

APPROVED

SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, February 17, 2000

Present:	Y. Bergland, C. Buck, J. Ellis, P. Fischer, P. Hjorth-Gustin, P. Meckstroth, S. Newell, X. Song, A. Taccone, G. Perri
Absent:	C. DuPraw, S. Flor, L. Kelly
Guests:	M. Foster, I. Korneitchouk, A. Reuss, E. Richards

Agenda/Minutes

- * MSC Y. Bergland/ S. Newell to approve the revised agenda for the February 17, 2000 meeting with the change of BIOL 235 to second read and an addition to 7. Information/Discussion, 3.0 Inactive Courses (C. Buck).
- * MSC Y. Bergland/ S. Newell to approve the minutes of February 3, 2000.

First Read Curriculum

- * MSC Y. Bergland/C. Buck to submit **MUSI 100** - Integrated Course Outline to Tech Review.
- * MSC Y. Bergland/P. Fischer to submit **PERG 127** – Integrated Course Outline to Tech Review.

Technical Review Committee

P. Hjorth-Gustin distributed the February 10, 2000 Tech Review minutes. The Tech Review Committee recommends a new form for courses that are only being integrated and that Section IV be revised. Recommendations for the new form and revisions to Section IV are included in the Tech Review minutes. Clarification of SAM & TOP codes, the tracking of courses requesting transfer status, and the process of deactivation of courses that a new course replaces were requested by P. Hjorth-Gustin. It was stated that SAM & TOP codes are assigned at the college level, the transfer status of courses goes through the college Articulation Officer, and deactivation of courses is not automatic- the deactivation paperwork should be processed simultaneously with the activation.

- **POLI 102** – Integrated Course Outline – Not submitted for Second Read.

Second Read Curriculum

- * MSC C. Buck/S. Newell to submit **BIOL 205** - Integrated Course Outline – to CIC after minor originator corrections.
- * MSC S. Newell/ P. Meckstroth to submit **CISC 190 & 192** – New Courses – to CIC.
- * MSC C. Buck/S. Newell to submit **TAGA 201** – New Course – to CIC.
- * MSC C. Buck/S. Newell to submit **BIOL 235** – Integrated Course Outline – to CIC.

City

- Tabled – Being Revised by Originator - **PHYE 177**- Integrated Outline
- MSC (1 abstention) P. Meckstroth/C. Buck to approve with comments – **BIOL 107** – correct Math advisory to 95 or 96 ; course description should be reworded to reflect current description “No credit for Biology 105, 106, or 107 if taken after Biology 210A/B. Biology 105 and 106 combined with 107; maximum credit – 4 units. See a counselor.”; and effective date should be updated.

Miramar

- * Reviewed with comments – **LIBS 101** – Integrated Course Outline – Section II #11 needs to be completed.
- * Reviewed with comments – **AUTO 189** – New Course – Math 54 to Math 95
- * Reviewed with comments – **ADJU 106** – Integrated Course Outline –Section II # 7 needs to be completed, Section IV & Section VII missing, needs English advisory, and concern if this is a major requirement of the program or not.
- * Reviewed with comments – **AVIM 265** – Special Topic – could not review properly as there were no forms included with the outline.

Information/Discussion

The Course Numbering System will use 1-49, 50-99, 100-299, and 300-399 as the divisions for course numbering.

Although there are details to be worked out a course can now be taught as a TMI provided it is integrated within one semester. It is recommended that a simple cover letter or a one page short form be all that is needed in the way of forms when sending through a course just for integration.

J. Ellis distributed the *Integrated Course Outline Writing Workshop* packet that she uses. This information will be placed on the website soon. It was suggested that J. Ellis do a presentation at a Deans/Chairs meeting and/or to whole departments so they can receive training.

C. Buck distributed an Email from Bill Scroggins relating to the laws, regulations, and standards regarding the practice of keeping a course on the books without offering it. C. Buck informed the committee that the current practice in many colleges is that after a course has not been offered for six semesters, a letter is sent to the Articulation Officer stating that the course will be automatically closed off unless the faculty responds within 30 days. This is not the process at Mesa College.

J. Ellis reported on the issue of the aligned vs. nonaligned curriculum process. She informed the committee that within the District there are many courses that are aligned but only about five or six aligned programs.

The meeting adjourned at 4:30 p.m.

Minutes approved by

Geraldine Perri and Jan Ellis, Co-Chairs
NEXT MEETING March 3, 2000 Room A102, 2:00 p.m.