

**SAN DIEGO MESA COLLEGE  
CURRICULUM REVIEW SUBCOMMITTEE**

Minutes

Thursday, February 2, 2017

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**Present:** T. McGrath, P. Gustin, L. Shimazaki, T. Recalde, M. Cox, J. Estep, C. Kalck, C. Kinney, E. Helscher, A. Hoffman, L. Horsman, J. Parker, N.S. Robinson, D. Rogers, A. Saballett, W. Smith, E. Ball, T. Nguyen, A. Svedberg  
**Absent:** C. Carrasquillo  
**Guests:** H. Eskew

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**Welcome/Announcements**

- \* P. Gustin welcomed members back from the winter break and welcomed J. Parker as she returns to the committee after her fall sabbatical.

**Minutes/Agenda**

- \* MSC E. Helscher/C. Kinney to approve the February 2, 2017 revised agenda.
- \* MSC T. Nguyen/N.S. Robinson to approve the December 1, 2016 minutes. (One Abstention)

**CRC Committee Members Training**

- \* P. Gustin began the training by communicating the need for committee members to understand the inputting of course proposals to enhance the review of course outlines, CR reports and course impact reports.
  - Utilizing a CHEM 200 revision P. Gustin demonstrated the inputting of a proposal by going over the thirteen course checklist items in CurricUNET.
  - As items were demonstrated P. Gustin informed the committee the inputting was not only inputted to the course outline but was also inputted into the CR report and the course impact report.
  - P. Gustin emphasized the six year review option be added to revisions as this updates the program review charts and shows a course as being current and not in need of review.
  - The proposed start semester and date are often adjusted at CIC but should be inputted for the next upcoming semester and date.
  - The reason for proposed action should include all of the changes being made to assist in reviewing the proposal.
  - The addition of numbers or other designations when inputting assignments causes the outline to have duplicate designations.
  - The usage of Open Education Resources (OER) will affect the inputting of textbooks.
  - P. Gustin suggested doing the prerequisites and then matching the entry skills and noted this matching must be done for revisions as well as new courses.
- \* Training will continue at the CRC February 16, 2017 meeting and will cover program reviewing.

**Information**

- \* **Career Technical Tutoring 044 Courses & Special Designator for Career Technical Tutoring (CTET) Update –Tabled (No CIC Meeting)**

- \* **Mesa Academic Senate – Tabled**
  - Open Education Resources (OER)
  - Miramar’s Proposal to Modify District GE Health Requirements
  - It was requested P. Gustin email the Miramar proposal to modify the District’s GE health requirements to CRC members.
  
- \* **Baccalaureate Degree Pilot (BDP) Program Articulation Meeting Report**
  - J. Parker reported to the committee she attended a BDP Articulation meeting in January.
  - The transferability of the pilot baccalaureate degree course outlines was discussed and for these outlines to transfer they need to be listed on the CSU’s baccalaureate list in ASSIST.
  - J. Parker will work with C. Kinney and S. Hess at District to adjust course outlines and to place the courses on the CSU baccalaureate list.
  - Other aspects, such as CSU/GE and IGETC status for BDP courses will continue to be discussed in future meetings.
  
- \* **Submitting Courses for GE**
  - In response to a question concerning course CSU/GE and IGETC submissions J. Parker reaffirmed C. Robertson’s comment that courses need to receive CSU/GE approval prior to being submitted for IGETC approval.
  - It was noted that Mesa courses receiving CIC approval after UC’s late submission deadline in October 2016 will be submitted in the next UC cycle - fall 2017.
  - For a course that is offered by a sister SDCCD college and activated by Mesa, the protocol is to not offer the course at Mesa until all transfer applicability approved at the SDCCD sister college(s) is achieved (i.e. - CSUGE-B, UCTCA, IGETC).
  
- \* **State Inventory Changes - 3 Handouts**
  - P. Gustin and T. McGrath informed the committee the two emailed handouts (memos dated 11/1/2016 and 1/23/2017) describe changes that are being made at the state level to facilitate the approval of credit courses.
  - The Credit Course Certification Form will verify colleges’ credit courses comply with all of CCCCCO requirements and will allow the CCCCCO to process the listed credit courses automatically.
  - The implementation of the credit course automation is anticipated to be in place late spring 2017 after BOG approval and the Chancellor’s Office Curriculum Inventory (COCI) has become fully active.
  - A. Svedberg stated the third emailed handout (email from Shelly Hess dated 1/26/2017) provides the timeline for the migration from the current state inventory to the new COCI system.
  - Mesa is part of the Phase I rollout and therefore will not be able to submit programs for state approval from February 10, 2017 until March 20, 2017.
  - Trainings on the new processes and COCI inputting will be offered with the full implementation “kick-off” is anticipated to occur after the 2017 Curriculum Institute in July.
  
- \* **Spring CRC Membership List - Handout**
  - There was no discussion on the spring CRC membership list emailed to members.

## Committee Level Curriculum

- \* MSC C. Kinney/L. Shimazaki to submit the consent agenda proposals for **CHEM 111L**, **PHYN 215**, and **LIBS 101** revisions and **JAPN 101** distance learning only to CIC.
- \* MSC C. Kinney/T. Nguyen to submit **BIOL 160** aligned revision to CIC.
- \* MSC L. Shimazaki/C. Kalck to submit **BUSE 125** Mesa only new course with distance learning to CIC.
- \* MSC J. Parker/C. Kinney to submit **JOUR 206** distance learning only revision to CIC.
- \* MSC E. Helscher/C. Kinney to submit **MUSI Technology Certificate of Performance** Mesa only revisions to CIC.
- \* MSC E. Helscher/C. Kinney to submit **MUSI Liberal Arts & Sciences: Art Studies-Music** Mesa only revisions to CIC.
- \* **ENGL 247A** aligned revision remains on hold.
- \* **MULT 133** Mesa only deactivation remains on hold.
- \* MSC C. Kinney/T. Ricalde to submit **HEIT 155** Mesa only revision of HEIT 155C to CIC.
- \* MSC C. Kinney/T. Ricalde to submit **HEIT 135** Mesa only revision of HEIT 075 to CIC.

## Status of ADT Degrees

- \* The new Biology AS-T was approved by CIC on 12/08/2016 and will be submitted to the Board for approval.
- \* The Kinesiology AA-T revision has been waiting for final state review since 4/22/2016.
- \* The Journalism AA-T revision is waiting for Mesa to resubmit after 8/24/2016 state requested changes have been resolved.
- \* The Theater Arts AA-T revision was state approved on 11/22/2016.
- \* The new Nutrition & Dietetics AS-T degree is waiting for Mesa faulty to resolve the state 8/11/2016 requested changes.
- \* The new Chemistry AS-T and new Music AA-T degrees have been returned to Mesa for changes and are awaiting more information from state officials before they can be resubmitted.

## Program Proposals – State Status for 2017-18 Catalog

- \* The following proposals have been state approved and will be listed in the 2017-18 catalog.
  - 3221 AS-Radiologic Technology
  - 3007 CA-Honors Global Competencies Certificate
- \* The following proposals are currently being updated as listed.

Proposal ID #	Program Proposal Type-Title	Current State Status
2756	AAT- Kinesiology	Submitted to State 1/15/16
2755	CA- Choreography	Needs Packet 12/16
3085	CA- Commercial Dance	Region X Approved Needs Packet 12/16
2506	AA- Dance	Region X Approved Needs Packet 12/16
2993	AST- Business Administration	Need Faculty Packet 5/14/15
2358	CA- General Office Clerk	Need Faculty Packet 7/29/14
2851	CA- Office Management	Need Faculty Packet 7/29/14
2381	AS- Office Management	Need Faculty Packet 7/29/14

**City**

- \* MSC J. Estep/C. Kinney to support ENGL 021 aligned new course.
- \* The following proposals were reviewed without comment.
  - Courses: SOLR 150, 150L
  - Programs: None submitted

**Miramar**

- \* MSC J. Estep/C. Kinney to support HIST 115A & HIST 115B aligned revisions.
- \* The following proposals were reviewed without comment.
  - Courses: LEGL 155, 160, 165, 170
  - Programs: None submitted

**Committees/Discussion/Handouts**

- \* No CIC meeting or summary.
- \* MSC C. Kinney/L. Horsman to adjourn at 4:10 pm.

Minutes approved by

Tim McGrath and Paula Gustin, Co-Chairs

Next Meeting: February 16, 2017 at 2:15 pm MS 202