

LDTP Steering Committee Notes
Thursday, June 26, 2008
10:30pm – 3:30pm

DRAFT Minutes

Member Attendees: Keith Boyum, Chris Hansen, Steven Stepanek, Barbara Swerkes, John Tarjan, Mark Van Selst

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

Agenda Item #1 - Minutes of April 29 meeting were approved with the following revision to Campus-Specific Identification.

“The Steering Committee recommends that Mark McKellip form a workgroup with four CSU Articulation Officers to develop procedures for identification of campus-specific course identification and articulation.”

Agenda Item # 2 - Representatives – New committee appointees were introduced.

Agenda Item # 3 - Responsibilities/Roles – Various persons working with the LDTP Project explained their role and responsibility in regards to LDTP.

Agenda Item # 4 - Travel Reimbursement – The CSU CO travel reimbursement and lunch policy was explained to the membership. It was decided that for LDTP Steering Committees the committee members would not order lunch.

Agenda Item # 5 - Economics Descriptor – Economics faculty from the CCC and CSU met to discuss the economics descriptor issues. A written report was given but no clear recommendation was made.

The LDTP Steering Committee will request a clear recommendation from the Economics faculty regarding this issue.

Agenda Item # 6 - San Diego State Accounting – The LDTP Steering Committee reviewed the communication between the articulation officer from Alan Hancock Community college and Dr. Gary Grudnitski from San Diego State University (SDSU). The Steering Committee is confident that SDSU’s School of Accountancy’s position regarding articulation does not place in jeopardy student’s ability to transfer to San Diego State University.

The LDTP Steering Committee agreed to recommend the CSU Academic Senate send a letter to the Articulation Officer at Alan Hancock showing support of SDSU’s position and confirm that the CSU faculty members have control of curriculum.

Agenda Item # 7 - CSU Articulation Officer Workgroup – Mark McKellip reported that the CSU Articulation Officer Workgroup has met to deal with issues relating to LDTP Campus-Specific requirements.

Two recommendations came from these meetings:

1. The CSU Chancellor's Office send a letter/e-mail to the CSU Provosts to distribute to all faculty briefly describing LDTP.
2. The LDTP Steering Committee minutes be made available to the CSU Articulation Officers

The LDTP Steering Committee recommends that Mark McKellip or Cathy Beane review the LDTP Steering Committee minutes and report any important to the CSU Articulation Officers.

Per previous LDTP Steering Committee recommendations, the Steering Committee asks that Chancellor's Office Staff draft a memorandum for Keith Boyum to send to the CSU Articulation Officers supervisors explaining the importance of LDTP with the understanding that CSU Articulation Officers will be required to spend an increased amount of time with LDTP related issues.

Agenda Item # 8 - Operational Report

1. Discipline Matters

- The Communications Studies Review Team is the only team that is significantly behind in reviewing courses. The LDTP Steering Committee recommends that Mark Van Selst and Mark McKellip work with the Academic Senators from the review team members institutions to get these reviews completed.
- The vote for the Statistics Descriptors is still pending.
- The vote for the pending Engineering Descriptors is due June 30.
- Nursing/Kinesiology/Biology
The Nursing/Kinesiology/Biology teams have not met to discuss the Physiology and Anatomy descriptor approvals.
The LDTP Steering Committee recommends that Marshall Cates set-up a time for the three team leads and Cathy Beane to meet to see if consensus can be reached prior to a descriptor workgroup formation.
- The LDTP Steering Committee approves the appointment of Gary Grudnitski as the Accounting Review Team Coordinator.
- A letter will be sent to Review Team Coordinators who have served their two-year commitment requesting for either a continuation of their position or recommendation for appointment to the Review Team Coordinator position within their discipline.

2. Web Posting Update –

- There is a new report on the LDTP Website detailing what LDTP Patterns utilize each LDTP Descriptor. This report also notes when the CAN pre-approved courses no longer will articulate.

3. New Review System Reports –

- Mark McKellip briefly described the new reports available within the LDTP review system. These reports are intended to assist LDTP Review Team Coordinators and LDTP Reviewers to complete their reviews.

Agenda Item # 9 - LDTP Subject Matter Perpetration for Elementary School Teachers

1. Mark McKellip met with Zee Cline and Dan O’Conner to discuss items in regards to the LDTP Pattern and develop recommendations for its implementation.
2. The following are the recommendations made by this group and are all approved by the LDTP Steering Committee:
 - The following two guidelines be changed into a course descriptor. The descriptor creation team should be multidisciplinary including faculty from Physics, Chemistry, and Liberal Studies. This review team will also determine who will review these descriptors.
 - Survey of Chemistry and Physics.
 - Earth and Space Science
 - The title of the pattern should be modified to “Liberal Studies – Elementary Subject Matter Preparation.”
 - The following guidelines be changed to broad descriptors. These descriptors may be identified by using ASSIST information with a cursory review from Liberal Studies professionals.
 - Introduction to Biology
 - Science Laboratory
 - Visual or Performing Arts? (Dan O’Conner will discuss this guideline with the Liberal Studies Coordinators. It may be necessary for a descriptor and review process to be created for this guideline.)
 - Survey of Literature
 - World Geography
 - The following guidelines use the current LDTP Descriptor.
 - Introduction to Education
 - Child and Adolescent Development
 - United States Government
 - World History I
 - United States History I
 - Mathematical Concepts for Elementary School Teachers: Number Systems

Agenda Item # 10 - LDTP Review Team Coordinator web/teleconference – Mark McKellip reported on the upcoming Review Team Coordinator web/teleconference.

Agenda Item # 11 - University of Maryland MOU – The LDTP Steering Committee discussed the MOU created with the University of Maryland.

Agenda Item # 12 - Special Pilot Project Implementation

1. **Business** – John Tarjan updated the LDTP Steering Committee on the progress of this proposal.

- 2. Chemistry** – The Chemistry Review Team coordinator did not receive support from his review team regarding his initial proposal. The CSU Chancellor’s Office staff will contact him to discuss other options.

Agenda Item # 13 - Environmental Scan for LDTP – Keith Boyum gave an environmental scan of LDTP discussing where it was successful and what needs improvement.

Agenda Item # 14 - LDTP’s role in Access to Excellence metrics – The LDTP Steering Committee discussed LDTP’s role in Access to Excellence

Agenda Item # 15 - Newsletter – The Steering Committee discussed items that will be addressed within the next LDTP Newsletter such more detail regarding reviewer training and showing how LDTP already benefits students. Mark McKellip has requested that faculty and committee members to consider article submission. A recommendation of more skilled marketing happen in regards to LDTP, potentially tapping in resources from other campuses.

Agenda Item # 16 - Remaining concerns re: CCC/CSU “issues” from workgroup (Spring 08) – A number of items are still incomplete from the recommendations of the LDTP Faculty Workgroup.

- The Chancellor’s Office Staff has requested assistance with the development of FAQ and PowerPoint.

Agenda Item # 17 - Hold over items from prior meetings

- Mark Van Selst and Barbara Swerkes will develop a job description for the CCC Discipline Representatives.
- The timeline for the update of LDTP Descriptors and LDTP Patterns was discussed.
- The checklist development and process for approval of CSU courses toward LDTP Descriptors was discussed.

Agenda Item # 18 - Next Meetings – Mark Van Selst and Barbara Swerkes will develop a schedule for the next academic year and e-mail it to the committee.