

# San Diego Community College District Curriculum and Instructional Council

Meeting of February 23, 2017  
2:00 PM  
District Office  
Conference Room 220

## Minutes

### PRESENT:

Bulger, Stephanie	Vice Chancellor, Instructional Services—District Office
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar College
Kilmer, Renee	Interim Vice President, Instructional Services—City College
Namdar, Donna	Curriculum Chair—Continuing Education
Norvell, Elizabeth	Articulation Officer—City College
Palma-Sanft, Mara	Articulation Officer—Miramar College
Shelton, Deanna	Curriculum Co-Chair—City College
Short, Duane	Curriculum Chair—Miramar College

### ABSENT:

Alder, Kate	Vice President of Instruction—Continuing Education
Boots, Jennifer	Curriculum Co-Chair—City College
Marrone, Erica	Curriculum Analyst, Curriculum Services—District Office
McGrath, Tim	Vice President, Instructional Services — Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parker, Juliette	Articulation Officer— Mesa College

### 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: February 9, 2017 Minutes (*Action*)

The council reviewed and approved the February 9, 2017 minutes.

<b><i>Recommend Approval of February 9, 2017 Minutes</i></b>
<i>Motion by Short</i>
<i>Second by Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, Kilmer, Namdar, Palma-Sanft, Shelton</i>

### B. Approval of the February 23, 2017, Meeting Agenda (*Action*)

<b><i>Recommend Approval of the February 23, 2017 Meeting Agenda</i></b>
<i>Motion by Short</i>
<i>Second by Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Gustin, Hopkins, Kilmer, Namdar, Norvell, Shelton</i>

## II. CURRICULUM REVIEW/APPROVAL

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

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

### B. Approval of Program Changes (*Action*)

*No program changes*

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

*No upper division curriculum*

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

*No upper division programs*

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

*No Continuing Education curriculum*

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

*No Continuing Education programs*

### III. OLD BUSINESS

#### A. Proposed Modification to District Requirements 4 and 5 (Miramar)

Short reported that the proposed modification to District requirements 4 and 5 were discussed and voted on by Miramar's and Mesa's Curriculum Review Committees (CRC). Shelton and Norvell reported that the topic was discussed at a past City Academic Senate meeting and will request to add the proposed modification to a future City CRC meeting agenda for a vote.

Short briefly highlighted the reasons for the proposed modification:

- Allows more flexibility by broadening how students can fulfill the Physical Education requirement
- The definition of health and wellness is more broad than physical activity; should include nutrition and others
- Align with Area E of the CSU General Education (G.E.) requirements

He explained that Miramar received input from the Exercise Science department to help with the proposal.

Kilmer mentioned that the proposal may harm the Exercise Science Program. Gustin reported that Mesa voted against the proposed modification for the following reasons:

- The Exercise Science faculty reasoned that Health 101 is a broad course with many topics and does not match the scope of an introductory course
- Enrollment Impacts
- Many Career Technical Education (CTE) programs follow the District Requirements pattern. However, not all students need to be on the California State University (CSU) G.E. pattern according to counselors.

The topic will be brought back to a future meeting as an action item.

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## B. TAGA to FILI Course Conversion (Miramar)

Short reported that three or four courses have been on hold at the CIC level for more than a year. He is waiting for a list of impacts the conversion may have on City's and Mesa's programs to move forward with the conversion from TAGA to FILI. He mentioned that the impacts are complete at Miramar.

## C. TOP Code Alignment Project (Information)

Bulger reported that the San Diego Community College District (SDCCD) volunteered to be part of the Code Alignment Pilot Project to develop a model that will better align Taxonomy of Program (TOP) codes, Classification of Instructional Program (CIP) codes, Standard Occupational Codes (SOC) and SAM codes to curriculum and jobs. The pilot project will begin with select CTE programs such as Business, Accounting, and Business Information Systems.

Bulger shared the following:

- The first meeting regarding the TOP Code alignment will be in April.
  - All-day meeting involving the Academic Senate, deans, faculty and a representative from CTE Data Unlocked
  - There will be an orientation webinar before the first meeting
  - The focus of the meeting is to clean-up TOP codes and align them to the right jobs

Hess shared that faculty are involved to help determine whether or not TOP or SAM codes need to be changed. If so, the changed codes will have to go through the curriculum process. She will send a list of TOP codes that need expansion to WestEd.

Bulger mentioned the project is related to curriculum changes, such as the local approval streamline efforts. She shared information about the State's efforts to grant colleges local approval to the Chancellor's Cabinet. As a result, she was tasked with drafting a memo that will review the curriculum approval process. The council discussed the possibility of expanding local approval to include programs, Associate Degrees for Transfer (ADTs) and non-credit.

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## IV. NEW BUSINESS

### A. Target Audience Statement for Public Safety Courses (Information)

Hess shared that Administration of Justice (ADJU) and Fire Protection (FIPT) courses are delayed for approval due to the language in the Target Audience section of the course outline of record (COR). She reported that the use of “intended for” is considered as exclusionary language by the State Chancellor’s Office. She recommended eliminating the Target Audience Statement from the ADJU and FIPT courses. She mentioned the idea of eliminating the Target Audience Statement from all CORs in the future.

### B. Proposed Oceanography (OCEA) Subject Area (Miramar)

Short reported that PHYN 120–The Oceans (offered at Mesa and Miramar) is difficult for students to find while searching for the class because it is under Physical Science, not Oceanography, according to Miramar faculty. Therefore, Miramar would like to create the new subject area, OCEA. PHYN 120 will be listed under OCEA once it is approved. He shared that Miramar approved of the new subject area and requested that City and Mesa discuss the proposed subject area with their CRCs.

## 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

No Report; Short and Palma-Sanft mentioned that they were not appointed to the Higher Learning Assessment Group.

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

CIO Conference is in April 2017

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

The officers will bring back information at the next meeting.

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

No Report.

## H. Subcommittees (Bulger)

Hess reported that the new Administrative Procedures are posted on the District's website. The subcommittee is currently working on Phase II policies and procedures.

## I. ERP Implementation (Bulger)

No Report.

## II. ANNOUNCEMENTS

The next meeting will be: Thursday, March 9, 2017 at the District Office in 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. February 23, 2017, CIC Meeting Agenda
2. Draft Minutes from the February 9, 2017 CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

## III. ADJOURNMENT

Bulger adjourned the meeting at 3:00 p.m.