

San Diego Community College District Curriculum and Instructional Council

Meeting of March 10, 2016
2:00 PM
District Office
3375 Camino Del Rio S.
San Diego CA 92108
Conference Room 220

Minutes

PRESENT:

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

ABSENT:

Kilmer, Renee	Interim Vice President, Instructional Services—City
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Matthew, Esther	Interim Vice President, Instruction and Student Services, Continuing Education
Neault, Lynn	Vice Chancellor, Student Services—District Office
Parsons, Michelle Toni	Curriculum Chair—Mesa

STAFF:

Meredith, Jasmine	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

San Diego Community College District Curriculum and Instructional Council

Stephanie Bulger called the meeting to order at 2:03 p.m.

I. MINUTES AND AGENDA

- A. Approval of: February 25, 2016, Minutes (*Action*)

The minutes were tabled for the March 24, 2016 meeting.

- B. Approval of March 10, 2016, Meeting Agenda (*Action*)

<i>Recommend Approval of Agenda as Amended</i>
<i>Motion by Short</i>
<i>Second by McGrath</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Parker, Shelton</i>

II. CURRICULUM REVIEW/APPROVAL

- A. Approval of Curriculum (*Action*)

ARTF 125 was pulled from the consent agenda by Parker. She explained ARTF 125 is proposed for Distance Education (D.E.) and requested an earlier effective date of summer 2016.

<i>Recommend Approval of ARTF 125 for Distance Education and Effective Date Summer 2016</i>
<i>Motion by McGrath</i>
<i>Second by Parker</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Shelton, Short</i>

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

No curriculum program changes.

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

No upper division curriculum.

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

No upper division program changes.

San Diego Community College District Curriculum and Instructional Council

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. Active Not Offered (Information)

Hess reported no update to the report. Short reported the following on behalf of Miramar:

- Every department that offers a course on the list has been contacted.
- For most courses on the list, a decision has been made to either deactivate or begin offering the course.
- Some courses on the list are under discussion by the department and so a decision has not yet been made on those.
- One certificate is to be deactivated.
- Will provide more specifics as progress is made.

B. Subject Area Title Change—Chicana and Chicano Studies

Shelton reported faculty approved of the subject area title change at City. Hess reported Parsons mentioned she will bring the Chicana and Chicano Studies title change to Mesa's Curriculum Review Committee (CRC).

IV. NEW BUSINESS

A. Impact of Program Approval Delays (Information)

Short prepared a document showing the degree and certificate approval delays at Miramar College. He explained the average wait time between CIC approval and approval to be placed in the catalog is six and a half months. He reported where the delays are impacting students and suggested to use the document as an example in discussions at the state level.

McGrath recommended presenting the document at Plenary in April. He also suggested to request the Chief Instructional Officer of Region 10 add Short's document to the presentation. Bulger encouraged City and Mesa to generate a report for their campus. Then reports at each campus could be consolidated into one document to be presented at Plenary.

San Diego Community College District Curriculum and Instructional Council

B. Robert's Rules of Order (Information/Discussion)

Bulger explained she would like to have professional development in regards to Robert's Rules of Order. She plans to have a professional discuss and explain the rules of order to the council in April. McGrath suggested the council work on how to approach controversial issues and to set a protocol that will fairly allow each member to speak.

C. Experimental Courses (Information/Discussion)

Hess reported experimental courses are eligible to be offered three times. After the third offering, some experimental courses are still active in CurricUNET. Hess mentioned she will bring a list of experimental courses that need to be deactivated to the next CIC meeting. She gave the council the option to vote at the next CIC meeting to deactivate the courses on the list administratively (at the District) or to have members take the list back to their campuses for faculty to review and to deactivate the courses themselves. The council unanimously voted to have the courses deactivated administratively.

D. Approval Flow in CurricUNET (Discussion)

Shelton inquired about how the flow of program approvals was established in CurricUNET. She expressed her concern about the campuses not being able to see program impactions before they reach the CRC level. She requested an explanation of how to see in CurricUNET where the program has changes and the impacts the changes may bring. Shelton inquired about a way for the campuses to communicate the changes and program impactions before reaching the CRC level.

Short recommended Shelton's requests are brought to the CurricUNET Steering Committee for further discussion. Bulger agreed and requested the committee bring back changes. A vote may take place if the changes require action.

E. Subject Area Change: ARTD to GRFX

Short explained Miramar's ARTD (Art-Digital Media) courses focuses on production for career technical purposes rather than artistic and conceptual ideas studied in ARTG (Art-Graphic Design). He reported that the faculty at Miramar would like to change the designator from ARTD to GRFX (Graphics). He explained ARTD is only offered at Miramar and this change was approved at Miramar's CRC.

Shelton expressed concern about the designator change possibly causing students and faculty to think there are changes in content. Bulger continued from Shelton's discussion by clarifying that the designator change could have perception challenges. Bulger suggested a clear process for name changes be established at CIC meetings. Hess displayed the existing process and explained

San Diego Community College District Curriculum and Instructional Council

that it does not have a role for CIC.

McGrath opined that with the designator change, a clear explanation of the differences between ARTG and GRFX will be established. This way, students will understand that ARTG courses study the creative aspect of art and are for transfer and GRFX courses are career technical preparation courses.

The council agreed that City and Mesa will add the change as an F.Y.I. item on their CRC agendas.

F. Walk-Ins

RADT 249 – Mesa

Parker explained RADT 249 had a title change to add “Digital” to the title for accreditation. She explained Mesa is requesting an effective date of fall 2016.

Recommend Approval of RADT 249

Motion by McGrath

Second by Parker

Final Resolution: Motion carries

Aye: Hopkins, Namdar, Norvell, Palma-Sanft, Shelton, Short

PSYC 258 – City

Norvell explained PSYC 258 was changed for re-submission to C-ID. She reported all three campuses saw the change at their CRC meetings.

AGRI 107, 114, 125; Sustainable Urban Agriculture Associate – City

Norvell explained AGRI 107, 114, and 125 are all for C-ID and Agriculture ADT. She explained the courses were created over the summer and a new faculty member requested a few changes be made. Norvell requested an effective date for fall 2016. She explained the following:

- All three courses had number changes
- A unit change on AGRI 107
- Unit Configuration Changes on AGRI 114 and AGRI 125

Recommend Approval of AGRI 107, AGRI 114 and AGRI 125 with program impactions on Sustainable Urban Agriculture Associate Degree, Urban Farming Professional Certificate of Achievement, and Urban Gardening Certificate of Achievement

Motion by McGrath

Second by Hopkins

Final Resolution: Motion carries

Aye: Namdar, Norvell, Palma-Sanft, Parker, Shelton, Short

San Diego Community College District Curriculum and Instructional Council

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. ADT (Bulger)

Hess reported the new ADT's were released on February 1, 2016. She reported submission of programs is not allowed until the programs have C-ID approval. Discussion continued.

E. State Academic Senate

Shelton gave a list of academic meeting dates.

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

No Report.

G. Articulation Officers (Norvell, Palma-Sanft, Parker)

Parker reported Articulation conference is in April.

H. C-ID (Norvell, Palma-Sanft, Parker)

Palma-Sanft requested the wait time of C-ID approval be included in the presentation alongside program delay impactations presentation at Plenary in April.

I. Subcommittees (Bulger)

No Report.

J. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

San Diego Community College District Curriculum and Instructional Council

- A. The next meeting will be held Thursday, March 24, 2016, 2:00-4:00 p.m. at the District Office Conference Room 220.
- B. **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.**
- C. Handouts:
 - 1. March 10, 2016, CIC Meeting Agenda
 - 2. Draft Minutes from the February 25, 2016 CIC Meeting
 - 3. Curriculum Summaries
 - 4. Curriculum Updating Project
 - 5. TMC Tracker
 - 6. SDCCD C-ID Project

III. ADJOURNMENT

Bulger adjourned the meeting at 3:27 p.m.