

SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, September 29, 2005

Present:	E. Armstrong, Y. Bergland, J. Parker, P. Christopher, K. Foster, P. Gustin(proxy for C. DuPraw, D. Gergens & O. Lee), L. Kaiser, A. Saballet, K. Wong, J. Crocitti, S. Ramirez
Absent:	C. DuPraw, S. Flor, D. Gergens, A. Hoffman, L. Horsman, O. Lee, S. Newell, R. Olson, J. Stamm, W. Tappen,
Guests:	J. Brown(SDSU Observer)

Minutes/Agenda

- * MSC Y. Bergland/A. Saballet to approve the revised agenda of September 29, 2005.
- * MSC A. Saballet /K. Foster to approve the minutes of September 15, 2005 with the addition of the name of the proxy included in the attendance listing.

Announcements

- * P. Gustin welcomed everyone and L. Armstrong introduced Joe Brown, a student observer taking a curriculum course with instructor Bill Piland at SDSU.

First Read Curriculum

- * P. Gustin reported that the **PHYE 241** a distance learning Mesa only proposal will be deleted by the originator as distance learning for Mesa was approved previously for this course.

Technical Review Committee Reports

P. Gustin informed the committee that the Miramar activation of PHYS 195A at the August 17 CIC meeting was for the 4-unit currently active course and not the proposed PHYS 195A 5-unit course so the Mesa **PHYS 195A** proposal is now at the correct level in CurricUNET.

K. Wong reported that on Friday, September 30 all three campuses will be meeting with Discipline Dean Eidgahy to review the revisions of PHYS 195A, 195B and 195C by combining these courses with PHYS 196A, 196B and 196C respectively. Mesa faculty is responsible for the PHYS 195A and 195C revision proposals and both need to be integrated as well. City faculty is responsible for PHYS 195B which has been integrated. K. Wong recommended that the PHYS 195A proposal remain in Tech Review until the three proposals could be reviewed as a group.

P. Gustin requested that discussion at the Sept. 30 meeting include how the combining of courses will affect students in completing the current PHYS 196A, 196B and 196C. It was also discussed that the PHYS proposals may need to be renumbered.

Y. Bergland reported that the DENA proposals will remain in Tech Review until the October 6 meeting. A meeting on October 5 with District personnel, P. Gustin and E. Armstrong regarding the renumbering will assist in the movement of these proposals.

Technical Review Committee

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

- * **PHYS 195A** – Revision/Units – Aligned – K. Wong – (9/15/05)
- * **AMSL 104** – Integration – Aligned – A. Hoffman – (9/15/05)
- * **DENA 117, 117L, 132 & 132L** – Revisions/Integration/New Course – Mesa only – Y. Bergland (9/15/05)

* 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 K. Foster/Y. Bergland to submit **ACCT 125 & 135** Mesa only integrations to CIC after the removal of the transferability request.

City

- * MSC K. Foster/J. Crocitti to support **DRAM 165** an aligned revision with comments:
 - DRAM 165A limitation on enrollment be added.
 - Mesa will be deactivating DRAM 165A.

Miramar

- * MSC A. Saballet/K. Foster to table **CISC 071** a Miramar new course with comments:
 - Concern that course is numbered lower than 100.
 - Request the Mesa CISC Chair review and provide recommendations.
- * MSC K. Foster/J. Crocitti to support **CHIL 151 & 275** aligned integrations without comment.

Information/Discussion

- * P. Gustin informed members that the Mesa CACM, HOSP and HOTL courses were all approved by CIC on September 22. E. Armstrong updated members on the CACM program which is being reviewed by Mesa administrators in preparation for CRC approval. Currently there is a concern regarding the large number of units (50-70) for the Certificate of Achievement and the additional GE units for a Degree.
- * CIC has set up a Joint Subcommittee on Educational Policy Review to look into the content that goes into SDCCD's schedules and catalogs and make recommendations to develop consistency. E. Armstrong reported that the Spring 2006 schedule with the Intersession listings increased in the number of pages beyond the normal binding limit. The majority of course ads listed in the sidebars are being eliminated to allow the sidebar space to be utilized and other adjustments will also be made.
- * P. Gustin reported that a suggestion was put forth for CIC to provide a summary list of policy and actions it takes at meetings to facilitate follow-up actions. Instructional Services has the minutes indexed and will post this index on their website.
- * Instructional Services is updating the approved Distance Education report listed on their website and is verifying that it is correct in both CurricUNET and ISIS.
- * CIC is discussing the challenge of updating textbooks and one option presented was to allow faculty to update textbooks at any time in CurricUNET. Another option presented was to have CurricUNET update textbooks automatically by linking CurricUNET with the SDCCD bookstores.

- * To better understand CIC's recent decisions in regards to renumbering and unique identifiers P. Gustin reviewed curriculum policies and procedures and found only vague references without any clear procedures concerning these issues. It was also found that individual proposals are being processed and approved for renumbering in a variety of ways and without consistency for the same type of proposal. P. Gustin, E. Armstrong, and Y. Bergland will be meeting on October 5 to discuss this concern with District personnel and to possibly draft a set of standards/procedures.
- * The CurricUNET Steering Committee had a demonstration of the 3/6 year review process and P. Gustin will demonstrate it to the Mesa CRC at the October 6 meeting.
- * CurricUNET will soon be set up to send curriculum chairs emails as originators enter the prelaunch level. This information will allow curriculum chairs to assign liaisons at the beginning of the CurricUNET process to assist originators.
- * The CurricUNET Steering Committee is updating CurricUNET manuals to include the numerous changes that have been made.
- * Y. Bergland will send out a reminder for the October 7 CRC Flex Faculty CurricUNET Workshop in the LRC room 229 from 12-2pm. P. Gustin requested committee members to volunteer in assisting with the presentation as this workshop will be directed to inputting proposals into CurricUNET.
- * J. Parker presented the Indiana University B.G.S. Program articulation handout and requested input from committee members. To allow members time to review the materials discussion will continue at the October 6 meeting.
- * The CIC actions synopsis report for 9/22/05 was distributed. The SPEE 135 Action will be adjusted to CSU Area A1.
- * MSC K. Foster/Y. Bergland to adjourn the meeting at 3:30 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING October 6, 2005 Room LRC 229, 2:00 pm.