San Diego City College  
Minutes of the 11/19/14 Curriculum Review Committee Meeting

**Members Present:** Boots, Carr, Cheung, Covalt, Erreca, Hong, Inthisane, Monaco, Norvell, Pruitt, Rivera, Shelton, Taylor, Vizcarra  
**Members Absent:** Barnes, Chambers, Kostlan, Pelletier  
**Guests Present:** Mayhew, McGhee, Savarese

The meeting was called to order at: 2:05 pm; the committee is unavailable to view the Course Report (CR) screen of each course proposal on the agenda.

I. **Agenda** –was reviewed and approved (Vizcarra/Hong)

II. **Minutes** –From 11/05/2014, Curriculum Review Committee meeting was reviewed and approved with edits to CIC and State Curriculum Updates and BUSE 102, BUSE 115, BUSE 201, MARK 105 and MARK 130 (Vizcarra/Pruitt)

III. **Consent Agenda** –
Consent agenda proposals are courses and programs that are not aligned and/or are only offered by other campuses in the District. City College’s Curriculum Review Committee and subject-expert faculty are encouraged to review consent agenda proposals. Proposal items can be pulled for further discussion should the City College Curriculum Review Committee and/or subject-expert faculty see is necessary.

- **ACCT 201A** Intermediate Accounting I (Miramar) – Course Revision approved (Vizcarra/Hong)
- **ACCT 201B** Intermediate Accounting II (Miramar) – Course Revision approved (Vizcarra/Hong)
- **ARTF 220A** Life Sculpture I (Miramar) – Course Revision approved (Vizcarra/Hong); City College ARTF faculty review is needed
- **ARTF 220B** Life Sculpture II (Miramar) – Course Revision approved (Vizcarra/Hong); City College ARTF faculty review is needed
- **ARTF 220C** Life Sculpture III (Miramar) – Course Revision approved (Vizcarra/Hong); City College ARTF faculty review is needed
- **AVIA 199** Instrument Ground School (Miramar) – Course Deactivation approved (Vizcarra/Hong)
- **CBTE 165** Webpage Creation with Dreamweaver (Miramar) – Course Revision approved (Vizcarra/Hong)
- **DIES 102** Heavy Duty Truck and Heavy Equipment Heating and Air Conditioning (Miramar) – New Course approved (Vizcarra/Hong)
- **GEOL 120** Earth Science Lab (Mesa) – New Course approved by committee (Vizcarra/Hong); City College may activate course for Child Development ADT
- **MATH 084** Practical Geometry (Mesa) – Course Deactivation approved (Vizcarra/Hong)
- **MATH 085** Practical Career Mathematics (Mesa) – Course Deactivation approved (Vizcarra/Hong)
- **MUSI 132A** Classical Guitar I (Miramar) – Course Revision approved (Vizcarra/Hong)
- **MUSI 132B** Classical Guitar II (Miramar) – Course Revision approved (Vizcarra/Hong)
- **Accounting Bookkeeping, Certificate of Performance** (Miramar) – New Program was approved (Vizcarra/Hong)
- **Associate Teacher, Certificate of Achievement** (Miramar) – Program Revision was approved (Vizcarra/Hong)
- **Geology, Associate in Science for Transfer** (Mesa) – New Program was approved (Vizcarra/Hong)
- **Business Administration, Certificate of Achievement** (Miramar) – Program Revision was approved (Vizcarra/Hong)
- **Business Administration, Associate of Science** (Miramar) – Program Revision was approved (Vizcarra/Hong)
San Diego City College
Minutes of the 11/19/14 Curriculum Review Committee Meeting

Business Administration, Associate of Science for Transfer (Miramar) – Program Revision was approved (Vizcarra/Hong)
Child Development, Associate of Science (Miramar) – Program Revision was approved (Vizcarra/Hong)
Interior Design, Associate of Science (Mesa) – Program Revision was approved (Vizcarra/Hong)
Interior Design, Certificate of Achievement (Mesa) – Program Revision was approved (Vizcarra/Hong)
Liberal Arts and Sciences with an Emphasis in Language Arts & Humanities Studies – Communications & Journalism, Associate of Arts (Mesa) – Program Deactivation was approved (Vizcarra/Hong)
Master Teacher, Certificate of Achievement (Miramar) – Program Revision was approved (Vizcarra/Hong)
Microcomputer Applications, Certificate of Achievement (Mesa) – Program Deactivation was approved (Vizcarra/Hong)

Museum Studies, Associate of Arts (Mesa) – Program Revision was approved (Vizcarra/Hong)

Personal Trainer, Certificate of Achievement (Mesa) – Program Revision was approved (Vizcarra/Hong)
Site Supervisor, Associate of Science (Miramar) – Program Revision was approved (Vizcarra/Hong)
Teacher, Certificate of Achievement (Miramar) – Program Revision was approved (Vizcarra/Hong)

IV. Updates and Announcements–

• CIC and State Curriculum Updates (Shelton):
  CIC Business Item: Waivers for major requirements – Table for next meeting
  ASCCC Plenary Resolutions for Opening Day Discussion – Table for next meeting
  CIC Business Item: Assigning course to discipline – Shelton will send the latest version of the business item for feedback. The document to be reviewed is the fifth version.

• Accreditation Kick-Off Meeting (Erreca/Inthisane):
  The Accreditation Kick-Off meeting held on Monday, November 17, was the first of a series of meetings to collect the evidence that supports the self-evaluation that San Diego City College is providing students with academic quality and institutional integrity and effectiveness, on a path to continuous improvement. There is a need of additional faculty volunteers for Standard 2 and Standard 3. Faculty are welcome to participate by contacting the Academic Senate and Co-chairs of the areas in the four Standards. The Curriculum Review Committee will be requested to provide evidence of regular evaluation and improvement of the quality and currency of all instruction programs. Shelton and Norvell plans to implement a process where all courses offered at City College undergo and complete their two or 6 year reviews as designed starting in the Spring 2015 semester.

• Mesa College reactivating WMNS designator (Shelton):
  Mesa College is proposing to reactivate Women’s Studies (WMNS) designator for Fall 2015. City College faculty, Sarah Pitcher, is concerned that students may be confused with City College’s Gender Studies (GEND). City College Curriculum Review Committee recommends for City College faculty and Mesa College faculty to be involve in more discussion before approving the reactivation of WMNS.

• Cross-Discipline Requisites:
San Diego City College  
Minutes of the 11/19/14 Curriculum Review Committee Meeting

District is requesting for research and evidence to place Math prerequisite for CHEM 200, CHEM 200L, CHEM 201, and CHEM 201L.

V. Agenda Items–

COURSES

ADJU 102 Criminal Law I (Miramar) – Course Revision was approved with recommended edits and with City College Dean approval (Vizcarra/Pruitt)

NOTES: This course is mainly a Miramar College course, but is offered by City College.

- Recommended Edits:
  - Course Outline:
    - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1-3: Update ISBNs with 13-digit number

BUSE 150 Human Relations in Business (Miramar) – Course Revision was approved with recommended edits (Monaco/Pruitt)

- Recommended Edits:
  - Course Outline:
    - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1-2: Update ISBNs with 13-digit number

CBTE 120 Beginning Microsoft Word (City) – Course Revision was approved with follow up (Vizcarra/Pruitt)

NOTES: The department is deactivating CBTE 120A and CBTE 120B as the content in the courses do not fulfill the Certificates and Associate requirements as offered by the department. There are concerns from the committee with regards to removing the limitations of this course as students who have taken CBTE 120A and CBTE 120B may not receive the new units towards their degrees. Another concern from the committee is that because this is not a substantial change in the course content, the removal of limitations may not stand. However, the department states that all three campuses are in agreement with this change due to the change in the software used for this course.

CBTE 140 Microsoft Excel (City) – Course Revision was approved with follow up (Vizcarra/Pruitt)

NOTES: The department has deactivated CBTE 140A as the content in the courses do not fulfill the Certificates and Associate requirements as offered by the department. The department has also removed the limitation of CBTE 143 as the course outlines for CBTE 140 and CBTE 143 are clearly defined. The department states that all three campuses are in agreement with this change. The committee inquires if there were equivalency of CBTE 140 and CBTE 143 to this course.

CBTE 143 Intermediate Excel (City) – Course Revision was approved with follow up (Vizcarra/Pruitt)

NOTES: The department has deactivated CBTE 140A as the content in the courses do not fulfill the Certificates and Associate requirements as offered by the department. The department states that all three campuses are in agreement with this change. The committee inquires if there is an equivalency to this course.

CBTE 162 Web Page Creation (Miramar) – Course Revision was approved with recommended edits (Monaco/Pruitt)
San Diego City College
Minutes of the 11/19/14 Curriculum Review Committee Meeting

- **Recommended Edits:**
  - **Course Outline:**
    - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #2-3: Update ISBNs with 13-digit number

**CBTE 165** Webpage Creation with Dreamweaver (Miramar) – Course Revision was moved from the agenda and placed on the Consent Agenda; course is not offered at City College

**DANC 183** Music for Dance (Mesa) – Course Revision was approved with recommended edits and review and approval from a City College subject-expert faculty (Vizcarra/Norvell)
  - **Recommended Edits:**
    - **Course Outline:**
      - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #2-3: Update ISBNs with 13-digit number

**ENGL 216** English Literature II: 1800 - Present (City) – Course Revision was approved with recommended edits (Vizcarra/Taylor); the course was approved for walk-in to CIC meeting on December 15th (Vizcarra/Monaco)
  - **Recommended Edits:**
    - **Course Report:**
      - SECTION I, XII. Proposed Start Semester: Change ‘154’ back to ‘151’ to have effective immediately

**LEGL 115** Civil Litigation – Procedures (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Vizcarra/Erreca)
  - **Recommended Edits:**
    - **Course Outline:**
      - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Update ISBN with 13-digit number

**LEGL 180** Contract Law (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Vizcarra/Erreca)
  - **Recommended Edits:**
    - **Course Outline:**
      - SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #2: Update ISBN with 13-digit number

**MUSI 108** The Business of Music (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Vizcarra/Erreca)
  - **Recommended Edits:**
San Diego City College
Minutes of the 11/19/14 Curriculum Review Committee Meeting

○ Course Outline:
  ▪ SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1-2: Update ISBNs with 13-digit number

MUSI 109 World Music (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Vizcarra/Erreca)
  - Recommended Edits:
    ○ Course Outline:
      ▪ SECTION II, 4 REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1 and #3: Update ISBNs with 13-digit number

REAL 101 Real Estate Principles (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Pruitt/Norvell)

REAL 115 Real Estate Finance I (Miramar) – Course Revision was approved pending the review and approval from a City College subject-expert faculty (Pruitt/Norvell)

PROGRAMS
Certificate of Performance in Creative Writing, Certificate of Performance (City) – New Program was approved with recommended edits (Monaca/Vizcarra)
NOTES: Mesa College is also offering a similar degree; however, City College is offering the degree with a different list of course options than that of Mesa College.
  - Recommended Edits:
    ○ Program Report:
      ▪ Correction to program title: Remove “Certificate of Performance in” in the program title name

VI. The meeting was adjourned at: 3:53 pm.

Rev: 11/21/14, 12/10/14