

San Diego Community College District Curriculum and Instructional Council

Meeting of September 10, 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
Fischthal, Michelle	Vice President, Instructional Services—Continuing Education
Gamboa, Benjamin	Acting Vice President, Instructional Services—Miramar College
Gholson, Richard	Curriculum Chair—Continuing Education
Hess, Shelly	Dean, Curriculum Services—District Office
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:

Knox, Ramon	Interim Vice Chancellor, Student Services —District Office
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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
Lee, Jessica	Administrative Assistant, Instructional 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 2:02 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 14, 2020, Minutes

<i>Recommend Approval of the May 14, 2020 Minutes</i>
<i>Motion by Gholson</i>
<i>Second by Hoffman</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gamboa, Norvell, O'Connor, Palma-Sanft, Parker, Short</i>

A. Approval of: August 27, 2020, Minutes

Gamboa pointed Hopkins was listed in the minutes instead of him.

<i>Recommend Approval of the August 27, 2020 Minutes as amended</i>
<i>Motion by Hoffman</i>
<i>Second by Palma-Sanft,</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gamboa, Gholson, Norvell, O'Connor, Parker, Short</i>

B. Approval of: September 10, 2020 Meeting Agenda

<i>Recommend Approval of the September 10, 2020 Meeting Agenda</i>
<i>Motion by Norvell</i>
<i>Second by Gholson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Fischthal, Gamboa, Hoffman, O'Connor, Palma-Sanft, Parker, Short</i>

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II. MEETING PROCESS

Bulger stated the Walk-In Process and Effective Dates and Curriculum Deadlines were included in the document package given to the council before the meeting. Bulger informed that guests are welcomed to the meetings, and they're allowed 5 minutes to speak at the meeting; however, they don't have voting power.

Hoffman inquired if the campuses should extend the courtesy of notifying the council when a guest plans to attend a meeting. The council agreed prior notification should be given before a guest attends a meeting.

III. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

Norvell requested MFET 107D, MFET 107G, and MFET 107H to be pulled.

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

B. Approval of Program Changes

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

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III. OLD BUSINESS

A. Hours and Units

Hess reminded the council this item had been brought up during the last meeting and it was tabled to allow CRC review. Hess further explained the recommendations brought to the council for voting:

Other Hours

- 1) Keep “Other Hours” title in CurricUNET
- 2) Review courses that have been approved with other hours. Recommendation for noncompliant courses:
 - a) Revise course with compliant lecture/lab hours;
 - b) Change to Independent Study or Work Experience; or
 - c) Deactivate courses
 - d) Deactivate Supplemental Instruction courses

Hours and Units Standards

- 1) Criteria for non-standard hours:

When faculty develop courses with non-standard hours and units they are required to add a statement in CurricUNET to justify the need for additional hours. CRC and CIC will review and approve the justification.
- 2) Criteria for increments below 0.5 units in lecture/lab combo courses

Faculty are encouraged to develop courses based on the need to satisfy the learning objectives, outcomes, and content of the course: total contact hours and total homework/outside of class hours. The total units for the course should have minimum unit increment of 0.5 units.

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

IV. NEW BUSINESS

A. Presentation

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Bulger presented to the Council that Credit for Prior Learning can increase degree attainment for individuals usually adults who have work experience, education, or training. Particularly, for the military, credit for prior learning has been used to help them accelerate their time to attain a degree.

Bulger presented data showing 21% of adults in San Diego County of have some college but no degree, and 19% of adults have only a high school diploma. In addition, the current San Diego unemployment rate is 13.9% whereas, before Covid-19, the unemployment rate sat at 3%.

Bulger informed the Council of the title 5 changes and what will be the required for the District regarding Credit for Prior Learning. Bulger proposed a timeline for implementation with the inclusion of the Board Policy deadline in November.

Bulger ended by inquiring to the council regarding current CPL engagement district wide; CPL inclusion in curriculum development processes; CPL alignment in instruction and student services processes and practices; implementation of communications plan for students; and tools to expand CPL assessment and approval.

Short pointed the fundamental changes made for credit for prior learning by stating that before, CPL was used to clear a requirement, and now, it will be required for the colleges to equate it to a course. Short noted the possible complexity of equating certain prior experiences to a course, particularly, for military experience. Short mentioned Miramar College has engaged in credit by exam, credit for Industry Certifications, and High School agreements to allow credit by exam. In addition, Short informed Miramar is working towards embedding credit by exam in the curriculum development process.

Norvell explained her previous experience on an unsuccessful project for converting curriculum created by the Navy to City College curriculum.

Gholson informed Continuing Education engages in credit by exam with the Colleges and perhaps these changes could tie credit for prior learning and credit by exam together.

The council discussed how various programs currently use or could use portfolios in the future to award credit for prior learning.

Palma-Sanft stated the Articulation Officers are currently waiting for CSU and UC to provide information regarding CPL. Palma-Sanft informed once that information is conveyed, the Articulation Officers will bring it forward to the Council.

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Bulger stated Credit for Prior Learning the will brough back to the Council for further discussion.

B. Board Policies and Administrative Procedures

1. BP 5235 Credit for Prior Learning

Hess informed the Council of BP 5235, CCLC guidelines were used to revise this policy. Hess added the policy is of high priority, since it has to undergo constituent review, the Chancellor's Cabinet, DGC and Board of Trustees before the deadline in December.

Recommend Approval of BP 5235 Credit for Prior Learning to be taken to the Colleges for constituent review

Motion by Gholson

Second by Short

Final Resolution: Motion carries

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

2. AP 5031 Instructional Materials Fees, AP 5104 Contract Education, and AP 5152.1 Military Education

Hess explained to the council the AP 5031 formalizes the process for charging instructional material fees; AP 5104 formalizes the process for the development, review, approval and evaluation for contract education; and 5152.1 is being recommended for deactivation since the military program is being eliminated.

Recommend Approval of AP 5031 Instructional Materials Fees, AP 5104BP Contract Education, and AP 5152.1 Military Education to be taken to the Colleges for constituent review

Motion by Short

Second by Palma-Sanft

Final Resolution: Motion carries

Aye: Boots, Chavez, Fischthal, Gamboa, Gholson, Hoffman, Norvell, O'Connor, Parker

C. Partially Online/Hybrid Language in CurricUNET

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Bulger informed that partially online and hybrid course designators are used separately in CurricUNET, because they used to be different; however, the PCAH 7th edition refers to those designations as the same. Bulger stated she wanted to bring this item forward for discussion.

Norvell suggested inquiring about this issue with the Statewide Academic Senate before moving forward with any decisions.

The council agreed to wait until more information is known on the subject before making any changes.

D. Local Administrative Deactivation of GENR 277A, 277B, 277C, and 277D in CurricUNET

Hess explained to the Council that during the six-year review, GENR 277A, 277B, 277C and 277D were found to be active in CurricUNET for City College, even though these courses are not active in Campus Solutions nor in the Chancellor's Office Curriculum Inventory. Hess requested the Council's recommendation for Curriculum Services to administratively deactivate the courses for City College.

Recommend Deactivation of GENR 277A, 277B, 277C and 277D in CurricUNET

Motion by Hoffman

Second by Norvell

Final Resolution: Motion carries

Aye: Boots, Chavez, Fischthal, Gamboa, Gholson, O'Connor, Palma-Sanft, Parker, Short

III. CIC Subcommittee Report

Hess reported the following from the subcommittees:

- Catalog committee will meet in 9/18/202
- CurricUNET Steering committee will meet on 9/25/2020
- District Articulation Council met on 9/9/2020 and discussed Credit for Prior learning, ADT course substitution, C-ID, OER, and partially/online hybrid language in CurricUNET.
- Policies and Procedures met on 9/10/2020 and brought forward to CIC BP 5235, AP 5031, AP 5140, and AP 5152.
- Subject area meetings that have met thus far: Allied Health (8/12/2020) Discipline Deans (8/28/2020), Anthropology (8/28/2020), Communication

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Studies(8/28/2020), Philosophy (8/28/2020), Political Science (8/28/2020),
Public Administration (9/4/2020), Child Development (9/4/2020),
Chicana/Chicano Studies (9/4/2020), Black Studies (9/4/2020)

- Educational Review Committee has not met; however, is in the process of attaining clarification regarding requirements for UC and CSU partners.

IV. STANDING REPORTS

A. Legislative Update

Bulger informed that since it's the beginning of the season, she will bring an update next meeting. Bulger mentioned that AB 2764 was tabled last year, and it will probably be followed up this year.

B. Student Services Council

No Report

C. State Academic Senate

No Report

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

Chavez shared that the nursing program at City College learned that using IP grades instead of 'Incomplete', for the hard to convert courses, would have prevented senior students to have their transcript posted until the end of the fall semester.

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

No Report

V. ADJOURNMENT

The meeting was adjourned at 3:47 pm