San Diego Community College District
Curriculum and Instructional Council

> **Meeting of February 27, 2014**
> **2:00 PM–District Office, Room 220**

MINUTES

PRESENT:
Barnes, Randy	Vice President, Instruction—City
Beitey, George	Dean, School of Public Safety—Miramar (proxy for Gerald Ramsey)
Hess, Shelly	Dean, Curriculum & Instructional Services—District Office
Igou, Daniel	Curriculum Chair—Miramar
Lee, Otto	Vice Chancellor, Instructional Services and Planning—District Office
McGrath, Tim	Vice President, Instruction—Mesa
Namdar, Donna	Curriculum Co-Chair—Continuing Education
Parker, Juliette	Articulation Officer—Mesa
Parsons, Michelle	Curriculum Chair—Mesa
Shelton, Deanna	Curriculum Chair—City
Short, Duane	Articulation Officer—Miramar
Weaver, Roma	Curriculum Co-Chair—Continuing Education
Vizcarra, Perla	Articulation Officer—City

GUEST:
Soule, Cory	Curriculum Assistant, Curriculum & Instructional Services—District Office

ABSENT:
Conrad, Gail	Acting Vice Chancellor, Student Services—District Office
Ellison, Brian	Vice President, Instruction & Student Services—Continuing Education
Marrone, Erica	Curriculum Analyst, Curriculum & Instructional Services—District Office
Ramsey, Gerald	Acting Vice President, Instruction—Miramar

STAFF:
Payne, Desiree	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

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Shelly Hess called the meeting to order at 2:02 p.m. Shelly Hess introduced Cory Soule. Council members introduced themselves to Soule.

Otto Lee arrived at 2:03 p.m.

I. **MINUTES AND AGENDA**
    A. Approval of: February 13, 2014 Minutes

Action: The minutes were approved.	MSP *(Short/Vizcarra)*
1 Abstention.	

    B. Approval of: February 27, 2014 Agenda
       Added to the agenda:
       - Walk-Ins:
         1. ACCT 116A Financial Accounting (Miramar)
         2. ACCT 116B Managerial Accounting (Miramar)
         3. ENGL 216 English Literature II: 1800-Present (Miramar)
         4. SOCO 101 Principles of Sociology (Miramar)
         5. SOCO 220 Introduction to Research Methods in Sociology (Miramar)
         6. Communication Studies Associate in Arts for Transfer (Miramar)
         7. Psychology Associate of Arts (Miramar)
         8. Sociology Associate in Arts for Transfer (Miramar)
         9. Health and Physical Education Studies Associate of Science (Miramar)
         10. Art History Associate in Arts for Transfer (Miramar)
         11. History Associate in Arts for Transfer (Miramar)
         12. Philosophy Associate in Arts for Transfer (Miramar)

Tim McGrath arrived at 2:09 p.m.

         13. Spanish Associate in Arts for Transfer (Miramar)
         14. Studio Arts Associate in Arts for Transfer (Miramar)
         15. DRAM 142 Drawing for the Theatre: Costume Illustration (City)
         16. DRAM 143 Beginning Costuming (City)
         17. HIST 105 Introduction to Western Civilization I (City)
         18. MATH 252 Calculus with Analytic Geometry III (City)
         19. SOCO 110 Contemporary Social Problems (City)
         20. DJRN 205 Community Journalism for Multimedia (City)
         21. Anthropology Associate in Arts for Transfer (City)
         22. Business Associate in Arts for Transfer (City)
         23. Geography Associate in Arts for Transfer (City)
         24. Spanish Associate in Arts for Transfer (City)
         25. Theatre Arts Associate in Arts for Transfer (City)
         26. Applied Biotechnology Certificate of Achievement (City)
         27. CBTE 154 Microsoft Project (City)
         28. CBTE 205 Records Management (City)
         29. CBTE 211 Office Administration (City)
         30. CISC 187 Data Structures and Object-Orientation (City)
         31. CISC 205 Object Oriented Programming using C++ (City)
         32. INWT 105 Project + (City)

33. INWT 145 Linus + Prep (City)
34. Computer Programming Associate of Science (City)
35. Computer Programming Certificate of Achievement (City)
36. Desktop Support Technician II Certificate of Achievement (City)
37. Introduction to C++ Certificate of Performance (City)
38. Intermediate C++ Certificate of Performance (City)
39. Project Management for Information Technology Certificate of Performance (City)
40. Bookkeeping for Small Business Certificate of Performance (City)
41. Business Communications and Cultural Competence Certificate of Performance (City)
42. Business Presentations Certificate of Performance (City)
43. Income Tax Preparation Internship Certificate of Performance (City)
44. Recordkeeping for a Small Business Certificate of Performance (City)
45. Starting and Managing a Small Business Certificate of Performance (City)
46. Tax Preparer Certificate of Performance (City)
47. Writing and Computational Skills for Business Certificate of Performance (City)
48. HIST 120 Introduction to Asian Civilizations (City)
49. HIST 121 Asian Civilizations in Modern Times (City)
50. RTVF 101 Media Law and Ethics (City)
51. RTVF 161 Professional Practices in Film (City)
52. RTVF 162 Women in Film (City)
53. DMPR 155 Advanced Nonlinear Editing (City)
54. Digital Media Production Certificate of Performance (City)
55. Radio Area Associate of Science (City)
56. Video Production Certificate of Achievement (City)

Action: The agenda was approved as amended. MSP *(Igou/Parsons)*

II. CURRICULUM REVIEW/APPROVAL
A. Approval of Curriculum

Removed from the consent agenda:
ANTH 125 Archaeological Faunal Remains Analysis

Action: The curriculum was approved as amended. MSP *(Short/Igou)*

B. Approval of Program Changes

No programs.

C. Approval of Continuing Education Curriculum

No Continuing Education curriculum.

D. Approval of Continuing Education Program Changes

No Continuing Education programs.

Randy Barnes left the room at 2:17 p.m.; returned at 2:28 p.m.

    E. Curriculum Items Discussed

ANTH 125 Archaeological Faunal Remains Analysis

Mission and need discussed. Michelle Parsons advised the proposal originator developed the course based on University California San Diego (UCSD) curriculum, as well as feedback received from the Natural History Museum. Duane Short inquired if the course was a required major preparation course for UCSD. Parsons advised the course is not. Juliette Parker noted the course was created to meet industry need. Career options discussed. Tim McGrath advised Mesa's Curriculum Review Council (CRC) contacted the department with similar inquiries regarding the mission and need. Shelly Hess asked if the course is program applicable. Parsons stated a program is in development.

Action: ANTH 125 approved.   MSP *(Parsons/Parker)*
McGrath advised in depth conversation regarding mission and need is beneficial, given the new direction of curriculum development and technical review scrutiny at the state level. McGrath thanked Council for their inquiries.

III. OLD BUSINESS
    A. Procedures Update (Information)

Hess reported a Policies and Procedures meeting was proposed for Friday, February 28, 2014. A City representative was not available. An alternate meeting date will be proposed.

    B. December 12, 2013 Minutes (Information)

Hess advised the minutes were revised to reflect McGrath as present.

IV. NEW BUSINESS
    A. Walk-Ins (Action)
        1. *ACCT 116A Financial Accounting, ACCT 116B Managerial Accounting, ENGL 216 English Literature II: 1800-Present and SOCO 101 Principles of Sociology* (Miramar)

Daniel Igou advised the courses are revisions for Associate Degree for Transfer (ADT) and Course Identification Numbering System (C-ID) development.

Action: ACCT 116A, ACCT 116B, ENGL 216 AND SOCO 101 approved, pending tech review.
                                                 MSP *(Igou/Short)*

        2. *SOCO 220 Introduction to Research Methods in Sociology* (Miramar)

Igou relayed the course is a new course, created as a replacement for Psychology (PSYC) 255 which was denied for C-ID for the Sociology ADT. Hess noted Sociology (SOCO) 220 is proposed for California State University (CSU), General Education (GE), and Intersegmental General Education Transfer Curriculum (IGETC). Hess advised historically University California (UC) transferability for a course is not listed in the catalog until UC approval is received. Hess explained to avoid a delay in the implementation date the course will be included

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in the catalog without UC designation, and UC will be added upon approval. Parson inquired if SOCO 220 will be equivalent to PSYC 255, as Mesa offers PSYC 255. Council discussed course content, equivalency, limitation on enrollment, catalog rights and modification of major.

Action: SOCO 220 approved, pending tech review.   MSP *(Vizcarra/Igou)*

3. *Communication Studies Associate in Arts for Transfer, Psychology Associate of Arts and Sociology for Transfer Associate in Arts for Transfer* (Miramar)

   Igou stated the programs were revised, deactivated courses were removed. Igou noted in the Sociology degree SOCO 220 will replace PSYC 255.

Action: Communication Studies Associate in Arts for Transfer, Psychology Associate of Arts and Sociology for Transfer Associate in Arts for Transfer approved, pending tech review.
MSP *(Short/Igou)*

4. *Health and Physical Education Studies Associate of Science* (Miramar)

   Igou explained the degree was revised as result of the Physical Education designator change to Exercise Science. Short noted additional courses were added to the degree.

Action: Health and Physical Education Studies Associate of Science approved, pending tech review.
MSP *(Short/Vizcarra)*

5. *Art History Associate in Arts for Transfer, Philosophy Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Studio Arts Associate in Arts for Transfer* (Miramar)

   Igou advised Miramar created new ADTs.

Action: Art History Associate in Arts for Transfer, Philosophy Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Studio Arts Associate in Arts for Transfer approved, pending tech review.
MSP *(Vizcarra/Parsons)*

6. *DRAM 142 Drawing for the Theatre: Costume Illustration, DRAM 143 Beginning Costuming, HIST 105 Introduction to Western Civilization I, MATH 252 Calculus with Analytic Geometry III and SOCO 110 Contemporary Social Problems* (City)

   Deanna Shelton advised the courses were revised, several for six year review.

Motion to approve DRAM 142, DRAM 143, HIST 105, MATH 252 and SOCO 101.
MSP *(Short/Igou)*
Discussion: Parker inquired if the units in DRAM 142 and 143 were changed. Perla Vizcarra advised the units had not changed. Vizcarra noted the courses were revised for C-ID. Vizcarra added the DRAM courses are related to the Theatre Arts ADT revision.
Action: DRAM 142, DRAM 143, HIST 105, MATH 252 and SOCO 101 approved, pending tech review.

7. *DJRN 205 Community Journalism for Multimedia* (City)

Vizcarra explained the course is new, created for inclusion in the Journalism ADT.

George Beitey left the room at 2:35 p.m.; returned at 2:45 p.m.

Short inquired if the course is a part of the required core for the Journalism ADT. Vizcarra confirmed.

Motion to approve DJRN 205.   MSP *(Igou/Parsons)*
Discussion: McGrath sought further clarification regarding the ADT core requirements. The Transfer Model Curriculum (TMC) template was displayed. Short inquired whether there was an additional need, such as articulation. Vizcarra advised City offers a Journalism degree. Journalism program discussed. Mission and need discussed. Hess advised she recalled a course originally included in the Journalism ADT was denied for C-ID and DJRN 205 will replace the denied course. Parsons inquired if the course denied for C-ID would be deactivated. Vizcarra advised she would need to discuss with the faculty. Discussion occurred regarding student need. IGETC and UC transfer options discussed. Shelton and Vizcarra noted IGETC and UC need to be removed as transfer options. Recommendation made to table the course.
Action: DJRN 205 tabled.   MSP *(Vizcarra/Short)*

8. *Anthropology Associate in Arts for Transfer, Business Associate in Science for Transfer, Geography Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Theatre Arts Associate in Arts for Transfer* (City)

    Vizcarra informed the Council the Theatre Arts ADT is a revision and the other degrees are new ADTs.

Action: Anthropology Associate in Arts for Transfer, Business Associate in Science for Transfer, Geography Associate in Arts for Transfer, Spanish Associate in Arts for Transfer and Theatre Arts Associate in Arts for Transfer approved, pending tech review.   MSP *(Parsons/Short)*

9. *Applied Biotechnology Certificate of Achievement* (City)

    Shelton advised Biology (BIOL) 091 and 206 will be included in the degree and are scheduled to be on the March 27, 2014 curriculum summary. Shelton noted the certificate of achievement is new, and City currently offers a certificate of performance. Employment in the biotechnology field discussed.

Action: Applied Biotechnology Certificate of Achievement approved, pending tech review.
                                          MSP *(Short/Parsons)*

10. *CBTE 154 Microsoft Project, CBTE 205 Records Management, CBTE 211 Office Administration, CISC 187 Data Structures and Object-Orientation, CISC 205 Object Oriented Programming using C++, INWT 105 Project +, INWT 145 Linus + Prep, Computer Programming Associate of Science, Computer Programming Certificate of Achievement, Desktop Support Technician II Certificate of Achievement, Intermediate C++ Certificate of Performance and Introduction to C++ Certificate of Performance and Project Management for Information Technology Certificate of Performance* (City)

Shelton explained the department received a regional grant and has been working with an advisory committee. Shelton advised in response to the grant the department has updated their curriculum. Shelton noted CBTE 154 is a new course. Requisites revisions to CBTE 205 and 211 discussed. Impact of requisites revisions on the other colleges discussed. Parsons inquired which courses are linked to the grant. Tabling the courses was discussed. Hess recommended the programs be tabled if the courses are tabled.

Action: CBTE 154, CBTE 205, CBTE 211, CISC 187, CISC 205, INWT 105, INWT 145, Computer Programming Associate of Science, Computer Programming Certificate of Achievement, Desktop Support Technician II Certificate of Achievement, Introduction to C++ Certificate of Performance, Intermediate C++ Certificate of Performance and Project Management for Information Technology Certificate of Performance tabled. MSP *(Igou/Parsons)*
1 Abstention

11. *Bookkeeping for Small Business Certificate of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Recordkeeping for a Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance and Writing and Computational Skills for Business Certificate of Performance* (City)

Shelton advised the new certificates were created and the existing certificates were revised to meet skill demands in the business field.

Action: Bookkeeping for Small Business-Certificate of Performance, Business Communications and Cultural Competence Certificate of Performance, Business Presentations Certificate of Performance, Income Tax Preparation Internship Certificate of Performance, Recordkeeping for a Small Business Certificate of Performance, Starting and Managing a Small Business Certificate of Performance, Tax Preparer Certificate of Performance, Writing and Computational Skills for Business Certificate of Performance approved, pending tech review.
MSP *(Barnes/Parsons)*

12. *HIST 120 Introduction to Asian Civilizations and HIST 121 Asian Civilizations in Modern Times* (City)

Shelton stated the courses were revised for six year review, advisories were updated. Courses are proposed for District GE.

Action: HIST 120 and 121 approved, pending tech review. MSP *(Short/Igou)*

13. *RTVF 101 Media Law and Ethics, RTVF 161 Professional Practices in Film, RTVF 162 Women in Film* (City)

Shelton explained the courses are new, created in response to the new Radio, Television and Film (RTVF) designator. Hess sought confirmation the courses are proposed as stand-alone. Shelton confirmed. Shelton added eventually the courses will be included in RTVF programs. Short inquired whether the programs are existing [state approved] or new programs. Shelton advised the programs are state approved or pending state approval. Discussion continued regarding the RTVF programs. Occupational options discussed.

Action: RTVF 101, 161 and 162 approved, pending tech review.   MSP *(Barnes/Parsons)*

14. DMPR 155 Advanced Nonlinear Editing (City)

Shelton advised the course has been revised to change the prerequisite to an advisory.

Action: DMPR 155 approved, pending tech review.   MSP *(Short/Parker)*

15. Digital Media Production Certificate of Performance, Radio Area Associate of Science and Video Production Certificate of Achievement (City)

Shelton advised minor revisions were made to the certificates and to the associate of science degree.

Action: Digital Media Production Certificate of Performance, Radio Area Associate of Science and Video Production Certificate of Achievement approved, pending tech review.
     MSP *(Short/Parsons)*

V. STANDING REPORTS

A. Curriculum Updating Project (Hess)

No change, no report.

B. CurricUNET Steering Committee (Hess/Weaver)

No report.

C. Student Services Council (Conrad)

No report.

D. ADT (Lee)

Otto Lee reported Chancellor's Cabinet will be updated with an ADT report after the March 13, 2014 CIC meeting.

E. State Academic Senate

Parsons reported the Regional Curriculum meeting will be held March 14, 2014 at a Continuing Education campus, Plenary will be held in April 2014 and the Curriculum Institute will be held in July 2014. Parsons reported on discussion at the Academic Academy regarding GE patterns and incorporating GE in ADTs. Short reported on pilot projects for GE packages and themed GE approach.

Otto Lee left the meeting at 3:25 p.m.

F. Chief Instructional Officers (Barnes, Ellison, Lee, McGrath, Ramsey)

Randy Barnes reported the CIO Conference is taking place on March 13, 2014. Hess reminded the Council at least one Vice President of Instruction, or their assigned proxy, is required for a quorum.

G. Articulation Officers (Parker, Short, Vizcarra)

No report.

H. C-ID (Parker, Short, Vizcarra)

Hess reported on approvals and denials. SDCCD C-ID Project tracker displayed. Hess advised the approved courses will be submitted. Parsons recommended CRC Chairs and Articulation Officers advocate for discipline faculty to subscribe to their respective C-ID Discipline Listserv, as this is may assist with the C-ID process. Parsons noted she was requested to serve as member of the Math Discipline Listserv.

I. CIC Subcommittees (Hess)

Hess referenced the Policies and Procedure subcommittee discussion in Old Business Item A. Hess reported the General Education Review subcommittee is scheduled to meet on March 28, 2014.

VI.   ANNOUCEMENTS
A. The next meeting will be held Thursday, March 13, 2014 at the District Office in room 245. This meeting is the catalog deadline.
B. Reminder, a walk-in form is required for all walked-in curriculum presented at the next meeting. The form is available online and will be provided in the CIC curriculum email.
C. Handouts:
   1. February 27, 2014 CIC Meeting Agenda
   2. Draft Minutes from the February 13, 2014 CIC Meeting
   3. Curriculum Summary
   4. SDCCD C-ID Project
   5. TMC Status Tracker

VII.   ADJOURNMENT

Shelly Hess adjourned the meeting at 3:29 p.m.