

# SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, April 6, 2006

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

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## Minutes/Agenda

- \* MSC S. Newell/A. Saballett to approve the agenda of April 6, 2006.
- \* MSC S. Newell/A. Saballett to approve the minutes of March 16, 2006.

## Welcome/Announcements

- \* P. Gustin welcomed members and announced the upcoming CurricUNET training on Wednesday, April 25 from 2-4pm in the LRC room 435 for the School of Health Sciences/Public Services. Committee members are requested to attend this informational training. The agenda now lists under item 3.0 Prelaunch Level (TR) proposals that have been reviewed by some committee members (Tech Review). Item 4.0 Committee Level lists proposals that require full committee review. Item 4.1 First Read are proposals which the full committee is reviewing for the first time and item 4.2 Second Read (TR) are proposals which the full committee has reviewed and has requested further review be done by the Tech Review.

## Prelaunch Level Items

- \* The discussion of the **AMSL 296** activation proposal brought forward Mesa's previous challenges in the utilization of 296 variable unit courses as well as whether or not generic courses require and/or allow discipline specific adjustments to be made to the generic outlines. Further research will be done by P. Gustin.
- \* P. Gustin has emailed the originators of **CISC 183, ARCH 172, ARCH 175, HEAL 190, CHEM 160, DRAM 110, DRAM 119, DRAM 235, DRAM 150, DRAM 151, MUSI 214** and **ENGE 116** several times to request they review and adjust their proposal(s) in view of the suggested changes recommended by Tech Review. After completion of adjustments the originators are requested to notify her so the proposals can be reviewed and moved forward to the next levels of review.
- \* P. Gustin requested that members assigned proposals in Tech Review meetings also follow-up on their assigned proposals and offer assistance to facilitate proposals moving forward in a timely manner.
- \* Having assistance available to originators to facilitate making proposal adjustments in CurricUNET remains a concern. It was noted that the Co-Contributor function does not work well and a request to know and use originator's personal passwords should be done with precautionary care. P. Gustin will take the Co-Contributor concern forward to the CurricUNET Steering Committee. E. Armstrong commented that as soon as her office is fully staffed personnel will be trained in assisting originators with CurricUNET proposals.

## First Read Curriculum

- \* Under the previous automatic approval of LCOM combinations **LCOM 101C** a new Mesa only umbrella course of ENGL 101 & PERG 140 will be submitted to CIC.
- \* MSC A. Hoffman/R. Olson to submit **CISC 152** a new Mesa only course to CIC.
- \* MSC Y. Bergland/W. Tappen to submit **FREN 210** an aligned integration to CIC.
- \* MSC Y. Bergland/A. Hoffman to submit **DENA 104** Mesa only deactivation to CIC.

## Second Read Curriculum

- \* MSC Y. Bergland/W. Tappen to submit **DRAM 240** and **MUSI 255** new Mesa only courses to CIC after K. Foster has followed up on requested Tech Review adjustments and P. Gustin's final review.

## City

- \* The **GEOL 104** Distance Learning proposal was reviewed with the comment that this course is currently offered only by Mesa and Miramar.
- \* Discussion of Distance Learning proposals in general resulted in the consensus of the committee that clarification/guidelines are needed from CIC as to the language/information that should be included in the CR for Distance Learning proposals as currently much of the information reads as a syllabus for a specific section/instructor.

## Miramar

- \* MSC Y. Bergland/W. Tappen to support **CHIL 291A, 291B** aligned revisions.
- \* **FIPT 380W** a revision and **FIPT 130, 138 & 380F** deactivations were reviewed without comment.

## Information/Discussion

- \* P. Gustin reported she presented to the Academic Senate the committee's concerns regarding the charge of placing courses under multiple disciplines and was informed that as a subcommittee the curriculum committee would need to explore ways to accomplish this task and that the Academic Senate will provide assistance if possible. E. Armstrong and P. Gustin then met with G. Holton, presenter of the resolution, to discuss the college's and District's procedures that are already in place to process and place courses under multiple disciplines. Further discussion will be had after procurement of examples of multiple discipline courses in a multi-college setting.
- \* E. Armstrong commended the committee and the District for its thoroughness in reviewing and approving curriculum.
- \* E. Armstrong expanded upon a memo from M. Harada, Director, Curriculum & Instructional Services dated March 23, 2006 regarding Units in Residence and Recency of Coursework.
  - MSC W. Tappen/Y. Bergland to support the City College Academic Senate Recommendation with the adjustment of "6 units" to "9 units". (The 12 units in residence must include 9 units in the major when awarding Certificate of Achievement and/or Associate Degrees.)
  - The suggestion of determining guidelines/standards for Recency of Coursework will be discussed again at the April 20 meeting when S. Newell will make available to the committee the memo that is currently being utilized by evaluators for Recency of Coursework.

- \* Discussion of the difficulty of inputting data into CurricUNET resulted in four points that will be taken forward to the CurricUNET Steering Committee.
  - Incompatibility of Mac computers
  - Formatting remains a challenge
  - New data is inputted but upon later review proposal has reverted back to the old data
  - Co-contributors function does not work well
- \* P. Gustin requested that if possible documentation/screen shots of challenges encountered while inputting data into CurricUNET be given to her so she has specific examples for the Steering Committee.
- \* J. Crocitti requested his item 4.3 Discipline Faculty/CurricUNET be removed and placed on the April 20 agenda due to the length of today's meeting.
- \* In place of a demonstration being done during a committee meeting members are invited to attend the Wednesday, April 25 from 2-4pm in the LRC room 435 CurricUNET training for the School of Health Sciences/Public Services.
- \* E. Armstrong thanked P. Gustin for her leadership in the CurricUNET Steering Committee in enhancing the CurricUNET process for programs
- \* J. Parker presented a Proposal to Add Courses to the District GE Pattern and updated the committee as to articulation of the new numbering/revisions for Physics courses.
  - MSC K. Foster/S. Newell to request the following courses be proposed for District GE approval.
    - BLAS 100 – Area D
    - ENGL 240 – Area C
    - CHEM 231 – Area B2
    - CHEM 231L – Area B2
    - CHEM 233 – Area B2
    - CHEM 233L – Area B2
  - The Articulation Officers from all three colleges are working together in preparing the articulation updating for the new numbering/revisions of Physics courses. It is felt that it will facilitate the updating if all three colleges provide outside colleges with the same information at the same time.
- \* The Tech Review Report for 3/23/06 was distributed.
- \* The CIC Action Summary Handout for 3/23/06 was distributed.
- \* MSC W. Tappen/A. Saballett to adjourn the meeting at 4:25 pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs  
 NEXT MEETING April 20, 2006 Room A102, 2:00 pm.