

**SAN DIEGO MESA COLLEGE  
CURRICULUM REVIEW SUBCOMMITTEE**

**APPROVED**

Minutes

Thursday, September 1, 2016

---

**Present:** T. McGrath, Paula Gustin, C. Robertson, L. Shimazaki, M. Cox, J. Estep, E. Helscher, A. Hoffman C. Kalck C. Kinney, N.S. Robinson, D. Rogers, A. Saballett, W. Smith, E. Ball, A. Svedberg

**Absent:** L. Horsman, T. Nguyen,

**Guests:** C. James, J. A. Moreno Ikari, P. Pianta, T. Recalde, M. Parsons

---

**Welcome/Announcements**

- \* P. Gustin, the new faculty co-chair, welcomed returning and new members. Self introductions were made.

**Minutes/Agenda**

- \* MSC C. Kinney/A. Hoffman to approve the September 1, 2016 revised agenda.
- \* MSC E. Helscher/A. Saballett to approve the May 5, 2016 minutes.

**Information**

- \* **Members 2016-17 – Handout**
  - CRC members were reminded to review the CRC's 2016-17 member contact list handout for correctness and corrections sent to P. Gustin and A. Svedberg
  - It was noted the quorum is currently 12 but will be 13 when the two vacant dean positions have been filled.
- \* **CRC Schedule of Meetings 2016-17 – Handout**
  - It was noted the August 25, 2016 Curriculum Institute meeting was cancelled.
  - No other changes were made to the 2016-17 schedule of meetings.
  - December 8, 2016 is the deadline for CIC to approve proposals for fall 2017.
- \* **2016 Curriculum Institute Update**
  - During the last portion of the meeting M. Parsons provided information on the 2016 Curriculum Institute. M. Parsons informed the committee the majority of the workshops focused on CTE and the Workforce Task Recommendations.
  - Highlighted Workshops
    - ♦ CTE and the Workforce Task Recommendations
      - ▲ Open Educational Resources (OER) helps students reduce costs.
      - ▲ AB 798 grants to implement OER for courses.
      - ▲ AB 1602 grants to implement Z-Degrees.
        - ▲ A Z-Degree is a degree which allows students to complete the degree with courses that only use OER materials.
        - ▲ Grants awarded by Chancellor's Office no later than January 1, 2017.
    - ♦ Curriculum Process
      - ▲ Roles of Administrators, College Board Members, CTE Advisory Boards, local Academic Senates, Faculty and Classified.
      - ▲ Curriculum handbooks for committee members.
      - ▲ Efficiency of local curriculum approval.
      - ▲ Developing new CTE programs.
      - ▲ Transfer Pathways

- ♦ New PCAH and New State Improved Inventory System
  - ▲ The new PCAH will have three sections
    - ▲ PCAH Section 1 contains standards, policies and procedures
    - ▲ PCAH Section 2 will contain submission and approval guidelines
    - ▲ PCAH Section 3 will contain technology and will be the CCCCCO Curriculum Inventory user's manual.
  - ▲ The implementation of the new and improved State Inventory is in process
    - ▲ The anticipated completion of the new improved system is late spring 2017
    - ▲ The new PCAH's Section 3 CCCCCO Curriculum Inventory User's Manual will be based on the new improved system's technology.
- Mesa Curriculum Committee Attendees
  - ♦ T. McGrath, M. Parsons, C. Kinney, L. Shimazaki, W. Smith, and A. Svedberg
- Mesa College Presenters
  - ♦ M. (Toni) Parsons – Curriculum Basics for New Curriculum Chairs; Math Graduation Requirements and Alternative Math Pathways; Curriculum Conversations with K-12 and Local Universities; What Every Curriculum Committee Needs to Know; Noncredit Programs: Starting One from Scratch and Moving Credit Courses into Noncredit; The Credit Hour Strikes Back-Beyond Lecture and Lab; Stackable Certificates;
  - ♦ G. Abbate/W. Smith – Cultural Competency Across the Curriculum
  - ♦ B. Hays – Prerequisites-Content Review, Statistical Validation and Assessing Disproportionate Impact
  - ♦ C. Rico – State Initiative Update – The Education Planning Initiative
  - ♦ M. Manasse/M. (Toni) Parsons – Improving Student Success – Acceleration in ESL and Developmental English, and Promoting Reading Across the Curriculum
- Full presentations and materials from the [2016 Curriculum Institute](#) are available online.

\* **Active But Not Offered Report Available**

- The District's Active But Not Offered report was emailed to Department Chairs.
- The report lists courses the Mesa has not offered within the last four years and it may contain recent new courses if they haven't been offered as of yet.
- An accompanying report lists the courses that haven't been offered but articulate with SDSU.
- Contact P. Gustin if you would like a copy of these reports.

\* **Six/Two Year Review Report Available**

- The current Six/Two Year Review report taken from CurricUNET was emailed to Department Chairs.
- P. Gustin noted it is important that courses in need of review be entered into CurricUNET as soon as possible to have Mesa's curriculum up-to-date for the March 2017 accreditation.
- Contact P. Gustin if you would like a copy of the report.

\* **Adjusted Review Process for Programs**

- P. Gustin commented the Academic Senate is looking into the need for/replacement of a dean dedicated to curriculum issues.
- The lack of a dedicated curriculum dean has created challenges in preparing items for CIC and/or state approval for faculty originators as they are not aware of the additional documentations that are needed.
- The list below exemplifies the number of programs that cannot be entered into the Mesa College Catalog until state approval has been received.
- A. Svedberg recommended the review of programs include having originators include documentation needed for CIC and/or state approval be attached to the program prior to giving the program Mesa's CRC approval.

- \* **CRC Committee Member Participation**
  - To assist CRC members in greater participation in the review of all proposals P. Gustin requested discussion on having specific areas of proposals be reviewed by a specific member.
    - ▲ A number of members feel a training on how to review curriculum proposals would be helpful to provide them with a better understanding of the items within the COR and CR that need reviewing.
    - ▲ A. Svedberg stated the Checklist for Curriculum Review may need to be updated but it is available to assist members in their review of proposals.
  - P. Gustin will take the discussion items into consideration.
- \* **Recommendations for Catalog Changes**
  - P. Gustin will work with District and the College Catalog Committee to look into ways to make changes to courses and programs during the draft catalog review rather than have every change go through the complete process of CurricUNET approval.
- \* **Diagnostic Medical Sonography (DMSG) – New Designator**
  - Guest T. Recalde presented the need and justification for the request of a new designator for a new Diagnostic Medical Sonography program.
- \* MSC C. Kinney/ N.S. Robinson to submit the **Diagnostic Medical Sonography (DMSG)** new course and program designator as a walk-in to CIC's September 8, 2016 meeting.

#### **Committee Level Curriculum**

- \* There were no consent agenda proposals.
- \* MSC N.S. Robinson/A. Saballett to submit the **ANTH 200** Mesa only revision to CIC.
- \* MSC C. Kinney/N.S. Robinson to submit **INTE 101, HEIT 155B** and **MEDA 086** Mesa only Distance Learning proposals to CIC with minor changes to the HEIT 155B and MEDA086.
- \* MSC C. Kinney/W. Smith to submit **ARCH 100A, ENGL 064** and **ESOL 015** Mesa only deactivations to CIC.
- \* MSC A. Hoffman/W. Smith to have P. Gustin request Mesa's activation of City's new **ENGL 036** at the CIC level of approval. (Vote: 5 Ayes; 3 Nays; 7 Abstentions)
- \* MSC C. Kinney/C. Robertson to submit the **Creative Writing Certificate of Performance** revision to CIC.
- \* The DRAM AA Degree Mesa only program revision program revision remains on hold.
- \* The DRAM Acting Certificate of Achievement Mesa only new program remains on hold.

#### **Status of ADT Degrees**

- \* The Biology ADT is being reviewed by Biology faculty.
- \* The Kinesiology revision is awaiting state review.
- \* The Journalism and Theater Arts ADT revisions have been returned to Mesa for changes 8/24/16 and 8/17/2016 respectively.
- \* The Nutrition & Dietetics ADT degree has been returned to Mesa for changes 8/11/2016.
- \* The Chemistry ADT and Music ADT degrees have been returned to Mesa for changes and are awaiting more information from state officials before they can be resubmitted.

## City

- \* MSC C. Kinney/W. Smith to support **MATH 119** an aligned revision.
- \* MSC C. Kinney/W. Smith to support **BIOL 210A** an aligned revision after review with Biology faculty.
- \* MSC C. Kinney/W. Smith to support **ARTF 156A** a new course in an aligned subject.
- \* MSC C. Kinney/W. Smith to support **ARTF 280ABC** activations in an aligned subject.
- \* The following courses and programs were reviewed without comment.
  - New Courses: **HUMS 111, 114; INWT 135, 200**; Revisions – **ARTF 179A**

## Miramar

- \* MSC C. Kinney/ N.S. Robinson to support **ACCT 116A & ACCT 116B** aligned revisions.
- \* The following courses and programs were reviewed without comment.
  - Distance Learning: **PSYC 260**

## Committees/Discussion/Handouts

- \* CIC – no report
- \* The CIC 5/12/2016, 5/12/2016 Addendum and the 8/25/2016 summaries were emailed to members.
- \* Prior to adjournment T. McGrath requested a moment for sharing memories to honor Jan Ellis's contributions and accomplishments to the college and her valuable and admirable CRC participation. Jan was a CRC member since the 1980s and was the CRC co-chair who assisted in the creation of the original CurricUNET. She created all of the proposals required for the renumbering of all 170 PHYE proposals and then created proposals for all of the 170 renumbered PHYE courses to the new designator of EXSC, revamped the DANC proposals and created new DANC programs that will be submitted for state approval soon.
- \* MSC A. Svedberg/E. Helscher to adjourn at 4:00 pm.

Minutes approved by

Tim McGrath and Paula Gustin, Co-Chairs

Next Meeting: September 15, 2016 at 2:15 pm MS 202