

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

APRIL 5, 2005

CO-CHAIRS: Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Donna Riley, Kristin Zink
ABSENT: Cristina Chiriboga, Marie Ramos, Al Taccone, Madelaine Wolfe
RECORDER: Joan Burak
GUESTS: Nancy Jennings, Beth Viersen, Nanette Wier

APPROVAL OF MINUTES: Motion (McGehee/Charter) to approve the minutes of March 15, 2005: Approved (1 abstention).

ACTION ITEMS: Adoption of the Consent Calendar: There were no items for approval.

INFORMATION ITEMS:

◆ **Communication:** Program Addition

Nancy Jennings and Nanette Wier discussed the department's new program which is modeled after Grossmont's with some minor exceptions. There was extensive discussion on whether the degree should be written for SDSU transfer students. Nancy and Nanette will do further review on whether the program should more closely mirror SDSU's lower division prep courses, which would require some shifting of courses from the electives to the core.

◆ **Personal Development–Special Services:** Course Additions, SLO's:

PDSS 087 *Adapted Computer Studies*, **096** *Cognitive Communication Skills and Strategies*

Beth Viersen discussed the two courses including the Student Learning Outcomes, which she and Margaret Jones worked on with Al Taccone and Kristin Zink. There was consensus that the SLO's looked good. After discussion on PDSS course repeatability, it was agreed that a short statement would be added at the end of both course descriptions to read: "May be repeated for a maximum of 4 units."

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

SEPTEMBER 7, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Al Taccone,
Madelaine Wolfe, Kristin Zink
GUESTS: Pat Newman, Greg MacGregor
RECORDER: Joan Burak

Marie Ramos introduced Greg MacGregor, SDICCA Administrative Intern.

APPROVAL OF MINUTES: Motion (McGehee/Chandler) to approve the minutes of May 4, 2004: Approved.

INFORMATION ITEMS:

- ◆ **BOT:** Certificate of Proficiency Additions: Office Software Specialist, Levels I, II
Pat Newman distributed an updated version of the Level II certificate which more accurately reflected the level of software proficiency required for Access and PowerPoint.
- ◆ **MATH:** Deletion: MATH 050 Math Skills for Life & the Workplace
The proposal was reviewed and forwarded for action with no concerns.

OTHER:

- ◆ **SLO Orientation:** Cristina Chiriboga provided an overview of activities over the summer leading up to the hands-on training at the IC Retreat conducted by Mike Wangler and Kristin Zink, who used their own outlines as examples of the steps they took to develop their SLO's. The changes to the course outline template were reviewed which included moving the Methods of Evaluation to directly follow the Course Objectives. As outlines come forward for review, the committee should be able to track, through annotations, which evaluation measure addresses which objective. The role of the committee will be to ask questions and be student-oriented in reviewing SLO submittals, but not rewrite the instructor's evaluation measures.
- ◆ **Sept. 21 Meeting Cancellation:** The September 21 meeting has been cancelled due to a conflict with a District workshop on SLO's conducted by the Chancellor.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

OCTOBER 5, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
GUEST: Marsha Fralick
RECORDER: Joan Burak

Cristina Chiriboga introduced three visiting SDSU graduate students from Professor Shelley Hess's curriculum class. Marie Ramos introduced Greg MacGregor, SDICCA Administrative Intern.

APPROVAL OF MINUTES: Motion (Charter/Taccone) to approve the minutes of September 7, 2004: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BOT:** Certificate of Proficiency Additions: *Office Software Specialist, Levels I, II*
- ◆ **MATH:** Deletion: *MATH 050 Math Skills for Life & the Workplace*

Motion (McGehee/Zink) to approve the consent calendar: Approved (one abstention).

INFORMATION ITEMS:

- ◆ **BOT 123-125:** Distance Learning: *Comprehensive Excel, Levels I-III*
Pat Newman discussed why the BOT department wants to offer this class online, and stated that although the course is designed for PC/Windows based environments, accommodations may be able to be made for Mac users.
- ◆ **BUS 151:** Deletion: *Corporate Income Tax Accounting*
The proposal was reviewed and forwarded for action with no concerns.
- ◆ **ENGL 111:** Distance Learning: *Basic Composition*
Chuck Charter said that one section will be offered online in the spring, and that the department believes students will be successful taking this course in an online format.
- ◆ **PDC 124:** Distance Learning & SLO's: *Lifelong Success*
The distance learning component was reviewed and forwarded for action with no concerns.
Student Learning Outcomes: Committee members discussed the SLO's and made several recommendations to Marsha Fralick on how to write course objectives and methods of evaluation that are measurable and in the active voice. Marsha will submit her rewrites prior to the next meeting.
- ◆ **PSY 170:** Distance Learning: *Abnormal Psychology*
The proposal was reviewed and forwarded for action with no concerns.
- ◆ **Noncredit Class (Community Learning):** Distance Learning: *Academic and Financial Aid Planning*
Marie Ramos stated that this course, approved in 1998, is to be offered online and the State Chancellor's office has accepted Marie's notification via email. Cristina Chiriboga asked committee members how they want to handle this in the future: Marie can submit individually or can include it as part of her annual report to the committee. Members agreed to have this submitted as part of the annual report.

Motion (Elliott/McGehee) to suspend regular information/action cycle: Approved. Motion (Chandler/Taccone) to approve those courses above for Distance Learning only: Approved.

OTHER:

- ◆ Cuyamaca and Grossmont CSU/UC Parallel Articulation: Teresa McNeil discussed those courses offered at GC and CC in which there is different transfer status. Courses listed on the parallel articulation handout are among the most critical. Members agreed that, for the students' sake, we need to be on the same page and it is up to the departments to talk to each other and come to some agreement on how to handle it.
- ◆ Debriefing on SLO Workshop (Course Outline Language): The district workshop on SLO's was discussed including whether we should change the outline template side heading "Course Objectives" to "Expected Student Learning Outcomes." Teresa McNeil will ask the UC and CSU articulation officers about making this change. For now, members agreed to leave the outline template as is. There was also discussion on the "mapping" of student learning outcomes for programs in order to show which courses support which program goal.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

OCTOBER 19, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Chuck Charter, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Ted Chandler, Bryan Elliott, Madelaine Wolfe
INVITED GUESTS: Jodi Reed, Mary Sessom, Pat Setzer
RECORDER: Joan Burak

Mike Wangler invited the visiting SDSU graduate students and SDICCA intern Greg MacGregor to provide feedback after observing the committee proceedings for the two past meetings. The feedback was very positive.

APPROVAL OF MINUTES: Motion (Riley/Zink) to approve the minutes of October 5, 2004: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BUS 151:** Deletion: *Corporate Income Tax Accounting*
- ◆ **PDC 124:** SLO's: *Lifelong Success*

PDC 124 was pulled for further discussion. Motion (McGehee/Taccone) to approve the consent calendar: Approved.

PDC 124: The SLO revisions were reviewed and the committee commended Marsha Fralick for her substantive rewrites and noted that this is the first major SLO approval under the new rules. Motion (McGehee/Zink) to approve: Approved.

INFORMATION ITEMS:

- ◆ **BUS 156:** Distance Learning: *Principles of Management*
Mary Sessom said that this course used to be offered as a Telecourse, and that the department now wants to offer it online.
- ◆ **GD 299:** Course Addition: *Beginning Digital Photography*
Jodi Reed said that she would like to offer this course in the spring, and that it will be returning for a permanent number with the rest of her GD package. Motion (McGehee/Charter) to suspend regular information/action cycle: Approved. Motion (McGehee/Riley) to approve: Approved.
- ◆ **MUS 108-109-208-209:** Course Modification: *Instrumental Music Ensemble*
Pat Setzer said that he would like to make this a generic outline so that he could offer different music styles within each level. He asked members for input on how to do this so that students could repeat the course multiple times within each level. There was discussion on Title 5 and course repeatability and how an ABCD designator would reflect the different course content on a student's transcript. It was decided to do further research on the issues of repeatability and articulation. Pat will work with Teresa McNeil on these issues.
- ◆ **PDC 130:** Course Modification/SLO's: *Study Skills and Time Management*
After review and discussion, it was decided that Teresa McNeil would report back to Marsha Fralick on the committee's recommendations for the student learning outcomes.
- ◆ **Science/Engineering:**
Engineering:
Program Additions: *Civil Engineering, Electrical & Computer Engineering, Mechanical & Aerospace Engineering*
Certificate Modifications: *Civil Engineering, Electrical & Computer Engineering, Mechanical & Aerospace Engineering*
Surveying: Program/Certificate Modification: *Surveying*
Duncan McGehee said the new Engineering degrees are being added to give those students transferring to SDSU a plan to work from. The engineering proposals were reviewed and forwarded for action with no concerns.
Surveying: CADD 120 was added to the Surveying degree because it is a prerequisite for CADD 127. Committee members asked if CADD 120's content was necessary for the degree or if it was just being added because it is a prerequisite for 127. Teresa McNeil will check on whether students could do a modification of major to waive the 120 if they have prior experience which enables them to enroll directly into the 127.

OTHER:

- ◆ Counselor Liaisons 2004-05: To be discussed at the next meeting.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

NOVEMBER 2, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
GUESTS: Jodi Reed, Greg MacGregor
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Taccone) to approve the minutes of October 19, 2004: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BUS 156:** Distance Learning: Principles of Management
- ◆ **MUS 108-109-208-209:** Course Modification: Instrumental Music Ensemble
- ◆ **PDC 130:** Course Modification: Study Skills and Time Management
- ◆ **Science/Engineering:**
 - Engineering:**
 - Program Additions: Civil Engineering, Electrical & Computer Engineering, Mechanical & Aerospace Engineering
 - Certificate Modifications: Civil Engineering, Electrical & Computer Engineering, Mechanical & Aerospace Engineering
 - Surveying: Program/Certificate Modification: Surveying

At the request of the department, Music was postponed until the next meeting. PDC 130 and Science/Engineering were pulled for further discussion. Motion (McGehee/Chandler) to approve the consent calendar: Approved (one abstention).

PDC 130: Marsha Fralick's SLO rewrites were distributed and reviewed. Members noted that course objective #9 did not have a method of evaluation outcome. Motion (Taccone/Charter) to approve on the condition that Marsha clarify how objective #9 is addressed as a method of evaluation outcome: Approved. Teresa McNeil will follow up with Marsha.

Science/Engineering: Duncan McGehee said that CADD 120 will remain as a degree requirement and Teresa McNeil confirmed that it could be waived with a modification of major form. Motion (Riley/Charter) to approve: Approved (one abstention).

INFORMATION ITEMS:

- ◆ **Computer & Information Science:**
 - Program/Certificate Modifications: Telecommunications Networking Technology, Telecommunications Networking Technician, Network Servicing Technology, Telecommunications Servicing Technology, Web Development, Web Design, Web ProgrammingTed Chandler stated that BUS 105 is being deleted as a program requirement because the Call Center program is no longer being offered by the Business Department (most help desk positions have been moved off-shore). Ted will clarify whether Unix is being added in addition to Windows or as an alternate choice to Windows.
- ◆ **Graphic Design:**
 - Certificate Additions: Digital Photography, Web Graphics
 - Program Modification: Graphic Design
 - Course Additions, Student Learning Outcomes, Content Review: **GD 210** Beginning Digital Photography for Graphic Design, **211** Advanced Digital Photography for Graphic Design
 - Course Modifications, Content Review, Distance Learning, Student Learning Outcomes: **GD 105** Fundamentals of Digital Media, **110** Beginning Graphic Design, **126ABCD** Photoshop Digital Imaging, **217** Web Graphics (formerly CIS 217), **222** Flash Web Animation (formerly CIS 222)Jodi Reed explained that the two CIS to GD designator changes are appropriate because these courses have historically belonged in the Graphic Design area. Alternate titles for the Digital Photography courses were discussed including "Practical Digital Photography" for GD 210 and "Commercial Digital Photography" for GD 211. After reviewing the SLO's, Jodi agreed to submit her rewrites to Michael Wangler, Kristin Zink and Al Taccone for review prior to the next meeting.

(over)

◆ Environmental Technology:

Program/Certificate Modifications: *Environmental Management, Environmental Technician*

Course Addition, Student Learning Outcomes, Content Review: **ENVT 215** *Air Quality Management*

Course Modifications: **ENVT 150** *Hazardous Waste Management Applications*, **200** *Hazardous Materials Management (HMM) Applications*, **205** *Safety and Risk Management Administration*, **210** *Industrial Wastewater and Stormwater Management*

Madelaine Wolfe reviewed the package and stated that the modifications for ENVT 150/200/205/210 were based on recommendations made by the department and its advisory committee, which determined that four hours of lecture is appropriate for the course content (lab hours have been reevaluated as components of homework). Committee members reviewed the SLO's and asked that the acronyms be spelled out. Madelaine will work with Rick Wilson prior to the next meeting.

OTHER:

- ◆ Counselor Liaisons 2004-05: Teresa McNeil distributed copies of the "Counseling Connection" newsletter and shared that they are entering their third year of having each counselor serve as a liaison to one or two departments. This has greatly improved the lines of communication and the sharing of information between the departments and the counselors.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

NOVEMBER 16, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Teresa McNeil, Marie Ramos, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Bryan Elliott, Duncan McGehee, Madelaine Wolfe
GUESTS: Nancy Jennings, Pat Setzer, Nanette Wier
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Chandler/Riley) to approve the minutes of November 2, 2004: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Computer & Information Science:**
Program/Certificate Modifications: *Telecommunications Networking Technology, Telecommunications Networking Technician, Network Servicing Technology, Telecommunications Servicing Technology, Web Development, Web Design, Web Programming*
- ◆ **Environmental Technology:**
Program/Certificate Modifications: *Environmental Management, Environmental Technician*
Course Addition, Content Review, Student Learning Outcomes: **ENVT 215** *Air Quality Management*
Course Modifications: **ENVT 150** *Hazardous Waste Management Applications*, **200** *Hazardous Materials Management (HMM) Applications*, **205** *Safety and Risk Management Administration*, **210** *Industrial Wastewater and Stormwater Management*
- ◆ **Graphic Design:**
Certificate Additions: *Digital Photography, Web Graphics*
Program Modification: *Graphic Design*
Course Additions, Content Review, Student Learning Outcomes: **GD 210** *Beginning Digital Photography for Graphic Design*, **211** *Advanced Digital Photography for Graphic Design*
Course Modifications, Content Review, Distance Learning, Student Learning Outcomes: **GD 105** *Fundamentals of Digital Media*, **110** *Beginning Graphic Design*, **126ABCD** *Photoshop Digital Imaging*, **217** *Web Graphics (formerly CIS 217)*, **222** *Flash Web Animation (formerly CIS 222)*
- ◆ **MUS 108-109-208-209:** Course Modification: *Instrumental Music Ensemble*

Ted Chandler clarified for members the question about CIS from the previous meeting (proposal is to go forward as submitted). Environmental Technology, Graphic Design and Music were pulled for further discussion. Motion (Taccone/Charter) to approve the consent calendar: Approved (one abstention).

Environmental Technology: Rick Wilson's revised ENVT 215 outline was distributed and reviewed. Motion (Chandler/Riley) to approve the entire package: Approved.

Graphic Design: Tabled until the next meeting. Ted Chandler will follow up with Jodi Reed.

Music: After extensive discussion on course repeatability for performance based classes, Pat Setzer tabled the packet until he can do further research and check with SDSU for their input. He will work with Al Taccone on incorporating any changes within the Music Education program.

INFORMATION ITEMS:

- ◆ **Communication:** Course Modifications, GE, Student Learning Outcomes: **COMM 120** *Interpersonal Communication*, **122** *Public Speaking*, **137** *Small Group Communication*, **145** *Argumentation and Debate*
Nancy Jennings and Nanette Wier discussed how they worked closely with Grossmont to revise the outlines and the GE proposals for COMM 137 and 145. After lengthy discussion it was agreed to go forward with the modifications, SLO's and the CSU GE. The department will conduct more research on the 137/145 proposals for our GE pattern. Members commended the department for writing such thorough and detailed student learning outcomes.
- ◆ **History/Political Science:** Course Modifications (American Institutions): **HIST 108** *Early American History*, **109** *Modern American History*, **114** *Comparative History of the Early Americas*, **115** *Comparative History of the Modern Americas*, **118** *U.S. History: The Chicano Experience I*, **119** *U.S. History: The Chicano Experience II*, **122** *Women in Early American History*, **123** *Women in Modern American History*, **130** *U.S. History and Culture I: Native American Perspectives*, **131** *U.S. History and Culture II: Native American Perspectives*, **150** *U.S. History: The Asian-American Experience I*, **151** *U.S. History: The Asian-American Experience II*, **180** *U.S. History: Black Perspectives I*, **181** *U.S. History: Black Perspectives II*; **POSC 121** *Introduction to U.S. Government and Politics*, **140** *Introduction to California Governments and Politics*
Al Taccone stated that all courses except HIST 114 and 115 currently fulfill the American Institutions requirements. The department is requesting that 114 and 115 be approved for American Institutions. Teresa McNeil mentioned the December 15 deadline to submit these for articulation. The outlines were reviewed and there were no concerns. Motion (Chandler/Zink) to suspend regular information/action cycle: Approved. Motion (Zink/Chandler) to approve: Approved.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

DECEMBER 7, 2004

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Marie Ramos, Madelaine Wolfe
GUESTS: Nancy Jennings, Nanette Wier
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Zink/Chandler) to approve the minutes of November 16, 2004: Approved (2 abstentions).

ACTION ITEMS: Adoption of the Consent Calendar:

◆ **Graphic Design:**

Certificate Additions: *Digital Photography, Web Graphics*

Program Modification: *Graphic Design*

Course Additions, Content Review, Student Learning Outcomes: **GD 210** *Beginning Digital Photography for Graphic Design, 211* *Advanced Digital Photography for Graphic Design*

Course Modifications, Content Review, Distance Learning, Student Learning Outcomes: **GD 105** *Fundamentals of Digital Media, 110* *Beginning Graphic Design, 126ABCD* *Photoshop Digital Imaging, 217* *Web Graphics (formerly CIS 217), 222* *Flash Web Animation (formerly CIS 222)*

◆ **Communication:** Course Modifications, GE, Student Learning Outcomes: **COMM 120** *Interpersonal Communication, 122* *Public Speaking, 137* *Small Group Communication, 145* *Argumentation and Debate*

Mike Wangler announced that Jodi Reed requested that the GD package be postponed until next spring. The Communication package was pulled for further discussion.

◆ **Communication:** Nancy Jennings stated that after conducting research of other community college GE packages, the department is recommending that for our GE package COMM 137 be placed in Area A and COMM 145 be placed in Area C. Teresa McNeil will be submitting both for Critical Thinking for CSU and will check to see if there is a CAN number for COMM 137. Motion (Charter/Riley) to approve the package: Approved (one abstention).

INFORMATION ITEMS:

◆ **BIO 112:** Course Modification, Student Learning Outcomes: *Contemporary Issues in Environmental Resources*
Duncan McGehee stated that the outline revisions and SLO's are to regain articulation with CSU and UC.

◆ **Elementary Education:** Program Modification

Kristin Zink distributed an updated version of the program. The proposed modification is to meet the new requirements for Liberal Studies majors at SDSU and will facilitate the transfer of our students to SDSU and other four-year institutions.

◆ **English:** Course Modifications, Content Review: **ENGL 098** *English Fundamentals, 110* *College Composition (formerly ENGL 111)*
Chuck Charter discussed the proposed modifications which are being made to align with Grossmont.

◆ **Geography & Geology:** Course Additions, GE, Student Learning Outcomes: **GEOG 106** *World Regional Geography, GEOL 104* *Earth Science*

Mike Wangler stated that these courses are being added to meet the new requirements for the Elementary Education program. The alignment forms are in the process of being signed.

In order to meet the December 15 deadline to submit BIO 112, GEOG 106 and GEOL 104 for CSU/UC articulation, there was a motion (McGehee/Charter) to suspend the regular information/action cycle: Approved (one abstention).

BIO 112: Motion (McGehee/Taccone) to approve: Approved.

GEOG 106: Motion (Taccone/McGehee) to approve: Approved (one abstention).

GEOL 104: Motion (Taccone/McGehee) to approve: Approved (one abstention).

OTHER:

- ◆ History outlines previously approved for American Institutions: Mike Wangler asked if members had any concerns with the minor corrections made to six course titles to correct inconsistencies between the two colleges. There were no concerns.
- ◆ Mike Wangler reported on the first round of the California State University Lower Division Transfer Project (LDTP) meetings held on December 4 in Los Angeles. The primary goal of the project is to increase the number of Community College transfer students into the CSU's by aligning the lower division preparatory curriculum for each discipline across the CSU system. Mike was appointed by the Statewide Academic Senate as the community college representative for Geography. The goal of the first meeting was to recommend two transfer level courses within the major (6 units) to be aligned across all CSU's. Students who complete these two courses, in addition to their GE, will be given priority admission status within their major for the CSU of their choice. For Geography, the committee's recommendations were GEOG 120 (Physical Geography) and GEOG 130 (Human Geography).