



SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

March 9, 2026

Room MC 211 A/B

2:20PM – 4:20PM

MEETING AGENDA

DRAFT

- I. CALL TO ORDER & WELCOME** by President Mary Gwin:
Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF DRAFT AGENDA:**
- III. PUBLIC PRESENTATIONS:**
 - A. Associated Student Government (ASG):** Senator Nicole Rodriguez & Senator Jay Tarvin
 - B. Classified Professionals:** President Ayana Woods & Vice President Alison Mona
- IV. PUBLIC COMMENTS:** 3 Minutes Maximum for Each Speakers
A.
- V. APPROVAL OF DRAFT MINUTES:** February 23, 2025
- VI. GUEST(s):**
 - A. Senator for Adjunct Faculty Geoff Johnson – “One” Faculty Proposal:**
- VII. REPORTS:**
 - A. Committee Reports:** 3:15PM
 - 1. Senate Executive Committees:
 - a. *Academic Affairs (AA) Committee:* Chair Dave “DAS” Odasso (1 Minute)
 - b. *Professional Advancement Committee (PAC):* Chair Andrew Hoffman (1 Minute)
 - c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles (1 Minute)
 - d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep (1 Minute)
 - e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair – TBA (No Report)
 - f. *ASCCC Credit for Prior Learning Liaison:* Tonya Whitfield (5 Minutes)
 - g. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah (5 Minutes) (DEIA@Mesa)
 - h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez (1 Minute)
 - 2. Senate Executive Officer Reports:
 - a. *Vice President:* Veronica Gerace (3 Minutes) ([Faculty Committee Service](#)) ([Committee Service](#))
 - b. *Secretary:* Katlin Choi (1 Minute)
 - c. *Treasurer:* Thekima Mayasa (1 Minute)
 - d. Senator at Large #1: Ryan Mongelluzzo (1 Minute)
 - e. Senator at Large #2: Irena Stojimirovic (1 Minute)
 - f. *CTE Liaison:* Vacant
 - g. *Immediate Past President:* Andrew Hoffman (No Report)
 - h. *President:* Mary Gwin (10 Minutes)
- VIII. NEW BUSINESS:** 3:45PM
 - A. Administrative Procedures (AP)/Board Policies (BP) Updates:** Estep
- IX. OLD BUSINESS:**
 - A.**
- XI. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:**
 - A.** Strive to support all SDMC Community Members. No one is better than anyone else. The world needs a lot more GRACE & HUMILITY.
 - B.** 2026 SDMC Commencement Ceremony – Friday (May 29, 2026) @ 2:00PM (Douglas Stadium).
 - C.** The next SDMC Academic Senate meeting is March 23, 2026 (2:20PM – 4:20PM) Room MC 211 A/B.
 - D.** The next Academic Affairs Committee meeting is March 16, 2026 (4:15PM – 5:30PM) in Room A 117.
 - E.** Committee of Chairs (CoC) Meeting is March 11, 2026 (2:30PM – 4:00PM) **Room BT 101.**
 - F.** The next Curriculum Review Committee (CRC) meeting is March 19, 2026 @ 2:15PM in Room LRC 435.
 - G.** The next SDMC AS Exec meeting is March 16, 2026 (2:30PM – 4:00PM) Room A 117.
 - H.** The Professional Advancement Committee will review the 2026 – 2027 Sabbatical Applications on March 18th
- X. ADJOURNMENT:**



ACADEMIC SENATE
for California Community Colleges
LEADERSHIP · EMPOWERMENT · VOICE



SAN DIEGO MESA COLLEGE
Academic Senate

SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

February 23, 2026

Room MC 211 A/B

2:20PM – 4:20PM

MEETING MINUTES

DRAFT

Present:

Academic Senate President Mary Gwin, Carlyne Allbee, Isaac Arguelles-Ibarra, Thomas Babin, Henry Browne, Kattin Choi, Jennifer Cost, Nellie Dougherty, Ian Duckles, Justin Estep, Erin Evans, Andrew Hoffman, Alex Holowicki, Geoff Johnson, Dante Jones, Jesse Keller, Wendell Kling, Mariam Kushkaki, Sam Lee, Jonathan (Jon) Linton, David Lizarraga, Thekima Mayasa, Danica Moore, Ryan Mongelluzzo, Roger "Rusty" Nichols, Edeama Onwuchekwa Jonah, Mychal Odom, Miriam Pacheco, Scott Plambek, Anthony Reuss, Michelle Rodriguez, Jessica Sardo, Irena Stojimirovic, Scott Suarez, Ngoc "Kim" Tran, Richard Unis, Megan Villa, Karen Wait, Michael Williams and
Guests SDMC President Ashanti Hands, PTK President David Merino and Incoming PTK President Jasmin Fathi

Absent:

Jennifer Frost Moreno (Proxy to Gabriela Kovats), Veronica Gerace (Excused), James Hinton, Laura Maki, Dave "Das" Odasso (Excused), and Louis Valenzuela

I. CALL TO ORDER & WELCOME by President Mary Gwin:

Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD

II. APPROVAL OF DRAFT AGENDA:

Move to Approve with Guest President Hands moved to item III:

M/S

Johnson/Sardo

UNANIMOUS

Frost Moreno

(Proxy to Kovats)

III. GUEST(s):

A. SDMC President Ashanti Hands:

1. SDMC's Accreditation Reaffirmed!: Celebration – Thursday (February 26th) President's Office – Room A104 (12:30PM – 3:00PM)
2. 2nd SDMC Baccalaureate Degree Approved!: Physical Therapy Assistant (1st Baccalaureate – Health Information Management)
3. SDMC Received – Black-Serving Institution (BSI) Designation in January 2026: California Senate Bill (SB) 1348
 - a. "California Enacts Nation's First Black-Serving Institution Designation":
4. SDMC received a \$400,000.00 grant for Latin X Adult Learners.
5. We have resources available for **all** our Students.
6. We have additional funding in the works.
7. Please let me know what you are currently excited about at SDMC.
8. We need to maintain the SDMC Community Members' level of morale:
 - a. We are doing important work that helps our Students change their lives.
9. Campus Safety: There are different levels of responsibilities at the district level versus at the campus level.
 - a. The Vice President of Administrative Services (VPA) and the School Deans are working through scheduling Safety Training sessions for their personnel.
10. Budget Transparency:
 - a. We are digging deeper into the process.
 - b. We are recovering from to loss of (2) two vital long standing members of the SDMC Business Office.
 - c. We are developing a process for sharing budgetary information.
 - d. We can all participate in the creation of a process for sharing SDMC budget information.
11. Comments from the Senators:
 - a. Carlyne Allbee reported all but (1) one of the Radiology Technicians she had on her healthcare journey received their training at SDMC. (The work SDMC does reaches our community members.)
 - b. Jennifer Cost expressed the need to institutionalize Proposition 55 funding that sunseting.
 - "California Proposition 55: Taxes, Funding, and Expiration"
 - c. Danica Moore and Irena Stojimirovic expressed concerns about the impact of the loss of Hispanic Serving Institutions and grant funding on SDMC programs.
 - d. Irena Stojimirovic said the district's Faculty Salary Scale remains low compared to other districts.
 - President Hands said unfortunately, the Salary Scale can only be changed through the Collective Bargaining Process.

IV. PUBLIC PRESENTATIONS: None**A. Associated Student Government (ASG):** Senator Nicole Rodriguez & Senator Jay Tarvin**B. Classified Professionals:** President Ayana Woods & Vice President Alison Mona**V. PUBLIC COMMENTS:****A. Phi Theta Kappa (PTK) President David Merin & Incoming President Jasmin Fathi:****Congratulations to David on your acceptance to UC Berkeley!!!**

As reported by Jasmin Fathi:

"David introduces Jasmin as the new President of Phi Theta Kappa Honor Society: The only officially recognized international honor society for 2-year colleges

Last cycle...

- added over 60 new high-achieving members in 2025/2026

- volunteered at a donation distribution in October for victims of LA Wildfires

- volunteered to distribute community donations to San Diego Flood Victims

- Partnered with Mesa Honors for a "Honorween" event

This semester...

- "Mesa to Ivy" workshop

- Induction ceremony on **April 10 in G-101!** Everyone is invited to help celebrate our new members."**B. SDMC Professor Ian Duckles:**

1. Ian Duckles made a public comment.

VI. APPROVAL OF DRAFT MINUTES: December 1, 2025

Move to Approve:

M/S**31 Approve**

Frost Moreno

(Proxy to Kovats)

5 Abstain

Babin

Johnson

Keller

Linton

Villa

VII. REPORTS:**A. Committee Reports:**1. Senate Executive Committees:a. *Academic Affairs (AA) Committee:* Chair Dave "DAS" Odasso (No Report)b. *Professional Advancement Committee (PAC):* Chair Andrew Hoffman• February 18th - Reports of Completion - Fall 2025 Sabbaticals Leaves• The committee will review the 2026-2027 Sabbatical applications on March 18th.c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles (No Report)d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep

• Justin provided a report.

e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair – TBA (No Report)f. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah ((DEIA@Mesa)

• Edeama provided a report.

g. *SDMC AS Task Force on the Use of Artificial Intelligence (AI):* Chair Ryan/Mongelluzzo (No Report)h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez

• Michelle provided a report.

2. Senate Executive Officer Reports:a. *Vice President:* Veronica Gerace (No Report) (Faculty Committee Service) (Committee Service)b. *Secretary:* Katlin Choi (No Report)c. *Treasurer:* Thekima Mayasa

• Thekima provided a report.

d. *Senator at Large #1:* Ryan Mongelluzzo (No Report)e. *Senator at Large #2:* Irena Stojimirovic (No Report)f. *CTE Liaison:* Vacantg. *Immediate Past President:* Andrew Hoffman (No Report)

h. *President:* Mary Gwin

As reported by Mary Gwin:

"President Mary Gwin reported on upcoming elections and the status of recent budget and safety inquiries."

VIII. NEW BUSINESS: None

IX. OLD BUSINESS: *Second Readings*

A. Resolution 2025.12.1 - Supporting Faculty Purview over LLMs in the Learning Environment: Kushkaki

1. Miriam Kushkaki reported there has already been more than 20 emails from the district supporting the use of AI since January.

2. Comments from Senator Dante Jones:

As reported by Dante Jones

"The Resolution states that faculty are being "encouraged" to use LLM's and Gen AI in their curriculum and course work across the institutions". That is simply untrue, there is a recognition that AI tools are affecting many people's work and there is support being offered to help people with their response to said tool use. No one is encouraging anyone to use the tools. There is a push to have people gain a bit of AI Literacy so they can discuss said use with students and colleagues and have a better understanding of how their decision may or may not affect their work going forward. This response includes the decision to have no AI use in the classroom, a little use, scaffolded use or all the use. Faculty who have no understanding of LLM's have a harder time discussing with students their decisions to use or not use LLM's. These conversations are crucial and can get deep, students are confused and need informed guidance."

3. Comments from Senator Mychal Odom:

As reported by Mychal Odom:

"I responded to concerns about equity in the AI resolution by Kushkaki. My response expressed:

- Concern for inequity in the classroom and development skills
- I noted the high rate of students abusing AI, suggesting that if all of the students who used AI dishonestly were sent to student affairs (I might have said student services) that it would clog the system.
- I noted that the reliance on generative AI is creating a gap in skills development, only training students to swipe and point. This is the source of my concern for AI.
- I agree that some tools can help students develop skills in writing and linguistics but those are not the AI software we are concerned with."

Move to Approve:

M/S

Moore/Evans

29 Approve

Frost Moreno
(Proxy to Kovats)

2 Oppose

Jones
Onwuchekwa Jonah

5 Abstain

Allbee
Arguelles-Ibarra
Estep
Mayasa
Wait

B. Resolution 2025.12.2 - Request for Mesa College and District Contracts Related to AI: Evans

1. Comments from Dante Jones:

As reported by Dante Jones:

- "Whereas #4: *"Whereas, LLMs further exacerbate equity gaps via access, digital divides, and linguistic biases, thereby going directly against Mesa College's values of equity and excellence; "*
 - There are debates on those concepts, they are not necessarily facts as they are being presented. LLM's also help close equity gaps such as, helping us with accessibility issues, assisting ELL students understand terms and concepts and assisting students with content and context presented in class as well as readings that they do not understand
- Whereas #5: *"the climate impacts of LLM usage are severe^{7,8} and therefore not in alignment with the Mesa 2030 Comprehensive Master Plan's commitment to environmental justice"*
 - Llm's do cause climate damage but not as much as driving to work/school, or streaming a few hours of Netflix for example. Are we working on banning transit to our institution, shopping online, streaming videos, use of paper (whose production is woefully bad for our climate) or spending time on social media? All of which cause more harm to the climate at this time than AI data centers.
- Whereas #6: *despite these grave concerns, the general posture of the San Diego Community College District regarding LLM usage is one of uncritical boosterism¹⁰. The district-level promotion of Artificial Intelligence (AI) events and resources has undermined faculty who are subject-matter experts and have purview over curriculum¹¹;*
 - How is promoting professional learning for our SDCCD community's response to AI (whatever that response may be) "uncritical boosterism"? Additionally, how is assisting people wade through the AI landscape to better understand how they want to respond to AI usage in their workplaces undermining "faculty who are subject matter experts"?
- Lastly, the *"Be it further resolved" for a faculty PD team to be created to provide "strategies and resources for decreasing or eliminating LLM usage in the learning environment when subject matter experts determine appropriate"*...
 - This is problematic, first, there is no say here on it being multidisciplinary and that the group has a make-up of those that use and do not use LLM's. This senate has a history of unbalanced representation when discussing AI in groups such as their "AI Taskforce". Not to mention, Why so unbalanced? Why are we only looking at elimination with this group? Why are we not being inclusive? Is this not the definition of inequity, to put all our effort into one side? As a senate should we not be representing the views of all of our faculty in all of our spaces?"

2. Andrew Hoffman made a Friendly Amendment: Accepted by resolution mover Jennifer Cost

Move to Approve a Friendly Amendment from Andrew Hoffman:

M/S

Moore/Sardo

30 Approve

Frost Moreno
(Proxy to Kovats)

2 Oppose

Jones
Onwuchekwa Jonah

4 Abstain

Allbee
Arguelles-Ibarra
Villa
Wait

XI. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:

- A. Strive to support **all** SDMC Community Members. No one is better than anyone else. The world needs a lot more GRACE & HUMILITY.
- B. 2026 SDMC Commencement Ceremony – Friday (May 29, 2026) @ 2:00PM (Douglas Stadium).
- C. The next SDMC Academic Senate meeting is March 9, 2026 from 2:20PM – 4:20PM in Room MC 211 A/B.
- D. The next Academic Affairs Committee meeting is March 2, 2026 from 4:15PM – 5:30PM in Room A 117.
- E. Committee of Chairs (CoC) Meeting is February 25, 2026 from 2:30PM – 4:00PM in Room MC 211 A/B.
- F. The next Curriculum Review Committee (CRC) meeting is March 5, 2026 @ 2:15PM in Room LRC 435.
- G. The next SDMC AS Exec meeting is March 2, 2026 from 2:30PM – 4:00PM in Room A 117.
- H. The Professional Advancement Committee will review the 2026 – 2027 Sabbatical Applications on March 18th

3. **MEETING EXTENSION:**
Move to **Extend** the Meeting 5 Minutes:
M/S

Stojimirovic/Choi

33 Approve
3 Oppose
Arguelles-Ibarra
Holowicki
Jones

4. **ADJOURNMENT @ 4:25PM.**

Submitted by Katlin Choi & Sue Saetia

BP Summary	PDF	DOC
BP 4020 (formerly BP 5020) Curriculum Development	PDF	DOC
AP Summary	PDF	DOC
AP 0020.2 Curriculum and Instructional Council	PDF	DOC
AP 4022 Course Approval	PDF	DOC
AP 4050 Articulation	PDF	DOC
AP 5160.1 Health Occupations—Instructional Use of Clinical Facilities	PDF	DOC



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Board Policy

Chapter 4 — Instructional Services

The following Board Policies are being put forth for approval as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures.

Category 1 Policies: New and/or major revisions to policies and/or procedures that are not required by law or regulation but are recommended by the respective office of responsibility. This category has the most extensive review process.

No new/revised policy for this category

Category 2 Policies: New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.

BP 4020 Curriculum Development

Minor technical changes and legally required updates to work experience credit hour calculations.

[BP 4020 Curriculum Development](#)

Category 3 Policies: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

No new/revised policy for this category



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION



San Diego Community College District

City College • Mesa College • Miramar College • College of Continuing Education

Board Policy

Chapter 4 – Instructional Services Academic Affairs

BP 4020 5020 CURRICULUM DEVELOPMENT

The courses, degrees, and certificates of the District's Colleges ~~and Continuing Education~~ shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

The Chancellor shall develop procedures for the approval of all courses of instruction and of all educational programs regardless of delivery modality that satisfy the requirements of the Education Code and the California Code of Regulations, ~~t~~itle 5. The procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

1. The Colleges' ~~and Continuing Education~~ faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. The Colleges' ~~and Continuing Education~~ curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees, and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
3. Regular review of courses, degrees, and certificates.
4. Training opportunities for persons involved in aspects of curriculum development, and
5. Consideration of job market and other related information for justification of career and technical education degrees and certificates.

All courses, degrees, and certificates shall comply with ~~T~~itle 5 regulations, be approved by the Board of Trustees as defined in procedures, and be submitted to the California Community Colleges Chancellor's Office for approval as required.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour"

program.

The Chancellor shall establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations and California Code of Regulations, Title 5, section 55002.5, as they apply to community college districts.

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At the San Diego Community College District Colleges, a minimum of 48 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5, except in special circumstances.

~~For Cooperative Work Experience 75 hours of paid work experience is equivalent to 1 unit of credit and 60 hours of non-paid work experience is equivalent to 1 unit of credit. Units may be awarded in 0.5 unit increments. Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5, Section 55253.~~

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Reference: Education Code Sections 70901(b), 70902(b), and 78016;
-Title 5- Sections 51000, 51022, 55100, 55130, 55150, 55002 and 55002.5 ;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ~~WASC/ACCJC Accreditation Standards II.A and II.A.9.2.~~

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Adopted: June 9, 1981

~~Supersedes: AP 5020 October 14, 1988; September 7, 2000; November 14, 2002; May 27, 2010; November 10, 2016; and October 10, 2019.~~

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San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

OFFICIAL Procedure Template

Administrative Procedures

Chapter 4 — Instructional Services

The following Administrative Procedures are being put forth for approval as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures.

Category 1 Procedures: New and/or major revisions to policies and/or procedures that are not required by law or regulation, but are recommended by the respective office of responsibility. This category has the most extensive review process

No new/revised administrative procedure for this category

Category 2 Procedures: New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.

AP 0020.2 Curriculum and Instructional Council

Revised procedure: minor technical revisions and update language to align with Title 5 § 55001-55100
[AP 0020.2 Curriculum and Instructional Council](#)

AP 4050 Articulation

Revised procedure: minor technical revisions; update lower division general education language and institutional accreditation to align with Title 5 § 51022(b) and 55051.
[AP 5050 Articulation](#)

Category 3 Procedures: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

AP 4022 Course Approval

Minor technical changes: update number to align with CCLC.
[AP 4022 Course Approval](#)

AP 5160.1 Health Occupations—Instructional Use of Clinical Facilities

Revised procedure: minor technical updates.

[AP 5160.1 Health Occupations Instructional Use of Clinical Facilities](#)

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San Diego Community College District

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Administrative Procedure

Chapter 3 – General Institution

AP 0020.2—CURRICULUM AND INSTRUCTIONAL COUNCIL

Description

The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The Council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the San Diego Community College District's Colleges [City College](#), [Mesa College](#), [Miramar College](#), and [the College of Continuing Education](#). It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

Functions and Responsibilities

1. Coordinates all districtwide instructional services, programs, and activities.
2. Reviews and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
3. Coordinate the publication of class schedules, catalogs, and other instructional publications.
4. Review courses and programs in an effort to maintain consistency regarding discipline assignment, general education criteria, hours and units awarded, prerequisites for title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Make recommendations regarding districtwide instructional strategies, goals, and objectives.
6. Identify instructional issues and develop proposals for Chancellor's Cabinet.
7. Provide a forum for instructional issues.
8. Convene and oversee subcommittees as necessary.

Authority

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
2. Recommends new or revised curriculum to the Board of Trustees.

Membership

1. Representation will be as follows:
 - a. Executive Instruction Officer
 - b. Dean Instructional Services
 - c. Vice President, Instructional Services from each college
 - d. Two faculty representatives from each college
 - 1) Curriculum Chair (each college)

- 2) Other designated Academic Senate representative (each college)
- e. Ex-Officio Representative from Student Services Council
2. Membership considerations include:
 - a. The Curriculum and Instructional Council shall be established by mutual agreement between the administrators and academic senates.
 - a-b. The Chair of the Curriculum and Instructional Council will be the Executive Instruction Officer.
 - b-c. In the absence of the Chair, the Dean, Instructional Services, will serve as chair.
 - e-d. In the absence of an appointed member, he/she will designate an alternate member from their site.
 - d-e. The Executive Instruction Officer; Dean, Instructional Services; and Ex-Officio Representative from Student Services Council are non-voting members.
 - e-f. In the event of a tie-vote, the Chair shall cast the deciding vote.
 - f-g. Council meetings are open to classified professionals, faculty, students, administrators, and the public

Operating Guidelines

1. Agenda and Minutes
 - a. The agenda and minutes for the Council meetings are the responsibility of the Dean, Instructional Services.
 - b. Items for the Council agenda may be added by any member.
 - c. All items for any one Council agenda must be submitted to the Dean, Instructional Services by noon on Friday preceding the meeting in order to appear on the printed agenda.
 - d. The Council minutes shall be distributed to CIC members as well as anyone else upon request.
2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be the second and fourth Thursday of each month or more often if needed.
 - b. Special meetings may be called by the Chair.
 - c. Regular and special meetings shall normally take place at the District Office.
3. Oversight of CIC Subcommittees:
 - a. CIC assigns, tracks, and reviews subcommittee work regarding instructional issues as defined in the functions and responsibilities above.
4. Resolution of Issues:

- a. Any issues identified by the Curriculum and Instructional Council during curriculum review will be referred through the appropriate Curriculum Chair to the college curriculum committee.
- b. If there are issues that cannot be resolved at the college level, the Curriculum and Instructional Council, will meet to resolve the issues.

Reference: California Education Code section 70902 (b)(7); and California Code of Regulations Title 5, Sections 53200 and 55002

APPROVED: New or Revised

<Once signed>

Date Approved: <Date>

Supersedes: 10/06/1992; 9/22/2023



Administrative Procedure
Chapter 4 – Instructional Services
AP 5022 4022 – COURSE APPROVAL

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum and Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required.

Reference: California Code of Regulations, Title 5, section 55100

APPROVED: New or Revised

Date Approved:

Supersedes: ~~New Procedure~~ AP 5022 – 02/10/17 (Renumbered 5022)



Administrative Procedure

Chapter 4 – Instructional Services

AP 4050 – ARTICULATION

The colleges shall actively participate in articulation efforts to benefit prospective and current students for a seamless transition between colleges and universities. These efforts include establishing, updating, and disseminating articulation agreements with regionally accredited universities to reduce barriers for students. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, facilitate education planning, complete the university transfer goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at their university of choice.

The colleges' Articulation Officers shall manage articulation agreements in collaboration with regionally accredited colleges and universities. Articulation activities shall be guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California community college and university articulation officers.

The college Articulation Officer shall:

1. Work with instructional faculty to design and develop transferable courses;
2. Research comparable courses at other regionally accredited colleges and universities;
3. Identify and propose courses to universities and appropriate committees for articulation approval; and
4. Develop, manage, and maintain documentation of each articulation agreement including the formal written agreement with receiving CSU and UC campuses, the CSU and UC systems, and private/independent or out-of-state universities where patterns of student transfer are identified.

Articulation agreements should ensure the college's transfer courses meet the following university requirements:

1. Baccalaureate degree credit requirements, including the UC Transfer Credit Agreement (UC TCA);
2. ~~General education requirements, including the CSU General Education – Breadth (CSU GE) pattern and the Intersegmental General Education Transfer Curriculum (IGETC); and Approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University.~~
3. Major preparation requirements.

In addition, the college Articulation Officer shall work with discipline faculty to participate in statewide articulation initiatives administered through the California Community College system and our public university partners.

Articulation and transfer resources are available on the College's articulation website and on the Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) website (www.assist.org), the official repository of articulation agreements for California's public colleges and universities.

The colleges shall endeavor to not establish articulation agreements only with non-regionally accredited institutions.

Reference: Education Code Sections 66720-66744;
Title 5 Section 51022(b) and 55051;
WASC/ACCJC Accreditation Standard ~~H.A.10~~ 2

APPROVED: New or Revised

Date Approved:

Supersedes: AP 5050 2/10/2017; 9/22/2023

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San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

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Administrative Procedure

Chapter 4 – Academic Affairs Instructional Services

AP 5160.1 (Check the Number) HEALTH OCCUPATIONS—INSTRUCTIONAL USE OF CLINICAL FACILITIES

This procedure outlines the tasks that must be completed to develop a contractual relationship with outside clinical facilities for worksite instruction for San Diego Community College District's health occupations programs. All such agreements require site review by the President or designee and approval by the Board of Trustees before students are assigned to a clinical facility or an agreement is implemented.

1. Responsibilities a. ~~College or Continuing Education~~ College Program Director or designee identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - a. District ~~Educational~~ Instructional Services
 - i. Receives clinical facility name and contact information from ~~College or Continuing Education~~ Program Director or designee;
 - ii. Ensures the agreement includes all required components;
 - iii. Reviews all agreement arrangements;
 - iv. Receives approval from District Risk Managementment for any changes to standard agreements or non-standard agreements;
 - v. Notifies District Risk Managementment of all new and expired or terminated agreements;
 - vi. Maintains a file of clinical agreements for site reference; and
 - vii. Submits to the Board of Trustees for approval.
2. Agreement Development and Implementation
 - a. The College Program Director or designee, identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - b. The College Program Director or designee, forwards/provides the clinical site and contact information to District ~~Instructional~~ Educational Services.
 - c. District ~~Instructional~~ Educational Services prepares the standard District agreement including:
 - i. Correct legal name of facility;
 - ii. Address of facility; and Webpage;
 - iii. Name, Title, Email address and phone number of contact person;
 - iv. Desired effective date of agreement; and
 - v. Insurance requirements.
 - vi. District ~~Educational~~ Instructional Services sends the completed standard District agreement to the clinical facility.
 - vii. District ~~Instructional~~ Educational Services coordinates any changes to the standard District agreement with the clinical facility and the District Risk Managementment.
 - viii. Following written approval of District Risk Managementment of any non-standard agreement, District ~~Instructional~~ Educational Services incorporates any changes and submits the revised agreement to the

clinical facility for signature. Written approval is required by District Risk Management for any non-standard agreements or changes to the standard District agreement before signatures can be collected.

g. Following signature by the clinical facility, District ~~Instructional~~ Educational Services acquires the signature from the Vice Chancellor, ~~Instructional~~ Educational Services.

h. Once ~~all~~ signatures are received, District ~~Instructional~~ Educational Services prepares a Board ~~docket~~ agenda exhibit requesting approval of clinical facility.

i. Upon Board of Trustees approval of clinical facility, District ~~Instructional~~ Educational Services provides copies of the agreements to the College ~~or Continuing Education~~ Program Director, the clinical facility, and District Risk Management.

j. District Risk Management generates a certificate of insurance for the approved clinical site.

k. District ~~Instructional~~ Educational Services updates the file of clinical agreements;

l. District ~~Instructional~~ Educational Services monitors the file of clinical agreements and notifies the Program Director of upcoming agreements that require renewal.

m. District ~~Instructional~~ Educational Services notifies District Risk Management of any terminated or expired agreements.

References:

Education Code Section 8826.5;

Approved by the Chancellor: 11/18/2019

Supersedes: 1/31/1997

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Date Approved: <Date>

Supersedes: <List previous/current Procedure number – Previous Date or state “New Procedure” – List all dates/renumbering>

(i.e. BP 3100 – 01/01/90; 01/01/12; 01/01/18; BP 5500 – 01/01/21)
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