

APPROVED

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**SAN DIEGO MESA COLLEGE
CURRICULUM REVIEW COMMITTEE**

Minutes

Thursday, October 6, 2005

Present:	E. Armstrong, Y. Bergland, P. Christopher, J. Crocitti, C. DuPraw, S. Flor, K. Foster, P. Gustin(proxy for D. Gergens), A. Hoffman,L. Horsman, L. Kaiser, O. Lee, R. Olson, J. Parker, S. Ramirez, A. Saballet, W. Tappen, K. Wong,
Absent:	D. Gergens, S. Newell, J. Stamm,
Guests:	T. Al Mukhtar, (SDSU Observers – J. Estep, J. Roberson, B. Hosford)

Minutes/Agenda

- * MSC S. Flor/J. Parker to approve the revised agenda of October 6, 2005.
- * MSC A. Saballet /K. Foster to approve the minutes of September 29, 2005 with the revision of proxy information.

Announcements

- * P. Gustin welcomed everyone and members self introduced themselves to SDSU student observers J. Estep, J. Roberson and B. Hosford.

First Read Curriculum

- * T. Al Mukhtar gave an overview of the MEDA Program adjustments that are being made and distributed three handouts – New Certificate of Achievement Requirements, Medical Assisting Curriculum Redesign Chart, and Curriculum Proposal Three Step Summarizations. It was noted that the reference in these handouts to ALLH 110 and/or MEDA 108 should be changed to MEDA 101. It was noted that the practice of numbering of vocational courses at the 100 level and above has precedence in the District and assists students in transferring to other institutions within the vocational field.
- * MSC W. Tappen/C. Du Praw to submit **MEDA 100, 101(108), 102, 103, 112, 210, 220, 230, 240, & 250** Mesa only new course proposals be submitted to CIC after making adjustments per department chair and dean.

Technical Review Reports

- * P. Gustin informed the committee that PHYS 195A will remain in Tech Review to allow the three PHYS 195A, 195B and 195C proposals to go forward to CIC as a group.
- * No report was given on the progress of the AMSL 104 proposal.
- * Y. Bergland recommended that the DENA proposals be placed as second read items as the renumbering issues have been resolved and the outlines are ready for submitting to CIC.

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)

* 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 S. Flor/A. Saballet to submit **DENA 117, 117L, 132 & 132L** Mesa only proposals to CIC after adjusting the numbering of DENA 117 & 117L back to DENA 116 & 116L and additional revisions.

City

* No proposals were submitted for review.

Miramar

* The tabled **CISC 071** a Miramar new course proposal was reviewed without comment.

Information/Discussion

- * P. Gustin gave an overview of how the CurricUNET screens have been adjusted to allow inputters to designate that a proposal is part of the six year review. The Six-year Review Criteria and Course Revision Proposal Instruction Handouts were reviewed and are available in CurricUNET.
- * The Curriculum Checklist for Mesa was distributed and committee members have been emailed an electronic copy.
- * New committee members will be receiving a copy of the 2002 Curriculum Review Subcommittee Handbook as soon as the copies can be reproduced.
- * CurricUNET now sends P. Gustin an email notification that an originator has placed a proposal in the prelaunch level. Rather than select an individual liaison to provide assistance the consensus of the committee is to pilot a new procedure in the committee's liaison assistance. An assembly of committee members consisting of Tech Review Chair, two deans, and two faculty will meet with originators on alternate Thursdays in the LRC room 229 from 2-4pm. Y. Bergland will provide direction for the first meeting on October 13.
- * Regular committee meetings will be scheduled in A102 for the rest of the semester.
- * P. Gustin reminded members of the October 7 CRC Flex Faculty CurricUNET Workshop in the LRC room 229 from 12-2pm and requested committee member volunteers in assisting.
- * J. Parker has received more input about the Indiana University B.G.S. Program. The college articulation officers are developing a draft recommendation which will be sent to college governance bodies for their approval/disapproval.
- * J. Parker discussed with the committee UC's responses to Mesa's submission of courses for transferability. Mesa's reference to two years of high school for in foreign language course outlines needs to be included in Mesa's catalog. The decisions of CISC 182 and PSYC 166 are being appealed.
- * J. Parker will review ASSIST in the usage of Quarter vs Semester equability. It was noted that ASSIST is basically for community college students transferring out rather than for students entering a community college.
- * MSC K. Foster/Will Tappen to adjourn the meeting at 3:30 p.m.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING October 20, 2005 Room A102, 2:00 pm.