

*CURRICULUM and INSTRUCTIONAL SERVICES*  
**DISTRICT ARTICULATION COUNCIL**  
*ACTION ITEMS*  
12-10-08

Attendees:

Libby Andersen- City College Articulation Officer  
Shelly Hess- Dean of Instructional Services, District Office  
Juliette Parker – Mesa College Articulation Officer  
Duane Short- Miramar College Articulation Officer  
Michelle Radley- Articulation Assistant, Instructional Services

**Old Business**

**1. Incoming articulation spreadsheet development:**

Duane developed a spreadsheet to keep track of incoming articulation; Instructional Services will use the spreadsheet to keep track of military articulation.

**2. Articulation/ Credit By Exam procedures:**

Shelly is re-writing the procedure; Duane explained that internally there are two different methods we use to award credit: one method which is use infrequently is our own internal credit by exam, meaning that we have an agreement that we will administer an examination for our class to a set of students, if they pass they will get credit for our class and it will appear on their transcript as credit for the class, this is very different than accepting credit by some other source and clearing our course requirement, that's articulation. Duane thinks that at least in military ed and tech prep there has been some confusion between whether the student took our course or whether we are articulating a course from another place; is very confusing to have different policies depending on the source of the credit that is coming in, is better to divide the procedure in two: Articulation and Credit by Exam.

Libby and Juliette would like Student Services involved in the discussion, Libby thinks that this should be added to the upcoming CIC and Student Services joint meeting agenda.

Shelly will draft the procedure and will bring it to DAC.

**3. LDTP summary sheet:**

Libby said that based on Duane's work, the Articulation Officers are finished with what CIC asked them to do in regards to the LDTP and would like to put the issue on the next CIC's agenda so Lynn Neault can give her opinion on the issue and provide direction on the steps to follow.

Libby also mentioned that recently City College got a list from the SOC (Service members opportunity colleges) to review Economics courses, 120 and 121 and City denied them all because they don't have intermediate algebra prerequisite for these courses, so what is going to happen is the Economics courses would be pulled from the SOC agreement.

Duane stated that the Articulation Officers can bring the issue at the next CIC as a handout and discussion can take place at the joint Student Services and CIC meeting on February 26. Instructional Services will make copies of the handout and distribute at CIC.

**4. Course transferability statements in catalog:**

Juliette is working on a proposal to modify the following sentence: "Associate Degree Credit & transfer to CSU and/or private colleges and universities." The part that talks about private colleges and universities needs to be removed from the sentence. She plans to make the change for the 2010-2011 catalog so there is enough time for the issue to be discussed at each campus. Juliette will work on the proposal during spring and will bring a draft to DAC so the Articulation Officers can give their input. Duane took the issue to his campus, he asked for the counselors input and they suggested changing the language on the "Explanation of Terms" section of the catalog, where the statement is defined, to make it very clear that each private or out of state university gets to decide for themselves if they will award credit for a course. Juliette suggested also adding a statement to the "Course Numbering System" section that will explain that the acceptance of credit is determined individually by each private school.

**5. 2008-2010 U.S. Navy Articulation Agreements:**

Libby sent a list of articulation agreements to Juliette and Duane that was given to her by Margie Fritch. Duane e-mailed Libby corrections to the agreement that he thinks are necessary:

Change the course to NV 1402-0288, and articulate it with CBTE 114. Libby suggested CISC 121, CISC 130 or CISC 132. Duane said that the course can be articulated to several District courses.

Personnel Class A articulates with CBTE 101.

For the Storekeeper Class A, change to Version 3.

For the Religious Program Specialist Class A, change to Version 2.

Remove Aviation Storekeeper Class A from the agreement, the course has been discontinued.

For Aviation Maintenance Administration-man Class A1, change to Version 2.

Remove NALCOMIS Aviation Maintenance IMA Data Base Administrator/ Analyst from the agreement, the course has been discontinued.

Remove NALCOMIS Aviation Maintenance OMA System Administrator/ Analyst from the agreement, the course has been discontinued.

Libby asked for clarification on how the unit value is granted to students. Duane said that is his understanding that the District has a blanket policy of awarding whatever the ACE guide recommends for units. Once that's done, evaluators look at whether any of that experience will clear the district's subject matter requirement. Duane suggested either putting the number of units that the ACE guide is recommending on the agreement or eliminating the column altogether.

Duane stated that Miramar is done reviewing the military articulation agreement and has already made the appropriate changes to his copy.

Juliette said that Mesa has not started the process of reviewing the agreements yet; she will schedule a meeting with Libby to go over the agreements.

The Articulation officers agreed to change the units on the agreement to match the numbers of units that the student will really get as credit for the course.

Duane will make the changes and will send a copy to Articulation Officers and Shelly.

There is a meeting today with Otto Lee and Lisa Curtin to discuss military articulation; Libby and Shelly will also attend the meeting.

Shelly created a power point presentation for the meeting, she will include the diagram that Duane created to explain the difference of navy courses taught by district military education personnel and navy courses taught by non-district military education personnel; the difference is how the courses are coded on the transcript. If the course is an articulated course, we are legally obligated to clear our subject credit regardless of who taught the course in the navy; however if the course happened to be taught by the military ed program, for their contract purposes, in the information section of the transcript it needs to say that is military contract education. If the course is not an articulated course, then the units will be coded as service schools.

#### **6. Assist discrepancies:**

Articulation Officers reviewed the discrepancies between colleges in the UC transfer limitation list that was sent to them by Michelle and made the appropriate recommendations. Each one of the Articulation Officers will submit their changes to ASSIST. Michelle will update the catalog with the Articulation Officers recommendations.

#### **7. Arizona State University articulation:**

Arizona State University contacted the campuses to establish an articulation agreement; representatives of Arizona State were scheduled to meet with Miramar College, but the meeting with Miramar was cancelled and Otto Lee met with them instead. Otto talked to Shelly and asked her to bring the issue to DAC: cabinet would like the MOU process to start with Otto first, and then go to the Articulation Officers. Articulation Officers do not agree with this; there have been situations in the past, where agreements have been signed without the Articulation Officers knowledge; they feel that the MOU process was created to prevent this from happening again. Examples of the agreements that were signed without their consent are: Howard University, Boston University, Capella, Drexel, etc., the Articulation Officers agreed that they would like the process to be followed and requests for MOUs be directed to the point of contact at each campus.

Libby shared that she met with Arizona State representatives and they are proposing IGETC with an additional science lab and they talked about establishing prep for the major at the lower division level and she shared with them the MOU process. Libby will send Duane and Juliette copies of the information she has for Arizona State along with their business cards.

Juliette shared that she hasn't been contacted yet by Arizona State and she doesn't know who has the information at her campus; Libby said that at her campus the President's office was contacted by Arizona State.

Shelly will pass the information to Otto and will get an update on the Arizona State University MOU process. Shelly will invite Otto to the next DAC meeting to talk about the issue.

### **New Business**

#### **8. MOU coordination:**

Libby said that they are waiting for the process to be revised to show that the Articulation Officers are the point of contact. Right now there is a discussion going on at Mesa on whether or not they should keep schools that are not regionally accredited and there is also a discussion in regards to international institutions.

#### **9. CHEM 110 and 110L:**

Chemistry 110 and 110L were placed on the CIC agenda for the November 11 meeting but were pulled from the agenda and tabled for a later meeting because City and Miramar Curriculum Committees did not have a chance to review them. The courses were also on the GE approval list; given the CSUGE December deadline, Juliette requested the courses to be added to the December 11 CIC agenda so they could be reviewed and approved for transferability.

Shelly explained that in the past there have been some situations, like with these chemistry courses, where the GE needs to be approved to meet the CSUGE submission deadline and can't really wait until the next CIC GE approval date. Shelly asked the Articulation Officers if the courses can be reviewed each time the course is presented to CIC as opposed to waiting to the CIC review period of May and November.

Duane stated that for courses being proposed for transfer is not up to the colleges to decide whether a course would be approved for CSUGE or UC, is up to the CSU and UC systems to decide, so it doesn't make sense to go through the process of getting the courses approved by CIC just to ask the CSU or UC systems if they will accept the courses for general ed.

Libby and Juliette disagreed; Libby said she wants to review the courses that are being proposed for GE because she doesn't want courses to go forward if they don't meet the CSU and UC criteria. Juliette said that School Deans need to be involved in the review process as well.

Duane said because he already thinks the review process is too involved, he doesn't have a problem with CIC reviewing the courses as they are presented to CIC.

Shelly said that she won't present the issue to CIC yet, because it needs to be discussed further, but that she recommended to City and Mesa to pull the Chemistry and Peace Studies courses from the agenda for discussion and approval of GE during the CIC meeting.

### ***Standing Items:***

- a) Tech Prep: Mario Chacon