

CURRICULUM and INSTRUCTIONAL SERVICES
DISTRICT ARTICULATION COUNCIL

02-04-15

DAC Minutes and Action Items

Attendees:

Melody Graveen- Military Instructional Program Manager/Chief Operations Officer
Shelly Hess- Dean of Instructional Services, District Office
Elizabeth Norvell- City College Articulation Officer
Mara Palma-Sanft- Miramar College Articulation Officer
Juliette Parker- Mesa College Articulation Officer
Michelle Radley- Articulation Assistant, District Instructional Services
Raquel Sojourner – Workforce Development Coordinator, District Instructional Services
Minou Djawdan-Spradley- Dean Engineering Technologies, Math Sciences, and Nursing, City College

Old Business

1. Inter-institutional tracker: Juliette Parker
Shelly has a meeting with the Vice Presidents of Instruction next week and she will address the need for the Inter-institutional tracker at the meeting.
2. SOC changes: Mara Palma-Sanft
Mara will work on updating the SOC language and will send the updated information to Michelle for catalog input.

New Business

3. CHEM 200, 200L, 201, 201L and MATH 096 prerequisite: Shelly Hess
Mathematics 096 was added as a prerequisite for CHEM 200, 200L, 201 and 201L and Instructional Services requested justification for tech review. Shelly prepares a prerequisite report for the State Inventory and she has to have documentation to justify the addition of a prerequisite. Elizabeth and Mara confirmed adding MATH 96 as a prerequisite for these courses is appropriate given that UCSD, CSU San Bernardino and SDSU require the prerequisite on the comparable courses.
4. CSUGE, IGETC, UC Timeline: Mara Palma-Sanft
Mara created a transferability submission timeline and requested feedback from the AOs.

Shelly explained when courses are being proposed for CSUGE, IGETC and UC, Instructional Services is requesting the course effective term be changed to the following fall or if the course is UC only, the following spring. The reason is if a course is being proposed for UC, the course will have to be submitted twice to the State Inventory, once without UC approval and again when the course is approved for UC and Instructional

Services does not have the resources to do this. Instructional Services will make a few minor exceptions, i.e., for ADT degree course submissions, with the understanding the course will not be submitted to the State until we receive approvals.

5. CSU Coded Memo regarding external exams: Elizabeth Norvell

The external exam charts need to be updated with the changes included in this Memo. Michelle will go over the changes, update the charts and will send the changes to the AOs for review.

6. Double counting chart from the “Packaging Your Traditional Associate Degree for State Approval”: Elizabeth Norvell

Elizabeth explained Angela received a different form from the State Inventory and she didn't know which form she needed to use. After discussion, Elizabeth will have Angela send the form to Instructional Services and the chart posted on the I.S. website will be updated.

7. ASSIST Next Gen, UCTCA information: Mara Palma-Sanft

Mara received an email from Deborah McCaskey from the UCOP; in preparation for the conversion to ASSIST Next Gen, the UCOP is verifying that Philosophy courses approved for UC-E meet the English Composition writing word-count of 6,000 to 8,000 words. Currently Philosophy 100 and 205 are approved for Area UC-E and the UCOP requested Mara submits course outlines for these courses as part of the 2015 UCTCA submission. Elizabeth and Juliette did not receive the same email; Mara will request clarification.

8. WASC Distance Ed Substantive Change report: Elizabeth Norvell

Shelly explained the VPIs lead this process; any time a college offers a program where more than 50% of the content is taught online a substantive change needs to be submitted to WASC.

9. BUSE 115: Shelly Hess

City and Miramar are activating BUSE 115, the course will be proposed for CSUGE, IGETC and UC; Instructional Services recommendation is to have an effective term of fall 2016, after discussion Articulation Officers agreed on the effective date.

Shelly also discussed the Business ADT degree and the issue with course substitutions. After discussion it was agreed that MATH 150 will be submitted for C-ID descriptor MATH 140.

10. External Exam charts and catalog production timeline: Shelly Hess

Jeff will add the external exam chart to the catalog production timeline as a reminder to go over the charts before the catalog is printed.

11. UC Transferability of Statway (MATH 115): Shelly Hess

MATH 115 was submitted for UCTA approval, the course is part of the Carnegie Foundation Statway program. Once the course is approved for UCTCA, a Memo will be sent to the counselors.

12. C-ID website: Mara Palma-Sanft

The C-ID notifications have not been going out, Michelle has found several courses that show approved on the website but the Articulation Officers have not been notified. Shelly recommended following up with Krystinne Mica.

13. Update C-ID Verification for ADTs: Shelly Hess

Shelly explained effective July 1st we can't submit any ADT degrees without C-ID approval.

14. Local Roles in ADT implementation: Juliette Parker

Region X Articulation Officers made recommendations to the Local Roles in ADT Development Process document developed by the CCCCO. The recommendations were submitted to the Chancellor's Office.

15. SDSU major preparation course notation in Mesa's ADTs: Juliette Parker

Juliette met with the ECON faculty and they requested adding a note on their degree to indicate the courses that are appropriate for the SDSU major prep. Juliette will work with Michelle to add the note to the catalog.

Standing Items:

- a) Catalog Updates
- b) C-ID:
 - New TMC degrees
 - C-ID conditionally approved courses
 - C-ID disapproved courses
- c) Inter-institutional agreements
- d) Tech Prep:
- e) SB 1440: