

SAN DIEGO MESA COLLEGE

APPROVED

CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, October 15, 2009

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

Absent: M. Fritch (excused), C. DuPraw (excused), S. Narayanan (excused), M. Parsons, V. Thao, A. Toumi

Guests:

Minutes/Agenda

- * MSC Y. Bergland/L. Horsman to approve the agenda for October 15, 2009.
- * MSC Y. Bergland/J. Parker to approve the minutes of October 1, 2009.

Welcome/Announcements

- * S. Flor announced A. Saballett will be Mesa's representative on the CurricUNET Steering Committee.

Committee Level Curriculum

- * MSC E. Norvell/T. McGrath to approve the submission of **PHIL 105** for IGETC.
- * 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.
- * The **MUSI 253A, MUSI 253B, MUSI 253C & MUSI 253D** Mesa only integrations/revisions will remain at committee level for Tech Review.
- * MSC E. Norvell/L. Horsman to submit **ECON 120 & ECON 121** revisions to CIC with minor changes.
- * MSC Y. Bergland/L. Horsman to submit **REAL 140** deactivation to CIC.
- * MSC Y. Bergland/E. Norvell to submit **REAL – Real Estate Salesperson Option and Real Estate Appraisal Certificate of Performance** and **REAL – Real Estate Broker Option Certificate of Achievement** deactivations to CIC.

City

- * The **MATH 015F** distance learning was reviewed without comment.
- * The new CBTE Certificates of Performance (10): **Desktop Publishing Basics, Office Software Basics, Office Support Basics, Data Management Basics, Word Processing Basics, Web Design Basics, Presentation Basics, Record Management Basics, Soft Skills Basics & Computer Basics** were reviewed without comment.
- * The new program AS Degree: **Administrative Office Management** was reviewed without comment.

Miramar

- * The **ADJU 361** deactivation was reviewed without comment.
- * The new program AS Degree & Certificate of Achievement: **Medical Laboratory Technology** was reviewed without comment.
- * The program revisions AS Degrees & Certificates of Achievements (8): **Aeronautical and Aviation Technology- Aviation General Studies, Powerplant, Airframe, and Powerplant & Airframe** were reviewed without comment.

Information/Discussion

- * High Unit Program Discussion points
 - The State expects a 2-year program to be 60 units; in the future there may be a budget issue for programs over 60 units
 - Vocational/career technical programs may need more units to meet accrediting organizations' requirements
 - Current campus position is to approve number of program units on a case by case basis
 - Consensus by members that all programs should be in a range of 60 to 70 units
 - Request District do an audit for high unit programs
 - Recommend originators be present to clarify a program having over 70 units
 - Add information regarding high program units to the six-year program review
 - Ensure Deans/Department Chairs are aware of the need to submit program changes to State
 - Recommend flex workshops be done on CurricUNET processes for programs and courses
- * S. Flor explained the CIC Adding Higher Level Prerequisites and the CHEM Course prereq chains handouts were done as research. The research showed no need to add lower level prerequisites to outlines as higher level prerequisites already clear lower level prerequisites.
- * The Math 046 Clarification handout includes the following recommendations.
 - Evaluators, counselors, and faculty need to be notified MATH 46 will not be applied to the associate degree.
 - Students need to be made aware that MATH 46 will not be applied to the associate degree. Information has been published in the college catalogs as well as the class schedule. Math faculty who teach MATH 46 are strongly encouraged to notify students the course may not be applied to the degree, i.e., make announcements in class, add a note to the course syllabus, etc.
- * S. Newell informed the committee further review is being done on catalog rights due to the number change to Math 046.
- * A. Saballett had no report but will be the Mesa representative then the CurricUNET Steering Committee begins to meet.
- * To facilitate Tech Review adjustments, E. Norvell would like to have the originator (or a representative) attend the CRC meeting when their proposal is on the CRC agenda.
- * Articulation Officer J. Parker informed the committee the approval of the ECON 120 and ECON 121 courses should allow them to meet articulation deadlines.
- * J. Parker reported the review of non-curricular information for the 2010-2011 catalog will begin next week.

- * J. Crocitti reported the next Student Learning Outcomes meeting will be on October 30, 2009.
- * In the absence of M. Parsons, T. McGrath reported the Basic Skills Committee is actively working on how to meet needs with a smaller budget and he will be attending tomorrow's, October 16, Basic Skills Workshop.
- * T. McGrath reported he will respond to the emails on behalf of Mesa in regard to the PHYE Fitness Specialist Certificate Program's discussion on TOP code and transferability adjustments.
- * The updated 2009-10 contact list of CRC members was distributed via email. More room changes are anticipated.
- * The CIC 10/08/09 action summary was distributed via email.
- * MSC L. Horsman/K. Wong to adjourn the meeting at 3:40pm.

Minutes approved by

Tim McGrath and Shirley Flor, Co-Chairs

NEXT MEETING: November 5, 2009 Room A102 2:00pm