

# San Diego Community College District Curriculum and Instructional Council

Meeting of September 22, 2016  
2:00 PM  
City College 1313 Park  
Boulevard  
San Diego, CA 92101  
LRC R-212

## Minutes

### **PRESENT:**

Boots, Jennifer	Curriculum Co-Chair—City
Bulger, Stephanie	Vice Chancellor, Instructional Service—District Office
Hopkins, Paulette	Interim Vice President, Instructional Services—Miramar
Kilmer, Renee	Interim Vice President, Instructional Services—City
Kinney, Chris	Faculty (Proxy for Paula Gustin)—Mesa College
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
Short, Duane	Curriculum Chair—Miramar

### **ABSENT:**

Alder, Kate	Vice President of Instruction—Continuing Education
Gustin, Paula	Curriculum Chair—Mesa College
Hess, Shelly	Dean, Curriculum Services—District Office
Marrone, Erica	Curriculum Analyst, Curriculum Analyst—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

### **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 08, 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 Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Hopkins, Kilmer, Namdar, Norvell, Robertson, Palma-Sanft Shelton</i>
<i>Abstained: Boots, Kinney</i>

### B. Approval of September 22, 2016, Meeting Agenda (*Action*)

<b><i>Recommend Approval of Agenda</i></b>
<i>Motion by Short</i>
<i>Second by Robertson</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Kilmer, Kinney, Namdar, Norvell, Palma-Sanft, 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 Norvell</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Kilmer, Kinney, Namdar, Robertson, Palma- Sanft, Shelton</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 Palma-Sanft</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Kilmer, Kinney, Namdar, Norvell, Robertson, Shelton</i>

Short pulled the Studio Arts Associate of Science program revision for discussion. He clarified that Studio Arts is an Associate of Arts Degree not an Associate of Science Degree.

<b><i>Recommend Approval of the Change from Studio Arts Associate of Science to Studio Arts Associate of Arts</i></b>
<i>Motion by Short</i>
<i>Second by Kilmer</i>
<i>Final Resolution: Motion carries</i>
<i>Aye: Boots, Hopkins, Kinney, Namdar, Norvell, Palma-Sanft, Robertson, Shelton</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*)

*No Continuing Education curriculum.*

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

*No Continuing Education programs.*

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## III. OLD BUSINESS

### A. New Course Designator: Diagnostic Medical Sonography (DMSG) (Information/Discussion)

Kinney reported that Mesa is developing a new program through Ultrasound. She explained that the designator, DMS, is used nationally and that she added the “G” at the end of DMS to indicate that the program is Sonography. Short and Norvell reported that Miramar and City, respectively, did not have any objections against the new designator. Bulger stated Mesa is approved to move forward with the new designator.

### B. Policies and Procedures Update

Vice Chancellor Bulger announced that there will be a tentative virtual vote to approve or disapprove the accreditation-related Board Policies on October 10, 2016. Shelton reported the following:

- City’s Academic Senate will introduce the accreditation-related Board Policies at the September 26, 2016 Academic Senate meeting.
- City’s Academic Senate will review and vote on the policies at the October 10, 2016 Academic Senate Meeting.
- City’s Curriculum Review Committee (CRC) will give feedback on accreditation-related policies and procedures at the October 5, 2016 CRC meeting.

Kinney reported the following:

- Mesa will introduce the accreditation-related policies and procedures at the September 26, 2016 Academic Senate meeting.
- Mesa’s Academic Senate will review and vote on the accreditation-related policies and procedures at the October 10, 2016 Academic Senate meeting.

Short reported the following:

Miramar’s Academic Senate provided the following feedback on the accreditation-related Board Policies:

- BP 5020 Curriculum Development
  - The word “vocational” was initially removed from Roman numeral IV: “Consideration of job market and other related information for justification of ~~vocational and occupational career~~ and technical education degrees and certificates.” However, it was requested that it be added back in to read as follows:

“Consideration of job market and other related information for justification of vocational ~~and occupational~~ career and technical education degrees and certificates.”

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- BP 5050 Articulation
  - Short explained the articulation policy combines two different uses of the term “articulation:”
    - Articulation coming from high schools and Continuing Education.
    - Articulation related to course work that is articulated from the community colleges to universities.
  - He reported that the Policies and Procedures Subcommittee is creating a new academic procedure for Credit by Examination that will reflect how incoming articulation from high schools and Continuing Education is handled.
  - Short mentioned that Hess provided the subcommittee with the option of eliminating the beginning portion of the policy. The revised policy reads as follows:
    - “The District Chancellor or designee shall establish procedures to support and facilitate the articulation of San Diego Community College District Colleges’ curricula to baccalaureate-granting institutions, which are appropriate and advantageous to students.”
    - Short reported the revised statement was reviewed and approved by Miramar’s CRC and Academic Senate.
- BP 5102 Career and Technical Education Programs
  - Short reported there was only a grammar change to the policy.
  - Short mentioned there was discussion at Miramar about whether or not virtual voting is allowable under the Brown Act.

The council discussed the following about BP 5030 Academic Freedom:

- Shelton reported City’s Academic Senate is continuing their research of the evolution from “shared governance” to “participatory governance.”
  - Short reported that Hess, too, researched the change of the terms in the state-wide academic site and reported that participatory is frequently used.
  - Kilmer explained the word “shared” is not in the legislation and that the word “participatory” grew over the years and was taken on and used since.
  - Bulger mentioned that resources to research the change from “shared governance” to “participatory governance” will be sent to the council.
- Shelton reported that there is no mention of administrators in the policy.
  - Bulger mentioned that the policy will be brought back to the October 27, 2016 CIC meeting for discussion.

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## IV. NEW BUSINESS

A. There were no New Business items that were discussed at the meeting.

## I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Norvell reported there are deactivation proposals or revision proposals for outstanding courses at City College.

B. CurricUNET Steering Committee (Hess)

Hess reported the committee is re-scheduling a meeting.

C. Student Services Council (Neault)

No Report.

D. State Academic Senate

The Curriculum Regional Meeting will be on Saturday, October 22, 2016 at Mt. Sac.

Bulger reported that there is a new grade for non-credit courses: S.P.—Satisfactory Progress. The new grade was approved by the Board. She explained this is a significant change for Continuing Education. The topic will be brought back for discussion at the October 27, 2016 CIC meeting.

Bulger also reported that there is a regulation change regarding how textbooks and materials are mentioned in the online schedules. She explained the designators for the materials will be used in the next term.

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

No Report.

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

Robertson reported she attended the new Articulation Officer training in Sacramento.

The Regional Articulation Meeting for Intersegmental General Education Transfer Curriculum will be in October.

## 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 at virtual meeting on Thursday, October 13, 2016.

**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

Bulger adjourned the meeting at 2:50 p.m.