

SAN DIEGO MESA COLLEGE

CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, May 3, 2007

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

* Minutes/Agenda

- * MSC Y. Bergland/R. Barnes to approve the revised agenda of May 3, 2007.
- * MSC Y. Bergland/M. Parsons to approve the minutes of April 19, 2007.

Welcome/Announcements

- * There were no announcements.

Prelaunch Level Items

- * MSC A. Saballett/Y. Bergland to submit **ACCT 116B**, an aligned course revision, to CIC. The originator will input Tech Review recommendations and P. Gustin will perform a final review when ACCT 116B arrives at the CRC level.
- * By consensus the Tech Reviewed **ARTF 231, ARTF 232 & ARTF 233**, Mesa only new course proposals, were moved to First Read.

First Read Curriculum

- * MSC D. Gergens/S. Newell to submit **BIOL 130**, a Mesa only distance learning proposal, to CIC.
- * MSC R. Olson/S. Newell to submit **NUTR 153**, a Mesa only course revision/new course proposal, to Tech Review.
- * MSC Y. Bergland/J. Parker to submit **ANTH 265B**, a Mesa only experimental course proposal, to CIC. P. Gustin will review and facilitate the placing of ANTH 265B on CIC's May 10 or May 24 agenda for a Fall 074 offering.
- * MSC Y. Bergland/J. Parker to submit **ANTH 205**, a Mesa only new course proposal, to CIC. **ANTH 205** is the new course equivalent to **ANTH 265B** and is requested for Fall 084.
- * By consensus, **CHEM 100 & CHEM 161**, aligned course revision proposals, and **CHEM 110 & CHEM 110L**, aligned new course proposals, were moved to second read.
- * By consensus, **CACM 115 & CACM 130**, Mesa only course revision proposals, were moved to second read.
- * MSC Y. Bergland/JM. Parsons to submit **PHYR 140B**, a Mesa only deactivation, to CIC.

Second Read Curriculum

- * There were no second read items.

City

- * **BIOL 206** a reactivation in an aligned discipline was reviewed without comment.
- * **BIOL 265B** an experimental course in an aligned discipline was reviewed without comment.

Miramar

- * **ADJU 167** a course revision was reviewed without comment.

Information/Discussion

- * After discussion of CurricUNET's Distance Learning inputting screens and the information needed to provide instructor's with parameters for teaching the course online several recommendations were given.
 - Have the CurricUNET Steering Committee resume its review and adjustment of the inputting screens questions/responses information to current Distance Learning practices. (E. Armstrong and P. Gustin will meet to generate specific ideas to present to the Steering Committee.)
 - Add a text box to the inputting screen to allow originator to clarify specific parameters.
 - Have SDCCD's 508 compliance information automatically inputted by CurricUNET.
 - Include and expand per the specific course how regular, effective contact with online students will be done.
 - Include information which ensures enrolled students are evaluated and have met the same standards as the on campus course.
 - Generate proposals at the Department Chair level.
 - Create proposal's parameters (type of online instruction, contact, methods of instruction, evaluations, etc.) by conferring, and with the consensus, of other faculty teaching the course.
 - Review faculty online training and availability prior to creating proposal
- * E. Armstrong stated that having aligned courses amongst sister colleges is an excellent practice and she feels the District has implemented and adhered to this alignment very well. However, the current numerous activations being done by sister colleges without a centralized discussion and/or knowledge of the sister college present several concerns.
 - Creation of stand along courses when a sister college activates a course unique to a specific college.
 - Increase/decrease number of section offerings and enrollment challenges.
 - Competition for faculty resources among sister colleges.
 - Activation of new courses previously challenged as not being necessary and advantageous to students.

The college VIPs and H.T. Ingle will meet during the summer to discuss these activation concerns. By consensus of the committee, E. Armstrong will recommend activations revert back to the practice of having activations go through the regular CurricUNET process. This awareness will assist sister colleges in making necessary adjustments to their offerings of the course.

- * There will be a change in the class schedule language with only two headings and icons will be utilized to designate online sections.
 - Full Online Courses - No change.
 - Partial Online Courses – Combining Online and Hybrid sections into one heading but ISIS code adjustments will not be affected.
- * CIC's 2007-2008 Calendar is being updated and will be distributed when available.
- * The Course Integration Project statistics continue to be reviewed for discrepancies.
- * E. Armstrong informed the committee the Title 5 Review and Revision process has been slowed down to allow adequate reviewing and feedback. A recently posted revision will have a major impact on the committee as it will require all course outlines to include the total hours for the course as well as the weekly hours. For more information committee members may visit the website at <http://www.cccco.edu/executive/bog/schedule.htm>.
- * The proposed CIC G.E./Transferability Action list was distributed and will be updated to include requests approved at the May 10, 2007 CIC meeting.
- * The CurricUNET Steering Committee is reviewing the separation of the Special Topics 265 proposals into Special Topics and Experimental Courses.
- * J. Parker informed the committee a recommendation has been made to halt the LDTP process until flaws and discrepancies can be rectified. There will be a joint discussion with Community Colleges this summer.
- * P. Gustin distributed copies of the CRC's Yearly Report she presented to the Academic Affairs Committee. The report contains a statistical summary of the proposals the committee has taken action on during 2006-2007, an assessment of the achievement of 2006-2007 goals and three goals for 2007-2008.
 1. FLEX Training Sessions for CurricUNET Program Usage.
 2. Encourage faculty to continue integrating their course outlines and review outlines for 6 year review.
 3. Assist faculty (originators and the Articulation Officer) in curriculum changes required for the LDTP(Lower Division Transfer Pattern).

The report also commends the committee for their commitment, hard work and success in facilitating large amounts of curriculum at one time. To enhance and improve the committee's success P. Gustin included a recommendation to have a Vocational Curriculum Writer that would assist them (faculty) in the writing, inputting, and tracking of these (vocational) courses.
- * P. Gustin stated the CRC's Yearly Report was well received by the Academic Affairs Committee and the Academic Affairs Committee supports the need for a liaison and/or coordinator for curriculum and program review issues for vocational departments.
- * E. Armstrong informed the committee a request has been presented to the Academic Senate from the Academic Affairs Committee to create a reassigned time position beginning in Fall 2007 to manage and assist faculty with curriculum and program review issues. The position will go beyond training faculty in the use of CurricUNET and will have more direct involvement per the need of curriculum issues. The position will work more aggressively in accomplishing program changes and assist in the movement of proposals and concerns to facilitate final CIC approval. This position will not take over the actual writing of curriculum which is a discipline's responsibility and the funding will primarily come from vocational sources as the position will primarily be working with vocational courses.

- * The committee commented on the need for Department Chairs to be more involved at the very beginning of writing a proposal to assist faculty in defining the need and appropriate revisions particularly for aligned courses.
- * P. Gustin advised the committee that it is not always clearly stated but committee members do represent their department as discipline experts for proposals submitted by their department.
- * The approved CRC Meeting Calendar for 2007-2008 was distributed.
- * Committee members were requested to notify P. Gustin if they do not plan to continue their membership in the committee for the 2007-2008 semesters. The Academic Senate has approved P. Gustin's extension to continue as Co-Chair for one additional year.
- * The CIC 4/26/07 Action Summary was distributed.
- * MSC W. Tappen/D. Gergens to adjourn the meeting at 3:40pm.

Minutes approved by

Elizabeth Armstrong and Paula Gustin, Co-Chairs
NEXT MEETING May 17, 2007 **A102**, 2:00 pm.