
<i>Motion by Hoffman</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hopkins, Norvell, O'Connor, Palma-Sanft</i>

B. Approval of: April 9, 2020 Meeting Agenda

Palma-Sanft requested the addition to a new agenda item to discuss the difference between remote teaching and distance education.

Hess requested to hold UC limitation statement action item until all Articulation Officers are present at the meeting.

<i>Recommend Approval of the April 9, 2020 Meeting Agenda as amended</i>
<i>Motion by Gholson</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Hoffman, Hopkins, O'Connor, Palma-Sanft, Short</i>

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

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

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes

<i>Recommend Approval of Program Changes</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</i>

III. OLD BUSINESS

A. Labor Market Pipeline Challenge Presentation

Hess informed the council that she will update the document to reflect CTE certificates revisions require regional review even though CTE associate degrees revisions do not require regional review.

Short requested bringing this document back in a year from now for review.

Boots informed the council the Department of Education proposed a change in the regulation that would allow CTE curriculum changes based on advisory board recommendation, without going through the curriculum approval process. Boots noted this would become an issue since it would circumvent a faculty driven process. In addition, Norvell stated another piece that talks about artificial intelligence as an acceptable form of student-instructor interaction.

Norvell informed the ASCCC is asking for feedback and encourages the academic senate and curriculum committee from each college to submit their feedback by May 4, 2020.

IV. NEW BUSINESS

A. Instructional Continuity (Corona Virus/COVID-19)

1. Distance Education Plan

Boots declared the need for clarification regarding the distance education blanket. Boots stated faculty should be guided on whether distance education proposals are necessary and what should the proposals include.

San Diego Community College District Curriculum and Instructional Council

Hopkins informed the council that the Educational Services and Support Executive Vice Chancellor, Marty Alvarado, stated that this emergency district distance education blanket approval is temporary and there should be no interference with the normal approval processes for distance education curriculum.

Palma-Sanft stated there has been confusion among the colleges regarding the distinction between remote teaching and distance education. Palma-Sanft noted it would be beneficial for the council to define the distinctions and convey them to the colleges.

The council discussed elements stated in the CCCCCO memorandum regarding the blanked addendum that require clarification. The council will seek clarification at the CCCCCO distance education addendum webinar that will take place on April 13, 2020.

A. Electronic Catalog Plan (Action)

Hess informed the council of the proposed electronic catalog project plan and considerations:

- **Approve Project Plan**
The first stage is the approval of the project plan by March 2020.
- **Identify Requirements**
The second phase would take place in between April 2020 to February 2021, during this time the requirements will be identified by surveying users. The list of requirements gathered will be taken to CIC for review and subsequently to the Chancellor's Cabinet for approval.
- **Select System Solution**
This project aims to find a system with the capabilities of catalog developing in addition to curriculum management that will replace CurricUNET. This phase will consist in selecting the system solution from February 2021 to September 2021. During this time, the RFP would be created, demonstrations would be reviewed and a vendor would be identified with the goal to have the contract approved the Board of Trustees by September 2021.
- **Design and Test System Solution**
From September 2021 to June 2022 an implementation plan would be created with the provider, a template would be developed and testing would begin. Training would then be conducted for those that would input data.
- **Develop and Publish Electronic Catalog**
The final phase would be to develop and publish the electronic catalog. This would take a year from June 2022 to May 2023.

San Diego Community College District Curriculum and Instructional Council

- **Launch 2023-2024 Catalogs**
May 2023

Hoffman inquired regarding the cost of this project. Hess stated the approximate cost for the catalog implementation she inquired about a few years back was about \$250,000 for development and implementation and \$40,000 a year for maintenance for the District colleges and CE. Hess added that cost did not include the curriculum management system.

Recommend Approval of the Electronic Catalog Plan

Motion by Hoffman

Second by Gholson

Final Resolution: Motion carries

Aye: Boots, Chavez, Fischthal, Hopkins, Norvell, O'Connor, Palma-Sanft, Short

V. **CIC SUBCOMMITTEE REPORTS**

A. Subcommittee Report Summary

Hess reported that the subcommittees had not met due since the last CIC meeting due to Spring break. Hess reported future subcommittees' meeting dates:

- CurricUNET steering Committee will take place on April 10,2020.
- Educational Review Committee will meet on April, 16, 2020.
- DAC will meet in May.
- Subject area meetings will take place on April 10, 2020.

Bulger reported AP 5050 was approved by DGC on April 8,2020 and will be moved forward to receive the Chancellor's signature.

Bulger informed the council AP 5260 was pulled due to the mention of another procedure from Student Services. Bulger noted both administrative procedures should be submitted at the same.

B. Curriculum and Instructional Concerns and Issues Tracker

Hess demonstrated to the council the spreadsheet that will be used to track curriculum and instructional concerns and issues. Hess noted this document will display the issue, the committee assigned to review the issue, and the recommendations made by the committee.

San Diego Community College District Curriculum and Instructional Council

VI. STANDING REPORTS

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

No Report

B. Legislative Update (Bulger)

No Report

C. Student Services Council (Knox)

Knox informed the council that Student Services Council had met on April 9, 2020. Knox mentioned that during this meeting, the council discussed grading polices and communicated to students that the commencement had been postponed. Knox shared the discussion regarding the campuses supporting students with basic needs and technology. The Chancellor's office is investigating the possibility of employing a block grant to aid the student population in need.

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

VII. ADJOURNMENT

<i>The meeting was adjourned at 3:31 pm</i>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, Hopkins, O'Connor, Palma-Sanft</i>