San Diego City College
Minutes of the 02/04/15 Curriculum Review Committee Meeting

Members Present: Boots, Carr, Chambers, Cheung, Crispen, Hong, Inthisane, Monaco, Norvell, Osuna, Pruitt, Rivera, Shelton
Members Absent: Barnes, Erreca, Kostlan, Leon, Pelletier, Sanchez, Skvarna, Taylor, Vizcarra
Guests Present: Bacon, Boots, Carr, Crispen, Espitia, Fredericks

The meeting was called to order at: 2:01 pm.

I. Agenda – was reviewed and approved (Monaco/Norvell)

II. Minutes – From 12/10/2014, Curriculum Review Committee meeting was reviewed and approved (Monaco/Hong)

III. Consent Agenda –

   RADT 249 Mammography (Mesa) – New Course approved (Monaco/Norvell)
   Diesel Technology – Heavy Duty Transportation Technology (HDTT) (Day Program), Associate of Science (Miramar) – Program Revision approved (Monaco/Norvell)
   Diesel Technology – Heavy Equipment Technology (HET) (Day Program), Associate of Science (Miramar) – Program Revision approved (Monaco/Norvell)
   Liberal Arts and Sciences – Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities Studies-Tagalog, Associate of Arts (Mesa) – Program Revision approved (Monaco/Norvell)
   Paralegal – Paralegal, Certificate of Achievement (Miramar) – Program Revision approved (Monaco/Norvell)
   Paralegal – Paralegal, Associate of Science (Miramar) – Program Revision approved (Monaco/Norvell)
   Social and Behavioral Sciences – Psychology, Associate in Arts for Transfer (Miramar) – Program Revision approved (Monaco/Norvell)
   Fire Protection Technology – Seasonal Ocean Lifeguard, Certificate of Performance (Miramar) – New Program approved (Monaco/Norvell)

IV. Updates and Announcements—

   • San Diego Mesa College Resolution to a Formal Process for Assigning Courses to Disciplines (Shelton):
     Inthisane will create and distribute an online voting ballot for Mesa College’s resolution regarding assigning courses to disciplines. Committee members are requested to review, and vote (with an option for comments and/or recommendations). All votes must be submitted by Monday, February 9 before 9:00 am. Shelton will take all votes and comments/recommendations to the Academic Senate for review.

   • Articulation Report:
     None at this time.
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V. Agenda Items—

COURSES

ACCT 130 Internal Revenue Service Tax Training (City) – New Course was approved with recommended edits (Boots/Norvell)

NOTES: The purpose of this proposal is to provide students with the training to complete taxes for the local community. This is a Home Start training program that City College has taken in-house. Students participating in this program will not be liable when filing taxes for the community; IRS will be held liable. Upon completion of this course, students will have the opportunity to pursue the Home Start program and/or apply for jobs as a CPA at local tax preparation companies.

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Expand the current reason for proposed action to include information regarding employment opportunities and the specific degree this course would apply for.
    - SECTION II, COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Change “No extra cost” to “Not at this time”

ARTG 153 Mobile Experience Design (City) – New Course was approved with recommended edits (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ENROLLMENT INFORMATION, VII. Additional Textbook Information: Add “Textbook is latest edition”
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Change “our program” to “the Associate’s degree in Graphic Design”
  - **Course Outline:**
    - SECTION I, CATALOG COURSE DESCRIPTION, last sentence: Change “student” to “students”

BIOL 230 Human Anatomy (City) – Course Revision was approved with recommended edits and walk-in to 02/26/15 CIC (Pruitt/Boots)

- **Recommended Edits:**
  - **Course Report:**
    - SECTION I, XII. Proposed Start Semester: Change “151” to “154”
    - SECTION II, COURSE ENROLLMENT INFORMATION, I. Requisites: Add “ENGL 101” as an advisory
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add “Add ENGL 101 as an advisory”
    - SECTION II, REQUISITE ANALYSIS: Add “ENGL 101” requisite analysis
  - **Course Outline:**
    - SECTION I, CATALOG COURSE DESCRIPTION, sentence #2: Originator will rewrite this sentence
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- **SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #VII.D: Spell out “CSF” and include “(CSF)”**
- **SECTION II, 1. COURSE OUTLINE AND SCOPE, B. Reading Assignments, #I: Remove the comma (,) after “textbook”**
- **SECTION II, 1. COURSE OUTLINE AND SCOPE, E. Appropriate Assignments that Demonstrate Critical Thinking, #IV: Remove “4.” before “Review”**
- **SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1 – 5: Change all ISBN numbers to the 13-digit number without dashes**

**BUSE 122 Sports Management (City)** – New Course was approved with walk-in to 02/26/2015 CIC (Boots/Norvell)

**NOTES:** The department sees there is an increase in hybrid business fields. This course is created to close the gap in the sports business sector and the lack of qualified professionals. There may be a possibility this course may include Kinesiology as a discipline.

**CHIL 153 Techniques of Teaching Using the Reggio Emilia Approach (Miramar)** – Course Deactivation was tabled

**DANC 111 Ethnic Dance Forms (Mesa)** – Course Deactivation was approved given City College faculty are able to provide feedback

**DANC 253 Choreography (City)** – Course Revision was tabled

**ENGL 101 Reading and Composition (City)** – Course Revision was approved with walk-in to 02/26/2015 CIC (Pruitt/Chambers)

**NOTES:** The purpose of this proposal is to update the prerequisite of ENGL 101 to include ESOL 045 (new accelerated ESOL track course). ESOL 045 is currently at CIC.

**ENGL 105 Composition and Literature (City)** – Course Revision was approved with walk-in to 02/26/2015 CIC (Pruitt/Chambers)

**NOTES:** The purpose of this proposal is to update the prerequisite of ENGL 105 to include ESOL 045 (new accelerated ESOL track course). ESOL 045 is currently at CIC.

**ESOL 040 Reading and Writing for Non-Native Speakers of English III (City)** – Course Revision was approved with walk-in to 02/26/2015 CIC (Pruitt/Chambers)

**NOTES:** The purpose of this proposal is to update the limitation of enrollment of ESOL 040 to include ESOL 045 (new accelerated ESOL track course). ESOL 045 is currently at CIC. ESOL students who plan to take the longer track to complete ESOL (ESOL 040 – ENGL 048/ENGL 049 – ENGL 101) will not be able to take the shorter track to complete ESOL (ESOL 045 – ENGL 101).

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION II, COURSE ENROLLMENT INFORMATION, V. Course Equivalency:** Change “Yes ESOL 045” to “No”
    - **SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action:** Remove “equivalency and”
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FREN 201 Third Course in French (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

FREN 202 Fourth Course in French (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

FREN 210 Conversation & Composition in French I (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

FREN 211 Conversation & Composition in French II (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

GERM 101 First Course in German (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

GERM 102 Second Course in German (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

GERM 201 Third Course in German (Mesa) – Course Revision was approved given City College faculty are able to provide feedback

NRSE 092 Nursing Student Success (City) – New Course was approved with recommended edits (Pruitt/Cheung)

NOTES: NURS 265B was an experimental course that yielded positive results in the retention rate for admitted nursing students. The purpose of this course is to allow for students to learn how to be successful in the program as well as provide students with a sample of whether or not this program is right for the student. The course prepares students for the program, covering the basics that will be needed when in the program, such as and not limited to APA format and dosage calculation.

- Recommended Edits:
  - Course Report:
    - SECTION I, XII. Proposed Start Semester: Change “154” to “161”
    - SECTION II, COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Change “no additional costs to nursing department or SDCC” to “Not at this time”
  - Course Outline:
    - SECTION I, CATALOG COURSE DESCRIPTION, sentence #2: Change “four hour” to “four-hour”
    - SECTION I, STUDENT LEARNING OBJECTIVES, #2: Lowercase the “R” in “Resources”
    - SECTION I, STUDENT LEARNING OBJECTIVES, #8: Change “APA (American Psychological Association)” to “American Psychological Association (APA)”
    - SECTION I, STUDENT LEARNING OBJECTIVES, #9: Lowercase the “M” in “Medication”, “D” in “Dosage”, and “C” in “Calculation”
    - SECTION I, STUDENT LEARNING OBJECTIVES, #10: Change “FAFSA (Free Application for Federal Student Aid)” to “Free Application for Federal Student Aid (FAFSA)”
    - SECTION I, STUDENT LEARNING OBJECTIVES, #12: Lowercase the “M” in “Medical” and “T” in “Terminology”
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- **SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #III.B.1: Remove “American Psychological Association” and the parentheses around “APA”**
- **SECTION II, 1. COURSE OUTLINE AND SCOPE, D. Appropriate Outside Assignment, #IV: Remove “(American Psychological Association)”**

**PROGRAMS**

**Behavioral Sciences: Sociology, Associate of Arts for Transfer (City)** – Program Revision was approved with recommended edits and walk-in to 02/26/15 CIC (Monaco/Boots)
NOTES: This program was approved using the original TMC CurricUNET language and format.
FOLLOW UP: Norvell will make the language and format changes in CurricUNET.
   - **Recommended Edits:**
   - **Program Report:**
     - PROGRAM REQUIREMENTS, SELECT ONE COURSE FROM THE FOLLOWING IF NOT SELECTED ABOVE: Add “SOCO 220” as an option

**Business Studies: Income Tax Preparation Internship, Certificate of Performance (City)** – **Program Revision was approved (Boots/Norvell)**
NOTES: This program is different from that of the VITA Tax Preparation Training program. Students are trained in preparing Federal and State returns in various community centers.

**Business Studies: Small Business Management Entrepreneur, Associate of Science (City)** – **Program Revision was approved with the removal of BUSE 115 course from the program requirements (Boots/Pruitt)**
NOTES: Department is advised to complete a program revision to the Small Business Management Entrepreneur, Certificate of Achievement. The committee advised for the removal of BUSE 115 from the program requirements due to the fact the course proposal is currently on hold at CIC. Fredericks provided the committee with a handout that explains the purpose of this program revision. Statistics were provided in this handout as supporting documentation of the need of the change to this program. The advisory board recommendations were also considered for the revision of this program.

**Business Studies: VITA Tax Preparation Training, Certificate of Performance (City)** – **New Program was approved (Boots/Norvell)**
NOTES: The purpose of this program proposal is to provide students with training to complete income tax for low-income communities. Students are trained in tax preparation methods through the Volunteer Income Tax Assistance program (VITA).

**Computer Business Technology: Administrative Assistant, Associate of Science (City)** – **Program Revision was approved with walk-in to 02/26/15 CIC (Monaco/Lan)**
NOTES: Due to an insufficient number of completers, the degree has been updated to meet the advisory board’s recommendation. In addition to the recommendation of the advisory board, many of the degrees within this department have been deactivated and the cleaning and consolidation of degrees were completed to ensure students are properly prepared for potential employment and transfer.
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Computer Business Technology: Administrative Assistant, Certificate of Achievement (City) – Program Revision was approved with walk-in to 02/26/15 CIC (Monaco/Lan)
NOTES: Due to an insufficient number of completers, the degree has been updated to meet the advisory board’s recommendation. In addition to the recommendation of the advisory board, many of the degrees within this department have been deactivated and the cleaning and consolidation of degrees were completed to ensure students are properly prepared for potential employment and transfer.

Computer Business Technology: Administrative Office Management, Associate of Science (City) – Program Revision was approved with walk-in to 02/26/15 CIC (Monaco/Lan)
NOTES: Due to an insufficient number of completers, the degree has been updated to meet the advisory board’s recommendation. In addition to the recommendation of the advisory board, many of the degrees within this department have been deactivated and the cleaning and consolidation of degrees were completed to ensure students are properly prepared for potential employment and transfer.

Computer Business Technology: Administrative Office Management, Certificate of Achievement (City) – Program Revision was approved with walk-in to 02/26/15 CIC (Monaco/Lan)
NOTES: Due to an insufficient number of completers, the degree has been updated to meet the advisory board’s recommendation. In addition to the recommendation of the advisory board, many of the degrees within this department have been deactivated and the cleaning and consolidation of degrees were completed to ensure students are properly prepared for potential employment and transfer.

English: English for Speakers of Other Languages, Certificate of Performance (City) – New Program was approved with recommended edits (Pruitt/Chambers)
NOTES: The purpose of this program proposal is to provide ESOL students with recognition of completing ESOL courses. This will be used as an indicator that the student is prepared to further their academic studies in English and may provide employment opportunities.
- Recommended Edits:
  ○ Program Report:
    ▪ PROGRAM REQUIREMENTS, SELECT 6 UNITS FROM THE FOLLOWING: Originator states the department plans to include additional course for students to choose from

Geology: Geology, Associate of Science for Transfer (City) – New Program was approved with walk-in to 02/26/15 CIC (Pruitt/Norvell) along with the activation of GEOL 111 for City College (Monaco/Norvell)

Visual & Performing Arts: Graphic Design, Certificate of Achievement (City) – Program Revision was approved with recommended edits and walk-in to 02/26/15 CIC (Boots/Pruitt)
NOTES: The recency statement is fairly new. It is found the district evaluators are monitoring the number of students pursuing degrees with recency statements.
- Recommended Edits:
  ○ Program Report:
    ▪ PROPOSAL INFORMATION, Proposed Start: Change “2014” to “2015”
    ▪ PROGRAM & AWARD INFORMATION, Program Emphasis, sentence #2: Change “multi-page” to “multi-page”
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- **PROGRAM & AWARD INFORMATION, Career Options:** Harris to work with Norvell to rewrite and make specific to City College

Visual & Performing Arts: Graphic Design, Associate of Arts (City) – Program Revision was approved with recommended edits and walk-in to 02/26/15 CIC (Boots/Pruitt)

NOTES: The recency statement is fairly new. It is found the district evaluators are monitoring the number of students pursuing degrees with recency statements.

FOLLOW UP: ARTG 143 is currently at CIC. More information is needed as to why this course has not been approved.
- **Recommended Edits:**
  - **Program Report:**
    - **PROPOSAL INFORMATION, Proposed Start:** Change “2014” to “2015”
    - **PROGRAM & AWARD INFORMATION, Program Emphasis, sentence #2:** Change “multi-page” to “multi-page”
    - **PROGRAM & AWARD INFORMATION, Career Options:** Harris to work with Norvell to rewrite and make specific to City College
    - **PROGRAM REQUIREMENTS, CHOOSE ONE COURSE FORM THE FOLLOWING, ARTG 120:** Change “Active” version to “Approved”

**Deactivations**

Computer Business Technology: Legal Administrative Assistant, Associate of Science (City) – Program Deactivation was approved (Monaco/Osuna)

Computer Business Technology: Legal Administrative Assistant, Certificate of Achievement (City) – Program Deactivation was approved (Monaco/Osuna)

VI. The meeting was adjourned at: 4:20 pm.

Rev: 02/05/15, 02/23/15