

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 8, 2020

2:00 P.M.

Zoom Meeting

## Approved 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
Gamboa, Benjamin	Acting Vice President, Instructional Services—Miramar College
Gholson, Richard	Curriculum Chair—Continuing Education
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Hoffman, Andrew	Curriculum Chair—Mesa College
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

### ABSENT:

Hess, Shelly	Dean, Curriculum Services—District Office
Knox, Ramon	Interim Vice Chancellor, Student Services —District Office
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office

### GUESTS:

Payne, Desiree	Curriculum Analyst, Instructional Services—Continuing Education
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### STAFF:

Escalante, Evelyn	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

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

## **A. MINUTES AND AGENDA**

### A. Approval of: September 24, 2020, Minutes

Parker requested the correction of her statement to reflect CSU instead of ASCCC

<i><b>Recommend Approval of the September 24, 2020 Minutes as amended</b></i>
<i>Motion by Gholson</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gamboa, Fischthal, Hoffman, O'Connor, Palma-Sanft, Parker, Short</i>

### A. Approval of: October 2, 2020, Minutes

<i><b>Recommend Approval of the October 2, 2020 Minutes</b></i>
<i>Motion by Short</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gamboa, Gholson, Fischthal, Norvell, O'Connor, Palma-Sanft, Parker</i>

### B. Approval of: October 8, 2020 Meeting Agenda

<i><b>Recommend Approval of the October 8, 2020 Meeting Agenda</b></i>
<i>Motion by Hoffman</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gamboa, Fischthal, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

## **B. CURRICULUM REVIEW/APPROVAL**

### A. Approval of Curriculum

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Palma-Sanft requested to pull COMS 103 and COMS 135 for discussion

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

## B. Approval of Program Changes

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

## C. Approval of Continuing Education Curriculum

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

## D. Approval of Continuing Education Curriculum Program Changes

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

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## E. COMS 103 and COMS 135

Discussion:

Palma-Sanft raised concerns over the proposed distance education methods of instruction. Palma-Sanft noted this proposal requires the students to attend campus in order to present in front of the instructor; therefore, Palma-Sanft questioned the inclusion of that statement if an emergency situation were to arise and the campuses shut down.

Norvell stated in the course is proposed to be taught fully online and added that in the case of an emergency, partially online or hybrid courses can be taught fully online.

Boots stated the proposal from City College did not include a statement that would require students to come to campus. In addition, Boots explained their proposals try to include the appropriate techniques and evaluation information for the respective distance education proposal.

Bulger added that a statement is issued in the class schedule to indicate to students that in the case of an emergency, all classes will be fully online.

<i>Recommend Approval of COMS 103 and COMS 135</i>
<i>Motion by Palma-Sanft</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Chavez, Gamboa, Gholson, Fischthal, Hoffman, O'Connor, Parker, Short</i>

### III. OLD BUSINESS

#### A. Challenges Implementing the Process in the PCAH 7th Ed. For CTE Degrees/Certificates

Bulger reported reaching out to Aisha Lowe, Vice Chancellor of Educational services at the State Chancellor's Office, regarding the challenges faced by the campuses implementing the PCAH 7<sup>th</sup> Ed. Bulger displayed the response given by Raul Arambula, CCCCCO Dean.

The response from Raul Arambula stated the Chancellor's Office and the State Academic Senate requested the colleges to update their curriculum in COCI;

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however, documents are still missing or are not updated for many colleges. Changes in the PCAH were therefore made in order to ensure required documents are in COCI.

Short suggested to revert back to the previous process for submission with the addition of making sure all necessary documents are submitted to COCI.

Norvell added the PCAH is a legal document; therefore, it should be followed.

Parker mentioned the last time the curriculum inventory was transferred from one system to another, data was lost and perhaps that's why there's an attempt to have information resubmitted.

Short noted replacing previously submitted documents in COCI would take considerably less time in comparison to having to produce new documentation.

Bulger informed this issue will be discussed again with the State Chancellor's Office.

## **NEW BUSINESS**

### A. Distance Education Approval Process

Bulger stated that given the recent abstentions to approve DE proposals, she inquired if the council is in agreement that the SDCCD is following the processes for distance education approval.

Short stated he doesn't believe the proper processes for distance education approval are being followed. Short informed title 5 § 55206 states "addendum shall address how course outcomes will be achieved in a distance education mode". Short explained he has been abstaining from voting to approve DE due to Mesa College's proposals not fulfilling this requirement.

Boots agreed with Short and gave the example of Intercollegiate Football course proposal that contained default language; however, it failed to specify how the class was going to be taught in an online environment. For this reason, Boots informed also having been abstaining from voting to approve distance education.

Bulger surmised from the discussion that there's disagreement with the spirit of how the institutions are following these processes.

### B. Walk-Ins

#### 1. Miramar: EXSC 392A and EXSC 392B

Short explained Miramar College and City College believe intercollegiate sport competitions can't take place 100% online; therefore, EXSC 392A and EXSC 392B, special topic courses, were developed in order to provide students with

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the opportunity to grow and develop as athletes. Sort added these courses will provide useful activities for students, individually and as a team, to increase their skills without the need to come together or have competitions. Short noted deans at City and Mesa expressed interest in the courses; therefore, the courses are proposed for all three colleges.

<b><i>Recommend Approval of EXSC 392A and EXSC 392B</i></b>
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<i>Motion by Short</i>
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<i>Second by Boots</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Chavez, Gamboa, Gholson, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Parker</i>
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## 2. Miramar: PARA 290

Short explained that last semester, when preparing the distance education addendum, this course was not included due to an oversight. Short informed paralegal program has students that often take part in projects related to case analysis; therefore, there's a current need to have this course approved for distance education.

<b><i>Recommend Approval of EXSC 392A and EXSC 392B</i></b>
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<i>Motion by Short</i>
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<i>Second by Palma-Sanft</i>
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<i>Final Resolution: Motion carries</i>
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<i>Aye: Boots, Chavez, Gamboa, Gholson, Fischthal, Hoffman, Norvell, O'Connor, Parker</i>
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### III. CIC Subcommittee Report

The report was tabled for next meeting

### IV. STANDING REPORTS

#### A. Legislative Update

No Report

#### B. Student Services Council

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Palma-Sanft inquired regarding how Student Services will structure fees related to credit by exam or industry certification under the new Credit for Prior Learning policy and procedure.

Short informed the Policies and Procedures Committee briefly discussed the issue and ultimately decided Student Services should determine the fees associated with Credit for Prior Learning. Short also noted the current issue at Miramar College when a student holds an industry credential, in order to clear the requirement, the student would have to pay a fee equal to the cost of the course units requesting to clear.

Gamboa added that Miramar College evaluators provide transcript equivalencies without charging a fee. Gamboa noted that since the process for equating industry credentials would be very similar, this could also be offered as a service provided without charging fees.

## C. State Academic Senate

Bulger inquired to the council for any discussion regarding the Credit for Prior Learning and Ethnic Studies requirement resolutions that will be coming forwards from the Academic Senate.

Palma-Sanft mentioned briefly discussion the issue at the last CIC meeting. Palma-Sanft added the resolutions will be available in the ASCCC website.

## D. Chief Instructional Officers (Bulger, Chavez, O'Connor, Fischthal, Gamboa)

No Report

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

Parker reported CSU and UC presented their standard for Credit for Prior Learning and Pass/No Pass grading at the SCIAC meeting. Parker added having received information regarding the Ethnic Studies requirements at the CSU and the impact it may have on the curriculum committee due to the tentative deadline to submit in February.

The council continued the discussion.

## V. ADJOURNMENT

*The meeting was adjourned at 3:22 pm*

*Motion by Boots*

*Second by Gholson*

*Final Resolution: Motion carries*

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*Aye: Chavez, Gamboa, Fischthal, Hoffman, Norvell, O'Connor,  
Palma-Sanft, Parker, Short*