

# APPROVED

# SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

## Minutes

Thursday, September 16, 2004

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<b>Present:</b>	E. Armstrong, Y. Bergland , C. Buck, P. Fischer, S. Flor, K. Foster, M. Fritch, D. Furrow, D. Gergens, P. Gustin, R. Olson, K. Owen, J. Stamm, W. Tappen, K. Wong
<b>Excused:</b>	C. DuPraw, S. Newell,
<b>Absent:</b>	A. Hoffman, L. Horsman,
<b>Guests:</b>	E. Barrington, C. Kinney, L. Lopez, J. Pautler

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### Minutes/Agenda

- \* MSC C. Buck/J. Stamm to approve the agenda of September 16, 2004.
- \* MSC Y. Bergland/ P. Fischer to approve the minutes of May 20, 2004.

### Announcements

New committee members and guests were welcomed by P. Gustin and self introductions were made.

### First Read Curriculum

- \* MSC Y. Bergland/C. Buck to submit **SPAN 215** – new course to Tech Review with K. Foster as liaison with the following comments:
  - All three colleges have worked together to develop this proposal and should be listed on the outline
  - Include activations of City and Miramar in need for change items
  - Request City College's **SPAN 103** (Rosalinda Sandoval originator) be not approved due to it's similarity in content to SPAN 215
  - Include information on availability of challenge/testing
  - Review SDSU catalog to assist in verbiage for enrollment limitations
- \* MSC Y. Bergland/C. Buck to submit **CHEM 234L** – aligned deactivation to CIC.
- \* **PHYS 195C** is to be returned to originator per request and motion made on May 20, 2004.
- \* MSC C. Buck/P. Fischer to submit **NLTE 105 & 170** – deactivations to CIC.
- \* MSC P. Fischer/Y. Bergland to submit **PHYR 135** to Tech Review with R. Olson as liaison with the following comments:
  - Review transferability
  - Add lab applications to SLOs
- \* MSC Y. Bergland/C. Buck to submit **BIOL 265A** – Special Topics for Australia Study Abroad to CIC with the following comments:
  - Add target audience
  - Expedite CIC review to offer course in Spring 051
- \* MSC Y. Bergland/C. Buck to submit **HEIT 261 & 262** to Tech Review with Y. Bergland as liaison with the following comments:
  - Review lab hours/total hours for DCP course

- \* MSC C. Buck/P. Fischer to submit **MUSI 209** to Tech Review with K. Foster as liaison with the following comments:
  - Review and complete advisory
  - Add more detail to reading and writing assignments
- \* MSC Y. Bergland/C. Buck to submit **BIOL 120 & BIOL 255** to Tech Review with D. Gergens as liaison with the following comments:
  - Review description
  - Include target audience
  - Develop Student Learning Outcomes
  - Stress lab applications
- \* MSC C. Buck/P. Fischer to submit **HEAL 190** – Distance Ed only to CIC with the following comments:
  - Expedite CIC review to offer course online for Early Spring Intersession

### Technical Review Committee

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

- \* **BIOL 250** – Integration - W. Tappen (9/19/02)
- \* **ENGL 064** – Integration (UCSD Course) – Mesa only – A. Hoffman (5/20/04)
- \* **PHIL 125** – Integration – Aligned – D. Furrow (5/6/04)
- \* **PHYR 134** – Integration – Mesa only – S. Newell ( 5/20/04)
- \* **PSYC 125 & 128** – Integrations – W. Tappen (10/4/03)
- \* 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

- \* None

### City

- \* MSC K. Foster/C. Buck to approve the tabled aligned integration **CHIC 141B**.
- \* **DRAM 143** a new course was reviewed with the comment:
  - Mesa does not wish to activate DRAM 143 at this time
- \* MSC C. Buck/Y. Bergland to approve the aligned integration **PSYC 101** with comments:
  - Mesa requests amending the description per Mesa faculty and committee's recommendations
  - Clarification of Student Learning Outcomes notation and numbering
  - Format textbook listings and include publisher dates
- \* **MATH 150L** was reviewed with comment:
  - Mesa's Curriculum Review Committee approves of activation of MATH 150L at Mesa
- \* MSC C. Buck/P. Fischer to approve the aligned deactivation of **CHEM 232L**.

### Miramar

- \* **RTVC 200; ADJU 103 & 106; and PSYC 132** (deactivation) were reviewed without comment.

## Information/Discussion

- \* P. Gustin reported that CIC has formed a subcommittee CurricUNET task force to review specific issues and make specific recommendations to resolve them. The committee presented the following issues to be taken forward to the task force.
  - Moving proposals in CurricUNET to meet deadlines for CIC meetings does not take into consideration college schedules and catalogs.
  - CurricUNET should allow for a better choice of AS and/or CSU designation for proposals.
  - Streamline movement of Activation proposals and programs unique to one college
  - Special Topic proposals should have the same procedures as Distance Ed proposals
  - Streamline movement of returning proposals to originator
- P. Gustin requested that committee members continue to bring CurricUNET issues to her and to inform faculty/originators to also bring their issues to her.
- \* With Chancellor Carroll's recommendation that more interaction take place between the colleges and the District Office P. Gustin announced that the October 28 CIC meeting will take place at Mesa. P. Gustin will also be inviting District personnel to attend our CRC meetings.
- \* E. Armstrong informed the committee of the completion of sending in the 6<sup>th</sup> Edition Top Codes to the state. New Mesa Certificates of Completions were also included in the report. She noted that the District has a 2 course minimum for the Certificate of Completions and the state only records Certificate of Completions that are 6 – 17.5 units. The recommendation that a certificate of completion could be given and justified by the amount of hours involved in the course work rather than the number of units involved will be taken forward to CIC.
- \* By general consent the Curriculum Update memo prepared by P. Gustin will be emailed to Mesa faculty to inform them of important issues affecting the curriculum process this year.
- \* P. Gustin and E. Armstrong updated the committee on the District's continuing integration of outlines project. To facilitate this project Integrating Course Outlines Workshops will be held on two Fridays, October 1 and October 29 in the LRC room 229 from 10:00am to 2:00pm with sack lunches provided. Y. Bergland announced that committee members who are liaisons for outline originators at these workshops will be given co-presenter's FLEX credit.
- \* L. Armstrong summarized the key points in the Accrediting Commission for Community & Jr. Colleges handout.
- \* A handout of deadlines for converting from CurricUNET 1 to 2 and a 2-page instructional handout on taking action on proposals and reviewing proposals were distributed. For those members who were not able to attend the District's August CurricUNET 2 workshops the complete user guide is available online at <http://www.sdccd.net/instsrv/CurricUNET/userguide.doc>.
- \* The CIC actions synopsis report for 5/27/04 & 9/4/04 was distributed.
- \* L. Armstrong reported that Mesa has completed its self study and is ready for the October 5-7 accreditation visit. Copies of the self study are available for review in the LRC and various departments throughout the campus.
- \* Due to the accreditation team being on campus October 6 the next CRC meeting will be held on September 30.

## Tech Review Items – Liaison, Originator and/or Dean

- \* None
- \* MSC P. Fischer/K. Foster to adjourn the meeting at 4:10 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING September 30, 2004 Room A102, 2:00 pm.