

APPROVED

SAN DIEGO MESA COLLEGE

CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, December 02, 2004

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

Minutes/Agenda

- * MSC J. Stamm/S. Flor to approve the revised/amended agenda of December 2, 2004.
- * MSC Y. Bergland/C. Buck to approve the minutes of November 18, 2004.

Announcements

- * P. Gustin welcomed proposal presenters, C. Kinney and J. Pautler and informed the committee that meetings will be held in LRC 229 during the spring semester.

First Read Curriculum

- * MSC Y. Bergland/D. Furrow to submit **MSFT 160** activation to CIC.
- * MSC Y. Bergland/D. Gergens to submit **HIST 168** integration to Tech Review with D. Furrow as liaison with the following comments:
 - Add target audience
 - Review usage of “will” in description
 - Complete the CR report’s Requisite Analysis
 - Complete the CR report’s General Education Analysis
 - Adjust starting semester
 - Review the necessity for the large number of SLO’s
- * MSC Y. Bergland/S. Newell to submit **MULT 101** revision to Tech Review with K. Owen as liaison with the following comments:
 - Adjust outline to reflect the increase of units
 - Review the CR report’s Course Analysis Data item E (Basic Skills/ESL)
- * MSC Y. Bergland/D. Furrow to submit **CHIC 138** integration to Tech Review with A. Hoffman as liaison with the following comments:
 - Adjust outline formatting
 - Add target audience
 - Review SLOs so they are outcomes and not assignments
 - Review advisory information for correct English level (51&56)
 - Update textbooks
- * MSC Y. Bergland/W. Tappen to submit **CHEM 200** Distance Education to CIC
- * MSC Y. Bergland/W. Tappen to submit **CACM 211** new course to Tech Review with the following comments:
 - Adjust advisory – add Food 107; remove Math 033, CACM 101 & HOSP 101
 - Review Title V for safety compliance
 - Review variable units offerings

Technical Review Committee

The following proposals in Tech Review will be reviewed by P. Gustin and S. Newell. A virtual vote may be taken on proposals that appear to be ready to submit to CIC.

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

- * **CHIC 190** – Revision – Aligned – A. Hoffman (11/4/04)
- * **PHYE 253AB** – Integrations – Mesa only – J. Stamm/L. Horsman (11/4/04)
- * **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/Y. Bergland to submit **BIOL 120 & 255** integrations to CIC.
- * MSC K. Foster/C. Buck to submit **BIOL 250** integration to CIC.
- * MSC K. Foster/C. Buck to submit **CISC 193** new course to CIC.
- * MSC C. Buck/P. Fischer to submit **HEIT 105** revision to CIC.
- * MSC C. Buck/P. Fischer to submit **HEIT 155C** revision to CIC.
- * MSC K. Foster/Y. Bergland to submit **PHYE 160** integration to CIC.
- * MSC K. Foster/Y. Bergland to submit **PHYE 254AB** integrations to CIC.
- * MSC S. Flor/W. Tappen to submit **PHYR 140B** integration to CIC.
- * MSC K. Foster/Y. Bergland to submit **PSYC 125 & 128** integrations to CIC.

City

- * MSC Y. Bergland/K. Foster to support **MSFT 134 & 136** new courses.
- * MSC W. Tappen/Y. Bergland to support **CBTE 210** activation.
- * MSC K. Foster/Y. Bergland to support **PHIL 126** new course with Mesa activation with the comment that the outline should be tailored to be more philosophical.
- * The following items were reviewed with out comment: **ELEC 265; CBTE 102, 103, 110, 120AB, 126, 130, 132 & 198B; LABR 122AB & 123A** and Apprenticeship-Machining Trades Apprenticeship Program.

Miramar

- * MSC Y. Bergland/C. Buck to support **PSYC 137** an aligned integration.
 - * MSC S. Flor/Y. Bergland to support **EDUC 100** an aligned integration.
 - * MSC K. Foster/Y. Bergland to support **MATH 035** an aligned integration.
- The following items were reviewed without comment: **LEGL 170 & 175; AVIA 128, 130 & 200; and DSPS 034, 038, 041, 042 & 043.**

Information/Discussion

- * P. Gustin informed the committee that members of the CIC CurricUNET Steering Committee are continuing to attempt to solve challenges that this technology has presented. E. Armstrong presented six areas that the college vice presidents feel are important and that need to be addressed.
 - Necessity of having the CurricUNET Steering Committee
 - Necessity of having flow charts and screens match

- Lack of notification from Governet
- Data entry challenges
- Six year review not incorporated into system
- Overall relationship with Governet

E. Armstrong stated that Mesa College at this point will no longer participate in promoting the selling of the CurricUNET system. CurricUNET 2 is a commercial version and customization by SDCCD is no longer available. The Dec. 18 conversion deadline has been adjusted and money from the District may be made available to assist in training. District Instructional Services personnel will be in charge of training. The college vice presidents feel that CRC members should be spending time on content and not technology to enhance and expand college curriculum.

- * D. Gergens offered a suggestion that curriculum chairs provide guidelines regarding SLOs to assist colleges in reviewing aligned proposals. P. Gustin will add the discussion of creating standards for reviewing outlines to the February 3, 2005 meeting agenda. She will also confer with District personnel as to their expectations of what is to be reviewed at the college level.
- * C. Buck distributed as an FYI item the Oscar Campus Summary Report for Mesa College for UCTCA articulation.

Tech Review Items – Liaison, Originator and/or Dean

- * None
- * MSC C. Buck/K. Foster to adjourn the meeting at 3:50 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING February 3, 2005 Room LRC 229, 2:00 pm.