



## ACADEMIC SENATE

### ADOPTED MINUTES

**OCTOBER 15, 2007**  
**BOARD ROOM - 626**  
**4:00-5:00 p.m.**

**1. Call to Order:**

President Kropp called the meeting to order at 4:00 p.m.

**2. Roll Call:**

Gail Kropp, President

Robin Arie-Donch, Emily Blair, Joe Conrad, Susanna Crawford, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Jeffrey Lamb, Lou McDermott, Sarah Nordin, Carl Ogden, Scott Parrish, Jackie Rock, Thom Watkins

*Absent/Excused:* Emily Blair, Jackie Rock, Thom Watkins

Others Present: Senate Administrative Assistant Mary Swayne; Interim Vice President of Academic Affairs Kathy Rosengren

**3. Approval of Agenda – October 15, 2007**

Motion to Approve – Senator Florence; M/S/P – Unanimous

**4. Approval of Minutes – October 1, 2007**

Motion to Approve – Senator Arie-Donch; M/S/P – Unanimous

**5. Information / Discussion Items –**

**a. Articulation Issues – Robin Arie-Donch, SCC Articulation Officer**

Presentation on Articulation, Articulation Processes/Timelines with distributed handout.

Definition of “Articulation”

- Levels of Articulation:
  - Basic Transferability
  - General Education
  - Major Articulation
- Deadlines and Process for Articulation
- Transferability:
  - CSU Transferable
  - UC Transferable
- General Education:
  - CSU GE Breadth
  - IGETC

Senator Arie-Donch noted that course transferability to a university can be confusing for students. Students should be made aware that eligibility for transfer extends beyond just taking all-transferable courses; they must take general education and major articulation requirements as well. Senator Arie-Donch offered to help faculty determine if the new course they propose will be eligible for UC transferability. The strategy for course approval with UC is more demanding than the process for CSU. We identify what courses are transferable to CSU, rather than the other way around; however, CSU retains the right to refuse transferability if they find the course is not sufficiently rigorous.

Further, for CSU-transferability there should be a similar course offered at the CSU. At UC the course must be offered at a UC; if not, it will be rejected as non-transferable.

Comments/Questions: Senator Arie-Donch responded to questions regarding the process for new course approval. Faculty should meet with their respective Curriculum Committee representative to make a course proposal; then it goes to their division. The Articulation Officer should see new course proposals before they go to the Curriculum Committee in order to verify transferability and GE applicability. Senator Florence inquired where IGETC approval fits in the process; Vice President Rosengren responded that faculty should indicate a desire for IGETC on the new course form. A course does not become approved as IGETC or CSU GE until the Articulation Officer submits it to the universities in December. The UC and CSU systems decide and return a list in the spring of all courses approved for IGETC and CSU GE. Senator Arie-Donch drew a distinction between GE-level transferability (including IGETC) and Major Articulation. For the latter, the SCC Articulation Officer must work with the Articulation Officer at the other college to see if they are going to accept SCC's courses as equivalent to their courses.

**Deadlines/timelines –** Senator Arie-Donch emphasized that everything in the process is deadline-driven. If a course comes in for approval in the spring, it will not “fly” until a year from fall because of the deadlines to receive approval. February is when new courses are entered into the ASSIST database, which gives transferability information for California public universities and community colleges. Independent and private schools require that the Articulation Officer meet with them to work out articulation. In the summer, courses are submitted for UC approval. Senator Arie-Donch added that there are some appeal periods to hasten the approval of a course. President Kropp suggested that it might be a good idea to add these dates to the SCC Curriculum calendar. Senator Arie-Donch urged senators to work with their Curriculum Committee representatives to ensure that their divisions understand how articulation works. She added that she could arrange to meet with divisions to talk about articulation if the process is not clear. Ms. Farmer suggested making a new Curriculum handbook with an added section on articulation. President Kropp suggested that, until we have a fully updated Curriculum handout, we could add this handout on articulation to the new faculty binder. Senator Arie-Donch noted that there is an electronic copy of this handout and Ms. Swayne can email it to senators. Ms. Fuller further suggested that this handout might be added to the Curriculum Committee web page. President Kropp encouraged senators to schedule a presentation, via an email to Senator Arie-Donch, if their divisions are unclear about articulation. Ms. Farmer noted that each division's Curriculum Committee representative has a curriculum binder with procedural information; in addition, VP Rosengren noted that the process is outlined in the new course proposal form. Ms. Farmer added that Curricunet (curriculum software under consideration) would incorporate all of the information under discussion.

**b. Implementation of New Math Graduation Requirement – Susanna Crawford**

- Expressed interest in hearing concerns beyond Math and Counseling, if there are any
- Representatives from Counseling and Math, including Senators Arie-Donch and Joe Conrad, respectively, will meet October 16, 2007 to develop a joint proposal regarding the implementation of the new math graduation requirements. The proposal will be submitted to the Senate.

Comments/Questions: President Kropp asked if the anticipated proposal would suggest that we implement the new Math Graduation Requirement beginning fall of 2008 rather than wait for fall 2009 as had been previously discussed. Senator Crawford replied that that would be determined at the October 16<sup>th</sup> meeting and noted that the proposal would not address a specific course or courses; nevertheless, Vice President Rosengren noted, the proposal should go to the Curriculum Committee, and time is very short to do so. President Kropp affirmed the Senate's support of this issue. The Senate has had “Implementation of New Math Requirement” on its Agenda as an Information/Discussion Item at several meetings this fall and can make that an Action Item at our next meeting; however, we need a specific proposal in order to vote. President Kropp asked Senator Crawford to make sure that the proposal is sent to the Senators before the next meeting (in

November) in order for them to review it prior to voting. Distribution should be by the Wednesday before the Monday meeting.

- c. Senate Goals: Enrollment Management – Thom Watkins, Sarah Nordin, Lou McDermott
  - No report

Comments/Questions: Senator Nordin reported that Senator Watkins has all the material and he is not present. Deferred to the next meeting.

- d. Senate Goals: Basic Skills – Ruth Fuller, Susanna Crawford
  - Distributed Goal #2: Basic Skills handout
  - Senate is in the oversight position – we have a committee of coordinators who will do the work

Comments/Questions: President Kropp noted that, among the Senate Goals, Basic Skills is somewhat different because we have an existing committee working on Basic Skills. Therefore, all the Senate needs is a statement of what our goal is, and we will get reports periodically from Senator Fuller or Mr. Stein on the progress being made. Senator Florence asked for clarification as to the meaning and extent of Senate oversight. Senator Fuller expressed concern that the Senate not attempt to micro-manage those that are getting paid to do the work. President Kropp agreed that the Senate's duty is to monitor progress and report on it to the various campus constituent groups; for example, in her Senate report to the Governing Board, she gave a direct summation of what the subcommittee dealing with goal #1, academic integrity, had put together. She will do the same this week on basic skills, and as she hears from enrollment management, senate organization, and from noncredit, she will do the same. Senator Fuller noted that the Basic Skills Committee does not have division representation, and suggested that the Senate add to its basic skills goal its responsibility to disseminate information to divisions and departments. Ms. Farmer asked whether the Senate should monitor the Basic Skills Committee's use of funds. Senator Crawford replied that the committee must submit Action Plans in December or January, explaining every action that is costing money. President Kropp added that the Office of Academic Affairs is the office that has the money and is responsible for allotting it and can consult regularly with the Senate how the money is being spent. Senator Crawford noted that presentations by Mr. Stein keep the Senate abreast of what is going on and requiring such presentations is part of our oversight. President Kropp concluded that the Senate is asking that the Basic Skills Subcommittee keep us informed as to what is going on, so we can report out to the various divisions. The only component missing in the goal presented today is some language to the effect that the Senate's role is to disseminate information to all the divisions about how the Basic Skills money is being spent and what projects have been completed.

- e. Staff Development Funds –President Kropp
  - Working on establishing what the actual amount available is
  - Discovered that the \$54, 285 figure initially reported by Fiscal Services was incorrect; Human Resources pointed out that according to the Human Resources Staff Development Plan, 20% of that amount is allotted for campus-wide funds (used for Flex Cal, general staff development); therefore, percentages have to be recalculated
  - Will forward correct figures/amount to Senator Conrad for calculations as soon as the College has a working budget for 2007-08

## 6. Announcements – President Kropp

- President's Report was sent out electronically today.
- Two highlighted questions for senators; please email responses to President Kropp.

## 7. Adjournment –

- Motion – Senator Nordin; M/S/P – Unanimous
- Meeting adjourned at 5:00 p.m.