

SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, December 1, 2005

Present:	E. Armstrong, Y. Bergland, P. Christopher, J. Crocitti, C. DuPraw, S. Flor, K. Foster, P. Gustin, A. Hoffman, L. Kaiser, O. Lee, S. Newell, J. Parker, A. Saballett, K. Wong,
Absent:	D. Gergens, L. Horsman, R. Olson, S. Ramirez, W. Tappen,
Guests:	M. Fritch, P. Meckstroth, B. Peters

Minutes/Agenda

- * MSC Y. Bergland/A. Saballett to approve the revised agenda of December 1, 2005.
- * MSC K. Wong/C. DuPraw to approve the minutes of November 17, 2005 with the adjustment of W. Tappen as liaison for PHYS 195 and 197.

Announcements

- * P. Gustin welcomed guests M. Fritch, B. Peters and P. Meckstroth.
- * B. Peters and M. Fritch informed the committee of the three management programs (Culinary Arts/Culinary Management, Hotel Management, and Destination & Event Management) under the umbrella of Hospitality and were available to answer questions regarding the course proposals for these programs that were under consideration as first read items. E. Armstrong suggested a Certificate of Completion be created for the 12 units of Hospitality core courses.
- * P. Meckstroth provided background for the need of the MATH 015B and 015C new course proposals and requested that MATH 015A be added to the agenda so all three courses can be submitted to CIC together.

Prelaunch Proposal Reports

- * S. Newell reported there was no review on November 24 due to the holiday and that the next review of prelaunch proposals will be on Thursday, December 8. She informed the committee that some of the prelaunch reviewed proposals are now starting to arrive at the committee level.
- * P. Gustin reported that she had attended the Joint Deans/Chairs Meeting to update them on the new review process and inform them of the originators' positive responses to the early assistance of reviewing proposals. To assist originators further two Mesa clerical personnel in the Vice President of Instruction Office will be receiving CurricUNET inputting training in January. This will allow originators to request assistance in making the actual inputting of adjustments into CurricUNET so the originator will only have to check the adjustments made and request a final review from the Tech Review Chair.
- * P. Gustin also noted that with the new process more committee members are needed to participate in the Tech Review and would like to know if other faculty would be interested in becoming new Curriculum Review Committee members.

First Read Curriculum

- * MSC E. Armstrong/C. DuPraw to submit **TOUR 110, 120, 130, 140 & 141 and TOUR 115, 125 & 135** Mesa only revision/integration/new course proposals to CIC.

- * MSC Y. Bergland/C. DuPrav to submit **MATH 015A, 015B and 015C** Mesa only new courses to CIC with comments:
 - * Changes made during the meeting to MATH 015B & 015C be made to 015A
 - * Lab only
 - * FTEF adjustment
 - * Credit/No Credit be taken out of description
 - * Addition of lead statement in SLOs and removal of MATH 095 reference in individual SLOs
 - * Course is not a repetition of MATH 095
 - * MATH assessment & diagnostic tests will determine enrollment
- * MSC K. Foster/Y. Bergland to submit **ENGL 249, 253 & 254** aligned revisions to CIC.
- * MSC K. Foster/A. Saballet to submit **HIST 101** aligned revision to CIC.
- * MSC Y. Bergland/A. Saballet to submit **HOSP 105 & 150** Mesa only new courses to CIC with comments:
 - * In outline add second topic to F. 7
 - * Add HOSP 101 as an advisory or prerequisite
- * MSC K. Foster/Y. Bergland to submit **CACM 291A, 291B & 291C** Mesa only new courses to CIC pending the review and approval of Tech Review Chair to the following comments:
 - * Lab hours will be adjusted to one rather than variable
 - * Retain only the highest prerequisite as prerequisite of course
 - * To enroll in course students must be enrolled in a related CACM program course

Technical Review Committee

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

- * **PHYS 195 & 197(**old **195A & 195C)** – Revision/Units – Aligned – W. Tappen – (9/15/05)

Second Read Curriculum

- * There were no Second Read items.

City

- * MSC A. Saballet/K. Foster to support **PHYE 265B** an aligned discipline new course proposal.

Miramar

- * No items were submitted.

Information/Discussion

- * P. Gustin reported on the CurricUNET Steering Committee's meeting. Updating Title V continues and adjusting CurricUNET so the inputting of programs has similar inputting screens to the course inputting screens was discussed. Governet officials are currently working with the State Chancellor's office so programs can be sent in electronically for approval via CurricUNET.
- * E. Armstrong distributed a handout from CIC on Distance Learning courses currently active at all three colleges. This information is being reviewed by the colleges for accuracy and to assist in defining degrees that can be awarded with students completing 50% or more of the degree online as these degrees require a new filing with the State.

- * E. Armstrong informed the committee of the Six Year Review Chart Cycles and course status reports and shared a sample copy of the complete college listings. These reports are currently being utilized to assist programs in organizing and completing their program review throughout the six year period.
- * J. Parker distributed and discussed an OSCAR Campus Summary Report – IGETC 06-07 for San Diego Mesa College. Additional comments/recommendations from the committee will be added to this report.
- * Handouts listing the proposed program courses for Culinary Arts/Culinary Management; Hotel Management; and Destination and Event Management were distributed. A handout listing all of the course descriptions for these programs was also distributed.
- * MSC K. Foster/S. Newell to adjourn the meeting at 3:45 pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs

NEXT MEETING February 2, 2006 (Tentative) Room A102, 2:00 pm or February 16, 2006 Room A102, 2:00 pm.