

San Diego Community College District Curriculum and Instructional Council

Meeting of September 10, 2015
2:00 PM
District Service Center
1544 Frazee Rd
San Diego CA 92108
First floor Conference Room

Minutes

PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Service & Planning-District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Hess, Shelly	Interim Vice Chancellor, Instructional Services & Planning—District Office
Hopkins, Paulette	Interim Vice Chancellor, Instructional Services & Planning-Miramar
Kilmer, Renee	Interim Vice President, Instructional Services & Planning-City
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle Toni	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Curriculum Chair—Miramar

ABSENT:

Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Meredith, Jasmine	Acting Senior Secretary, Curriculum & Instructional Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum & Instructional Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum & Instructional Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum & Instructional Services—District Office

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Bulger called the meeting to order at 2:04 p.m. Introductions were made.

I. MINUTES AND AGENDA

A. Approval of: May 14, 2015, Minutes (*Action*)

Duane Short advised to correct an incomplete sentence on page seven, “Parker advised if approved today some...” Parker relayed corrections to the minutes:

- Page 5: In the sentence containing UC submissions in brackets, “UC” should be deleted.
- Page 6: The word “associate” requires a “d” at the end.
- Page 6: Insert [District Office of Instruction] before resources.
- Page 6: Change “Fall 2015” to “Fall 2016.”
- Page 6: Replace did not follow with were not knowledgeable about the submission.
- Page 7: Change “August” to “October.”

Recommend Approval of Minutes As Amended

Motion by Short

Second by Parsons

Final Resolution: Motion Carries

Aye: Ellison, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Shelton

Abstained: Kilmer, Hopkins

B. Approval of: September 10, 2015, Agenda (*Action*)

Added to the agenda:

- Walk-ins
 1. FIPT 324D (Miramar)
 2. PERG 110 (Mesa)
- Families (City)

Recommend Approval of Agenda As Amended

Motion by Kilmer

Second by Parsons

Final Resolution: Motion carries

Aye: Ellison, Hopkins, McGrath, Namdar, Norvell, Palma-Sanft,

Parker, Shelton, Short

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

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Recommend Approval of Curriculum

Motion by Norvell

Second by Short

Final Resolution: Motion carries

*Aye: Ellison, Hopkins, Kilmer, McGrath, Namdar, Palma-Sanft,
Parker, Parson, Shelton*

B. Approval of Program Changes

No programs.

C. Approval of Continuing Education Curriculum

Recommend Approval of Continuing Education Curriculum

Motion by Short

Second by Parker

Final Resolution: Motion Carries

*Aye: Ellison, Hopkins, Kilmer, McGrath, Namdar, Norvell, Palma-
Sanft, Parsons, Shelton*

D. Approval of Continuing Education Programs

Recommend Approval of Continuing Education Programs

Motion by Parsons

Second by Norvell

Resolution: Motion Carries

*Aye: Ellison, Hopkins, Kilmer, McGrath, Namdar, Palma-Sanft,
Parker, Shelton, Short*

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E. General Education Approval (*Action*)

Shelly Hess discussed the list of courses tabled during the May 14, 2015 Curriculum and Instructional Council meeting. Hess explained Instructional Services had a few comments about each course in the list. Parker agreed with Hess's comments concerning each course. However, Parker had some questions and comments about a few of the courses that were tabled during the May 2015 meeting.

First, Parker directed the Council's attention to EXSC 124A, EXSC 124B, EXSC 124C, EXSC 124D and EXSC 228B. Parker acknowledged that the effective date cannot be changed for the courses, and wanted to know if there was the possibility of a Spring 2016 effective date. Parker explained because the courses are for activation, they cannot be offered until UCTCA approval is received. Hess explained to Parker that the courses have not been approved by the State Chancellor's Office for Mesa. Parker agreed and clarified her question by asking if there is the possibility to submit for UCTCA approval. Otherwise, Mesa cannot offer the curriculum in the Fall. Hess confirmed that they can submit for UCTCA approval without changing the date.

Second, Parker directed the council's attention to page 4 of the May 2015 tabled curriculum to Music 117, 118 and 119. Parker acknowledged the change in effective date from Fall 2015 to Fall 2016 and inquired about including the date of Spring 2016 to submit for UCTCA approval as well as Transfer GE. Parker explained Mesa must have UCTCA approval prior to submitting for Transfer GE. Parker advised it would be beneficial for the department to have all of the curriculum approved prior to offering the courses in the Fall.

Hess referred to Scott and Radley, for their thoughts on Parker's request. Scott explained the curriculum most likely would not be offered in the Spring. Parker acknowledged the curriculum would not be offered in the Spring. Radley clarified if Mesa was requesting to submit the courses for UC/CSU/IGETC for Spring 2016. Parker offered suggestions to the effective dates to assist with the submissions. McGrath asked Parker about the impact on the Associate Degree for Transfer for Music degree. Parker explained that those particular music courses would not have an impact on the ADT for Music degree.

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Recommend Approval of GE/Transfer Curriculum As Amended

Motion by Parsons

Second by Shelton

Final Resolution: Motion carries

Aye: Ellison, Hopkins, Kilmer, McGrath, Namdar, Norvell, Palma-Sanft, Parker, Short

III. OLD BUSINESS

A. SLOs on Course Outline (*Action*)

Hess explained that Mesa and Miramar agreed to implementation of Student Learning Outcomes (SLOs) on the Course Report, a component of the official course outline of record. During the summer, Hess worked with Governet to begin the implementation process. Hess explained that Miramar's implementation was used as a pilot for SLO implementation. Instructional Services will work with Mesa to begin their implementation process. Hess explained they are waiting for City's decision to participate in the SLO implementation process. Deanna Shelton explained City is currently researching the implementation approach and will relay feedback to the council. Discussion continued.

B. Follow up on Waivers (Palma-Sanft)

Hess explained questions were submitted in 2014 to the State Chancellor's Office legal affairs department regarding course waivers. However, the legal department did not have the resources at the time to respond and advised Hess to resubmit questions in November. Hess added that the State Chancellor's Office is looking at expanding Title 5 in the areas of alternative methods of awarding credit to include additional prior learning experience options. Hess explained the change will provide Instructional Services more flexibility. Bulger continued the discussion by informing the council there are different considerations in regards to higher learning such as various student populations. Bulger advised Instructional Services will provide feedback to the State Chancellor's Office with regards to the different student populations that the San Diego Community College District serves.

Toni Parsons reported the CTE Taskforce recommended looking into higher learning as well. Parsons addressed the problem that students cannot receive degrees because of this matter. Parsons also proposed a resolution of approaching the matter while waiting for feedback. Hess confirmed she is taking part in drafting the Program and Course Approval Handbook (PCAH) to help resolve the issues noted by Parsons. Short suggested the issues and resolutions be discussed in Policies and Procedures subcommittee. Discussion Continued.

IV. NEW BUSINESS

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A. Walk-In Process (*Information*)

Hess discussed some guidelines for walk-ins. Hess advised the council that curriculum forms must be filled out completely. Hess reminded the council to have all of the proper codes in CurricUNET before submitting a proposal or the approval may be delayed. Short and Parker advised that as a courtesy to all three colleges, including faculty, everyone should be made aware of changes in curriculum before they are presented at the meeting as walk-ins. Parsons suggested before any curriculum is brought to a meeting, faculty should seek internal approval with the appropriate college(s). Parsons also suggested that approximately a week prior to Curriculum and Instructional Council meetings, an e-mail be sent out to council members informing them of the walk-in's they can expect. Hess added to Parsons suggestion by requesting that the e-mail be sent to District Instructional Services as well. Discussion Continued.

B. Catalog Production Timeline (*Information*)

Hess explained the timeline shows the 2016-2017 catalog is scheduled to be completed a month earlier than the 2014-2015 catalog completion date.

C. Noncredit Basic Skills (*Information and Discussion*)

Bulger opened the discussion for updates and thoughts about the transitioning of basic skills courses to noncredit courses. Hess explained she is working on the noncredit piece of the PCAH and provided the council with information regarding the application of using noncredit course work as requisites for credit work. Parsons discussed how the limits on units are detrimental to students. Parsons continued the discussion by explaining how transitioning basic skills courses to noncredit courses is a favorable solution. Discussion Continued.

D. Walk Ins

1. FIPT 324D (Miramar)

Short explained FIPT 324D was deactivated in 2014. After deactivating the course, the state changed the curriculum for the FIPT program. Short explained the state made the new curriculum a national standard for students who plan to become officers. Short requested the course be reactivated and would like to offer it in the Spring of 2016 because Miramar plans to send the first class of students under the new program in the Fall.

Recommend Approval for FIPT 324D (Miramar)

Motion by McGrath

Second by Norvell

Final Resolution: Motion Carries

Aye: Ellison, Hopkins, Kilmer, Namdar, Palma-Sanft, Parker, Parsons, Shelton, Short

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2. PERG 110 (Mesa)

Parsons explained Mesa is seeking the approval for UC Transfer for PERG 110.

Recommend Approval for PERG 110 (Mesa)

Motion by Parker

Second by Palma-Sanft

Final Resolution: Motion Carries

*Aye: Ellison, Hopkins, Kilmer, McGrath, Namdar, Norvell,
Parsons, Shelton, Short*

E. Families

- Shelton brought forth an issue proposed by faculty members at City concerning families. Shelton explained faculty are concerned that students' needs may not be completely fulfilled by the assignments. Shelton inquired about how to address this issue and if faculty should change the families or revise some of the courses within the families. Hess explained that due to Title 5 changes Activities and Visual and Performing Arts courses are grouped by courses related in content. Hess explained the process for developing new families. Hess reported the problem of changing families is the impact on students and the need to consult with Student Services. Hess also proposed a meeting with the Discipline Deans to discuss the matter. Parsons stated a strategy of approaching the development of families or courses related in content by how many takes students need in order to be successful in the course is being reviewed by the State Chancellor's Office . Discussion Continued.

II. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess explained there are 36 courses not integrated.

B. CurricUNET Steering Committee (Hess)

Hess reported she will ask the Academic Senate Presidents to send their recommendations for faculty to serve on the task force. Hess is in contact with the president of Governet and reported he has been supportive in addressing the CurricUNET issues.

C. Student Services Council (Neault)

No report.

D. ADT (Bulger)

Bulger reviewed the ADT Tracker. Norvell relayed a few updates on City's behalf to the ADT Tracker. Parsons explained Mesa's Nutrition and Dietetics is in development and is at the CRC level.

E. State Academic Senate

Parsons reported there are 26 recommendations from the Community Colleges Task Force on Workforce, Job Creation and a Strong Economy posted on the Doing What Matters website. The link to the website is http://doingwhatmatters.cccco.edu/Portals/6/docs/SW/2015_08_22%20B

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[OG%20TF%20DRAFT%20report%20v5.pdf](#).)Parsons reported six of the recommendations apply to curriculum and any implementation of those six recommendations will affect curriculum as a whole.

- F. Chief Instructional Officers (Bulger, Ellison, Hopkins, Kilmer, McGrath)
Brian Ellison reported on the Adult Education Block Grant
- G. Articulation Officers (Norvell, Palma-Sanft, Parker)
Parker reported eleven TMC templates are open for review. Parker requested council encourage faculty to review the Computer Science template
- H. C-ID (Norvell, Palma-Sanft, Parker)
Hess reported thirteen ADT Degrees are C-ID approved.
- I. Subcommittees (Bulger)
Hess reported the Policies and Procedures subcommittee will convene soon. Hess and Meredith are in the process of setting up a meeting during the usual meeting time of 1:00 p.m. to 2:00 p.m. prior to the Curriculum and Instructional Council meetings.
- J. ERP Implementation (Bulger)
Hess reported Erica Marrone is working on uploading the catalog and working on the sections.

III. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, September 24, 2015, 2:00-4:00 p.m. at City College, Room R-212. Reminder, the catalog deadline is December 10, 2015. **All new courses, new programs, and program revisions must be approved by CIC, Board of Trustees, CCCCCO, new programs may be subject to WASC, before they may be published in the college catalog.**
- B. Handouts:
 - 1. September 10, 2015, CIC Meeting Agenda
 - 2. Draft Minutes from the May 14, 2015, CIC Meeting
 - 3. Curriculum Summaries
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project

IV. ADJOURNMENT

Bulger adjourned the meeting at 3:33 p.m.