

San Diego Community College District Curriculum and Instructional Council

Meeting of October 08, 2015
2:00 PM
Learning Resource Center-
Mesa College
7250 Mesa College Drive
San Diego, CA 92111
Room LRC-435

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
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
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
Neault, Lynn	Vice Chancellor, Student Services—District Office

STAFF:

Meredith, Jasmine	Acting 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

GUESTS:

Brown, Danene	Dean, Business and Technology, Mesa
Eskew, Howard	Faculty, Business and Accounting, Mesa

San Diego Community College District Curriculum and Instructional Council

Stephanie Bulger called the meeting to order at 2:06 p.m.

I. MINUTES AND AGENDA

A. Approval of: September 24, 2015, Minutes (*Action*)

Elizabeth Norvell had a correction on page 5.

(Hopkins and Kilmer joined the meeting at 2:07 p.m.)

Recommend Approval of Minutes

Motion by Short

Second by Palma-Sanft

Final Resolution: Motion Carries

Aye: Kilmer, Hopkins, McGrath Namdar, Norvell, Parker, Parsons, Shelton

B. Approval of October 08, 2015, Meeting Agenda (*Action*)

Added to the agenda:

Walk-Ins

- 1) BUSE 120 (Mesa)
- 2) CHIL 210 (Miramar)
- 3) MUSI 109 (Miramar)

Recommend Approval of Agenda

Motion by Parsons

Second by Shelton

Final Resolution: Motion carries

Aye: Hopkins, Kilmer, McGrath, Namdar, Norvell Palma-Sanft, Parker, Short

II. CURRICULUM REVIEW/APPROVAL

A. Approval of Curriculum (*Action*)

Recommend Approval of Curriculum

Motion by Short

Second by Palma-Sanft

Final Resolution: Motion carries

Aye: Hopkins, Kilmer, McGrath, Namdar, Norvell, Parker, Parsons, Shelton

San Diego Community College District Curriculum and Instructional Council

B. Approval of Program Changes

No Curriculum Programs.

C. Approval of Upper Division Curriculum (Action)

Recommend Approval of Upper Division Curriculum

Motion by Short

Second by Parsons

Final Resolution: Motion carries

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

Upper Division Curriculum pulled for discussion.

Michelle Toni Parsons expressed concern about the discipline assignment for Health Information Management upper division. Parsons explained the discipline assignment, Health Information Technology, is technically incorrect because the minimum qualifications in the discipline of Health Information Management are different for upper division from those of the AA Degree.

Parsons reported Health Information Technology is the discipline assignment for the AA Degree which only requires a Bachelor's Degree. However, the outside accrediting agency, The Commission on Accrediting for Health Informatics and Information Management Education (CAHIIM), requires a Master's Degree to teach HIMS for Management. Parsons suggested placing "CAHIIM Standards" under the Discipline Assignment field.

Parsons mentioned that some course descriptions sound similar to each other and could mislead faculty to believe they are able to teach a course based on the course description. However, Parsons recommended that it should be documented somewhere that these particular courses be taught by CAHIIM Standards or they will not be accredited by the outside agency. As a resolution, Parsons suggested the minimum qualifications should be determined on a course-by-course basis. Duane Short explained this follows the process currently used; faculty may select a discipline and then add additional requirements. Discussion continued.

D. Approval of Continuing Education Curriculum

No Continuing Education Curriculum.

E. Approval of Continuing Education Programs

No Continuing Education Programs.

San Diego Community College District Curriculum and Instructional Council

III. OLD BUSINESS

A. Walk-in Process (Action)

Deanna Shelton requested to present City's CRC council the revised Walk-In Guidelines before the Curriculum and Instructional Council voted to accept the guidelines. Short suggested a minor change be made to the document to clarify that requests from the VPIs be sent to the District Dean for Curriculum and Instructional Services. The Walk-In Guidelines were tabled for action for October 22, 2015 meeting.

B. Noncredit/Basic Skills (Information)

No Report. Bulger will bring back information as it comes.

C. Families (Information)

Shelly Hess introduced a handout from 2012 that had been revised with additional information. Hess reviewed the following:

- Which course needs to be added to a family
Active participatory courses such as Physical Education, Exercise Science, Visual and Performing Arts, etc.
- Principles used for recommending family designation based on guidelines from the California Community Colleges Chancellor's Office and State Academic Senate
 - CSU/UC Degree Program Requirements for Repeatability
Hess discussed this principle is important because if repeatability is required for CSU/UC degree and there is documentation, the college is allowed to add the repetition to the course.
 - Similar Instructional Format for example, Portfolio, Studio, Digital, etc.
 - Similar Focus
 - Program Structure such as areas of emphasis
 - Course Description—ensure course descriptions match and that they are related in content
 - Process to develop Family Designation
Hess explained when developing families, faculty should follow the established approval process. The Faculty originator with their colleagues should select the appropriate family in CurricUNET. If

San Diego Community College District

Curriculum and Instructional Council

a family is non-existent and a new family is being proposed, the faculty leaders will meet with discipline deans along with Hess to discuss recommendations of forming a new family. If family is established, Hess will add the family to CurricUNET. District Instructional Services will keep Student Services aware of the new list of families.

Hess advised the council that the State warned to act conservatively with regards to changing and forming new families and left that responsibility for local approval. Shelton inquired about any future restrictions on the number of times a family can be changed. Hess explained faculty should be cautioned about constantly changing families because it could impact students who have enrolled in a course within a family before it was changed. If a course from one family is moved to a different family, it could impact the student.

Bulger recommended to the council a meeting in the future to discuss a time frame of when to review all families. Norvell suggested the council should have guidelines for when it is appropriate to create new families and when it is appropriate to re-organize families. Parsons suggested meeting with representatives from Student Services to discuss how changing and forming new families could impact the Student Services Department. Parsons also recommended a families report be sent out once a year for faculty and curriculum chairs to help with counseling students. Hess and Shelton will meet to discuss specific examples of families. Discussion Continued.

IV. NEW BUSINESS

A. Active Not Offered Report (Information)

Bulger explained that District Instructional Services will begin tracking the active but not offered courses. Tim McGrath reported he discussed active not offered courses with the deans of Mesa. McGrath explained some of the courses in the active but not offered report were created between 2013-2015; however, they are to be offered in 2016. McGrath reported there were courses that were deactivated that were still in the report. McGrath asked the deans to go through each course and report to him the courses that were deactivated and he will share the report from the deans with the council.

Hess explained the report does not include Learning Communities. Parsons discussed the problem with deactivating courses is the accompanying programs outside of the discipline that require an update.

San Diego Community College District Curriculum and Instructional Council

Paulette Hopkins reported active not offered courses are a topic of discussion at the dean's council each year. Hopkins inquired if the District can assist in deactivating courses that have not been offered in some time and take care of the accompanying programs that require updates after deactivation. Hess explained to the council the District cannot deactivate courses; curriculum must be initiated by faculty. Juliette Parker reported once a course is deactivated, it loses all of its articulation. Reactivating a course will take some time. Short explained faculty at Miramar are careful when deactivating courses because it may take up to three years to reactivate the courses again. Hess reported the District Instructional Services is conducting an audit of the courses; they will notate which courses are part of the required core for a program. Hess explained if a course is a required core and it has not been offered in three years, they need to be addressed or it will prevent students from graduating.

Parsons inquired about how many of the active not offered courses were offered but cancelled due to low enrollment versus courses that never made the schedule. Discussion continued.

B. Chancellor's Office Updates (Information)

1. Non-substantive Course Changes

Hess reported effective October 15, 2015, the State Chancellor's Office will no longer review non-substantial change requests. This change will give the State Chancellor's Office more time to review new curriculum and will allow the non-substantive course changes to be approved within 24-72 hours. Hess explained non-substantive changes include:

- Change in the department number;
- Change in course title;
- Change in course classification code;
- Program Status;
- Transfer Status;
- Minor Outline Changes.

Hess reported the non-substantive changes do not apply to programs. Payne has a spreadsheet that keeps track of changes to program changes and will bring back to next meeting. Discussion continued.

2. Hours and Units

Hess reported the State Chancellor's Office sent out a policy change to hours and units calculations. Hess clarified this policy change is what the San Diego Community College District has always followed. Hess assured the council the policy change reaffirms what the SDCCD practices when calculating hours and units and should not impact curriculum. Hess pointed out the policy change included a table with activity that included homework assignments. McGrath inquired if the homework assignments

San Diego Community College District Curriculum and Instructional Council

for lecture courses should total the amount of homework that should be assigned. The council agreed. Discussion continued.

3. Curriculum Inventory Changes and Updates

Hess reported the State Chancellor's Office is working with Butte Technology Center to develop a new curriculum management system that will replace the Curriculum Inventory. Hess advised the council to prepare for the change by cleaning the data in the inventory. She announced that District Instructional Services will send reports of courses in the inventory that have not been offered in a long time but need to be deactivated. Hess also explained any incomplete courses will not be transferred over to the new system. Hess reported the proposed date for when the new system is June 2016. Discussion continued.

C. Walk-Ins (Action)

1. BUSE 120 (Mesa)
2. CHIL 210 (Miramar)
3. MUSI 109 (Miramar)

*(*Note: Discussion of BUSE 120 occurred after the approval of the October 08, 2015 meeting agenda)*

1. BUSE 120 (Mesa)

Parsons requested to have BUSE 120 walked in for UC transfer and for an effective date of fall 2016 and provided a brief overview. She reported the problem of offering BUSE 120 is Miramar currently offers CONF 110 and is uncertain of when the State Chancellor's Office will approve BUSE 120. She discussed the resolution of making a four letter designation change from CONF 110 to BUSE 120. However, the PeopleSoft transition prohibited the change. Thus, Mesa decided to propose BUSE 120 as a new course.

Parsons explained BUSE 120-Personal Finance- is very similar to CONF 110-Personal Financial Management-and is aware of the prohibition of offering duplicate curriculum. She informed the council that a deactivation proposal for CONF 110 has been started by Miramar so that both courses will not be offered simultaneously. The deactivation date for CONF 110 is fall 2017. Parsons explained if the State Chancellor's Office deactivates CONF 110 before they approve BUSE 120, students will not be able to take the course for an uncertain amount of time.

Parsons advised the council as soon as BUSE 120 is approved, the course will be offered at both Mesa and Miramar.

Hess reminded the council that a new course has to be presented as a package. The package must include the programs that include BUSE 120 in their curriculum. Parsons explained the course requires the council's

San Diego Community College District Curriculum and Instructional Council

approval in order to submit it for UCTCA transfer before the deadline of October 8, 2015.

Short reported Miramar changed two existing programs that were affected by the deactivation of CONF 110. Those programs were an associate degree and a certificate in Business Management. Short mentioned there are proposed programs that have CONF 110 in their curriculum that are waiting for approval. However, the changes to these programs will be made as soon as CONF 110 will be changed to BUSE 120. Short explained the change to the programs cannot be made immediately because they have not yet reached the curriculum committee level.

Bulger summarized the discussion involving BUSE 120 and matters related to the proposed course:

- City, Mesa and Miramar will no longer offer CONF 110 once BUSE 120 is approved by the State Chancellor's Office
- BUSE 155 will be walked in with corresponding programs at the 10/22/2015 Curriculum and Instructional Council meeting
- Brown will inform the Curriculum and Instructional Council when she will deactivate CONF 110 and activate BUSE 120 in ISIS
- Miramar will remove CONF 110 from UCTCA submission
- Deactivation of CONF 110 will be Fall 2017

Hess advised the council that in the case BUSE 120 is approved before fall 2017, then CONF 110 will need to be deactivated. Parker explained to the council that BUSE 120 did not have editing rights at that moment and requires the CSU GE Breadth Area E to be added in addition to U.C. Transfer. Norvell stated that City would like to activate BUSE 120 and would like to add distance education to the course. Parsons requested distance education be added to BUSE 120 for Mesa.

Recommend Approval of Curriculum: BUSE 120

Motion by Parker

Second by Palma-Sanft

Final Resolution: Motion carries

Aye: Hopkins, Kilmer, McGrath, Namdar, Norvell, Parsons, Shelton, Short

2. CHIL 210 and MUSI 109 (Miramar)

Short requested to have CHIL 210 and MUSI 109 walked in for distance education approval for spring 2016. Short explained CHIL 210 is a course used to train site supervisors in the child development area. Short reported the class was difficult to schedule and fill because the site supervisors are

San Diego Community College District Curriculum and Instructional Council

working at different child development centers.

Short requested MUSI 109 have distance education approval because it is a Music G.E. course that is a part of a rotating series of courses. Miramar would like to offer MUSI 109 next in the series.

Recommend Approval of Curriculum: CHIL210, MUSI 109

Motion by Shelton

Second by McGrath

Final Resolution: Motion carries

*Aye: Hopkins, Kilmer, Namdar, Norvell, Palma-Sanft, Parker,
Parsons, Short*

I. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No Report.

B. CurricUNET Steering Committee (Hess)

Hess reported she is waiting for representatives from City and Continuing Education to respond to whom they will send as committee representatives. Hess will move forward with a meeting date and time once a response is given.

C. Student Services Council (Neault)

No report.

D. ADT (Bulger)

No report.

E. State Academic Senate

Parsons reported Saturday, October 10th, 2015 is the CTE Regional Meeting in Irvine; Plenary will be from November 5-7 in Irvine, Ca.

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

McGrath reported there is a conference at the end of October. Renee Kilmer reported there will be a report to follow.

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

San Diego Community College District Curriculum and Instructional Council

No report.

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

Hess reported there are now 44 courses denied. Bulger reminded the council effective July 1, 2015 the State Chancellor's Office will only approve Associate Degrees for Transfer with C-ID approved courses. Discussion continued.

I. Subcommittees (Bulger)

Hess reported the Policies and Procedures subcommittee will re-convene and tentatively plan to meet October 19th. Bulger advised the council to note the policies and procedures the council does not have in place but should have. Bulger also requested of the council to prioritize the policies and procedures.

J. ERP Implementation (Bulger)

Bulger reported two colleges will be working for the next two weeks on testing the catalog conversion. Discussion continued.

II. ANNOUNCEMENTS

A. The next meeting will be held Thursday, October 22, 2015, 2:00-4:00 p.m. at the District Office, Conference Room 245.

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. October 08, 2015, CIC Meeting Agenda
2. Draft Minutes from the September 24, 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 3:28 p.m.