

*CURRICULUM and INSTRUCTIONAL SERVICES*  
**DISTRICT ARTICULATION COUNCIL**  
*ACTION ITEMS*  
08-31-11

**Attendees:**

Libby Andersen- City College Articulation Officer  
Otto Lee – Vice Chancellor of Instructional Services and Planning, District Office  
Shelly Hess- Dean of Instructional Services, District Office  
Juliette Parker- Mesa College Articulation Officer  
Erica Plourde- Curriculum Analyst, Instructional Services  
Duane Short- Miramar College Articulation Officer  
Michelle Radley- Articulation Assistant, Instructional Services

**Old Business**

1. DAC Approval Procedure, CSUGE, IGETC and Associate Degree Advising sheets:  
Shelly Hess and Otto Lee

Shelly explained last year the Articulation Officers agreed to coordinate the advising sheets for each campus and District Instructional Services agreed to prepare the advising sheets with the guidance of the Articulation Officers, but there was miscommunication and not everyone at the campuses knew about this or agreed with the updates to the advising sheets. Juliette explained the only change to the advising sheets was to add the campus where the course is currently approved. Concern was expressed that the advising sheets had expanded to three pages and were too confusing. As a result each campus created their own advising sheet with counselor input.

Otto explained the campuses rely on the Articulation Officer's recommendations and expertise regarding information and/or forms that need to be updated and it is imperative to be respectful of each college's processes and forms. Regarding the GE sheets, the Articulation Officers were providing a coordinated effort rather than acting in a decision-making capacity.

Otto suggested, similar to other things we do as a district wide effort as subject matter experts, it's imperative we use a coordinated effort. Particularly since a lot of the projects we work on impact student services functions. He explained these (student services functions) are big complications multiplied by 3 campuses. He recommended in the future we identify the people who are responsible for the form or process we're modifying; DAC will coordinate the effort and rely on them to communicate any changes to the campus constituents (i.e., the transfer center directors and/or counselors).

2. UCSD – History/Philosophy issues: Shelly Hess and Otto Lee

Otto explained Tim McGrath, Mesa College Vice President of Instruction, contacted an Associate Vice Chancellor of Academic Affairs regarding the issue of requesting syllabi as opposed to Course Outlines of Record. The Vice Chancellor at UCSD is working internally to resolve the issue. Otto will be attending the next meeting with UCSD.

**3. Credit from non “AG rated” regionally accredited institutions:**

Juliette received a message from one of the Deans at her campus in regards to articulation with institutions that are not AG rated. Mesa College Allied Health program has a partnership with Kaiser Hospital, Kaiser is offering courses through an institution in Colorado that is regionally accredited but does not have the AG rating.

Duane provided a copy of the Student Services Council minutes from 01/07/1988, where the transfer credit guideline regarding the AG rating was presented and approved. Shelly will gather all of the information regarding the AG rating guideline and present it to Otto.

**New Business**

**4. History Course Outline of Record UCTCA submittal: Libby Andersen**

Libby explained the History course outlines requested for review by UC were submitted for review via OSCAR. Shelly will contact the History Discipline Faculty to inform them of the need to update the course outlines for HIST 100, 101, 105, 106, 141, 142, BLAS 140A,B and CHIC 141A,B.

Once the course outlines have been updated, Libby suggested submitting them to UC Davis for review since UC Davis denied articulation last year.

**5. “Lecture Hours per Term” field from OSCAR: Shelly Hess**

Michelle asked for clarification on the lecture and lab hours field in OSCAR, at the moment we are using the maximum number of hours. After discussion, Articulation Officers agreed, the course outlines submitted to OSCAR should use the minimum number of lecture and lab hours as opposed to the maximum. Erica will work with Governet to make the changes in Curricunet.

**6. Roseman University of Health Sciences Articulation Agreement:**

Libby has been working on identifying Nursing Schools that offer a B.S. in Nursing. This university used to be called University of Southern Nevada and is now called Roseman University of Health Sciences and it has an ACCRAO AG rating. She provided a draft of a proposed Articulation Agreement and asked the Articulation Officers to review it and give her a response by the 15<sup>th</sup> of next month.

**7. C.E. Articulation with National University: Shelly Hess**

Shelly explained Continuing Education has been contacted by National University in regards to developing an agreement for their CISCO courses. Shelly asked the Articulation Officers for guidance on this issue. After discussion, Duane suggested:

a) National University could create a document in which they promise to give credit for CISCO classes taken at C.E., no one at C.E. signs the document, and this will be just information. National University can publicize the information on their website.

Or

b) Ask the Academic Senate from continuing education to nominate a representative to make this agreement between National and C.E.; the Articulation Officers power to create agreements comes from their role as Academic Senate representatives. The nominee will have a similar function.

**8. University of Phoenix: Duane Short**

Duane has been in communication with the University of Phoenix and has explained to their representative the articulation agreement guidelines SDCCD uses. Duane will update the Articulation Officers once he hears back from University of Phoenix.

**9. IGETC Area 5C preparations: Duane Short**

Duane explained the UC system asked Articulation Officers to identify on the UCTCA draft all of those courses that have a lab component and will be included in Area 5C of IGETC. Michelle will prepare the list of courses the AOs have identified as meeting the requirements for the new IGETC area; the Articulation Officers will go over the list. Changes will occur in Curricunet, Catalogs, Advising Sheets and ISIS. Instructional Services will make the appropriate changes and will work together with Student Services for any updates on ISIS.

**10. Submitting courses in SB1440 degrees to C-ID: Duane Short**

Duane explained courses included in the TMC degrees will have to be submitted to C-ID at some point, there isn't a deadline yet, but he wanted to initiate the discussion. Shelly will present the issue to CIC and ask CIC for guidance on the process to be followed on submitting courses for C-ID.

**11. PSYC 258 revision (ANOVA): Duane Short**

Duane explained PSYC 258 has been rejected by two universities because the course outline does not expressly say the course covers ANOVA, which is very common statistical tool. Duane spoke with faculty at his campus and they do cover ANOVA. Duane will be revising PSYC 258 and will be in touch with faculty from City and Mesa as Miramar's tech writer.

**12. Articulation of PHYE 242 to SDSU's ENS 265: Duane Short**

Duane explained SDSU has changed their course from a 2 unit course to a 3 unit course and it has added significantly more content on nutrition. Miramar's PHYE 242 course, currently articulated with SDSU, is used for 2 purposes: to articulate with SDSU and for a vocational program, Fitness Specialist. Faculty at Miramar don't want to change the course to add the extra units, Duane's suggestion is to keep PHYE 242 the way it is and make a new course to articulate with SDSU. City has a proposal for PHYE 242 in Curricunet. Duane suggested changing the proposal type to "new course", Libby will follow up with faculty at her campus.

**13. May Region 10 County Articulation Council meeting: Juliette Parker**

Juliette requested an account of UCSD's comments regarding Mesa during the May 2011 Region X County Articulation Council meeting. Duane explained UCSD discussed their policy of requesting syllabi, specifically they talked about a requirement in philosophy where a student needs to provide syllabi in order to prove the course is an elective philosophy course in order to graduate, Mesa's practice is to not provide syllabi. Libby and Duane clarified the practice at City and Miramar colleges of not providing syllabi for articulation purposes instead they provide the course outline of record but they will provide syllabi for a student that is enrolled or has been enrolled in a particular section.

Juliette indicated that the issues are greater than what was presented by UCSD and that Mesa's campus leadership is working to address concerns.

**14. Tech Prep "Articulation" Agreements: Juliette Parker**

Juliette is concerned about Tech Prep using the term "articulation" to label their agreements, she believes the term "articulation" is not appropriate and can lead to confusion for students and counselors. After discussion, the Articulation Officers agreed Tech Prep is a program and the terms of obtaining credit in Tech Prep is either through the application of external credit or credit by exam. Shelly will update Anthony Reuss, who is currently serving as the Acting Dean for Tech Prep on the issue.

Duane asked if Instructional Services could prepare a Tech Prep agreement with a format similar to Military Education; Shelly will create the document.

**15. Funding for Annual CIAC Conference: Juliette Parker**

Libby and Juliette asked if Instructional Services could provide funds to attend the next CIAC Conference. Shelly will use her budget to help Articulation Officers attend the conference.

**16. National University MOA with City: Libby Andersen**

Libby explained City has entered into a Memorandum of Agreement with their Information, Network and Web Technologies program (INWT); it allows National University to come to their campus and offer their bachelor degree to a group of students that just completed their Associate Degree through a grant under City. This was reviewed and approved by Chancellor's Cabinet on June 13<sup>th</sup>.

**17. AP course equivalency review: Libby Andersen**

Issue will be discussed at the next DAC meeting.

**18. Changes to catalog course description as result of CIC decision: Libby Andersen**

Shelly explained Instructional Services created a spreadsheet with a list of courses, course number, page number and the information that may be removed from the course descriptions. The spreadsheet was sent to the Articulation Officers yesterday and will be reviewed at the next DAC meeting.

**19. Integrated Science program review: Libby Andersen**

Libby reminded the Articulation Officers that at the end of the last spring, she provided copies of an Integrated Science Program, which is an accelerated program offered through the Southern California University of Health Sciences. She asked the Articulation Officers to take the program back to their campuses and ask faculty whether these courses could be taken in lieu of some of our courses. Shelly suggested discussing the issue more in depth at the next DAC meeting, she will do more research to make sure we are using the correct terminology before is taken back to the campuses for review.

***Standing Items:***

- a) Inter-institutional agreements: Updated by the Articulation Officers.
- b) Tech Prep
- c) Catalog Updates
- d) SB1440 updates: Otto explained there has been an internal discussion on how to deal with SDSU in regards to the TMC degrees and the recommendation is to create a local degree in the spirit of SB1440. The Articulation Officers disagree with this recommendation because City, Mesa and Miramar students currently enjoy all of the benefits SB1440 provides when they transfer to SDSU without having to fulfill the TMC requirements, which only adds to their course work and does not provide an additional benefit. Otto requested the Articulation Officers create an analysis taking a degree currently articulated with San Diego State University and present the pros and cons of creating a local degree that will follow the TMC guidelines. Articulation Officers will forward the analysis to Shelly.