

**SAN DIEGO MESA COLLEGE  
CURRICULUM REVIEW SUBCOMMITTEE**

**APPROVED**

Minutes

Thursday, October 15, 2015

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**Present:** T. McGrath, M. Parsons, P. Gustin (proxy for J. Parker), M. Fritch, J. Estep, E. Helscher, A. Hoffman, L. Horsman, N.S. Robinson, D. Rogers, A. Saballett, E. Ball, T. Nguyen, A. Svedberg

**Absent:** J. Parker (excused), L. Shimazaki, C. Kalck, F. Zand,

**Guests:** C. Kinney, J. Cost, W. Smith, C. Renda, C. Ching(USC)

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**Welcome/Announcements**

- \* M. Parsons welcomed everyone and self-introductions were made.

**Minutes/Agenda**

- \* MSC L. Horsman /A. Saballett to approve the October 15, 2015 agenda.
- \* MSC L. Horsman/J. Parker to approve the October 1, 2015 minutes as revised.

**Information**

- \* **Calculations of Hours/Units – Handouts (2)**
  - M. Parsons reviewed and explained the 18 week calculation tables are currently what Mesa uses for hours/units but the addition of including Homework Hours in the total hours for a course is new. As of yet, colleges have not been requested to list either homework hours or total hours on Course Outline of Records (CORs). However, if colleges do have to list total hours, M. Parsons stated she is concerned about the total hours calculations for Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar) courses as the Instructional Category chart shows these labs as having for each three hours of in-class hours no outside-of-class hours.
- \* **Effective CRC Committees - Handout**
  - M. Parsons stated recommendations similar to the State Academic Senate executive committee's white paper have been made by the Workforce Taskforce. M. Parsons informed the committee she has attended several workshops on effective CRC committees and feels that our Mesa CRC committee does well in reviewing, evaluating and expediting curriculum approvals. The consensus of the committee is District and state approval is a huge hold up for implementing curriculum proposals. To expedite state approval M. Parsons will continue to request CTE courses and programs have priority for review at the state level.
- \* **LRC 435 Location**
  - M. Parsons informed members the committee meetings will continue to be held in LRC 435 for this academic year.
- \* **CRC Membership Changes**
  - M. Parsons welcomed back T. Nguyen, District Evaluator as a replacement for V. Thao who is now a Mesa counselor.
  - M. Parsons welcomed C. Kinney and informed members that C. Kinney will be attending CRC meetings during the fall semester as an ex-officio member and will be performing P. Gustin's duties in the spring semester while P. Gustin is on sabbatical.

\* **CRC Virtual Vote**

- M. Parsons thanked members for their participation, comments and approval by virtual vote on October 5, 2015 for **BUSE 120** a new Mesa only course to be walked-in to the October 8, 2015 CIC meeting.
- M. Parsons reported CIC approved **BUSE 120** so it can be submitted for CSU transfer with the stipulation that all BUSE courses and all programs utilizing the BUSE 120 course be walked in to the October 22, 2015 CIC meeting.

**Committee Level Curriculum**

- \* There were no consent agenda proposals.
- \* **CBTE 102** and **CBTE 103** Mesa only revisions were placed on hold.
- \* **CISC 071** Mesa aligned activation was placed on hold.
- \* MSC M. Fritch/A. Svedberg to submit **ENGL 247B** Mesa only Distance Learning to CIC.
- \* **WEBD 191** Mesa only revision was placed on hold
- \* MSC M. Fritch/L. Horsman to submit **BUSE 190** Mesa only new course to CIC.
- \* MSC M. Fritch/L. Horsman to submit **ANTH 125** Mesa only deactivation to CIC.
- \* After discussion and previous discussion at the October 1, 2015 CRC meeting a motion by E. Helscher/L. Horsman to submit **ENGL 031** a Mesa only new course to CIC did not carry.
- \* MSC E. Helscher/L. Horsman the committee supports ENGL 031 in concept and to facilitate CRC approval requests Mesa faculty meet with City and Miramar faculty as well as L. Neault to discuss ENGL 031 while the course remains on hold at the CRC level.
- \* Pre-requisites, course offering sequencing, adjusting HIMS 455 into two courses (HIMS 455 and HIMS 460), and distance learning concerns about the new baccalaureate courses were discussed. Consensus of the committee is to wait for the pilot program's assessment period before adding advisories or prerequisites to any of the courses. C. Renda will provide members with a sequencing chart and the course outlines for HIMS 455 and HIMS 460. Distance Learning approval for previously CRC approved baccalaureate courses was requested.
- \* MSC L. Horsman/A. Saballet to submit **CISC 401, HIMS 445, HIMS 410, HIMS 415, HIMS 425, and PSYC 401** Mesa only new courses with Distance Learning to CIC and approval of Distance Learning for all previously CRC approved HIMS courses.
- \* MSC L. Horsman/A. Saballet to approve **HIMS 455** and **HIMS 460** Mesa only new courses with Distance Learning by virtual vote after Tech Review.
- \* MSC M. Fritch/A. Svedberg to submit **Liberal Arts & Sciences: Dance Associate of Arts Degree** a Mesa only revision to CIC.
- \* MSC M. Fritch/A. Svedberg to submit **DANC Certificate of Performance** a Mesa only revision to CIC.
- \* MSC M. Fritch/L. Horsman to submit **MARK AS Degree** and **MARK Certificate of Achievement** Mesa program revisions to CIC.
- \* MSC M. Fritch/L. Horsman to submit **REAL AS Degree** Mesa program revision to CIC.

The following items remain on hold.

- **NUTR ADT Degree** – New – Mesa Only
- **MULT Mobile Game Development Certificate of Achievement** – New – Mesa Only

**Status of needed ADT degrees:**

- A Biology ADT is being developed.
- The Nutrition & Dietetics ADT is being held at the CRC level for major revisions.
- The Chemistry, Music, Journalism, and Theater Arts ADT degrees have been submitted for state approval.

## **City**

- \* There were no City proposals.

## **Miramar**

- \* MSC M. Fritch/A. Svedberg to support **WORK 270** aligned revision.
- \* The DIES 270 course and the Emergency Medical Technician Certificate of Performance were moved forward without comment.

## **Committees/Discussion/Handouts**

- \* CIC – no report
- \* The 10/8/2015 CIC summary was emailed to members.
- \* MSC L. Horsman/A. Saballet to adjourn at 4:15 pm.

Minutes approved by

Tim McGrath and Michelle (Toni) Parsons, Co-Chairs  
Next Meeting: November 5, 2015 at 2:15 pm LRC 435