

**APPROVED**

**SAN DIEGO MESA COLLEGE  
CURRICULUM REVIEW COMMITTEE**

**Minutes**

Thursday, November 4, 2004

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**Present:** E. Armstrong, Y. Bergland(Proxy), C. DuPraw, S. Flor, P. Fischer, K. Foster, M. Fritch, D. Furrow, D. Gergens, P. Gustin, A. Hoffman, L. Horsman, J. Stamm, R. Olson, K. Owen, K. Wong  
**Excused:** S. Newell,  
**Absent:** C. Buck, J. Hudson, W. Tappen,  
**Guests:** I. Korneitchouk

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**Minutes/Agenda**

- \* MSC A. Hoffman/C. DuPraw to approve the agenda of November 4, 2004.
- \* MSC J. Stamm/P. Fischer to approve the minutes of October 21, 2004.

**Announcements**

- \* P. Gustin thanked committee members who assisted with the October Integrating Course Outlines Workshops. She reported that the workshops were helpful to originators and anticipates that more workshops will be held.

**First Read Curriculum**

- \* MSC P. Fischer/K. Foster to submit **CHIC 190** to Tech Review with A. Hoffman as liaison with the following comments:
  - Adjust proposal to integration – not a revision
  - Adjust starting semester to 054
  - Review description for usage of “will”
  - Review if proposal acceptable as a 6-year review
  - Review learning outcomes – should be more general so there are fewer
  - Review outline of topics – should be more general
  - Review text & supplies – should relate to student needs
- \* MSC D. Furrow/S. Flor to submit **PHYE 160** to Tech Review with J. Stamm as liaison with the following comments:
  - Adjust starting semester to 054
  - Add target audience to description – “Students interested in track & field in spring semester.” suggested
  - Review references to “see a counselor”
  - Review SLO’s points 1 & 2 – “two or more events” suggested
- \* MSC K. Foster/L. Horsman to submit **PHYE 253AB** to Tech Review with J. Stamm as liaison with the following comments:
  - Adjust starting semester to 054
  - Add target audience to description
  - Review SLO’s usage of “demonstrate” – remove or use with “by officiating....etc”

- \* MSC D. Furrow/K. Foster to submit **PHYE 254AB** to Tech Review with J. Stamm as liaison with the following comments:
  - Adjust starting semester to 054
  - Review units and hours – adjust description if lecture only
  - Remove “Fall/Spring” from description
  - Add target audience to description
  - Adjust description to “This course benefits students who are enrolled in a second intercollegiate track and field season.”
  - Review SLO’s for consistent verb usage – describe not recommended
  - Remove *¿* typos
  - Review textbook list
- \* MSC K. Foster/L. Horsman to submit **PHYR 140B** to Tech Review with P. Fischer as liaison with the following comments:
  - Outline looks good and is similar to the PHYR proposals already forwarded to CIC.
- \* MSC L. Horsman/D. Furrow to submit **ANHL 125** to Tech Review with R. Olson as liaison with the following comments:
  - First Mesa proposal via CurricUNET 2
  - Add scrutiny back in (suggest CurricUNET do it automatically even for adjustments)
  - Add corequisite
  - Review Sam Code
  - Newest edition of textbook is not available
  - Remove extra numbers from lists
- \* MSC D. Furrow/L. Horsman to submit **ARTF 197C** deactivation to CIC.

## Technical Review Committee

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

- \* **BIOL 250** – Integration - W. Tappen (2/20/03)
- \* **BIOL 120 & 255** – Integrations - D. Gergens (9/16/04)
- \* **CHEM 255** – Revision/Integration – Prerequisites – Mesa only – W. Tappen (10/21/04)
- \* **CISC 193** – New Course – Mesa only – D. Gergens (10/21/04)
- \* **HEIT 105** – Revision – Mesa only – Y. Bergland (9/30/04)
- \* **HEIT 155C** – Revision – Mesa only – Y. Bergland (9/30/04)
- \* **PSYC 125 & 128** – Integrations – Mesa only - W. Tappen (10/4/03)
- \* **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

- \* MSC P. Fischer/K. Foster to submit **SPAN 215** to CIC.
- \* MSC K. Foster/L. Horsman to submit **MUSI 209** to CIC.
- \* MSC P. Fischer/L. Horsman to submit **ENGL 064** to CIC.

## City

- \* **Programs:** Business Studies-Retail Management Emphasis; Business Studies-Small Business Accounting Emphasis; and Business Studies-Small Business Management Emphasis were reviewed with out comment
- \* **INWT 140** was reviewed without comment

## Miramar

- \* MSC P. Fischer/Y. Bergland to table **PSYC 245** – aligned integration to allow Mesa faculty to review and make recommendations extended to November 18, 2004 meeting.
- \* MSC K. Foster/D. Furrow to support **ACCT 116B** – aligned integration with the following comments:
  - Needs a target audience
  - Specify “Accounting” Associate Degree
- \* MSC K. Foster/P. Fischer to table **PSYC 137** – aligned integration to allow Mesa faculty to review and make recommendations.
- \* **CHIL 100; FIPT 110, 160 & 162** were reviewed without comment.

## Information/Discussion

- \* P. Gustin reported that CIC’s joint meeting with Student Services will be announced at a later date. She informed the committee that the review of UCTCA proposals for articulation will now be scheduled in May for submission in November. For more information contact Articulation Officer C. Buck.
- \* E. Armstrong reported the conversion of the mainframe to the new Datatel system is scheduled to begin with the HR system in December 2006 and by Fall 2007 everything will be in the Datatel system.
- \* D. Gergens brought to the committee’s attention the updating of individual web pages and links to CurricUNET 2. E. Armstrong suggested that W. Craft be invited to a meeting to discuss this issue.
- \* K. Foster gave an overview of the new LCOM program designator for Mesa’s Learning Communities (Mesa Academy, Freshman Experience & Puente Project) and how courses are linked within each learning community.

P. Gustin stated that the email reminders to originators/liaisons to facilitate making adjustments to proposals in Tech Review within two CRC meetings will again be utilized and the draft minutes will be sent to originators who had proposals moved to Tech Review. She also expressed her concern that proposals in Tech Review are not being moved forward expeditiously and presented several suggestions.

  - The committee could do a more thorough review at the meetings by working in groups with originators and have the originators make adjustments directly into CurricUNET at that time.
  - The liaisons and originators could meet with additional committee members on alternate Thursdays afternoons to review and make adjustments. It is anticipated that the additional committee members would meet about two alternate Thursdays per semester.
  - The possibility of having the new academic secretary, Ruth San Filippo, assist originators in making adjustments as well as the current task of assisting originators in inputting proposals into CurricUNET.
- \* The CIC actions synopsis report for 10/28/04 was distributed.

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

\* None

\* MSC L. Horsman/P. Fischer to adjourn the meeting at 3:45 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING November 18, 2004 Room A102, 2:00 pm.