

# San Diego Community College District Curriculum and Instructional Council

Meeting of October 27, 2016  
2:00 PM  
Mesa College  
7250 Mesa College Drive  
San Diego, CA 92111  
LRC 435

## Minutes

### PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Carvajal, Robin	Dean, Allied Health (Proxy for Alder)—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City
Palma-Sanft, Mara	Articulation Officer—Miramar College
Robertson, Charlotta	Articulation Officer—Mesa
Shelton, Deanna	Curriculum Co-Chair—City
Shimazaki, Leslie	Dean, Arts and Languages (Proxy for McGrath)—Mesa
Short, Duane	Curriculum Chair—Miramar

### ABSENT:

Alder, Kate	Vice President of Instruction—Continuing Education
Boots, Jennifer	Curriculum Co-Chair—City
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
Kilmer, Renee	Interim Vice President, Instructional Services—City
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
McGrath, Tim	Vice President, Instructional Services — Mesa
Neault, Lynn	Vice Chancellor, Student Services—District Office
Payne, Desiree	Curriculum Technician, Curriculum Services—District Office

### GUEST:

Estep, Justin	Faculty—Mesa
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### STAFF:

Meredith, Jasmine	Senior Secretary, Curriculum Services—District Office
Radley, Michelle	Curriculum Technician, Curriculum Services—District Office
Scott, Carmen	Curriculum Technician, Curriculum Services—District Office

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Vice Chancellor Bulger called the meeting to order at 2:10 p.m.

## I. MINUTES AND AGENDA

### A. Approval of: September 22, 2016, Minutes (*Action*)

The council reviewed and made an edit to the minutes.

<b><i>Recommend Approval of September 08, 2016 Minutes as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Robertson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Namdar, Palma-Sanft, Shelton</i>
<i>Abstained: Carvajal, Shimazaki</i>

### B. Approval of October 27, 2016, Meeting Agenda (*Action*)

Short requested to add ADJU 361M as a walk-in under New Business. Hess requested to table the Policy Change: Walk-In Process and Report on Discipline Deans for the November 10, 2016 meeting.

<b><i>Recommend Approval of Agenda</i></b>
<i>Motion by Short</i>
<i>Second by Shelton</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Gustin, Namdar, Palma-Sanft, Robertson, Shimazaki</i>

## II. CURRICULUM REVIEW/APPROVAL

### A. Approval of Curriculum (*Action*)

Gustin requested to pull ANTH 120 from the consent agenda for discussion.

<b><i>Recommend Approval of Curriculum Review</i></b>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

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B. Approval of Program Changes (*Action*)

<b><i>Recommend Approval of Program Review</i></b>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

Gustin explained that there was a typo in the ANTH 120 course description. Scott reported that she will correct the error.

<b><i>Recommend Approval of Anthropology 120 as Amended</i></b>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

C. Approval of Upper Division Curriculum (*Action*)

*No upper division curriculum.*

D. Approval of Upper Division Program Changes (*Action*)

*No upper division program changes.*

E. Approval of Continuing Education Curriculum (*Action*)

<b><i>Recommend Approval of Continuing Education Curriculum</i></b>
<i>Motion by Short</i>
<i>Second by Shelton</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Gustin, Namdar, Palma-Sanft, Robertson, Shimazaki</i>

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## F. Approval of Continuing Education Programs (*Action*)

<i>Recommend Approval of Continuing Education Programs</i>
<i>Motion by Short</i>
<i>Second by Gustin</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

## G. General Education/Transferability Actions (Information)

Hess explained the General Education (G.E.)/ Transferability Actions is proposed for G.E., CSU G.E., and Intersegmental General Education Transfer Curriculum (IGETC). The G.E./Transferability Actions will be brought back to the November 10, 2016 meeting for a vote. Discussion continued.

### III. OLD BUSINESS

#### A. Administrative Procedures

The council discussed the issues regarding the following Administrative Procedures that were pulled from the October 13, 2016 virtual vote:

- AP 5019 – Instructional Program Review
  - Short explained that Miramar College has a collection of certificates and degrees that are categorized in the catalog. Instructional Program Review is done on the collection rather than for each individual certificate and degree.
  - Short further explained that at Miramar, there is a divide between how Instructional Program Review is defined. Short reported that Miramar’s Academic Senate arrived at the following definition:
    - “For the purposes of this procedure, a program shall be defined as an organized sequence of courses leading to a defined objective (a degree, a certificate, a diploma, a license or transfer).”
  - Short announced that it is important to establish the definition of a program for purposes of instructional program review before the procedure is submitted for approval. He mentioned that the word “program” may be interpreted differently by the state and the District.
  - The council agreed to revert back to the old definition of Instructional Program Review which reads as follows:
    - “For the purposes of this procedure, a program shall be defined as a field of study with one or more related certificates and degrees.”
  - Short made clear before a motion was made that he is voting on behalf of Miramar’s Academic Senate

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<i>Recommend Approval of Administrative Procedure 5019 – Instructional Program Review as Amended</i>
<i>Motion by Gustin</i>
<i>Second by Shimazaki</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Palma-Sanft, Robertson, Shelton</i>
<i>Opposed: Short</i>

- AP 5020 – Curriculum Development
  - The council made the following changes to AP 5050
    - Under both the development of credit and non-credit curriculum approval processes, the council established the following language:
      - “Submission to the California Community Colleges Chancellor’s Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook.”
    - The council agreed upon the following language pertaining to curriculum under both credit and non-credit sections of the procedure:
      - “Faculty (contract and adjunct) may initiate curriculum proposals.”
      - “Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.”
    - To make the definitions general for accreditation, the council agreed to add in the procedure a reference to the current Accreditation Substantive Change Manual.

<i>Recommend Approval of Administrative Procedure 5020 – Curriculum Development as Amended</i>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Gustin, Namdar, Robertson, Shelton, Shimazaki</i>

- AP 5050 – Articulation
  - Short reported there were no substantial changes to AP 5050. He explained the minor grammar changes were made to clarify the language in the procedure.

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<b><i>Recommend Approval of Continuing Education Programs</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Gustin, Namdar, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

- AP 5102 – Career Technical Education Programs
  - Short reported Miramar’s Academic Senate suggested to use the language from Title 5 in the procedure.

<b><i>Recommend Approval of Continuing Education Programs</i></b>
<i>Motion by Gustin</i>
<i>Second by Short</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Norvell, Palma-Sanft, Robertson, Shelton, Shimazaki</i>

Palma-Sanft made a suggestion to the council to consider eliminating virtual voting of the policies and procedures in the future due, due to the difficulty of capturing the different recommendations and edits provided by each college.

### B. BP 5102 – Career and Technical Education Programs (Information)

Hess reported that after review of BP 5102 at the Chancellor’s Cabinet and District Governance Council, it was agreed upon to remove the third paragraph of the policy because it was identical to the first paragraph of the policy. The difference between the two paragraphs is that the first paragraph contains the reporting disclosure while the third paragraph did not.

### C. ACCHC Degree and Certificate Approval Delays (Information)

Short reported the average time for degree and certificate approval by the state has lengthened. Gustin discussed the following:

- Gustin reported that at the regional curriculum meeting, there was discussion to unlink C-ID approval from the Associate Degrees for Transfer (ADT). She explained that if the ADTs have been sitting for 60 days due to courses that have C-ID, the C-ID will be moved forward. She mentioned the issue is that there are not enough reviewers at the CSU level to review the courses.
- Gustin also reported that the state is gathering information to help streamline the approval process:
  - There was discussion of sending a team from the state to the different regions
- Gustin reported the following on how Mesa is looking for ways to streamline the approval process:

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- Provide training to faculty: Some faculty are unaware that they have to go through Region 10 and that there are different narratives for the Associate Degrees.
- Gustin mentioned the issue of courses are taken out of programs and therefore the programs have to go through the approval process again.
- Gustin sought the recommendation from City and Miramar on how their campuses are streamlining the approval process:
  - Norvell suggested that Advisory Boards be in place that will help keep communication open and clear between faculty and deans about the approval delays.
  - City, Mesa and Continuing Education reported that their personnel staff are tasked with different assignments and are unable to keep track of the degrees and certificates that are delayed at the state level.
  - Short clarified that his list only reflects programs held at the state level and that the delay includes programs that are licensing requirements.
  - The council agreed that one solution is to invest in more personnel at each campus to help keep track of what degrees and certificates are being held back at the state level.
  - The council agreed to bring back the topic to the November 10, 2016 meeting.

### D. BP 5030/AP 5105 (Information)

Hess mentioned that the four methods of online instruction were removed from AP 5105 to reduce confusion of what Distance Education is. She also mentioned that both the state Academic and Classified senates use participatory governance. She reported the State Classified Senate reached a resolution to use participatory governance versus shared governance.

### E. Regulation Change: Online Designator for Course Materials (Information)

The council reviewed Senate Bill Number 1359. Hess paraphrased the bill and mentioned that the bill spells out specified actions by requesting publishers to send a list of all products they sell to faculty and administrators. The bill requires Community Colleges, CSU's and UC's to identify in online schedules courses that exclusively use digital course materials in order to communicate to students that course materials for these courses are free of charge. Discussion continued.

### F. Proposed Modifications of District Graduation Requirements 4 and 5 (Information)

Short explained he brought the proposal to CIC last semester. He reported the proposal is to take the current District requirements 4 and 5 and combine them into one general requirement that will be called Life Long Wellness Education. He explained the new requirement will still be worth 4 units. City and Mesa will take the proposal to their Academic Senates.

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## IV. NEW BUSINESS

### A. New Designator: Radiologic Technology Advanced Modalities (RTAM)

Gustin reported that RTAM is an extension of the sonogram program that was introduced at the September 22, 2016 meeting. She explained that the new designator is to help students receive a certificate for employment at a higher level in the sonogram program. Miramar and City reported they will take the new designator back to their CRCs.

### B. Walk-Ins

#### a. ADJU 361M (Miramar)

Short explained ADJU 361M is needed for a training requirement by the sheriff's department. He requested the course be approved for spring 2017.

<i>Recommend Approval of ADJU 361M</i>
<i>Motion by Gustin</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Carvajal, Namdar, Norvell, Palma-Sanft, Robertson, Shelton</i>

## I. STANDING REPORTS

### A. Curriculum Updating Project (Hess)

No report.

### B. CurricUNET Steering Committee (Hess)

No report.

### C. Student Services Council (Neault)

No Report.

### D. State Academic Senate

Shelton reported she attended a meeting in Costa Mesa. Discussion continued.

### E. Chief Instructional Officers (Bulger, Matthew, Hopkins, Kilmer, McGrath)

No Report.



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## F. Articulation Officers (Norvell, Palma-Sanft, Robertson)

Palma-Sanft reported that at the SCIAC meeting, the new C-ID Director informed members that the C-ID MATH 110 descriptor is going out for vetting again. Discussion continued.

## G. ADT/C-ID (Norvell, Palma-Sanft, Parker)

No Report.

## H. Subcommittees (Bulger)

No Report.

## I. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be on Thursday, November 10, 2016 at the District Office Conference Room 220.

**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.**

### A. Handouts:

1. September 22, 2016, CIC Meeting Agenda
2. Draft Minutes from the September 08, 2016 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

## III. ADJOURNMENT

Hess adjourned the meeting at 3:45 p.m.