

APPROVED

**SAN DIEGO MESA COLLEGE
CURRICULUM REVIEW COMMITTEE**

Minutes

Thursday, November 6, 2003

Present: E. Armstrong(Proxy), Y. Bergland, C. Buck, C. DuPraw, P. Fischer, K. Foster, D. Furrow, P. Gustin, D. Gergens, A. Hoffman, L. Horsman, S. Newell, R. Olson, E. Richards(Proxy),
Absent: O. Lee, J. Stamm, W. Tappen
Guests:

Minutes/Agenda

- * MSC K. Foster/S. Newell to approve the agenda of November 6, 2003 with the deletion of Curriculum Items first read item 3.1 AMSL 116 & 215 – New Courses – Aligned. These courses are in Tech Review being renumbered and adjusted.
- * MSC K. Foster/C. Buck to approve the minutes of October 16, 2003.

Announcements

P. Gustin announced that Judy Stamm has been approved by the Academic Senate as a member of the committee. J. Stamm is the faculty replacement for L. Cloud.

First Read Curriculum

- * MSC Y. Bergland/C. Buck to submit the **ARTF 120** to Tech Review with A. Hoffman as liaison with the following suggestions.
 - Addition of another textbook and/or a newer edition.
 - Review for title change and make adjustments as needed within proposal
 - Review relationship of topics, outcomes and objectives to ensure they relate to each other.
- * MSC Y. Bergland/C. DuPraw to submit the **ARTF 195B & 197B** to Tech Review with S. Newell as liaison with the following suggestion.
 - Target audience needs clarification
 - Review/process ARTF 195B & 197B as part of a total unit of ARTF proposals currently being processed.
- * MSC C. Buck/Y. Bergland to submit **DRAM 170AB & 171AB** deactivations to CIC.
- * MSC Y. Bergland/P. Fischer to submit **RUSS 101** to Tech Review with A. Hoffman as liaison with no suggestions given.

Technical Review Committee

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

- * **AMSL 101,200,&201(AMSL 116 & 215 – New Courses)** - Integrations–P. Fischer, S. Newell(May 2002; 201-9/19/02, 101-10/4/03, 11/6/03)
- * **ANHL 250** - Integration - Aligned – S. Newell (5/15/03)

- * **ARCH 105, 106 & 107** – Integrations – Mesa only – D. Gergens; L. Horsman (11/21/02)(2/20/03)
- * **ARTF 195A** – Integration/Revision – Aligned – S. Newell (10/16/03)
- * **ARTF 265A** – New Course – Mesa only – O. Lee (5/1/03)
- * **BIOL 250** – Integration - W. Tappen (9/19/02)
- * **FASH 175 & 176** – Revisions – Mesa only – C. DuPraw (10/18/03)
- * **GEOG 101& 101L**–Integrations – Mesa only - D. Furrow (May 2002)
- * **HIST 100, 101, 105, & 106**– Integrations – D. Furrow (9/19/02)(2/6/03)
- * **MUSI 120B**– Integration/Revision/Renumber – Aligned – K. Foster (5/15/03)
- * **MUSI 240A** – Integration/Revision/Renumber – Aligned – K. Foster (5/15/03)
- * **PHYE 132** – Integration – Aligned – D. Gergens (10/17/02)
- * **PHYE 159**– Integration – W. Tappen (10/3/02)
- * **PSYC 125 & 128** – Integrations – E. Richards (10/4/03)

- * The proposals currently in the Tech Review process were individually discussed to clarify their status and how best the committee can facilitate their movement to CIC.

- **AMSL 101,200,&201(AMSL 116 & 215) Action:**

- MSC Y. Bergland/K. Foster that due to the complexity and need for an interpreter in making adjustments to the AMSL proposals a subcommittee consisting of P. Fisher, S. Newell, P. Gustin, Y. Bergland and A. Svedberg with an invitation to Dean Pautler to participate be formed to meet with the originator and an interpreter to facilitate the movement of these proposals.

- **ANHL 250 Action:**

- Originator will make it a priority to complete Tech Review adjustments and have it ready for second read.

- **ARCH 105, 106 & 107 Action:**

- Proposals are close to being done.

- **ARTF 195A & ARTF 265A Action:**

- Consensus by the committee to accept K. Foster's request that these ARTF proposals be allowed to remain in Tech Review and be moved forward as a unit with other ARTF proposals that are progressing through CurricUNET

- **BIOL 250 Action:**

- P. Gustin will check with W. Tappen on the status of BIOL 250.

- **FASH 175 & 176 Action:**

- Recently submitted to Tech Review with no apparent progress concerns.

- **GEOG 101& 101L Action:**

- MSC C. Buck/Y. Bergland to allow the liaison, D. Furrow, to make the necessary changes in GEOG 101 & 101L by November 15 so they can be approved and forwarded to CIC. The changes made by D. Furrow will utilize subject matter from experts in the field and have approval of Mesa's Chair/Dean prior to being inputted.

- **HIST 100, 101, 105, & 106 Action:**

- Consensus by the committee to impress upon the originator the necessity of inputting the Tech Review adjustments and having Mesa's chair review the completed proposals by December 1.

- **MUSI 120B & 240A Action:**

- These proposals have been renumbered. MUSI 120B is now **MUSI 121**. MUSI 240A is now **MUSI 240**. K. Foster is working with the originator to facilitate the movement of these proposals.

- **PHYE 132 Action:**

- If assistance is needed in facilitating the movement of PHYE 132 the liaison, D. Gergens, should email P. Gustin.

- **PHYE 159 Action:**

- If assistance is needed in facilitating the movement of PHYE 159 the liaison, W. Tappen, should email P. Gustin.

- **PSYC 125 & 128 Action:**

- Recently submitted to Tech Review with no apparent progress concerns. P. Gustin will inform E. Richards that the committee is willing to be of assistance if necessary.

Second Read Curriculum

- * None Available

City

- * MSC L. Horseman/C. Buck to not support **GERM 101, 102, 201, 210 & 211** with the following comments:
 - There is no clear distinction between the courses
 - For standardization of foreign language integration proposals the newly integrated Spanish outlines should be utilized as models.
- * The following curriculum was reviewed without comment.
 - **SHEE 301AB, 302AB, 304AB, 305A, TROL 301**
 - Program changes - **Business Studies-Computer Technology: Computer Repair Emphasis; Computer Business Technology-Microcomputer Applications; Business Studies – Navy Acquisition Management Training Emphasis; Business Studies – Small Business Accounting Emphasis**

Miramar

- * Consensus of the committee to accept the defaulting of the aligned **BUSE 119** proposal with the recommendation that P. Gustin notify Miramar of the defaulting and if Mesa's Dean/Chair request adjustments P. Gustin will forward them to Miramar.
- * The following curriculum was reviewed without comment.
 - **AVIM 110B; BIOL 106; and CBTE 114, 130 & 221**

Information/Discussion

- ◀ P. Gustin reported that CIC approved on 10/23/03 the following Mesa proposals: BIOL 215, JOUR 210BCD, MATH 210AB and PHYE 168. MUSI 120A was approved with a number change to MUSI 120 and student ineligibility language will be incorporated into the description. CIC is looking into the occurrence of some courses being taught as hybrid distance education courses with some class time as well as assignments being accomplished online. P. Gustin distributed the CIC handout ASSOCIATE DEGREE CREDIT COURSE OUTLINE 1/22/00 for the committee's review with the request that suggestions/corrections be emailed to P. Gustin by November 13.
- ◀ Y. Bergland reported on the 70/30 project and informed the committee that she is working with the Mesa College deans to merge all of the documentation and information received about the integration project to put everything into one package to determine what is needed and what has been done. The committee was requested to email recommendations to assist in accomplishing integration to P. Gustin and/or Y. Bergland.

- ◄ P. Gustin reviewed the proposals that defaulted during the week of the college's closure and did not find any major concerns. A. Svedberg stated that a number of proposals have been "misplaced" and/or defaulted incorrectly after a CurricUNET downtime and requested that liaisons inform originators to continue reviewing the status of their proposals in CurricUNET until the proposals have been given final approval by CIC and the Board of Trustees.
- ◄ P. Gustin requested the committee's input as to having to review FYI proposals from the other colleges. The consensus by the committee was to continue to place FYI proposals on the agenda and keep them available for review.

Tech Review Items – Liaison, Originator and/or Dean

- ◄ There were no items for review.
- * MSC K. Foster/A. Hoffman to adjourn the meeting at 3:15 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

- NEXT MEETING November 20, 2003 Room A102, 2:00 pm.