

San Diego Community College District Curriculum and Instructional Council

Meeting of September 24, 2015
2:00 PM
Learning Resource Center-City
College
1313 Park Boulevard
San Diego, CA 92101

Room R-212

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
Kilmer, Renee	Interim Vice President, Instructional Services—City
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:

Ellison, Brian	Vice President Instruction and Student Services, Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
McGrath, Tim	Vice President Instructional Services, Mesa College
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Meredith, Jasmine	Acting Senior Secretary, 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

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

I. MINUTES AND AGENDA

A. Approval of: September 10, 2015, Minutes (*Action*)

Deanna Shelton asked Shelly Hess for clarification about the process for developing new families. Hess explained the process would be the same as the original process. Hess, the Discipline Dean, and faculty leaders would meet to discuss the new families and make recommendations. There were no changes to the minutes.

(Palma-Sanft joined the meeting at 2:06 p.m.)

Recommend Approval of Minutes

Motion by Parsons

Second by Hopkins

Final Resolution: Motion Carries

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

B. Approval of: September 24, 2015, Meeting Agenda (*Action*)

Added to the agenda:

Walk ins

- 1) RTVF 111 (City College)
- 2) RTVF 115 (City College)
- 3) RTVF 161 (City College)
- 4) RTVF 162 (City College)
- 5) RTVF 174 (City College)
- 6) RTVF 175 (City College)

Recommend Approval of Agenda As Amended

Motion by Parsons

Second by Norvell

Final Resolution: Motion carries

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

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Recommend Approval of Curriculum

Motion by Short

Second by Norvell

Final Resolution: Motion carries

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

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes

No programs.

C. Approval of Continuing Education Curriculum

No Continuing Education Curriculum.

D. Approval of Continuing Education Programs

No Continuing Education Programs.

III. OLD BUSINESS

A. Walk-in Process (*Information*)

Parsons suggested the change from “Loss of Articulation” to Articulation/Transfer under the “Justification” heading. Parsons explained that sometimes the need for a course to be walked in is due to a gain in articulation. Short recommended making the same change in the deadline section. Hess stated the Walk-In Process Guidelines will be brought back to the next Curriculum and Instructional Council (CIC) meeting with updates and as an action item.

B. Noncredit/Basic Skills (*Information*)

Bulger explained since the last (CIC) meeting, the District Governance Council (DGC) met to discuss Noncredit and Basic Skills. Bulger reported that the Academic Senate Representatives were asked to discuss basic skills within the areas of their colleges and to bring back their recommendations how to structure a coordinated discussion about noncredit and basic skills. Bulger also reported that she will be leading the discussions about basic skills district-wide. Short wanted to clarify that the meetings concerning basic skills will not involve curriculum but only the academic senate. Bulger advised Short that initial discussions regarding basic skills will not involve curriculum and that she will provide the dates and times of the basic skills meetings. Discussion continued.

C. Families (*Information*)

Bulger informed the council that Hess will work with faculty individually to address the issues concerning families. Hess clarified that she will be working with faculty as well as the Discipline Deans. Hess explained the criteria for assigning courses to families traces back to the guidelines that were sent by the State Chancellor’s Office. Hess advised Shelton that these guidelines will be provided to the faculty and Discipline Deans when they meet. Renee Kilmer requested the guidelines from the State Chancellor’s Office be explained to the

San Diego Community College District Curriculum and Instructional Council

Curriculum Council. Hess stated that she will provide a bulleted list of the guidelines at the next CIC meeting. Shelton explained some of the new courses that are developed do not fit into an existing family; therefore, new families need to be created. Many faculty do not understand the process that should be used to develop a new family. Discussion continued.

IV. NEW BUSINESS

A. Walk-Ins (*Action*)

1. RTVF 111 (City)
2. RTVF 115 (City)
3. RTVF 161 (City)
4. RTVF 162 (City)
5. RTVF 174 (City)
6. RTVF 175 (City)

Kilmer explained to the council that these are existing courses. She brought the courses before the council to inform the members that she is going to offer the courses online. Shelton explained they would like to offer the courses online in the spring semester and that the proposals for the courses were recently received by the CRC. Short wanted to clarify that distance education courses do not need Curriculum Council approval. Short noted it is courteous to bring those courses before the council so they are aware of what the colleges are offering online. Elizabeth Norvell informed the council that RTVF 162 is in the process of receiving IGETC and CSU approval and is already UCTCA approved. Norvell explained if a student takes RTVF 162 in the Spring, the student will not receive IGETC/UC/CSU general education. Discussion continued.

Recommend Approval of Curriculum: RTVF 111, 115, 161, 162, 174, 175

Motion by Short

Second by Parsons

Final Resolution: Motion carries

Aye: Hopkins, Kilmer, Namdar, Norvell, Palma-Sanft, Parker, Shelton

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

Hess reported there were no changes to the report, only updates from the September 10, 2015 meeting

B. CurricUNET Steering Committee (Hess)

San Diego Community College District Curriculum and Instructional Council

Hess reported there are no updates and that she is in the process of scheduling a meeting with the committee. Norvell explained she is having an issue with course reports and would like to get a diagram of what the CR is and what it is supposed to be. Norvell reported she frequently is asked questions about the course report. Norvell stated she would like to schedule a meeting and resolve this issue soon. Shelton and Short had a list of questions concerning the course reports in CurricUNET they wanted to share with Hess. Bulger advised the council that Hess will bring back a comprehensive list of questions and concerns. Discussion continued.

C. Student Services Council (Neault)

No report.

D. ADT (Bulger)

Bulger reported that there were no changes to the Associate Degree Tracker (ADT) report, only updates from the September 10, 2015 meeting. Norvell requested a change be made to the ADT report. Norvell requested to change the Agriculture Animal Science to 'TOP Code Not Applicable' and change Agriculture Plant Science to 'In Development.'

Parsons reported that Mesa is still working on their Music degree. Parsons also reported Mesa received disapproval from the [National Organization] about the Music degree being awarded within 120 units. Parker stated the Music degree does not fit the ADT model because it is not a degree with a guarantee because most universities require auditions before students are admitted to their music programs.

Hess advised the council that the State Chancellor's Office does not want the colleges to deactivate their degrees and are willing to work with the colleges to resolve issues concerning ADT's. Hess reported the State Chancellor's Office will not release any new templates in September 2015. Hess also explained that the State Chancellor's Office may release the Area of Emphasis in October 2015. Palma-Sanft wanted to clarify if the Area of Emphasis is optional. Hess explained that the Area of Emphasis is required for SB 440, and the two in development are supposed to be assigned new TOP Codes. Therefore, the colleges will not be required to develop these programs. Discussion continued.

E. State Academic Senate

Bulger deferred to the Curriculum Chairs. Parsons requested clarification about Certificates of Achievements being CTE only. Parsons explained that Certificates of Achievement have been sent back due to them not being CTE. Short replied that he may have the form the state sent when they informed colleges they had to

San Diego Community College District Curriculum and Instructional Council

create Certificates of Achievement for transfer G.E. patterns. Hess advised the council she will seek clarification regarding the CTA for transfer.

- F. Chief Instructional Officers (Bulger, Ellison, Hopkins, Kilmer, McGrath)
No Report.

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

Parker reminded the council that 11 TMC templates were sent to the colleges for review. Discussion continued.

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

Hess referred to the SDCCD C-ID Project handout. Hess explained the colleges have submitted 177 courses for approval, 115 courses have been approved, 43 courses have been denied C-ID.

- I. Subcommittees (Bulger)

Hess reported she and Meredith are scheduling a meeting with the Policies and Procedures Subcommittee. Hess reported there are no outstanding issues or work in progress concerning the catalog.

- J. ERP Implementation (Bulger)

No Report.

II. ANNOUNCEMENTS

- A. The next meeting will be held Thursday, October 8, 2015, 2:00-4:00 p.m. at Mesa College, Room LRC-435.

- 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. September 24, 2015, CIC Meeting Agenda
2. Draft Minutes from the September 10, 2015, CIC Meeting
3. Curriculum Summaries
4. Curriculum Updating Project
5. TMC Tracker
6. SDCCD C-ID Project

III. ADJOURNMENT

Bulger adjourned the meeting at 2:44 p.m.