

**San Diego Community College District  
Joint Student Services Council & Curriculum and Instructional Council**

**APPROVED**

**Meeting of May 5, 2005  
9:00 am – 11:00 am – District Room 300**

**MINUTES**

**PRESENT:**

Andersen, Libby	Articulation Officer – City College
Brown, Larry	Vice President, Student Services – City College
Bergland, Yvonne	Dean of Instructional Services, Mesa College
Conrad, Gail	Academic Senate President – Mesa College
Deegan, Pam	Vice President, Instruction – Miramar College
Edinger, Valerie	Vice President, Instructional Services – Continuing Education
Garber, Bob	Vice President, Student Services – Miramar College
Glow, Diane	Curriculum Chair – Miramar College
Gustin, Paula	Curriculum Chair – Mesa College
Maes-Erickson Patsy	<b>Academic Senate</b> – City College
Neault, Lynn	Assistant Chancellor, Student Services – District Office ( <i>Ex Officio</i> )
Rose, Richard	Vice President, Student Services – Mesa College
Tortorici, Marianne	Interim Vice President, Instruction – City College

**ABSENT:**

Armstrong, Elizabeth	Vice President, Instruction – Mesa College
Biller, Marcia	Counseling, North City – Continuing Education
Corliss, Jodi	Counselor – Miramar College
Lee, Otto	Interim Assistant Chancellor, Instructional Services, Planning and Technology – District Office
Lombardi, Jan	Curriculum Chair – City College
Mosteller, Pat	Professor, Instructional Leader, College of Emeriti, Older Adult Research Office -- Continuing Education
Shaffer, Sandra	Academic Senate Representative – Continuing Education
Smith, Jim	Acting President, Instruction – Continuing Education
Webb, Helen	Academic Senate Representative – Miramar College

**STAFF:**

Harada, Myra	Manager, Curriculum & Instructional Services – District Office
VanHouten, Laurie	Curriculum Analyst, Instructional Services – District Office
Yousofy, Ghazal	Senior Secretary, Instructional Services

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*Lynn Neault called the meeting to order at 9:06 am*

### 1.0 Approval of Minutes

The approved February 5, 2004, Joint SSC/CIC meeting minutes were presented.

### 2.0 Posting of Certificates of Completion on Transcripts

Lynn Neault said that the Evaluators have asked for clarification regarding printing Certificates of Completion on transcripts. Pam Deegan explained that this was discussed in a previous Joint meeting and recalled that the transcripts reflecting the student's Certificate of Completion was not a concern.

Patsy Maes-Erickson said that students who do not complete requirements receive a Certificate of Completion. She indicated the need for verifying course completion and recording the number of people receiving Certificates of Completion. Deegan also did not think it was necessary to print the Certificates of Completion award on transcripts.

The Vice Presidents of Instruction verified that all Certificates of Completion are listed in the catalog.

Maes-Erickson noted that evaluators confirm only Certificates of Achievement and Associate Degrees, not Certificates of Completion, to employers verifying a student's work application. Neault will follow-up.

Maes-Erickson recalled that at a previous CIC meeting there was discussion about allowing course substitution for the Certificate of Completion if that course was completed within the District. She handed out an Educational Plan illustrating that depending on the year, some Educational Plans noted that no substitutions were allowed, while other Educational Plans did not contain this restriction. This inconsistency confused students. District procedure allows students to petition to use non-district courses in a Certificate of Completion. Neault referred the issue of posting on students' transcripts to Curriculum Instructional Council for discussion. Larry Brown clarified that when petitioning, the student is responsible for providing the data and supporting information.

#### **Action:**

Neault will talk to Evaluators about verifying Certificates of Completion for employment.

### 3.0 Recency of Course Work for Certificates of Completion

Neault stated that Evaluators recommended recency standards for courses applied to the certificate. Bob Garber suggested having a common standard or a discipline-specific standard could allow students to petition for courses beyond that timeline. It was determined that the recency discussion should include Certificates of Achievement and Associate degrees in addition to Certificates of Completion. Myra Harada will place this item on the CIC agenda.

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### **Action:**

Curriculum Instructional Council will discuss finding a standard for recency of coursework for awards.

#### **4.0 Catalog Addendum**

Neault recalled the need for a catalog addendum because of UC transferability issues. She asked if a formal catalog addendum would be a regular process. Harada noted the three-month extension of the catalog cutoff date for changes in courses and programs was established to eliminate the need for catalog addenda. The cutoff date used to be the first week of December, but is now March to allow enough time to include more courses and programs. Garber mentioned that catalog addenda are only necessary if there is an issue of liability or harming students. He did not support having a catalog addendum that would fundamentally change the courses and programs. Harada agreed. Neault asked about programs in the catalog that have not been approved, which Instructional Services discovered in the recent TOP code conversion effort. Harada said most have been applied for at the state. Programs that had been previously included in the catalog will remain in the catalog 2005-06 with the commitment of the colleges to get approvals before the Spring 2006 awards. Any program lacking approval at that time will be removed from the 2006-07 catalog. She asked Neault and Lee to address the awarding of certificates and degrees lacking state approval before the end of the year.

Marianne Tortorici mentioned that students would be confused if previous students had been given awards for those programs before and Evaluators will not award certificates for those courses any longer. Neault asked Harada if the memo could be sent out in the next week.

### **Action:**

Interim Assistant Chancellor Lee to send out a memo with direction to the evaluators explaining how to make awards for the non-approved programs.

#### **5.0 Copyright Compliance**

Neault reviewed and distributed a handout called "Current Captioning Practices". She asked that the VPs and faculty leaders distribute the procedures and heighten awareness of copyright laws on campus. She reported that captioning has become a big issue with the bundling of supplemental instructional materials with textbooks. She noted that ordering material that is already captioned is much more cost effective than ordering material and then having to pay to get it captioned. Beginning in 2006, captioning will become a campus responsibility and discussions with the campus bookstores will heighten awareness.

Neault suggested a subcommittee be formed to create a way to change the process to order textbooks and improve communication. The committee would include a Senate representative from each college, a DSPS representative, a Media Specialist and an AV Librarian. The subcommittee's recommendations will then go to the Chancellor's Cabinet.

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Neault said she will write up a reminder of copyright laws as well as gather information from the Academic Senate President, the Risk Manager, and the Department of Education. This information will be given to the VPs of Instruction, who will determine how to disseminate the information at their individual colleges.

### 6.0 Grade Challenge Procedure

A draft of Procedure 3001.2 with Student Service Council's edits was handed out to the joint council, reviewed, and revised. Neault noted the need for feedback from Academic Senates and Curriculum Instructional Council.

### 7.0 Withdrawal Proposal

Neault reported on the progress of the withdrawal proposal. The colleges have had concerns. When these are addressed, she will write up the procedure before the end of the year.

### 8.0 Waiver of Multicultural Requirement

Neault reported the Evaluators' concern about multicultural requirements being subject to waiver. Glow said it is waived at Miramar. Richard Rose supported substitution, not waivers. Maes-Erickson asked if an upper division course cleared the requirements for another lower division course. Neault clarified that upper division courses are not given credit, but they may be used to clear requirements. There was consensus that the multicultural requirement not be waived but could be cleared through course substitution via petition.

### 9.0 American Institutions Evaluations

Glow brought up an issue about clearing the American Institution requirement for students. A student reported to Glow that she had taken Political Science 102 at San Diego State University but Evaluators did not clear her American Institution requirement because one course alone does not clear the requirement anymore. However, since the student took it during the time the single course was allowable and that course was articulated with our District, Glow believed the course should be counted. Harada further clarified that the evaluators required that the sending Institution also use that course to fulfill American Institutions at their campus. Students have catalog rights and articulated courses clear requirements. Neault mentioned that this issue was not discussed at the Evaluator's subcommittee so she will follow up on it.

### 10.0 Units in Residency

Neault reported that Evaluators requested a proposal to change the residency requirement for Certificates of Achievement and Completion. Currently, students can receive a Certificate of Achievement from our colleges without having completed a single course required for the certificate in SDCCD. Laurie VanHouten added that students can transfer in the courses they took at other districts. Harada mentioned that the current

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policy states students have to take any three courses at SDCCD. None of the three need to be in the major, so it is possible for a student to receive an SDCCD award without having taken any of the courses in the major at SDCCD. Brown noted that military students are the ones who would be most affected by a change. Neault noted the repeated concern of the Evaluators being uncomfortable awarding Certificates of Achievement to students that have not taken a single core course at SDCCD. Glow recommended that we continue the status and research other community colleges' policies. Neault recommended the issue be revisited at another meeting.

### **11.0 Academic Calendar**

Anderson reported that there is no faculty senate representative or Instruction representation on the Academic Calendar Committee. Neault recommended this be addressed in District Governance Council. The calendar is a negotiable item for bargaining units. Neault mentioned that the president of the Management Association assigns managers. She thinks two of the managers could be from Instruction. Glow asked that Neault bring it up at the Chancellor's Cabinet.

### **12.0 Intersession Disqualifications**

Glow inquired whether or not students who enroll for the spring intersession and become disqualified because of grades are dropped from their courses. Neault stated that the students are not dropped from their classes and regular spring semester students are directed to counseling.

### **13.0 New Proposed Lab Course 054L**

Deegan explained that the 045L course was not approved by the state. She said the District does not have a mechanism of collecting FTES using a lab. She passed out a draft Course Outline for Information Technology 054L to replace the 045L courses. A Student could sign up for a .2 unit, credit/noncredit course at the cost of \$5.60. The course will have an orientation and an exam at the end. This course will teach students about technology and research databases. Deegan asked for Harada's assistance in finding a mechanism to get it through quickly for Fall at Miramar. Neault asked if there was any chance of making it noncredit in order to eliminate the fee. Harada noted the need for meeting the requirements for a noncredit course. She also mentioned the difficulties with the 045L course getting state approval.

### **HANDOUTS**

1. Joint CIC/SSC meeting Agenda for May 5, 2005
2. Approved Joint CIC/SSC minutes
3. Current Captioning Practice
4. Grade Challenge: draft of Procedure 3001.2
5. Draft of Course Outline for 054L

### **ADJOURNMENT**

*Neault adjourned the meeting at 11:50am*