

SAN DIEGO MESA COLLEGE CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, November 16, 2006

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

Minutes/Agenda

- * MSC Y. Bergland/A. Saballett to approve the revised agenda of November 16, 2006.
- * MSC A. Saballett/Y. Bergland to approve the minutes of November 2, 2006.

Welcome/Announcements

- * P. Gustin invited members to the holiday party Miramar's articulation officer, Duane Short is hosting at his home on December 21 after the District CIC meeting. D. Short's usage of a course outline format for the invitation was enjoyed and well received.

Prelaunch Level Items

- * Prelaunch level proposals that have not yet reached the committee level:
 - **CHIC 110A** (TR) – Revision – Aligned
 - **GISG 104** (TR) – New Course/Distance Learning – Mesa Only
 - **POLI 102**(TR) – Revision - Aligned
 - **FASH 179**(TR) – New Course – Mesa Only
 - **Program: Physical Therapist Assistant**(TR) – Mesa Only

First Read Curriculum

- * MSC S. Flor/Y. Bergland to submit **DENA 131** a deactivation to CIC.
- * MSC W. Tappen/J. Parker to submit **ANHL 120 & ANHL 250** deactivations to CIC.
- * MSC Y. Bergland/L. Horsman to submit **MEDA 120 & MEDA 130** deactivations to CIC.
- * MSC Y. Bergland/L. Horsman to submit **PERG 120** a new Mesa only course with Distance Learning to CIC.
- * P. Gustin informed the committee that it may be difficult to expedite the **POLI 101 & POLI 102** proposals as the proposals appear to be different from those reviewed during Tech Review. Prior to requesting these proposals be "walked in agenda items" for the CIC meeting on November 30, 2006 they will be reviewed by P. Gustin, Y. Bergland, J. Avorh, J. Corliss & J. Parker.
- * The **PHYR 110**(TR) a Mesa only revision was moved to Second Read.
- * The **PHYR 142A & PHYR 142B** (TR) Mesa only revisions were moved to Second Read.
- * MSC S. Newell/J. Parker to submit the **Physical Sciences Program** proposal to CIC.

- * MSC L. Horsman/Y. Bergland to submit the **Dental Assisting (RDA, DA) Program** proposal to Tech Review.
- * MSC L. Horsman/M. Parsons to submit the **Health Information Technology Program** proposal to Tech Review.

Second Read Curriculum

- * MSC A. Saballett/M. Parsons to submit **BUSE 201**(TR) a Mesa only Distance Learning proposal to CIC after minor changes have been completed and recommend the BUSE 201 course outline be integrated.
- * MSC S. Newell/L. Horsman to have Distance Learning Only proposals' outlines reviewed by the Tech Committee for integration and give recommendations for submitting an integration proposal for the course.
- * P. Gustin will check into the possibility of having the Tech Review report attached to course proposals using the document attachment D icon.
- * The **CISC 221**(TR) a Mesa only new course will remain at second read until notified by originator that Tech Review adjustments have been made.
- * The **CISC 183**(TR) a Mesa only new course will remain tabled until notified by originator to proceed.
- * The **ENGE 116**(TR) a Mesa only new course was defaulted by CurricUNET back to pre-launch. P. Gustin will meet with the originator.

City

- * The following proposals were reviewed without comment:
 - **MATH 015BC** - Distance Learning
 - **CONS 060AB, 061AB, 062AB & 063AB** – Reactivations
 - **Program: Manufacturing Technology** – Deactivation

Miramar

- * The following proposals were reviewed without comment:
 - **ADJU 161 & 162** - Course Revisions

Information/Discussion

- * The Curriculum Reporting for the Community Colleges (CRCC) Project will be presented at a future meeting.
- * CIC Update
 - A list of all colleges using CurricUNET is available.
 - The CurricUNET User Group Conference provided information on the possibility of SDCCD colleges directly inputting the college catalogs from CurricUNET. P. Gustin and L. Armstrong will meet to discuss the formation of a college catalog review committee. A demonstration of the direct inputting being done at another college may be given to committee members at a later date by P. Gustin.
 - Miramar is developing course recency guidelines for presentation at CIC.
 - CIC approved submitting a course to the UCTCA list when a course is approved and approved of submitting to the District CSUGE and IGETC of General Education requirements at the second CIC meeting in November and the first CIC meeting in May.

- * CurricUNET Steering Committee Update
 - The adjustment from “umbrella” program listings into individual programs continues to be developed.
 - The usage of New Proposal over Revision Proposal when making adjustments to an existing course is being reviewed as CurricUNET is programmed to make automatic adjustments to programs for courses listed as a Revision Proposal but not for a New Proposal.
 - The selection and wording of Basic Skills in CurricUNET is being reviewed.
 - The possibility of Program Packaging continues to be discussed.
- * The Tech Review report from November 9, 2006 was distributed.
- * CIC Action Summary Handout for 11/9/06 was distributed.
- * MSC W. Tappen/A. Hoffman to adjourn the meeting at 3:30pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING December 7, 2006 **LRC 229**, 2:00 pm.