

APPROVED

**SAN DIEGO MESA COLLEGE
CURRICULUM REVIEW COMMITTEE**

Minutes

Thursday, February 3, 2005

Present: E. Armstrong, Y. Bergland, C. Buck, P. Christopher, C. DuPraw, P. Fischer, S. Flor, K. Foster, M. Fritch, D. Furrow, D. Gergens, P. Gustin, A. Hoffman, L. Kaiser, S. Newell, R. Olson, J. Pautler, W. Tappen, K. Wong

Excused:

Absent: J. Hudson, L. Horsman, K. Owen, J. Stamm,

Guests: D. Budzynski, L. Howard, A. Luoma, P. Mechstroh, G. Merx, A. Moctezuma, A. Primoza, J. Siever

Minutes/Agenda

- * MSC K. Foster/Y. Bergland to approve the revised/amended agenda of February 3, 2005.
- * MSC Y. Bergland/K. Foster to approve the minutes of December 2, 2004.

Announcements

- * P. Gustin welcomed everyone and self introductions were made.
- * P. Gustin announced several CurricUNET training sessions will be held during the spring semester. The first training will be on March 2 with another in April TBA. CRC members are requested to participate.
- * The discussion of the Standards/Criteria for Reviewing Outlines will be held after CRC members have had an opportunity to review the Checklist for Review of Credit Course Outlines of Record handout.

First Read Curriculum

- * MSC P. Fischer/K. Foster to submit **ARTF 161A** Mesa only integration to CIC.
- * MSC K. Foster/Y. Bergland to submit **CHIN 201** Mesa only integration to CIC with the following corrections:
 - Add target audience
 - Adjust prerequisite to include credit for high school courses
- * MSC K. Foster/Y. Bergland to submit **MUSI 214** revision to CIC with the following comments/corrections:
 - Adjust **MUSI 214** to a revision as **MUSI 214** replaces **MUSI 214A**
 - Adjust description to reflect repeatability due to changing of content each semester
 - Add reading assignment textbooks to textbook list
- * MSC J. Pautler/Y. Bergland to submit **LCOM 051AB & 095** new courses to CIC.
- * MSC D. Gergens/Y. Bergland to submit **ASTR 111** an aligned integration to Tech Review with W. Tappen, D. Gergens, and K. Wong as liaisons with the following comments:
 - Adjust outline per written notes from W. Tappen
 - Utilize description to adjust SLOs

- * MSC K. Foster/J. Pautler to submit **CHEM 251** an aligned integration to Tech Review with W. Tappen, D. Gergens, and K. Wong as liaisons with the following comments:
 - Adjust outline to show lecture assignments separately from lab assignments per ACS guidelines.
- * MSC K. Foster/Y. Bergland to submit **MATH 095 & 096** revisions to CIC with the following comments/corrections:
 - Adjust MATH 095 to a revision
 - Review/Adjust course titles to include type of geometry
 - Review/Adjust outline per written notes from W. Tappen
 - Add target audience
 - Update textbooks
- * MSC Y. Bergland/C. DuPraw to submit Mesa only **ANHL 215 & 215L** integrations to CIC.
- * MSC Y. Bergland/J. Pautler to submit **CACM 101, 105, 110, 111, 120, 130, 131, 140, 150, 201, 205, 211, 270, 291; HOSP 101, 115, 120, & 130** Mesa only new courses and **HOTL 110, 140** Mesa only integrations to Tech Review with J. Pautler, S. Newell, K. Foster and Y. Bergland as liaisons and as a subcommittee to incorporate these courses into new programs under the new Hospitality umbrella of programs.
- * MSC Y. Bergland/K. Foster to submit **CISC 182** new Mesa only courses to Tech Review with the following comment:
 - Adjust outline as necessary (D. Gergens will assist)
- * MSC Y. Bergland/K. Foster to submit **CISC 184** new Mesa only courses to CIC with the following adjustment:
 - **CISC 184** will be renumbered (Note: **CISC 187** is the new number)
- * MSC K. Foster/Y. Bergland to submit **MSFT 134** activation to CIC.
- * MSC C. DuPraw/P. Fischer to submit **WORK 274** integration with activation to CIC.
- * MSC Y. Bergland/J. Pautler to submit **HIST 171** integration Mesa only to Tech Review with D. Furrow as liaison with the following comments:
 - Adjust formatting
 - Update textbooks
 - Assignments are only a list of textbooks
- * MSC to submit **INTE 115** integration Mesa only to CIC.
- * MSC Y. Bergland/K. Foster to submit **PSYC 265A** Mesa only new course to Tech Review with P. Gustin as liaison with the following comments:
 - Add target audience
 - Separate out SLOs
 - Adjust reading/writing assignments to be more specific
 - Adjust honors to end of title
- * MSC D. Gergens/Y. Bergland to submit **GEOG 103 & HIST 113** deactivations to CIC.
- * MSC Y. Bergland/P. Fischer to submit **POLI 148 & 172** deactivations to CIC.
- * MSC K. Foster/J. Pautler to submit **Child Development Program** for deactivation of Site Supervisor Degree to CIC.

Technical Review Committee

The following proposals are in Tech Review. The specified liaison and date submitted to Tech Review are included.

- * **CACM 211** – New Course – Mesa only (12/2/04) (v2)
- * **CHIC 138** –Integration – Aligned – A. Hoffman (12/2/04) (v2)
- * **CHIC 190** – Revision – Aligned – A. Hoffman (11/4/04) (v1)
- * **HIST 168** –Integration – Mesa only – D. Furrow (12/2/04) (v2)
- * **MULT 101** –Integration – Aligned – A. Hoffman (12/2/04) (v2)
- * **PHYE 253AB** – Revision/Units – Aligned – J. Stamm/L. Horsman (11/4/04)
- * **PSYC 262** – Integration – Mesa only – A. Hoffman (9/16/04)
- * As of 12/4/2003 proposals that are still in Tech Review after 12 months from date entered will be reviewed and then returned to the originators/deans. L. Armstrong informed the committee that she will follow up with the Deans prior to proposals being returned to originators.

Second Read Curriculum

- * There were no second read items.

City

- * MSC K. Foster/Y. Bergland to support **ENGL 253** an aligned integration.
- * **PHIL 126** was acted upon and supported at the December 2, 2004 CRC meeting.
- * MSC K. Foster/Y. Bergland to support **HIST 120** an aligned revision.
- * **MSFT 138** was reviewed and P. Gustin will inquire if Mesa would like to activate this course.
- * The following items were reviewed with out comment: **ARTG 149; INWT 140; MAFG 100, 102, 111, 200, 205, 210, 215, 220, 225; MCTR 120ABC, CBTE 121AB, 141AB, 151AB, 164A, 171AB, CBTE 051**

Miramar

- * The following items were reviewed without comment: **AVIA 101, 133, 140, 199, 212, & 260; and REAL 115.**

Information/Discussion

- * E. Armstrong updated the committee on the CIC CurricUNET Steering Committee and the progress made in working with Governet to solve challenges. CurricUNET 2 is a completely new program and in order to work within it properly computers and servers must meet certain specifications. Mesa, the District and Governet are working together to assist CurricUNET 2 users in updating and acquiring these specifications. At the CIC retreat George Tamas and Steve Thyberg were very receptive and stated their desire to work with the colleges in solving challenges. E. Armstrong highlighted three areas that Governet will be developing to assist colleges.
 - A process for Six Year Program Review
 - The ability to code proposals for priority
 - The ability to transmit new programs/certificate of achievements to the Chancellor's office
- * The Steering Committee handout from the District includes a log of the requests and adjustments that have been made by Governet from October 19, 2004 to 1/21/2005. CRC members were requested to bring new challenges as they are found as well as any ideas that may assist in streamlining the process to either E. Armstrong or P. Gustin. A suggestion was made that a checklist be developed to assist in moving proposals forward.

- * P. Gustin thanked members for their patience and their cooperation in completing the lengthy list of first read items. The standards/criteria for reviewing outlines and the remaining discussion items will be placed on the February 17 CRC agenda. [Discussion items: Six Year Review in CurricUNET (Subcommittee), CurricUNET Emails (Proposals Color Coded Priority), CurricUNET Entry of ISBN (Fill with zeros if none available) CRC Website Information, Flex Credit Information & Handout]
- * P. Gustin informed C. Buck that the committee will miss her immeasurably and thanked her for her dedication and thoroughness in ensuring articulation of Mesa courses.
- * The CIC action summary handout includes actions for both the 12/9/04 and the 1/20/05 CIC meetings.

Tech Review Items – Liaison, Originator and/or Dean

- * None
 - * MSC Y. Bergland/K. Foster to adjourn the meeting at 4:35 p.m.
- Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
 NEXT MEETING February 17, 2005 Room LRC 229, 2:00 pm.