

San Diego Community College District Curriculum and Instructional Council

Meeting of September 9, 2021

2:00 P.M.

Zoom Meeting

Approved Minutes

PRESENT:

Boots, Jennifer	Curriculum Chair—City College
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
Norvell, Elizabeth	Articulation Officer—City College
O'Connor, Isabel	Vice President, Instructional Services—Mesa College
Odu, Michael	Vice President, Instructional Services—Miramar College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Stiller-Shulam, Alex	Curriculum Chair—Miramar College
Topham, Susan	Vice Chancellor, Educational Services—District Office (CIC Chair)

ABSENT:

Parker, Juliette	Articulation Officer— Mesa College
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GUEST:

Payne, Desiree	Curriculum Analyst — College of Continuing Education
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STAFF:

Escalante, Evelyn	Administrative Assistant, 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

Topham called the meeting to order at 2:09 p.m.

I. MINUTES AND AGENDA

A. Approval of: May 13, 2021, Minutes

Hoffman requested the correction of a typo

<i>Recommend Approval of the May 13, 2021 Minutes as Amended</i>

<i>Motion by Hoffman</i>

<i>Second by Boots</i>

<i>Abstain Stiller-Shulman</i>

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

<i>Aye: Chavez, Fischthal, Gholson, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman</i>
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B. Approval of: August 26, 2021, Minutes

<i>Recommend Approval of the August 26, 2021 Minutes</i>

<i>Motion by Gholson</i>

<i>Second by Palma-Sanft</i>

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

<i>Aye: Boots, Chavez, Fischthal, Hoffman, Norvell, O'Connor, Odu, Stiller-Shulman</i>
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C. Approval of: September 9, 2021 Agenda

Hoffman requested the addition of Walk-ins and New Subject Indicator to the agenda. Gholson requested the addition of Brown Act for discussion.

<i>Recommend Approval of the September 9, 2021 Meeting Agenda as amended</i>

<i>Motion by Gholson</i>

<i>Second by Hoffman</i>

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

<i>Aye: Boots, Chavez, Fischthal, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman</i>
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I. MEETING PROCESS

A. Walk-In Process

San Diego Community College District Curriculum and Instructional Council

Hess explained to the council the walk-in guidelines which included the justifications, criteria, approval criteria, and considerations.

B. Effective Dates and Curriculum Deadlines

Hess explained the Deadline and Effective Dates calendar and pointed out some of summer 2022 and fall 2022 catalog and schedule deadlines. Hess informed that any changes that impact the catalog, such as title, unit, and requisite changes may only be changed during the fall semester. Whereas minor changes that do not impact catalog information may be implemented during the spring semester. Additionally, new course and course reactivations may be implemented during the spring if there are no articulation impacts. Hess noted the deadlines are contingent on the best interest of our students.

C. Guests

Topham informed that guests are always welcomed as non-voting members. Guests have the opportunity to speak at the meeting for a maximum of five minutes during a discussion.

D. Brown Act

Hess informed the council that the State Academic Senate is aware of some of the issues faced with the Brown Act and holding meetings virtually. Hess added that legislation AB 361 is going through the approval process in order to allow for operations to continue to be held remotely during the declared state of emergency. Topham stated herself, Hess, and Curriculum Services staff will be present at the District Office if there's a need for council members to be present physically. Topham added there has been communication with legal services to ensure none of the Brown Act rules are being violated.

Gholson inquired if council members are going to be required to provide their location, i.e. home address, for members of the public to participate in the meeting. Topham advised she will check with Legal Services and will bring it back next meeting. Hess added she has served on the California Virtual Academy for the past 10 and her home address has been published; however, no members of the public have gone to her home to take part in the meeting.

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum

San Diego Community College District Curriculum and Instructional Council

<i>Recommend Approval of Curriculum</i>
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<i>Motion by Odu</i>

<i>Second by Hoffman</i>

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

<i>Aye: Boots, Chavez, Fischthal, Gholson, Norvell, O'Connor, Palma-Sanft, Stiller-Shulman</i>
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B. Approval of Program Changes

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

<i>Motion by Hoffman</i>

<i>Second by Gholson</i>

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

<i>Aye: Boots, Chavez, Fischthal, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman</i>
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C. Approval of College of Continuing Education Curriculum

<i>Recommend Approval of College of Continuing Education Curriculum</i>
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<i>Motion by Gholson</i>

<i>Second by Odu</i>

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

<i>Aye: Boots, Chavez, Fischthal, Hoffman, Norvell, O'Connor, Palma-Sanft, Stiller-Shulman</i>
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D. Approval of College of Continuing Education Program Changes

<i>Recommend Approval of College of Continuing Education Program Changes</i>

<i>Motion by Boots</i>

<i>Second by Hoffman</i>

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

<i>Aye: Chavez, Fischthal, Gholson, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman</i>
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E. General Education/Transferability Actions

Hess explained to the committee that the GE Transferability is usually approved twice a year during the November and May meetings; however, there were 7 courses that were not included in the report provided to the council during the May 2021

San Diego Community College District Curriculum and Instructional Council

meeting. Hess informed these courses need to be submitted to ASSIST therefore the GE Transferability actions were brought back for ratification.

<i>Recommend Approval of General Education/Transferability Actions</i>
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<i>Motion by Odu</i>

<i>Second by Norvell</i>

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

<i>Aye: Boots, Chavez, Fischthal, Gholson, Hoffman, O'Connor, Palma-Sanft, Stiller-Shulman</i>
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III. OLD BUSINESS

A. Ethnic Studies

Hess gave the following updates regarding Ethnic Studies:

CSU GE Area F

- CHIC 110A, CHIC 110B, and FILI 100 were approved for Area F and will be added to the addenda errata and Campus Solutions
- Other courses were submitted for Area F and were not approved. Faculty are working together in order to resubmit those courses in December.

California Community Colleges

- On July 12, 2021 the California Community Colleges Board of Governors approved revisions to Title 5 to add Ethnic studies as a competency
- Currently waiting on the State Chancellor's Office for guidance on implementation
- The Multi Cultural Studies graduation requirement is separate and different from the Ethnic Studies requirement and there are no current plans to make changes to those requirements

IGETC

- *Still determining how to implement Ethnic Studies into IGETC*

Palma-Sanft commented on seeing communication from Vice Chancellor Aisha Lowe regarding implementation not taking place until fall 2023. Topham advised she will look into that information.

Palma-Sanft inquired, if need be, if the council would be willing to vote on these courses as Walk-Ins. The council agreed they could vote on the courses as Walk-ins. Topham advised for the colleges to provide regular course resubmission updates during the CIC meetings.

San Diego Community College District Curriculum and Instructional Council

B. Curriculum Calendar

Topham reminded the council of the curriculum calendar discussion that started last year and the suggestion of assigning the Educational Review Committee to begin the work and bring forward recommendations to CIC. Topham advised for the Educational Committee to be formed and begin discussions, while she works on identifying funds for the electronic catalog and curriculum management. Hess informed she will send the CIC Subcommittees membership to the council.

IV. NEW BUSINESS

A. Credit for Prior Learning–CurricUNET

Hess explained that one of the additions to the Credit of Prior Learning Administrative Procedure, was the formalization of Credit by Exam in CurricUNET. Hess demonstrated and explained to the council the fields that were created and are ready in CurricUNET to denote Credit for Prior Learning:

Credit by Examination–First, all three colleges need to agree if it’s appropriate for a course to be offered for credit by exam. Then, each college would determine if they’re going to offer credit by exam at the college since faculty will be responsible for developing, administering, and grading the exams.

Industry Certification–faculty will assess if a student has a current certification that would qualify them to earn units in a specific course. Courses would need to be mapped to certifications.

Portfolio Review– it requires a faculty to review and grade the portfolio.

Hess reiterated the fields in CurricUNET are ready for faculty to begin adding to the courses and continue the efforts with Credit for Prior Learning.

Hess informed of a list of credit by exam courses that have been backed for industry certification and requested if the colleges could take the list back to CRC for review and approval, in order to administratively add that credit for prior learning to CurricUNET.

B. Distance Education

Hess explained the following to the council regarding the Online Emergency Only Category:

- During March 2020, the campuses unexpectedly closed, and instruction was moved to some form of online instruction
- Since the majority of the courses were not approved for DE, the CCCCO created the DE Emergency Only Addendum to allow for the courses to be

San Diego Community College District Curriculum and Instructional Council

offered during Spring 2020, Summer 2020, and Fall 2020 while the colleges were in the process of obtaining local curriculum approval for DE

- The CCCCO DE Emergency Only Addendum sunset in Spring 2021 meant courses not approved for DE could not be offered, this created concerns among the faculty for the hard to convert courses and articulation
- In order to eliminate some of the concerns, the District created the Emergency Only Category based on title 5, section 58146 which states that during an emergency (i.e. fire, flood, and pandemic) there would be flexibility with apportionment.
- Given the state of the pandemic, there is uncertainty if we would be able to go back to campus for Spring 2022.
- Last academic year, there were 921 courses approved for Emergency Only and during the summer, the District Office received a lot of recommendations to change some of the Emergency only DE courses to other DE categories with an effective date of Fall 2021; however, CurricUNET has limitations and there has been issues with the system.
- In order to eliminate the urgency, and chaos that would be generated when trying to get the Emergency Only DE courses approved for another DE category by Spring 2022, there's a recommendation for these courses to be offered during Spring 2022 and Summer 2022 with an effective date of Fall 2022, in addition to the request for flexibility to revisit and still honor the intent behind Emergency Only DE

Hoffman inquired about who's responsible for declaring a state of emergency and when the emergency it's over. Topham answered that the Board of Trustees declares the state of emergency.

Chavez expressed her gratitude for the recommendation to have been brought forward to allow for more time. Chavez explained that having to submit more than 300 Emergency Only Courses for City College before spring 2022 would hinder the submission of other curriculum proposals.

O'Connor stated she believes CIC does not have the authority to approve the extension for offering Emergency Only DE. O'Connor added believing that during Spring 2022 the District will still be under state of emergency. Hess explained the request is to ask for a grace period allowing the curriculum to go through the CurricUNET process for faculty who would like to convert from online-emergency only (an SDCCD category) to another DE category.

Boots explained that having flexibility would allow for thoughtful and intentional discussions about the curriculum being proposed for DE as opposed to trying to submit all DE quickly in order to meet a deadline.

Topham informed this issue could be further explored and revisited if needed.

San Diego Community College District Curriculum and Instructional Council

C. Walk-Ins

1. City College

CRES 101, DANC 127, DANC 152A, DRAM 153, DRAM 242A, DRAM 242B, DRAM 242C, DRAM 242D, GEOG 154, LABR 108, HIST 115A, HUMA 103, MUSI 204, NRSE 92, RTVF 118, SOCO 201

Recommend Approval of CRES 101, DANC 127, DANC 152A, DRAM 153, DRAM 242A, DRAM 242B, DRAM 242C, DRAM 242D, GEOG 154, LABR 108, HIST 115A, HUMA 103, MUSI 204, NRSE 92, RTVF 118, SOCO 201

Motion by Norvell

Second by Gholson

Final Resolution: Motion carries

Aye: Boots, Chavez, Fischthal, Hoffman, O'Connor, Odu, Palma-Sanft, Stiller-Shulman

2. Mesa College

ARTF 231, ARTF 233, DRAM 106

Recommend Approval of ARTF 231, ARTF 233, DRAM 106

Motion by Hoffman

Second by Boots

Final Resolution: Motion carries

Aye: Chavez, Fischthal, Gholson, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman

3. Subject Indicator

Hoffman informed of Mesa's plan for a new subject area indicator: Patient Care Coordinator (PCCR). Mesa is planning to create a new Certificate of Achievements under this indicator. Hoffman will bring the subject indicator next meeting for the council to vote.

V. CIC COMMITTEE REPORT

No report

VI. STANDING REPORTS

A. Educational Services Updates

San Diego Community College District Curriculum and Instructional Council

Topham reported that there might be a change to the extension of the Pass/No Pass deadline. Topham informed the Excused Withdrawal (EW) will continue to be in effect until December 30, 2021.

B. State Academic Senate

No Report

C. Chief Instructional Officers (Chavez, Fischthal, O'Connor, Odu, Topham,)

No report.

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

No report.

VII. ADJOURNMENT

<i>The meeting was adjourned at 3:52 pm</i>
<i>Motion by Gholson</i>
<i>Second by Boots</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Chavez, Fischthal, Hoffman, Norvell, O'Connor, Odu, Palma-Sanft, Stiller-Shulman</i>