

SAN DIEGO MESA COLLEGE

CURRICULUM REVIEW COMMITTEE

Minutes

Thursday, September 2, 2010

Present:	J. Ellis, S. Flor, M. Fritch, L. Horsman, T. McGrath (proxy for Y. Bergland and C. Zappia), E. Norvell (proxy for S. Narayanan), A. Oberbauer, J. Parker, M. Parsons (proxy for C. DuPraw and A. Hoffman), A. Saballett, T. Walker,
Absent:	Y. Bergland (excused), C. DuPraw (excused), A. Hoffman (excused), S. Narayanan (excused), C. Zappia (excused), [P. Christopher, S. Newell and V. Thao (Evaluators)]
Guests:	R. Chagnon, R. English, D. Furrow, J. Kearns, S. Junior

Minutes/Agenda

- * MSC A. Oberbauer/J. Parker to approve the agenda for September 2, 2010.
- * MSC J. Parker/M. Fritch to approve the minutes of May 6, 2010.

Welcome/Announcements

- * M. Parsons, the new co-chair, welcomed everyone back for the new academic year and self-introductions were made. M. Parsons, will review with the Academic Senate membership for J. Kearns.

Information

- * M. Parsons and E. Norvell attended the State Curriculum Institute in July. Website links to the Institute and the workshops held are included in the email distributed Curriculum Contacts and Online Information handout. The major discussion was on the changes being made to Title V in regard to prerequisites. Also discussed was the assignment of disciplines, repeatability of courses and stand alone course training.
- * M. Parsons explained the four ways prerequisites are established.
 - The use of sequential courses within disciplines. (Most common and utilizes content review)
 - Required for health and safety issues. (Usually needed for Career/Vocational courses)
 - Required by CSU or UCSD for equivalency to their courses.
 - The use of statistical data to support the need for a prerequisite.
- * It is anticipated that in November there will be state changes in using statistical data for prerequisites. A change to using content review will be voluntary and will be decided by the District CIC.
- * In using content review for prerequisites there must be a challenge process for students and faculty to follow and the challenge process needs to be consistent. Each department will need to review their prerequisites and update the prerequisite information every six years. M. Parsons will share this prerequisite information at Academic Senate and Chair of Chairs meetings as well as to other campus personnel.
- * E. Norvell gave a brief report on how the required Title V integrated course review process was handled by the District by dividing up the courses to be integrated among the colleges. Using Six Year Program Reviews and vocational technical Two/Three Year Reviews integration continues to be done and courses are reviewed on a regular basis.
- * M. Parsons will research the frequency vocational technical programs need to do reviews and will request the District send a list of Mesa's vocational technical programs that require review more frequently than every six years.

- * E. Norvell informed the committee that CurricUNET has a tutorial on Six Year Reviews.
- * T. McGrath requested a subcommittee be formed to update the Mesa 2002 Curriculum Handbook. E. Norvell, M. Parsons and L. Horsman volunteered to be on the subcommittee with T. McGrath. No deadline was given as to when this project would be completed. To facilitate the updating M. Parsons will review the handbook and will section it out prior to the September 16 meeting for easier review and updating to allow more committee members to participate in the updating.
- * M. Parsons reported the assignment of disciplines is a new field in CurricUNET and E. Norvell demonstrated the access to it. There will be discussion at the District CIC as to how this field will be utilized to comply with state regulations.
- * The repeatability of courses and how to show the progression/building of skills in a course outline was discussed. Without more direction regarding repeatability the PHYE courses are not moving forward in the integration process. The discussion of repeatability will be taken forward to CIC.
- * At the next meeting E. Norvell will demonstrate the use of the CRC checklist on a proposal outline and CR report to allow everyone to become familiar with it so it can be used regularly when reviewing proposals prior to CRC meetings.
- * M. Parsons will email information on the State Stand Alone Training being done via teleconferencing to J. Ellis, A. Oberbauer, T. Walker and J. Kearns so the Stand Alone Training documentation can be sent to the state prior to the September 30 deadline.

Committee Level Curriculum

- * The **PHYE 206, PHYE 222 & PHYE 223** aligned integrations will remain at committee level.
- * The **PHYE 103 & PHYE 115** aligned revisions will remain at committee level.
- * MSC E. Norvell/S. Flor to submit **CHIL 131** an aligned revision to CIC.
- * MSC L. Horsman/J. Parker to submit **CHIL 133** an aligned activation with Distance Learning to CIC.
- * The **CHIN 202** Mesa only integration will remain at committee level.
- * The **COMS 160** an aligned revision will remain at committee level.
- * The **COMS 170** an aligned revision will remain at committee level.
- * MSC L. Horsman/J. Ellis to submit **MATH 210A** an aligned revision to CIC with minor revisions.
- * MSC J. Parker/M. Fritch to submit **CISC 150** Distance Learning to CIC as a walk-in.
- * MSC A. Saballett/L. Horsman to submit **PHIL 102B** Distance Learning to CIC as a walk-in.
- * The **MUSI 212A, MUSI 212B, MUSI 212C** and **MUSI 212D** Mesa only revisions will remain at the committee level for minor description changes.
- * The new Mesa **CHIN Program** will remain at committee level.
- * MSC E. Norvell/J. Parker to submit **ARCH 226** and **ARCH 230** Mesa only revisions to CIC as walk-ins with the notation the revisions are for UC transfer.

City

- * There were no items to review.

Miramar

- * There were no items to review.

Committees/Discussion/Handouts

- * M. Parsons reported CIC had a virtual vote in August and the list of proposals approved for Mesa was distributed to members via email in the 8/26/10 Action Summary handout. Also distributed via email were the May 13 meeting's list of approved GE/Transferability Actions handout and the 5/13/10 Action Summary handout
- * A. Saballett reported the CurricUNET Steering Committee has not met yet.
- * E. Norvell had no report as the Curriculum /Tech Review Coordinator.
- * J. Parker informed the committee of the articulation challenge of having the transfer applicability information listed on a course outline. The consensus of the committee is to have CurricUNET updated to remove the transfer information from the outline and to have the CurricUNET Curriculum Report (CR) adjusted to accurately reflect transfer applicability and general education. J. Parker will create a proposal to request the changes and will present the proposal at the next CRC meeting for review by committee members.
- * If anyone is interested in being a member of the Catalog Subcommittee they should contact J. Parker and/or Y. Bergland. Review of the non-curricular items for the 2011-2012 will begin this semester. If anyone sees items in the 2010-2011 catalog that need to be adjusted they are requested to email J. Parker so the change can be reviewed.
- * M. Parsons reported the Mesa Basic Skills committee will be meeting on Friday, Sept. 3 with the focus being the prerequisite issue.
- * The following handouts were distributed via email.
 - CIC 2010-2011 Schedule of Meetings
 - CRC 2010-2011 Schedule of Meetings
 - CRC Checklist
 - Curriculum Contacts and Online Information
 - New State Program Forms (March 2010)
 - CIC GE/Transferability Actions 5/13/2010
 - CIC Action Summaries 5/13/2010 & 8/26/2010
- * MSC L. Horsman/A. Saballett to adjourn the meeting at 4:00pm.

Minutes approved by

Tim McGrath and Michelle (Toni) Parsons, Co-Chairs

NEXT MEETING: September 16, 2010 at 2:00pm in room LRC 229