

SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, September 21, 2006

Present:	E. Armstrong, Y. Bergland, J. Carrigan, P. Christopher, J. Crocitti, S. Flor, D. Gergens , P. Gustin, A. Hoffman, L. Horsman, S. Narayanan, S. Newell, R. Olson, M. Parsons, A. Saballett, K. Wong,
Absent:	J. Blake, C. DuPraw, L. Kaiser, J. Parker, W. Tappen,
Guests:	M. Locke

Minutes/Agenda

- * MSC Y. Bergland/A. Saballett to approve the agenda of September 21, 2006.
- * MSC S. Flor/S. Newell to approve the minutes of September 7, 2006.

Welcome/Announcements

- * P. Gustin welcomed new members Joyce Carrigan, Interim Dean School of Humanities and Languages and Michele (Toni) Parsons, Academic Senate Representative for the Math department.

Prelaunch Level Items

- * The prelaunch level courses were moved to second read as follows:
 - **GISG 104** a new course was placed on hold per originator's request (G. Merx) and will be reviewed by Tech Review (TR) at a later date.
 - **GISG 110(TR)** an aligned revision has been launched and the adjustments/recommendations made by the Tech Review committee will be made when the proposal reaches the committee level.
 - **MATH 210B(TR)** an aligned revision has completed the adjustments/recommendations made by Tech Review and has been launched. It will remain on the CRC agenda until it reaches the committee level.
 - **POLI 101(TR)** an aligned revision had completed the adjustments/recommendations made by the Tech Review and was launched but now appears to have information for POLI 102 rather than the original POLI 101.
 - **PHYR 114, 120, 122, 123 & 134(TR)** Mesa only revisions are in prelaunch. These proposals will remain on the CRC agenda until they reach the committee level.
- * P. Gustin will follow up with the District as to what happened to the POLI 101 proposal.

First Read Curriculum

- * MSC A. Saballett/L. Horsman to submit **DANC 115** an aligned (grade option only) revision to CIC.
- * MSC L. Horsman/S. Flor to submit the **Women's Studies Certificate of Completion** a new Mesa only certificate to CIC.

Second Read Curriculum

- * **CISC 183**(TR) a new Mesa only course will remain tabled until notified by originator to proceed.
- * **ENGE 116**(TR) a new Mesa only course will remain tabled until notified by originator to proceed.

City

- * **ESCR 101 & 111; BANK 102, 104, 106 & 108** were reviewed without comment.

Miramar

- * **MATH 015D** a Distance Learning proposal was reviewed without comment.
- * **FIPT 115** was reviewed without comment.

Information/Discussion

- * E. Armstrong informed the committee of the discussion at CIC to revert back to utilizing the heading Course Objectives rather than Student Learning Outcomes on course outlines. After discussion and consideration of the Mesa College Accreditation Committee requirements regarding SLOs the committee consensus is to have the heading remain as Student Learning Outcomes and not revert back to Student Objectives in course outlines.
- * E. Armstrong informed the committee there remains approximately 129 courses left for Mesa to integrate.
- * P. Gustin stated that the CurricUNET Steering Committee is continuing to work on developing an efficient way of handling program changes and possibly having a Program Package in which proposals and the program will flow through the CurricUNET approval process together.
- * P. Gustin requested that members working with originators continue to inform originators to review how the proposal will impact the department's program page in the college catalog and to have the originator work on the program change concurrently with the proposal if a program change is necessary. Program changes will usually be necessary if the proposal is a new course, a revision of units/title and/or a deactivation.
- * The Program Impact (PI) report is helpful but does not address the challenge of notification to all concerned. Having an email generated by CurricUNET and sent to all those listed in the PI report was suggested as a way of alerting departments to changes that will impact their programs.
- * P. Gustin discussed the Program Development Training and Approval Process handout and requested this handout be given to course proposal originators to assist in doing the program adjustments.
- * P. Gustin requested members to look over a printout created by the District Instructional Office as a guide to separating out programs from umbrella listings in the college catalogs. Y. Bergland suggested that the college program review divisions be utilized in assisting with this separation.

- * J. Parker was not present to give an articulation update.
- * Y. Bergland will notify members via email of their assignments for the September 28 meeting and reminded members to review the Curriculum Report (CR) and Program Impact (PI) report as well as the proposal outline.
- * P. Gustin recommended that members attend the Users Group Conference on CurricUNET on Friday, October 27 at City College. Forms and more information are available at <http://instsrv.sdccd.edu/user%20group.htm>. The District Instructional Services has some funds for paying the registration fee of \$25 if members would like to request it.
- * The membership list for 2006-07 is being finalized updated and will be distributed at the October 5 meeting as well as posted to the CRC website.
- * CIC Action Summary Handout for 7/14/06 was distributed.
- * MSC L. Horsman/M. Parsons to adjourn the meeting at 4:05 pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING October 5, 2006 Room A102, 2:00 pm.