

*CURRICULUM and INSTRUCTIONAL SERVICES*  
**DISTRICT ARTICULATION COUNCIL**

05-15-13

*DAC Minutes and Action Items*

**Old Business**

**1. C-ID District level submission process: Duane Short**

After discussion, Instructional Services will send a list of courses to be submitted for C-ID approval; Articulation Officers will consult faculty at their campus and send their comments to Michelle for C-ID submission.

**2. DeVry University: Otto Lee**

Otto received an email from DeVry's representative requesting an MOU and Articulation Agreement with City, Mesa and Miramar College. Juliette explained the colleges cannot sign an articulation agreement with DeVry because their curriculum changes constantly and they cannot guarantee the transfer of units once the student enrolls in their institution. Duane also explained that without an articulation agreement in place an MOU is not possible because there has to be an established relationship with the institution prior to signing an MOU. Also, Miramar's Academic Senate decided the college will not sign articulation agreements with for-profit institutions.

**3. C-ID course outline age requirement: Duane Short**

Duane contact C-ID personnel regarding their policy of not accepting course outlines that are older than 5 years; the community colleges review course outlines every six years. C-ID will be reviewing their policy and possibly make the change to allow outlines that are 6 years old to be submitted for C-ID review and approval.

**New Business**

**4. Format of External Exam Chart (AP, IB, etc.) in catalog: Duane Short**

Duane will work on formatting the external exam charts and will send them to Juliette and Libby for review; Instructional Services will update the catalogs with the new format.

**5. PHYE W, X, Y, Z to UC and Area E for 2013-2014: Libby Andersen**

Libby asked for clarification on the courses that will be sent to the UC and CSUGE for review. Duane explained that for PHYE courses only, the UC and CSU will grandfathered the courses for UC and CSUGE Area E. Michelle will send a list of the courses to Lori Quillen from ASSIST. For Dance and Drama courses, the A course will be updated in ASSIST and the B, C and D courses will be submitted for UC approval as new courses.

Articulation Officers agreed once CIC has approved a course for articulation submission, if later the course is revised and the Articulation Officers determine the course needs to be sent for re-review by UC and CSU; resubmission of the course for articulation review does not require CIC approval.

**6. Articulation – Delineation of Function: Juliette Parker**

The Architecture Department at Mesa met with the University of New Mexico to establish an articulation agreement; Shelly explained the delineation of duties for Articulation Officers is included in policy 3100, Juliette will send the policy to the Architecture Department.

**7. AP major requirements review: Duane Short**

Duane will contact student services to let them know the external exam charts will have a new format to assist evaluators in their process.

**8. Report on non-substantial changes: Libby Andersen**

Libby explained that now when a non-substantial change is submitted to the State Chancellor's office, articulation has to be verified for all courses listed in the program, except for recommended electives. City is in the process of submitting a non-substantial change for the Graphic Design program and they are concerned they might lose articulation because the program includes courses that require a portfolio and there is not a system in place to provide documentation outside ASSIST. She sent a letter to a CIAC representative and the response was to forward the letter to the Transfer Articulation Committee. Libby will forward the letter to Shelly and the Articulation Officers.

**9. National University: Libby**

City is allowing National University to use City's facilities while classes are not in session. The agreement with National University has been expanded to 4 years effective July 1<sup>st</sup> and now includes Child Development and Business Administration.

***Standing Items:***

- a) Inter-institutional agreements
- b) Tech Prep
- c) Catalog Updates
- d) SB 1440