San Diego City College
Minutes of the 03/18/15 Curriculum Review Committee Meeting

Members Present: Barnes, Boots, Carr, Chambers, Cheung, Crispen, Inthisane, Monaco, Osuna, Norvell, Pruitt, Rivera, Shelton, Vizcarra

Members Absent: Erreca, Hong, Kostlan, Leon, Skvarna, Taylor

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

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

II. Minutes – From 03/04/2015, Curriculum Review Committee meeting was reviewed and approved with correction to members present and corrections to #2, 3, and 4 of the motions made for revisions to ESOL courses (Boots/Norvell)

III. Consent Agenda –

ARTF 108 Women in Art (Mesa) – New Course approved (Norvell/Pruitt)
CONF 110 Personal Financial Management (Miramar) – Course Revision approved (Norvell/Pruitt)
Contemporary Police Technologies, Certificate of Achievement (Miramar) – Program Revision approved (Norvell/Pruitt)
Contemporary Police Technologies, Associate of Science (Miramar) – Program Revision approved (Norvell/Pruitt)
Honors Global Competencies, Certificate of Performance (Miramar) – Program Revision approved (Norvell/Pruitt)
Investigations Specialization, Certificate of Performance (Miramar) – Program Revision approved (Norvell/Pruitt)
Investigations Specialization, Certificate of Achievement (Miramar) – Program Revision approved (Norvell/Pruitt)
Investigations Specialization, Associate of Science (Miramar) – Program Revision approved (Norvell/Pruitt)
Law Enforcement, Certificate of Achievement (Miramar) – Program Revision approved (Norvell/Pruitt)
Law Enforcement, Associate of Science (Miramar) – Program Revision approved (Norvell/Pruitt)
Pre-Engineering Studies, Associate of Science (Miramar) – Program Deactivation approved (Norvell/Pruitt)

IV. Updates and Announcements–

• New CIC Business Item: Learning Outcomes on Course Syllabus (Shelton):

  In addition to including the learning outcomes on the institutional course outline of records, this new business form from district is a result of meeting ACCJC/WASC Accreditation Standard II.A.3 whereas the learning outcomes are to be listed on the syllabus from the approved course outline of record. The committee questions the semantics of “outcomes” versus “objectives.” Currently, CurricUNET course outline of records include student learning objectives on the Course Outline of Record, and it was discussed and suggested in the 03/04/15 Curriculum Review Committee meeting, the learning outcomes may be placed in the Course Report in fields similar to that of Distance Education. The discussion also questions to the type of level of outcomes needed to be on a course syllabus (departmental outcomes or
specific outcomes derived from Taskstream). It was discussed that Kelly Mayhew, Academic Senate Treasurer, states requiring the learning outcomes on the course syllabus may challenge collective bargaining agreements currently in place. The committee feels it may be necessary for Berta Harris, Academic Senate President, and Kelly Mayhew to attend a Curriculum Review Committee meeting to provide feedback/summary regarding this business item and how this is a collective bargaining issue. This business item has not been formally reviewed by the Academic Senate. The formal review of this business item will be reviewed at the April 13 general meeting.

Curriculum Review Committee 1st reading response: The committee raised concerns with regards to Recommendation #3. The committee questions how and who will be revising/updating campus student learning outcomes and importing the data into the Course Report in CurricUNET. It was stated that an Excel SLOs report from Taskstream can be provided to revise/update CurricUNET (Barnes). The committee feels there needs to be clarification as to how the data will be transferred/inputted and who will be responsible for generating/inputting the SLOs.

- **Instructional Services Procedure: AP 5025 Philosophy and Criteria for Associate Degree – General Education, AP 5100 Graduation Requirement for Associate Degrees, and AP 5300.2 Degree and Certificate Development (Shelton):**

  The Instructional Services, Policies and Procedure subcommittee drafted an update to AP 5025. The revised draft on 12/11/2014 included an item H whereas students who submit an official transcript showing they have earned a baccalaureate degree will have satisfied the San Diego Community College District college associate degree general education and district requirements. Discussions were made regarding the reason for the addition of this item as this procedure has not been a practice. If approved, this will be the practice at the campuses and there will be an increase in enrollment tallies. This addition to AP 5025 was also added to AP 5100 along with the correction to “Graduation requirements for Associate of Science and Associate of Arts Degree” #3.

  The committee recommendations to AP 5100 are as follows:
  - Under “This procedure implements,” ¶2, sentence 1: Include a space between “Transfer” and “or”
  - Under “Degree Requirements,” #4: Misspelling “Intesegmental” – should be “Intersegmental”
  - Under “Graduation requirements for Associate of Science and Associate of Arts Degree,” #4.C.i: Remove “Competence in English may also be demonstrated by completing an assessment and achieving a score determined to be comparable to satisfactory completion of the specified English course”
San Diego City College
Minutes of the 03/18/15 Curriculum Review Committee Meeting

- Under “Graduation requirements for Associate of Science and Associate of Arts Degree,” #4.D.ii: Revise “residence at the College awarding the degree” to “San Diego Community College District.”

No additional recommendations were made by the committee regarding AP 5300.2. The committee moves to approve the updates from the CIC subcommittee, Policies and Procedures, on AP 5100, AP 5025, and AP 5300.2 with recommend edits (Barnes/Boots). The committee unanimously agrees to the motion.

- Articulation Report:
  - Summary of ADT Degrees progress –
    As of today, San Diego City College is up to date with completion of ADTs. San Diego City College will be pursuing the ADT for Economics. ADTs for Elementary Teacher Education, Geology, and Philosophy are pending Board approval. According to TOP Codes found in the State Inventory, San Diego City College appears to be responsible for ADTs in Biology, Chemistry, Agriculture Plant Science, and Film, Television & Electronic Media.

Norvell will be meeting with Laura Castañeda, Department Chair of Radio & Television, for further discussions regarding the ADT for Film, Television & Electronic Media. San Diego City College does not share the same TOP Code as the ADT for this field, with exception to one of the Communications Studies degree (Documentary Film, AS). Further research will be made as to why this degree does not have the correct TOP Code at the State Chancellor’s Office. San Diego City College may not be responsible for the ADT for Film, Television & Electronic Media once this Documentary Film, AS has been revised.

There is a need to reach out to the lead AGRI faculty to begin communications regarding Agriculture Plant Science Associate of Science degree for Transfer. The person on record was previously Erin Rempala, but it was noted in the meeting the new faculty on record may be Heather McGraw. There are concerns with pursuing the ADT in Agriculture Plant Science. Norvell questions as to how many students have been awarded this degree so far. It was stated AGRI is a fairly new degree at San Diego City College. After researching the TOP Codes in AGRI, it is found that our curriculum is less plant-science and more horticulture-based which may result in removing the ADT in Agriculture Plant Science from San Diego City College’s list of ADTs to pursue. There may be an issue with minimum qualifications if we decide to change the TOP Codes to AGRI from Agriculture Production (Barnes). More research and discussions are needed with the AGRI faculty and Dean regarding the TOP Codes assigned to AGRI.
San Diego City College  
Minutes of the 03/18/15 Curriculum Review Committee Meeting

There was a question regarding the status of the Journalism, AA-T and an ED code has not been generated. The degree is still pending ACCJC/WASC approval. (Inthisane) Unfortunately, students have received handouts regarding Journalism while an ED code has yet been created in the Education Plan. Ed Codes are only created in the summer (July) and will not be effective/active starting the fall semester. (Monaco)

- State Chancellor’s Office: Update on C-ID Verification for Associate Degrees for Transfer (ADT) January 28, 2015 – It has been announced that effective July 1, 2015, all ADT proposals submitted to CCCCCO for review must have C-ID status of “Approved” for all courses entered on a TMC Template where a C-ID descriptor is listed. As long as the ADTs are submitted to the State Chancellor’s Office for review prior to July 1, 2015, the ADT proposals are not subjected to this requirement.

- C-ID Resolution: Response to C-ID requirement
  This resolution went to the Area D Meeting two years ago. The purpose of this resolution to have C-ID be based on existing articulation whereas if the course is articulated to two CSUs, then C-ID approval should be granted, rather than having to revise the course outlines to fit the requirements to receive C-ID approval. There are concerns with the review process of C-ID approval and that reviewers may not be subject experts to the course(s) being reviewed as well as the turnaround of number of reviewers available to complete the review. A committee member questions the status of BUSE 119 and the required prerequisite of ENGL 101. It was found that SDSU required an ENGL 101 prerequisite for BUSE 119 and that including it would be beneficial for students transferring to SDSU with BUSE 119 as well as for C-ID approval purposes. A copy of the resolution will be distributed to the committee. The resolution has been reviewed by Berta Harris and will go to Academic Senate on Monday, April 23.

- Norvell will be attending a New Articulation Officer Training in Northern California

- Changes to courses and programs to be included in the 2016 – 2017 catalog must be submitted before end of Fall 2015.

**1st Draft Catalog is available for review (Inthisane)**

The 1st Draft Catalog is available for review in the E-building until March 26. Faculty are encouraged to refer to the email reminders regarding details of the availability of the catalog and/or check with their Deans and Department Chairs regarding updating their areas. The catalog will not be in the E-building on Wednesday, March 25, but will be with the President all day for review. The 2nd catalog draft will be on campus on April 21st.
San Diego City College
Minutes of the 03/18/15 Curriculum Review Committee Meeting

V. Agenda Items–

COURSES

ACCT 270 Accounting Internship/Work Experience (Miramar) – Course Revision was approved with recommended edits and review by City College faculty (Vizcarra/Boots)
NOTES: Discussions were made regarding the Discipline chosen for this course. The committee suggests there may be an “or” between “Accounting” and “Counseling.”

- Recommended Edits:
  - Course Report:
    - SECTION I, IV. Disciplines: Review and revise this field with the appropriate discipline
  - Course Outline:
    - SECTION I, CATALOG COURSE DESCRIPTION, last sentence: Change the word “Accountancy” to “Accounting”

BUSE 140 Business Law and Legal Environment (Miramar) – Course Revision was approved with recommended edits and reviewed by City College faculty (Boots/Norvell)
NOTES: Discussions were made regarding the Discipline chosen for this course. The committee suggests there may be an “or” between “Business” and “Law.”

- Recommended Edits:
  - Course Report:
    - SECTION I, IV. Disciplines: Review and revise this field with the appropriate discipline
    - SECTION I, XII. Proposed Start Semester: Change “154” to “161”
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add “Add ENGL 047A as an advisory”

BUSE 270 Business Internship/Work Experience (Miramar) – Course Revision was approved with recommended edits and reviewed by City College faculty (Boots/Norvell)
NOTES: Discussions were made regarding the Discipline chosen for this course. The committee suggests there may be an “or” between “Accounting” and “Counseling.”

- Recommended Edits:
  - Course Report:
    - SECTION I, IV. Disciplines: Review and revise this field with the appropriate discipline
  - Course Outline:
    - SECTION I, CATALOG COURSE DESCRIPTION, last sentence: Change the word “Accountancy” to “Accounting”

CHIL 180 Nutrition, Health and Safety for Children (Miramar) – Course Revision was approved with recommended edits and reviewed by City College faculty (Vizcarra/Barnes)

- Recommended Edits:
  - Course Report:
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add “Update textbooks”
San Diego City College  
Minutes of the 03/18/15 Curriculum Review Committee Meeting  

CHIL 188 Violence in the Lives of Children and Families (Miramar) – Course Revision was approved with recommended edits and reviewed by City College faculty (Vizcarra/Barnes)
- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add “Update textbooks; Add ENGL 047A as an advisory”
  - **Course Outline:**
    - SECTION I, CATALOG COURSE DESCRIPTION: Add the following audience statement “It is intended for Students majoring in child development and practicing child development professionals.”

LEGL 100A Introduction to Paralegalism (Miramar) – Course Revision was approved with recommended edits and pending review by City College faculty (Vizcarra/Boots)
NOTES: Discussions were made regarding the Discipline chosen for this course. The committee is concerned with the choice of “Law Legal Assisting” as the discipline for this course.
- **Recommended Edits:**
  - **Course Report:**
    - SECTION I, IV. Disciplines: Review and revise this field with the appropriate discipline

LEGL 100B Legal Procedures (Miramar) – Course Revision was approved with recommended edits and pending review by City College faculty (Vizcarra/Boots)
NOTES: Discussions were made regarding the Discipline chosen for this course. The committee is concerned with the choice of “Law Legal Assisting” as the discipline for this course.
- **Recommended Edits:**
  - **Course Report:**
    - SECTION I, IV. Disciplines: Review and revise this field with the appropriate discipline

MARK 100 Principles of Marketing (Miramar) – Course Revision was approved with recommended edits and reviewed by City College faculty (Vizcarra/Boots)
- **Recommended Edits:**
  - **Course Report:**
    - SECTION I, XII. Proposed Start Semester: Change “154” to “161”
    - SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add “Update textbooks; Raised advisory to ENGL 047A, ENGL 048, and ENGL 049 from ENGL 042”

SHEE 301A Level 1 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)
- **Recommended Edits:**
  - **Course Report:**
    - SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”
San Diego City College
Minutes of the 03/18/15 Curriculum Review Committee Meeting

SHEE 301B Level 1 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”**

SHEE 302A Level 2 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”**

SHEE 302B Level 2 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”**

SHEE 304A Level 3 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”**

SHEE 304B Level 3 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
    - **SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency Of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”**

SHEE 305A Level 4 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- **Recommended Edits:**
  - **Course Report:**
San Diego City College
Minutes of the 03/18/15 Curriculum Review Committee Meeting

- SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”

SHEE 305C Level 4 Sheet Metal/HVAC Apprenticeship (City) – Distance Learning – No Other Action was approved with recommended edits to Distance Education text and walk-in to CIC (Boots/Pruitt)

- Recommended Edits:
  - Course Report:
    - SECTION III. COURSE DISTANCE Ed. INFORMATION, CITY, III. Type and frequency of contact may include, but is not limited to: Add “4. Group meetings – students may be required to come to campus as required by instructor”

VI. The meeting was adjourned at: 3:50 pm.

Rev: 3/20/15; 04/09/2015