

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

**Meeting of May 15, 2003
11:30 PM – District Room 272**

Approved

MINUTES

PRESENT:

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| Liz Armstrong | Vice President, Instruction - Mesa College |
| Larry Brown | Vice President, Student Services – City College |
| Chris Dawes | Academic Senate – Mesa College |
| Pam Deegan | Vice President, Instruction – Miramar College |
| Kathy Doorly | Academic Senate – Miramar College |
| Ken Fawson | Assistant Chancellor, Instructional Services – District Office (<i>Chair</i>) |
| Diane Glow | Articulation Officer – Miramar College |
| Bob Garber | Vice President, Student Services – Miramar College |
| Paula Liska | Articulation Officer – City College |
| Jan Lombardi | Curriculum Chair – City College |
| Patsy Maes-Erickson | Academic Senate – City College |
| Ron Manzoni | Vice President, Instruction – City College |
| Lynn Neault | Assistant Chancellor, Student Services – District Office |
| Richard Rose | Vice President, Student Services – Mesa College |
| Will Tappen | Curriculum Chair – Mesa College |
| Jim Vincent | Interim Dean, Matriculation - ECC |
| Helen Webb | Curriculum Chair – Miramar College |

STAFF:

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| Myra Harada | Manager, Curriculum & Instructional Services – District Office |
| Kim Laramie | Senior Secretary, Instructional Services – District Office |
| Jeff Mills | System Support Analyst, Instructional Services – District Office |
| Darlene Shumaker | Administrative Technician Instructional Services – District Office |

Ken Fawson called the meeting to order at 11:33 a.m.

I. MINUTES AND AGENDA

A. Approval of: February 7, 2002 Minutes

The minutes were approved M/S/P

B. Approval of: May 15, 2003 Agenda

The agenda was approved M/S/P

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II. NEW BUSINESS

A. Courses Active/Not Offered

CIC has been identifying preparation-for-the-major courses that are active but not offered at the colleges, specifically those courses for transfer students to San Diego State University. Lynn Neault reported that she informed Curriculum and Instructional Services Council members at the May 8, 2003 CIC meeting that SDSU is denying admission to some majors if the transfer student has not completed all the preparation-for-the-major courses listed in our catalog, even if the college does not offer them. However, SDSU is willing to extend a two-year grace period in regard to this issue if the University is made aware of the situation. The current report shows a three-year review cycle of active courses that are not currently being offered. It was proposed during that meeting, we would implement a two-year review cycle to be compatible with the SDSU cycle and to assist transfer students. Because the list of courses active but not offered has dwindled, CIC felt that such action would be manageable.

Student Services will run another report in Fall 2003 that will reflect all courses that are active but have not been offered for the past two years, plus fall. The report will be provided to the Articulation Officers to compile a listing of SDSU preparation-for-the-major courses. That list in turn will be brought to CIC for review and action and a formalized document will be sent to SDSU. Ken Fawson suggested that the Vice Presidents also review the list and meet with their deans to find out if a course is projected to be offered within a two-year period.

B. Transfer Studies Degree

Fawson reported that because there has been some confusion and misinterpretations regarding the CSU transfer pattern for the Transfer Studies degree, clarification language needed to be included in the 2003-2004 college catalogs. Fawson stated that there was still work to be done regarding the wording of the document. Diane Glow commented that the Miramar CRC would like to suggest the following:

“Complete the required courses in the transfer major and other courses necessary to fulfill the 60 semester units required for the Associate in Arts Degree”

It was announced that there was still time to have changes submitted for the fall catalog. Because it was felt further clarification was necessary, Council members were encouraged to forward their suggestions regarding the catalog language to CIC for the May 22, 2003 meeting for action and inclusion in the catalog.

C. New Preparation-for-the-Major Transfer Requirements

Neault reported that the importance of students' early declaration of a major if they plan to obtain a Transfer Studies degree has been supported at both Student Services Council (SSC) and Curriculum and Instructional Council (CIC) meetings.

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Fawson reported that he and the Vice Presidents attended a recent meeting with SDSU where the emphasis on the Transfer Studies degree agreement between SDCCD and San Diego State was strengthened.

A copy of the SDSU Transfer Studies Degree Agreement was distributed to Joint Council members. Fawson pointed out that the document reflects the direction in which CIC has been moving: the clarification and packaging of SDCCD's Transfer Degree by specifying all required preparation-for-the-major courses must be completed prior to transfer.

Pam Deegan and Diane Glow reported that Miramar has restructured its catalog to include a separate section devoted to transfer information entitled "Transfer Guide." The guide will include preparation for the major and the information on how and when to apply to the different institutions. A draft copy of the preparation-for-the-major page was distributed.

Bob Garber suggested that the next step regarding this issue might be to align the tools evaluators and counselors use to provide consistency for students. Currently, a student can complete a Transfer Studies degree and still not be able to transfer. Our goal should be to enable the student who wants to transfer with a particular major to access all the courses necessary for that major.

Information about SDCCD transfer students to SDSU was distributed: student characteristics, GPA, and university completion. Vice President Ethan Singer of San Diego State University reported the statistics at a recent meeting on Dual Admission.

D. Dual Admissions English Requirement

Fawson reported that under the Dual Admissions Agreement with SDSU, students who place below a certain level on their placement tests are referred to community colleges. Students can complete their remediation at SDCCD and then matriculate back to SDSU. Initially there were some issues regarding using the SDSU placement tests to place SDSU students in SDCCD courses. This issue was resolved when after reviewing the students' performance, it was decided their placement criteria was satisfactory. SDSU was also concerned about the course content of English 51 as it related to their English 92A. SDSU English faculty met with SDCCD English faculty and suggested some changes to the English 51 course outline to make it correspond more closely with 92A. SDCCD faculty accepted the changes and English 51 has been approved for Fall with the suggestions to the outline incorporated.

After the initial issues were resolved, Fawson reported that it was our understanding that we had an agreement that SDSU would accept English 51, including its final exam. SDSU has now indicated that they want the students to take the SDSU exit exam. Fawson and the Instructional Services Vice Presidents met with Ethan Singer, Michael Underwood, and Glen McClish of SDSU two weeks ago to discuss this issue. Fawson stated that at the end of the meeting it was agreed that SDSU writing and rhetoric faculty would be invited to observe our exam process. A week later, Fawson reported he

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received a request from SDSU asking if it were possible for SDSU faculty to be part of our exam process where they would attend the scoring sessions and benchmark our exams. Fawson stated he responded to SDSU, reiterating that the changes they had recommended to English 51 had been made and that it would not be feasible for SDSU faculty to participate in the scoring sessions or choose the benchmark essays. In the response, SDSU faculty was again invited to attend the sessions as observers but not as participants. It was also reiterated SDCCD faculty are responsible for the assessment and grading of the students in their classes. It is not our intent to treat Dual Admission students differently from other SDCCD students.

In conclusion, the response stated that SDCCD is maintaining that English 51 should be accepted by SDSU for Dual Admission purposes without having to create special sections, different reading assignments, or a different final exam graded by SDSU faculty.

E. ClassTalk Survey Questions

A draft of the ClassTalk Survey – Fall 2003 was distributed for review and input. At a previous CIC meeting, Ron Manzoni stated that this document would be a valuable tool and requested one or two questions be added to the survey for enrollment management planning purposes. Neault noted that there was a limit of nine questions that could be asked but that there was room for one more that could be included for Fall 2003. Neault reported that the survey could be tracked by college this fall. It was noted that it would be interesting to know if students would prefer their catalog and/or schedule in digital format or in print.

F. Certificates of Completion

Draft documents regarding Certificates of Completion were distributed. Fawson reported that Liz Armstrong raised this issue at CIC because students are being prevented from receiving Certificates of Completion due to the procedures of 5300.2 that disallowed substitutions or modifications. At that meeting, it was decided that the intent of the procedural language was to prevent using coursework from other institutions, not to disallow the use of substitutions from among District courses. It was decided that there should be some flexibility for courses taken within the District to substitute one course for another. CIC also concluded that the colleges should practice consistency in procedures.

Neault reported that Certificates of Completion are currently posted to the student's record but not to the transcript. In order for the language in procedures to reflect the intent of Policy 5300, Section 10.1.14 needs to be changed to read, "...*will be required...*" and Section 10.1.16 changed to read, "...*will be recorded...*" With the changes, Certificates of Completion can be posted to the students' transcripts. It was also requested that clarifying language be made available to the evaluators. Will Tappen pointed out that because we have some certificate programs with 17-1/2 units, the phrase "*not to exceed 17 units,*" in the first sentence of 10.0, needs to be removed. The above referenced changes will be forwarded to the next CIC meeting for review and action.

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Neault reported that the titles for the certificates are still being developed for entry into ISIS. For now specific titles will not be referenced. This issue will have to be researched further because the titles are tied into TOP Codes.

Fawson announced that a listing of all the Certifications of Completion by college will be in the catalogs this year.

III. ANNOUNCEMENTS

1. Myra Harada announced that a number of courses that constitute American Institutions were evaluated for certification by CSU four years after we submitted them. CSU sent us a grid reflecting specific areas in the courses that need revision, which has been distributed to the colleges for review and action. CSU has set a due date of January 2004 to make the necessary modifications. Myles Clowers of City College has volunteered to take the lead on the revisions of History 109, 110 and Political Science 102.

Neault requested direction because the Evaluators have also received the memo from CSU requesting certifications of courses to cease by Spring 2004. It was decided that Neault would notify the Evaluators to continue their usual procedures until they are otherwise notified.

2. Fawson announced that a General Education Task Group has been convened to review SDCCD general education course requirements. He reported that some of the courses on our general education list do not transfer to other institutions as general education. Garber pointed out that not all SDCCD students are transfer students. In many cases, the general education courses tie into occupational areas or training. Fawson reported that a meeting of the Task Group would be scheduled before the end of the semester.

IV. HANDOUTS

- A. Transfer Studies Degree Agreement**
- B. Classtalk Survey Questions**
- C. SDCCD Awarding of “Certificates of Completion”**
- D. Certificates – Program and Course Approval Handbook**

V. ADJOURNMENT

The meeting was adjourned at 1:35 p.m.