

**Lower Division Transfer Project**  
Steering Committee Notes  
Tuesday, October 28, 2008 (3:30 to 5:00)  
Via Conference Call

**Member Attendees:** Keith Boyum, Allison Jones, Chris Hanson, Cathy Beane, Barbara Swerkes, Mark Van Selst (Chair), Steven Stepanek

**Other Attendees:** Rachel Hendrickson Mark McKellip, Karen Simpson-Alisca, Marshall Cates

**Agenda Item #1** –Course update (*Mark McKellip*) – 655 new course outlines was submitted by the CCC's for the April 2008-October 2008 cycle, 45 CCC colleges participated in the October 2008 cycle, 7 new submitters. Progress is being made toward the goal of having campus specific data available on CSUMentor by January 2009

**Agenda Item #2** – Descriptor voting updates (*Marshall Cates*) -

- ***Economics Descriptor*** - Approved with modification. Marshall will forward language modification to Karen & Mark for posting.
- ***Statistics Descriptor*** – One outstanding vote from psychology and two from business
- ***Engineering Descriptor*** - Outstanding votes from Graphics (1), Statics (1) Survey (1). SLO no votes yet---post ABEB.
- **Emerging concerns:**
  - ***Microbiology*** not moving forward; there is a redraw in progress
  - ***Physics*** no action at this time, the Materials course CAN has prerequisite of Calculus based physics, Physics groups should be aware of the potential lack of prerequisite.

**Agenda Item #3** – Discipline Lead/Review Team Coordinator/Roles and Responsibilities document is being revised. Karen will send a draft of the revised document to committee members for review.

**Agenda Item #4** – Anatomy and Physiology (Biology, Kinesiology, Nursing) (*Mark Van Selst/Marshall Cates*)

The LDTP Steering Committee recommends a meeting between Nursing, Kinesiology, Biology CSU faculty discipline representatives to discuss this issue. The committee also suggested a CCC discipline representative be included in this meeting. Mark VanSelst will contact the CCC Academic Senate and request discipline representative participation.

**Agenda Item #5** – Approving Chemistry with lab (*Mark Van Selst/Mark McKellip*)

The Chemistry review team approved sample syllabi to supplement the chemistry course outline submission. This was accepted by the steering committee.

**Agenda Item #6** – Grading Issue (Minimum letter grade) (*Mark McKellip*)

This item is pended for the December meeting, copies of the proposal will be sent to committee members prior to the meeting for review.

**Agenda Item #7** – Process and timetable to update the various LDTP patterns and course templates (*Mark Van Selst*)

A detailed procedure and guideline document should be developed regarding the process and timetable needed to update the LDTP course descriptors. (**Referred to the Advisory Committee**)

**Agenda Item #8** – Common course descriptors/Campus Specific course descriptors/Descriptor approval process.

What promise made with a TCSU course number? And CSU course certification.

**Agenda Item #9** –Summit meeting report (*Barbara Swerkes*)

Three CSU Academic Senate (AS) representatives, Three AS representative from CCC, One representative from the CSU Chancellor's Office (CO) and one CCC Chancellor's Office representative met on DATE.

The result of their meeting is the release of a joint statement of support for the LDTP project. This statement is currently in development.