

# APPROVED      **SAN DIEGO MESA COLLEGE**

## **CURRICULUM REVIEW COMMITTEE**

### Minutes

Thursday, March 3, 2005

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**Present:**      E. Armstrong, Y. Bergland(proxy), P. Christopher, C. DuPraw, P. Fischer, K. Foster, S. Flor, M. Fritch(proxy), L. Horsman, D. Furrow(proxy), D. Gergens(proxy), P. Gustin, A. Hoffman, L. Kaiser, P. Liska, S. Newell, R. Olson, J. Pautler, A. Saballet, W. Tappen,

**Excused:**

**Absent:**      J. Hudson, K. Wong

**Guests:**      D. Barrie, L. Howard, M. Ornelas

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### Minutes/Agenda

- \* MSC J. Pautler/A. Saballet to approve the revised agenda of March 3, 2005.
- \* MSC J. Pautler/A. Saballet to approve the minutes of February 17, 2005.

### Announcements

- \* P. Gustin acknowledged guests and L. Howard requested and received committee input/suggestions for creating a new math lab proposal.

### First Read Curriculum

- \* MSC P. Fischer/J. Pautler to submit **ARTF 161B** Mesa only integration to CIC with the adjustments made during the meeting.
- \* MSC J. Pautler/K. Foster to submit **MSFT 051 & 052** deactivations to CIC.
- \* MSC K. Foster/J. Pautler to submit **ENGL 092A & 092B** deactivations to CIC.
- \* Per 2/3/05 motion **LCOM 96 & 101A** Mesa only new courses were submitted to CIC.
- \* MSC C. DuPraw/W. Tappen to submit **GEOL 104** to CIC with the adjustments made during the meeting.

### Technical Review Committee

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

- \* **CACM 101, 105, 110, 111, 120, 130, 131, 140, 150, 201, 205, 211, 270 & 290** – New Courses – Mesa only (12/2/04 & 2/3/05) (v2)
- \* **HOSP 101, 115, 120 & 130** – New Courses – Mesa only (2/3/05) (v2)[**HOSP 140** has been removed by originator]
- \* **HOTL 110 & 140** – New Courses – Mesa only (2/3/05) (v2)
- \* **CHIC 138** –Integration – Aligned – A. Hoffman (12/2/04) (v2)
- \* **HIST 168** –Integration – Mesa only – D. Furrow (12/2/04) (v2)
- \* **HIST 171** - Integration – Mesa only – D. Furrow (2/3/05) (v2)
- \* **PHYE 253AB** – Revision/Units – Aligned –L. Horsman (11/4/04)
- \* 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

- \* **CHEM 251** was returned to Tech Review.
- \* MSC J. Pautler/W. Tappen to submit **MULT 101, 112 and 114** Mesa only proposals to CIC with the adjustments made during the meeting.
- \* MSC P. Fischer/J. Pautler to submit **CHIC 190** an aligned integration (not a revision) to CIC with the adjustments made during the meeting.
- \* MSC S. Newell/K. Foster to submit **ALLH 101** Mesa only new course with Distance Ed to CIC.
- \* J. Pautler requested that when the changes in CurricUNET 1 to the **PHYE 253AB** revision proposals have been made a virtual vote be taken.

## City

- \* MSC P. Fischer/C. DuPraw to support **PHYE 104** – new course.
- \* MSC J. Pautler/C. DuPraw to support **MSFT 140** – new course.

## Miramar

- \* No proposals were on the agenda.

## Information/Discussion

- \* P. Gustin informed the committee that several CIC policies vs Title V requirements have been clarified and CurricUNET is being adjusted to improve and expedite the movement of proposals. P. Gustin requested members to continue to bring to her attention other concerns they may have.
- \* The CurricUNET steering committee is currently working to assist Governet with the inclusion of the Six Year Review process into CurricUNET. The committee presented the following comments/suggestions:
  - Create an interactive checklist on side bar next to outline being reviewed
  - Allow updating the outline for textbook adjustments
  - Define need to change prerequisites if new SLOs have not been incorporated in them
  - Prepare flow chart to define personnel and process of review similar to proposals
- \* The consensus of committee members was to approve having a liaison work with an originator during the prelaunch level. P. Gustin will work with Governet to have an email sent to a designated CRC member when a proposal is created or prelaunched. Details of the process such as notification of committee members, requesting a liaison, evaluator review and usage of the revised checklist will be mapped out and discussed in future meetings.
- \* P. Gustin is currently making the suggested changes to the revised checklist and anticipates having it available for the March 17 meeting. She has requested input from District personnel as to CIC criteria so this criterion can be included in the checklist as well. It is expected that with the usage of the revised checklist and having liaisons work early on with originators fewer adjustments and challenges will be met as originators proceed through the approval process.
- \* P. Gustin was requested to present to CIC the committee's concerns that notification of CIC holds prior to placing items on the CIC agenda be expanded to include college curriculum classified personnel in charge of minutes and agendas.
- \* The CIC action summary handout for the 2/24/05 CIC meeting was distributed.
- \* MSC C. DuPraw/J. Pautler to adjourn the meeting at 3:55 p.m.

Minutes approved by

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