

*CURRICULUM and INSTRUCTIONAL SERVICES*  
**DISTRICT ARTICULATION COUNCIL**  
*ACTION ITEMS*  
03-02-11

**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 Service

**Old Business**

**1. C-ID course submissions: Shelly Hess**

Duane explained he has not submitted courses for C-ID yet; Articulation Officers will provide the C-ID password to Michelle to submit courses for C-ID for each campus. The issue will be discussed at the next DAC meeting.

**2. External Exam review: Duane Short**

Michelle will create an updated template of the External Exam Chart as it appears in the catalog aligning the external exams to the CSU system; Articulation Officers will review the chart and the issue will be discussed at the next DAC meeting.

**3. Navy articulation for revision: Duane Short**

Articulation Officers revised the language in the Navy Articulation Agreement:

- a) The document was named Application of External Credit (Military Agreement)
- b) The agreement summary language was revised
- c) The implementation plan language was revised
- d) If the courses are aligned, the colleges should come agree in all of the courses listed on the agreement, just like for any external exam such as AP, IB, etc.

**4. SB1440-local TMC aligned degrees: Duane Short**

Articulation Officers revised the list of courses listed on City's TMC. The TMC description was also revised, and a statement was added that clarifies for students some CSUs will not accept TMCs.

Articulation Officers will meet again on the 16<sup>th</sup> of the month to discuss the TMCs each campus is preparing.

**5. CCCCCO Forms: Shelly Hess**

Instructional Services is developing quick guides to help in the process of filling out the CCCCCO forms for the State.

**6. University of Redlands MOU: Shelly Hess**

Shelly explained Otto's recommendations for the MOU are:

- a) Changing the header in the document for each individual college

- b) Only one signature page for the employee MOU
- c) Otto will take the MOU to the Chancellor's cabinet, once the signature page is completed.

### **New Business**

#### **7. Logistics Specialist "A" School ACE guide number: Shelly Hess**

Duane explained the class doesn't exist in the ACE guide with this number; Store keeper class A was replaced by Logistics Specialist. The old course has an ACE number but the new one does not because ACE has not evaluated the new course yet. Duane suggested contacting the ACE guide personnel to request written verification the courses are the same.

#### **8. Kinesiology TMC: Duane Short**

Duane explained Miramar is working on the kinesiology TMC. The TMC requires courses to be a minimum of 3 units but the course offered at Miramar is two units instead of 3. Articulation Officers will discuss the issue at the 03/16/11 DAC meeting.

#### **9. TMC templates: Duane Short**

Duane explained the TMC templates created by Instructional Services need to be revised; he found some details are not accurate. He requested removing the GE information and the course number and leaving the course title. Shelly will make the changes.

#### **10. UCTCA submission: Shelly Hess**

The Articulation Officers discussed how the contract change may impact the date of the UCTCA submission.

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

- a) Inter-institutional agreements: Updated by the Articulation Officers.
- b) Tech Prep
- c) Catalog Updates