

# SAN DIEGO MESA COLLEGE

**APPROVED**

## CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, October 1, 2009

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**Present:** Y. Bergland (proxy for M. Fritch), P. Christopher (proxy for S. Newell), J. Crocitti, C. DuPraw, S. Flor (proxy for M. Parsons), A. Hoffman, L. Horsman, T. McGrath, S. Narayanan, E. (Castaneda) Norvell, J. Parker, A. Saballett, V. Thao, K. Wong, C. Zappia

**Absent:** M. Fritch (excused), S. Newell (excused), M. Parsons (excused), D. Rogers, A. Toumi

**Guests:**

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### Minutes/Agenda

- \* MSC K. Wong/L. Horsman to approve the agenda for October 1, 2009.
- \* MSC Y. Bergland/A. Saballett to approve the minutes of September 17, 2009.

### Welcome/Announcements

- \* There were no announcements.

### Committee Level Curriculum

- \* The **JOUR 220** Mesa only new course will remain at committee level until the new JOUR program is at committee level. S. Flor has advised J. Braun to review the new Program and Course Approval Handbook for the forms and information needed for state approval.
- \* The **PHIL 112** Mesa only revision remains at committee level for Tech Review.
- \* The **HOSP 165, HOSP 185, HOSP 186, HOSP 270** and **HOSP 290** Mesa only revisions remain at committee level for Tech Review.
- \* The **MUSI 213A** Mesa only new course will remain at committee level until the revised MUSI program is at committee level.
- \* MSC C. Zappia/E. Castaneda to submit **CBTE 206, CBTE 207 & CBTE 211** Mesa activations to CIC.
- \* MSC C. Zappia/L. Horsman to submit **LCOM 095B** Mesa only deactivation to CIC.
- \* MSC C. Zappia/E. Castaneda to submit **PSYC 112** Mesa only integration to CIC.
- \* MSC P. Christopher/J. Parker to recommend the **Honors Global Competencies Certificate of Performance** be deactivated.

### City

- \* No proposals were submitted for review.

### Miramar

- \* The **FIPT 203A** revision was reviewed without comment.
- \* The program revisions for **CBTE Microcomputer Applications AS & Certificate & CBTE Administrative Assistant AS & Certificate** were reviewed without comment.
- \* The program Certificate of Performance revisions for **CBTE Administrative Assistant, CBTE Typist/Word Processor & CBTE Website Designer** were reviewed without comment.
- \* The program Certificate of Performance deactivation for **CBTE E-Commerce** was reviewed without comment.

## Information/Discussion

- \* S. Flor reported CIC has had only a few curriculum proposals to review the last two meetings and CIC will be having a retreat. She also reported it is anticipated State forms for curriculum will be in CurricUNET by the end of the Spring semester and the CurricUNET Steering Committee is in need of members.
- \* E. Castaneda reported the CurricUNET Steering Committee has not had any meetings this year as there are only three people.
- \* A. Saballett will look into becoming a CurricUNET Steering Committee member.
- \* No report from E. Castaneda for Curriculum Coordinator/Tech Review.
- \* S. Flor as proxy for M. Parsons gave the Basic Skills Report. Per M. Parson's email: "For Basic Skills we have a discipline meeting on October 23 for CB21 coding of our math classes. I'm not sure about English and ESOL, but coding is due by the end of November. Non-credit is also doing the CB21 coding. Today and tomorrow, there is a regional training for Basic Skills in Del Mar. Mesa has 15 representatives at that conference. I will be attending the Fall Plenary in November if anyone has requests for information to bring back or take with me."
- \* J. Parker reported for the Catalog Subcommittee. The committee was organized last year but late in the semester so the committee was primarily involved with proofing for the final draft of the catalog. This year there will be a full year of review to allow for updating the catalog in a timely manner. The committee has met and is implementing the positive outcomes from last year as well as creating new procedures for preparing new catalog information earlier in the year. Based on last year's positive outcomes brought about by this committee the District would like to organize a District Catalog Committee.
- \* Articulation Officer, J. Parker reported the Lower Division Transfer Patterns (LDTP) has been interrupted due to budget and the Course Identification Number System (C-ID) may replace it. J. Parker attending a county meeting put forth the concern that changing to the C-ID numbering must be a real "buy in" by all parties involved to ensure its durability and endurance as a great deal of work will have to go into making the C-ID compatible to all parties. There will be an article in the next "News Brief" on this change.
- \* J. Crocitti informed the committee there have been no Student Learning Outcomes meetings yet this fall. There have been three TaskStream presentations to acquaint faculty and administrative Service personnel with inputting data. J. Crocitti stated his concern that TaskStream seems to be only data entry and extra work. Y. Bergland responded TaskStream is designed to manage the SLO cycle and will eventually provide reports for use in Program Review. J. Crocitti feels faculty are concerned about the connection of SLO's with Program Review and Resource Allocation. To test the link between resource allocations and planning, a pilot project will be carried out during October 2009.
- \* The updated 2009-10 contact list of CRC members was distributed via email and will be updated with the name change of E. Castaneda to E. Norvell and several room number changes.
- \* The CIC 9/24/09 action summary was distributed via email.
- \* MSC A. Saballett/L. Horsman to adjourn the meeting at 2:55 pm.

Minutes approved by

Tim McGrath and Shirley Flor, Co-Chairs

NEXT MEETING: October 15, 2009 Room A102 2:00pm