San Diego City College  
Minutes of the 11/05/14 Curriculum Review Committee Meeting

Members Present: Barnes, Boots, Chambers, Cheung, Covalt, Erreca, Inthisane, Monaco, Norvell, Pruitt, Rivera, Shelton, Taylor, Vizcarra

Members Absent: Carr, Hong, Kostlan, Pelletier

Guests Present: Boots (also proxy for Jarrell), Fredericks, Phillips

The meeting was called to order at: 2:06 pm

I. Agenda – was reviewed and approved (Erreca/Boots)

II. Minutes – From 10/22/2014, Curriculum Review Committee meeting was reviewed and approved with edits to CHEM 200L, noting the possible complications with listing a cross-discipline prerequisite (Erreca/Vizcarra)

III. Consent Agenda –

EXSC 125C Aerobic Dance III (Mesa) – Course Deactivation approved (Vizcarra/Norvell)  
EXSC 125D Aerobic Dance IV (Mesa) – Course Deactivation approved (Vizcarra/Norvell)  
GEOL 290 Independent Study (Mesa) – Course Deactivation approved (Vizcarra/Norvell))  
MATH 290 Independent Study (Mesa) – Course Deactivation approved (Vizcarra/Norvell)  
PHYN 290 Independent Study (Mesa) – Course Deactivation approved (Vizcarra/Norvell)

IV. Updates and Announcements–

- Upcoming events/meetings:
  
  Academic Senate for California Community Colleges Plenary Session is scheduled for November 13- November 15 in Irvine, California.

- CIC and State Curriculum Updates:

  CIC Business Item: Waivers for major requirements – Previously, the City College Academic Senate approved of returning to the “old” practice with waivers for major requirements while a procedure is being drawn up and finalized. City College Curriculum Review Committee (CRC) motioned to approve this item at the CRC meeting held on October 8th.

  A third revision has been made to the CIC Business Item: Waivers for major requirements. Shelton also provided a handout to the committee with definitions to the various ---. The committee reviewed and discussed on the third version of the CIC Business Item: Waivers for major requirements. A suggestion was made to consult the faculty who most use the waiver before any decisions are made by district (Vizcarra). City College CRC motioned to approve the third version (Erreca/Boots). One committee member abstained in the vote (Monaco).

  ASCCC Plenary Resolutions for Opening Day Discussion – Shelton provided committee with copies of the 46th Fall Session Resolutions for Discussion and the Resolutions Handbook. The committee is to review the Curriculum area of the Resolutions for Discussion (page 7 – 11) and send concerns and suggestions before Thursday, November 13 meeting.
San Diego City College
Minutes of the 11/05/14 Curriculum Review Committee Meeting

- New Discipline:
  San Diego Mesa College (SDMC) is presenting a new discipline (African American Studies) to Plenary meeting in April 2015.

V. Agenda Items–

COURSES

ALLH 049 Introduction to Health Careers (Mesa) – Course Revision was approved with City College faculty review and recommended edits (Norvell/Vizcarra)

NOTES: City College faculty, Deborah Berg, reviewed and approve of the course proposal.
  - Recommended Edits:
    o Course Report:
      ▪ SECTION II, COURSE ENROLLMENT INFORMATION, A. Requisites: Add an “ENGL 047A” advisory
      ▪ SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include a statement for adding the ENGL 047A advisory
      ▪ SECTION II, REQUISITE ANALYSIS: Incomplete requisite analysis – need to add requisite analysis for ENGL 047A, ENGL 048, ENGL 049, and MATH 043
      ▪ SECTION IV, COURSE DATA ADMINISTRATION ELEMENTS, A. SAM Code: The committee recommends to double-check the type of SAM Code used for this course
    o Course Outline:
      ▪ SECTION I, CATALOG COURSE DESCRIPTION, second sentence: Include a period (.) after “United States” and “The” to create sentence #3.
      ▪ SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Committee recommends to check for a more current edition or make note in the Course Report in SECTION II, COURSE ENROLLMENT INFORMATION, I. Additional Textbook Information the following statement: “Texts are latest editions”

BUSE 102 Introduction to Customer Service (City) – Course Reactivation was approved with recommended edits (Vizcarra/Pruitt)

NOTES: The purpose of this proposal is to include a course in customer service in Business. This course has not been offered for a while and there is student interest in expanding their skills as they pursue their degree in entrepreneurship. The Small Business Entrepreneurship degree will undergo a revision to include this course. It was stated that the department will determine if an additional discipline aside from Business to be added to the course proposal. Norvell will follow up with articulation information.
  - Recommended Edits:
    o Course Report:
      ▪ SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include “For inclusion in the Certificate and Associate degree in Business Management Entrepreneur”

BUSE 115 Statistics for Business (City) – Course Revision was approved with recommended edits (Vizcarra/Pruitt)

CSU GE B4 Area B, District GE A2, IGETC Area 2, and UCTCA was approved (Monaco/Vizcarra)
NOTES: This course is designed for students to build the skills to assist with making financial decisions. The techniques learned are similar to that of how banks handle their financial decisions. Norvell will follow up with articulation information.

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include “For inclusion in the Certificate and Associate degree in Business Management Entrepreneur”

**BUSE 201 Business Organization and Management (City) – Course Revision was approved with recommended edits (Vizcarra/Pruitt)**

NOTES: This course is designed for to provide students with more sophisticated leadership skills. City College currently offers a basic management course. Norvell will follow up with articulation information.

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include “For inclusion in the Certificate and Associate degree in Business Management Entrepreneur”

**CHIL 165 Children With Special Needs (Mesa) – Course Integration was approved with City College faculty review (Norvell/Vizcarra)**

NOTES: City College faculty, Sue Martin, reviewed and approved of the course proposal. Martin states this did not undergo major changes, but the course is in need of a two year review. A meeting is scheduled for November 6 to discuss the Child Development ADT with Shelly Hess, Interim Vice Chancellor of Instructional Services at District Office at 8:00 am. The discussion will cover the changes to City College’s TOP Code to the department and the possibilities of offering an ADT. More information will come to the committee regarding this discussion. Also, Miramar College has already changed their TOP Code.

**CHIL 166 Special Needs Curriculum (Mesa) – Course Integration was approved with City College faculty review (Norvell/Vizcarra)**

NOTES: City College faculty, Sue Martin, reviewed and approved of the course proposal. Martin states this did not undergo major changes, but the course is in need of a two year review. A meeting is scheduled for November 6 to discuss the Child Development ADT with Shelly Hess, Interim Vice Chancellor of Instructional Services at District Office at 8:00 am. The discussion will cover the changes to City College’s TOP Code to the department and the possibilities of offering an ADT. More information will come to the committee regarding this discussion. Also, Miramar College has already changed their TOP Code.

**ESOL 010 Transitional English for ESOL Students (City) – Course Revision was approved with recommended edits (Pruitt/Norvell)**

NOTES: The purpose of this proposal is to increase the number of units to the course. The content has not changed, but the number of unit change better fits the current number of hours already being met for the course. The change of units will result in an increase of FTEF. This item has already been approved by the Vice President of Instruction. ESOL 019 will be deactivated once this proposal is approved. In the future, the assessment skill level may also change, where L10 will be the first level. This change is currently under discussion at district. The comparison between this course and Continuing Education ESOL courses differ based on credit versus non-credit as well as the caliber of rigor between the two campuses.
San Diego City College  
Minutes of the 11/05/14 Curriculum Review Committee Meeting

- **Recommended Edits:**
  - **Course Outline:**
    - SECTION I, CATALOG COURSE DESCRIPTION, sentence #2: Remove “will” and change “emphasize” to “emphasizes”
    - SECTION II, 1. COURSE OUTLINE AND SCOPE, A. Outline Of Topics, #V.D.2: Remove the “s” in “works”

ESOL 045 Accelerated Reading, Writing, and Grammar for Non-Native Speakers of English (City) – New Course was approved (Pruitt/Norvell)

NOTES: The purpose of this proposal is to provide students a quicker option to completing the ESOL track courses. This track will shorten the length of time for ESOL students completing the ESOL courses prior to pursuing ENGL 101. This course is combination of ESOL 040, ENGL 048 and ENGL 049. There is an agreement from all three campuses of the district to offer this course. This course will go through the current approval process as basic skills. Once approved, the department will be in communication with other campus to do research in removing the basic skills.

HIST 109 History of the United States I (Mesa) – Course Revision was tabled pending City College faculty review and recommendations

HIST 110 History of the United States II (Mesa) – Course Revision was tabled pending City College faculty review and recommendations

MARK 105 Professional Selling (City) – Course Revision was approved with recommended edits (Vizcarra/Pruitt)

NOTES: The purpose of this course is to offer students with a how-to-do face-to-face sales course. This course is offered infrequently at Mesa College. It was stated that the department will determine if an additional discipline aside from Business to be added to the course proposal. Norvell will follow up with articulation information.

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include “For inclusion in the Certificate and Associate degree in Business Management Entrepreneur”
  - **Course Outline:**
    - SECTION I, CATALOG COURSE DESCRIPTION, last sentence: Add “business or” before “marketing and anyone...”

MARK 130 Advertising Principles (City) – Course Revision was approved with recommended edits (Vizcarra/Pruitt)

NOTES: The purpose of this course is to offer students with a course that has more emphasis on advertising. This course covers more content than what is currently offered in MARK 100 (Introduction). Norvell will follow up with articulation information.

- **Recommended Edits:**
  - **Course Report:**
    - SECTION II, COURSE ANALYSIS DATA, A. Reason for Proposed Action: Include “For inclusion in the Certificate and Associate degree in Business Management Entrepreneur”
San Diego City College
Minutes of the 11/05/14 Curriculum Review Committee Meeting

- Course Outline:
  - SECTION I, CATALOG COURSE DESCRIPTION, last sentence: Add “business or” before “Marketing and anyone...”

RTVF 242A Radio Broadcast Concert Production Workshop – Sound Mixing (City) – Course Revision was approved (Vizcarra/Boots)
NOTES: The committee recommends a verification of the SAM Code used for this course.

RTVF 242B Radio Broadcast Concert Production Workshop – Producing (City) – Course Revision was approved (Vizcarra/Boots)
NOTES: The committee recommends a verification of the SAM Code used for this course.

HUMA 103 Introduction to the New Testament (Mesa) – Course Revision was approved with City College faculty review (Norvell/Pruitt)
NOTES: City College faculty is looking to offer this course at City College in the future, but with an ENGL 101 prerequisite after more discussion.

PROGRAMS
Information Technology Management, Associate of Science (City) – Program Revision was approved with recommended edits (Vizcarra/Boots)
- Recommended Edits:
  - Program Report:
    - PROGRAM & AWARD INFORMATION, Total Units: Force units to 28 – 30.5

Information Technology Management, Certificate of Achievement (City) – Program Revision was approved with recommended edits (Vizcarra/Boots)
- Recommended Edits:
  - Program Report:
    - PROGRAM & AWARD INFORMATION, Total Units: Force units to 28 – 30.5

Cosmetology, Associate of Science (City) – Program Revision was approved with recommended edits (Vizcarra/Monaco)
NOTES: The Cosmetology Department has not offered the evening program for quite some time. The purpose of this program proposal is to remove all evening course listings. The department reports the day program is more successful than the evening program. The proposed program prerequisite may be flagged at district CIC. An explanation for the need of a program prerequisite is needed (i.e. program’s technical aspect that requires students to have met the English and math prerequisites). It was noted there is a meeting scheduled for November 18th that will provide the department with updates that are beneficial to students pursuing a career in cosmetology.
- Recommended Edits:
  - Program Report:
    - PROGRAM & AWARD INFORMATION, Program Description, sentence #8: Rewrite the sentence “It is highly recommended that a student complete the placement exams in
San Diego City College
Minutes of the 11/05/14 Curriculum Review Committee Meeting

order to meet the reading and wiring advisories” to fit the new proposed program prerequisite.

- PROGRAM & AWARD INFORMATION, Program Description, sentence #15: Rewrite the sentence “Cosmetology courses are offered during the day and event” to fit proposed program proposal of removing evening courses.

Theatre, Associate of Arts (City) – Program Revision was approved (Monaco/Vizcarra)

CITY DEACTIVATIONS
COSM 091A (City) – Approved (Monaco/Boots)
COSM 091B (City) – Approved (Monaco/Boots)
COSM 50LA (City) – Approved (Monaco/Boots)
COSM 50LB (City) – Approved (Monaco/Boots)
COSM 60LA (City) – Approved (Monaco/Boots)
COSM 60LB (City) – Approved (Monaco/Boots)
COSM 70LA (City) – Approved (Monaco/Boots)
COSM 70LB (City) – Approved (Monaco/Boots)
COSM 80LA (City) – Approved (Monaco/Boots)
COSM 80LB (City) – Approved (Monaco/Boots)
COSM 90LA (City) – Approved (Monaco/Boots)
COSM 90LB (City) – Approved (Monaco/Boots)

Cosmetology: Teacher Training Program, Certificate of Performance (City) – Approved (Monaco/Boots)

VI. The meeting was adjourned at: 4:12 pm.

Rev: 11/10/14, 11/13/14