

# SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, April 20, 2006

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

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## Minutes/Agenda

- \* MSC C. DuPraw/K. Foster to approve the agenda of April 20, 2006 with the following revisions: Second Read additions ARCH 172, 175 & 180 and First Read addition the Architecture Program revision.
- \* MSC J. Crocitti/C. DuPraw to approve the minutes of April 6, 2006.

## Welcome/Announcements

- \* P. Gustin welcomed members and reminded members of the upcoming program emphasis CurricUNET training on Wednesday, April 25 from 2-4pm in the LRC room 435 for the School of Health Sciences/Public Services.

## Prelaunch Level Items

- \* After researching the **AMSL 296** activation proposal the originator has been requested to remove the proposal from CurricUNET as 296 courses are generic outlines.
- \* P. Gustin would like to have the current prelaunch level items completed by the originators as soon as possible to allow **CISC 183, HEAL 190, CHEM 160, DRAM 110, DRAM 119, DRAM 235, DRAM 150, DRAM 151, MUSI 214** and **ENGE 116** to move forward to the CRC level for approval and then passed on to CIC prior to the end of the Spring Semester.

## First Read Curriculum

- \* MSC Y. Bergland/W. Tappen to submit **FREN 211** an aligned integration to CIC.
- \* MSC W. Tappen/Y. Bergland to submit **MUSI 109** Mesa Distance Learning to CIC upon P. Gustin's review that it is has been adjusted to be more generic and reference to summer removed.
- \* MSC Y. Bergland/W. Tappen to submit **DRAM 150** Mesa Distance Learning to CIC.
- \* K. Foster/C. DuPraw to submit the **Architecture Program** revision to CIC after final review by E. Armstrong and P. Gustin

## Second Read Curriculum

- \* MSC K. Foster/C. DuPraw to submit **ARCH 172, 175 and 180** Mesa only courses to CIC after final review by E. Armstrong and P. Gustin.

## City

- \* **MUSI 108** aligned discipline revision was reviewed with the comment that Mesa is unclear on why the change in top code and Sam code are needed and would like clarification.

- \* **ENGN 128** a new City only course was reviewed without comment.
- \* **Apprenticeship – San Diego Transit Program** was reviewed without comment.

### **Miramar**

- \* **ADJU 160, 304, 305; AVIM 112CD, 120, 121A, 249, 250, 253, 254, FIPT 200A & F202B** were reviewed without comment.
- \* **CHIL 089** and **ARTF 125** aligned discipline courses were reviewed without comment.
- \* **Apprenticeship – San Diego Transit Program** and **PHYE – Fitness Specialist Program** were reviewed without comment.

### **Information/Discussion**

- \* P. Gustin updated the committee on the Recency of Coursework and informed them S. Newell has given E. Armstrong the memo that is currently being utilized by evaluators as the guideline for Recency of Coursework which lists 5 years. E. Armstrong and P. Gustin will take this information forward to CIC.
- \* P. Gustin reported the CurricUNET Steering Committee discussed the CurricUNET emails and a new procedure will soon be in place so that emails will be sent only when a proposal is actually in an approval queue. Once a proposal is in an approval queue it must be acted upon within 10 days.
- \* The Steering Committee is also working on a process in which courses and program revisions can be processed simultaneously to assist in keeping college catalogs up-to-date and accurate.
- \* It was also noted that currently CurricUNET and the production of the catalog are not interfaced. P. Gustin will be taking this concern to the Academic Senate and CIC.
- \* P. Gustin demonstrated the “D” icon that is now part of a proposal’s files in CurricUNET and informed the committee that Document (Word/Excel/rtf/txt/etc.) files can be attached utilizing this feature. In the future this “D” icon may be utilized as a repository for each college’s SLOs for the course.
- \* J. Crocitti presented J. Corliss’s request that all discipline faculty receive CurricUNET notification as proposals pertaining to the discipline are approved. The consensus of the committee was that Discipline Faculty responsibilities in the curriculum process needs to be reviewed.
- \* J. Crocitti also presented J. McLeod’s request that adjustments be made to CurricUNET to allow the approval comment screen to be linked/viewed directly while making comments on proposals. Committee members made several suggestions how Word can be utilized to assist in reviewing and entering comments as a Word file can be edited directly and then emailed to the originator with more general comments being listed in the CurricUNET approval comments.
- \* J. Parker informed the committee that all of the proposed courses for District GE have been approved in the recommended areas and anticipates receiving the official approval soon. J. Parker thanked the committee for their assistance in resolving this issue expeditiously.
- \* There being no items to review the April 27 Tech Review meeting will be cancelled.
- \* MSC J. Crocitti/K. Foster to adjourn the meeting at 3:25 pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs  
NEXT MEETING May 4, 2006 Room A102, 2:00 pm.