

COMMITTEE ON INSTRUCTION

MINUTES

August 29, 2013

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Sam Sanchez
Language Arts Division	Kimberly Escamilla, Anne Stafford
Kinesiology Division	Shana Young
Student Services	Martin Bednarek, Mary Valenti
Math/Science Division	Ken Brown, Chris Smith

Non-Voting Administrators/Staff

Ada Delaplaine, Gary Dilley and Marsha Ramezane

Chair, Teresa Morris called the meeting to order at 2:18 p.m.

New members Gary Dilley and Kimberly Escamilla were introduced to the committee.

This initial meeting was held to discuss the role of the committee members, to review the curricular process and to provide a refresher (training) on the use of CurricUNET.

Teresa discussed role of the members, how they oversee the approval of curriculum, how to review course outlines, typical areas needing special attention, adhering to Title V regulations and distance education supplemental forms. She provided the committee with typical comments made on course outline proposals and also provided references for additional information, such as the Best Practices in Distance Education. Committee members were also informed about the reference links on CurricUNET such as the Course Outline of Record: A Curriculum Reference Guide.

The Chair also reviewed how committee members go to My Approvals in CurricUNET to review and comment on the proposals.

She then discussed the Stand Alone course certification, how we self-certify and spoke about this process coming to end in January 2014.

Marsha Ramezane, Articulation Officer discussed the articulation process and timelines and handed out reference documents, Guide for Faculty Updating Outlines for Transfer & Developing New Course Outlines for Transfer and, A Faculty Resource For Curriculum Development and Course Articulation Questions. She went over how to use www.ASSIST.org and provided the login information, User Name **mateofac** and Password **violet** (all lowercase). She explained that the committee determines CSU transferability and AA/AS GE applicability, but the group does not approve UC transferability nor IGETC or CSUGE. She also reminded the committee when reviewing outlines to make sure recent texts (within five years) are listed for articulation purposes.

Marsha also discussed the C-ID numbering system and provided the website for more information, <http://www.c-id.net>.

Teresa went over the new regulations in repeatability as well as the importance of having C-ID numbers to keep our AA-T and AS-T degrees in compliance.

Additionally, she briefly went over important issues for the coming year such as establishing our committee goals and working on updating the GE and Curriculum Handbook.

To help committee members and faculty at large, Teresa is planning to hold open training sessions approximately every other Friday. The first session will be held in 10-163 at 1:30. Once a permanent location is found, Teresa will make announcements to inform the committee members.

Motion was MSCU to adjourn the meeting at 3:45 p.m.

GUIDE FOR FACULTY

UPDATING OUTLINES FOR TRANSFER & DEVELOPING NEW COURSE OUTLINES FOR TRANSFER

August 2013 – From the Office of Counseling, Advising, Matriculation , & Articulation

When maintaining or developing transfer curriculum please use the following information prior to entering course information into Curriconet. Transfer courses have specific requirements as noted below.

1. Is the course one that is available for a C-ID number?

The Course Identification Numbering system supports the ease of transfer. In addition, **C-ID numbers are required for any courses that are part of an Associate Degree for Transfer IF a C-ID exists.** To find out if your course may have a “course descriptor” for a C-ID affiliation go to: <http://www.c-id.net>. Select DESCRIPTORS and look to see if your course has a match. For your course to be approved for a C-ID number the outline must include the information in the course descriptor (course description, minimum units, prerequisites, advisories, course content details, SLOs and course objectives, methods of evaluation, and sample texts). Your course may have additional content, but, at a minimum, must include C-ID content.

2. Your course outline must list SAMPLE TEXTs and at least one of these listings must be a text that is not more than 5 years old. Sample texts are required for all transfer courses.

3. If you want your course to be considered for CSU GE (California State University General Education) or IGETC (UC & CSU Intersegmental General Education Transfer Curriculum) review the GUIDING NOTES FOR GENERAL EDUCATION REVIEW that is published by CSU GE and IGETC reviewers. Go to the CSM articulation website – collegeofsanmateo.edu/articulation/ - and select Transfer Course Information. At the bottom on this page find resources for faculty re: curriculum development.

4. FYI – How transfer articulation works:

- a) The COI can approve a course as “general/elective credit” CSU transferable.
- b) To be approved to meet CSU GE I need to submit the course for CSU review. CSU accepts submissions for this purpose the first week in December each year. The response to my submission comes in April.
- c) The COI does not have the authority to make a course UC transferable . Each June I submit a list of courses and outlines to the UC Office of the President for review. The results come back in early August. This provides us with an updated list of CSM courses that are UC transferable.
- d) To be approved for IGETC I need to submit the UC transferable course for IGETC review. UC&CSU accept submissions for this purpose the first week in December each year. I get the response to my submission the following April.
- e) A “picture” of the full articulation process:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	TA-DA!
Sometime between Aug – Nov 2013 Course XX approved by COI as CSU transferable	IN DEC 2013 Course XX is submitted for CSU GE approval	IN APRIL 2014 we learn that Course XX is approved for CSU GE	IN JUNE 2014 Course XX is submitted for UC transferability approval	IN AUG 2014 we learn that Course XX is approved for UC transfer	IN DEC 2014 Course XX is submitted for IGETC approval	IN APRIL 2015 we learn that Course XX is approved for IGETC. Course XX is now fully articulated.
Nov 2013Dec 2013.....April 2014.....June 2014.....August 2014.....Dec 2014.....April 2015

RESOURCES:

Use www.assist.org

This website is the repository for all California Community College articulation with UCs and CSUs. Check out the sight!
Explore and see where you believe your course fits.

FOR UC TRANSFERABILITY

Use <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-update-process/outline-guidelines.html>

FOR C-ID INFORMATION

Use www.c-id.net

CSM ARTICULATION website –

Use www.collegeofsanmateo.edu/articulation/i

A FACULTY RESOURCE FOR CURRICULUM DEVELOPMENT AND COURSE ARTICULATION QUESTIONS

Updated August 2013

ASSIST is an online TRANSFER INFORMATION data base that shows how courses completed at a specific California community college can be applied to a CSU or UC transfer destination.

USE www.ASSIST.org TO

VIEW articulation for a course!

Under EXPLORE TRANSFER INFORMATION

- Use the drop down menu to select **College of San Mateo** (notice it defaults to the most current catalog year), then
- Select the **CSU Transferable Courses** to view all CSU transferable courses. This listing includes if the course is approved for CSUGE and/or IGETC.
- Select **CSU GE Breadth Certification Courses** to view all courses approved for CSU GE certification.
- Select **CSU US History, Constitution, and American Ideals** to view all courses approved to meet the CSU graduation requirement in US History, US Constitutions, and California State and Local Government
- Select **IGETC for UC and CSU** to view course approved for IGETC certification
- Select **UC Transferable Courses** to view courses approved for UC transfer. Also view any transfer restrictions for a course or families of a course.
- Select **UC Admissions Eligibility** to view courses that meet minimum eligibility requirements and approved courses. Typically minimum eligibility is not enough to secure admissions to a UC campus.

TO RESEARCH curriculum!

At the Welcome to Assist page look for the left blue column. Select ASSIST Information Center. Then select the ASSIST Information Center link . On the TABS at the top find DATABASE. Select ASSIST Maintenance Reports. Select the bottom link to maintenance reports which leads you to a SIGN IN page. USER NAME – **mateofac** PASSWORD – **violet** and LOG ON. Faculty are invited to explore ASSIST through the “back door!” Explore ASSIST curriculum data.

- Select **Course Versions** to view all course versions for an institution. You can click on a specific course to see the full course history.
- Select **Active Courses** to view only courses that were active for a specific term.
- Select **Course Changes** to view any changes that have transpired during a specific term. View courses that have been terminated or added.
- Select **Course History** to trace the history of a single course.
- Select **Prefixes and Departs** to view the history of use of prefixes and department names.
- Select **Course Search** to find similar courses within the CCC, CSU, and UC systems. In this search you can view a course outline if there is one in the system.
- Select **OSCAR Outlines** as another search for course outlines.
- Select **Course Artic. Summary** to view the articulation associated with the course.

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CSM ARTICULATION website –

Use www.collegeofsanmateo.edu/articulation/

FOR AA/AS-T DEGREE DEVELOPMENT

Use www.c-id.net

Use www.sb1440.org

Use www.adegreewithaguarantee.com/