

LDTP ADVISORY COMMITTEE MEETING

Meeting Minutes

Friday, February 9, 2006
2:00-5:30 p.m.
CSU Office of the Chancellor, Coronado Room
401 Golden Shore
Long Beach CA 90802

Meeting called to order at

2:05 p.m. by LDTPAC chair, John Tarjan.

Others in attendance were

Deanna Abma, *CCSF—CCC Articulation Officer*
Keith Boyum, *CSUCO Academic Affairs*
Marshall Cates, *LDTP Faculty Lead*
Bernadette Cheyne, *Humboldt State University*
Chris Hanson, *CSUCO Academic Programs*
Rachel Hendrickson, *CSUCO Student Academic Support*
Kurt Hessinger, *CSUCO Student Academic Support*
Michelle LaCentra, *CSU East Bay—Campus Articulation Officer*
Ken Nishita, *CSU Monterey Bay*
Jane Patton, *ASCCC Representative—Mission College*
Jim Postma, *CSU Chico*
Jeff Spano, *CCCCO Representative*
Barbara Swerkes, *CSU Northridge*
Marshelle Thobaben, *ASCSU Chair*
Mark Van Selst, *San José State University*

1. Welcome and Introductions

Dr. John Tarjan welcomed everyone and asked each member to introduce him/herself.

2. Minutes

An updated version of the meeting minutes from the January 24th meeting was prepared by Kurt Hessinger and distributed to the committee. Approval of the meeting minutes was deferred until the next committee meeting on March 3rd to allow time for review.

3. Questions/Additions to the Agenda

Rachel Hendrickson requested to add a discussion of the LDTP roll out timeline to the agenda. Agenda item 5.ii added to agenda to discuss LDTP roll out.

4. Committee-Related Issues

John Tarjan stated that the Executive Committee of the Academic Senate CSU added to the committee structure the Chair of the Academic Affairs Committee (Mark Van Selst) to serve as an ex-officio member. As the Senate was not clear on the role of a student, it has been decided not to add a student to the LDTP Advisory Committee (LDTPAC).

UC Observer to Committee: Rachel Hendrickson reported that the UC system has been invited to send a representative for future LDTP Advisory Committee meetings to act as an observer. We are awaiting a response.

LDTP Advisory Executive Committee: An LDTP Advisory Executive Committee was proposed to handle “express” decisions. The Executive Committee’s main charge will be to expedite decisions when there is a need to do so or to vote when not all members are available. Any decisions agreed upon by the Executive Committee will be communicated to the full committee. Policy-precedent setting CSU-related issues were offered as an example of the types of decisions appropriate for the Executive Committee. A California Community College (CCC) representative will be consulted, when appropriate. The committee membership will consist of Allison Jones, Chris Hanson, John Tarjan, Barbara Swerkes, Ken Nishita, and a CCC representative when necessary. Approved.

5. More Pressing Issues

CSU Course Descriptors Status: Marshall Cates indicated that the LDTP course descriptor approval process has slowed down considerably. No descriptors in first round of majors/disciplines have 75% approval. Second round majors/disciplines are in better shape for full approval than first round majors/disciplines. Currently the CCC cannot submit course curricula for CSU to review for articulation to any LDTP course as there is yet to be an approved descriptor. Marshall suggested that action must be taken to speed up the process and he recommended that notices be sent as soon as possible to CSU campuses that have not submitted their courses. It was suggested that it would be helpful to have a flowchart describing the LDTP process and that it would be helpful to post the status of course-descriptor approvals and campus-specific requirements. There was also discussion of CAN.

CSU Course Descriptor Requests For Drafts: Some CCC representatives have asked to receive copies of draft CSU course descriptors to use to begin the CCC course development and submission process. It was decided that drafts may be released by discipline facilitators if they feel it is appropriate. Facilitators shall communicate that a draft descriptor is a work in progress that may change before it becomes official.

Communication with CSU Faculty re Descriptor Approval Process: The advisory committee discussed the need to find ways to communicate with the CSU campus departments that are responsible for voting in the course descriptor process. Suggestions included in-person visits by Marshall Cates, direct phone calls, posting charts on the web, and communications that specify the status of the approvals by discipline and by campus.

CCC Articulation Officers Feedback: CCC representatives shared feedback gathered at an articulation officers’ meeting about the CSUCO LDTP developmental timeline.

CSUCO proposed revised timeline: Rachel Hendrickson presented a revised plan and timetable for rolling out the components of the LDTP implementation. There was discussion of the concept of the initial LDTP admission agreements being handled like the current TAA/TAGs—i.e., agreements managed by the individual CSU campus with the individual student. The CCC representatives volunteered to work with Rachel Hendrickson on refining the plan and indicated a willingness to revisit the specifics of the MOU for LDTP. Rachel will organize meetings with the CCC and CSU articulation officers to gather input and feedback on the revised plan. The CCC CO offered that they were willing to renegotiate the terms of the MOU regarding rollout deadlines in order to ensure success of the project.

“Pre-Qualification” of CCC courses for LDTP articulation: This issue, also addressed at the January 24th meeting, was discussed. The committee voted to allow discipline facilitators to make the determination as to whether full discipline-faculty review will be required. Communications with the facilitators will encourage them to consult with their LDTP group in an expeditious manner prior to rendering a decision.

Course Numbering: It was suggested that it would be worthwhile to review where we are in the process with respect to TCSU and CCC numbering system coordination. Jane Patton stated funding has been requested by the CCC to get started on their course numbering system. Jane Patton also stated that the CCC would like to cooperate with the CSU.

LDTP Implementation by Discipline: It was suggested that priority for implementing majors would be for those disciplines showing the most progress with approvals to date regardless of first or second group status. Progress in implementing LDTP patterns should move forward as quickly as possible. It was suggested that moving forward with majors/disciplines that are completed may act as a stimulant to those majors/disciplines that are slower in the process. It was suggested that Marshall Cates may be able to travel to various campuses and their departments to see how facilitate the approval process.

CSU Faculty Comments Submitted in Course Descriptor Approval Process: The handling of comments received during the process of course descriptor approvals was discussed. It has been difficult to decipher whether the comments are meant to be contingent approval or just an expression of preference by the discipline. If the course descriptor in question is not approved, Marshall will share these comments with the discipline facilitator. An opportunity for another face-to-face meeting with a representative from each campus offering the program will be provided to the discipline group with the expectation that an approved descriptor will be developed by the end of the meeting. A CCC representative will be invited to the meeting. If the course descriptor in question has been approved, these comments will be shared with discipline facilitator and CDDG. If the CDDG decides that the comments warrant a reconsideration of the descriptor, the discipline will be allowed a reasonable amount of time and support to approve a substitute descriptor. The Executive Committee will determine what is reasonable. If a substitute descriptor is not approved in this time frame, the original descriptor will be used for course approvals. It was also decided that, for clarification purposes, “discipline facilitators” will be used when referring to the leaders of the LDTP discipline groups.

CSU Approval Process for Service Courses: “Jurisdiction” over courses required by one discipline yet typically taught by another discipline (service courses) was discussed. There are approximately four such courses: Finite Math (business and mathematics), Statistics (several disciplines and mathematics), Chemistry for Nurses (nursing and chemistry), and psychology courses for nurses (nursing and psychology). The committee decided that course descriptors meeting service-course

criteria will require that both the requiring and offering departments will need to approve the descriptor using the 75% affirmative vote rule. If an impasse is reached, both LDTP groups will meet to develop and approve a descriptor.

8. Next Meeting

Next meeting will be Friday, March 3rd at 11:00am at the CSU Chancellor's Office in Long Beach.

Meeting adjourned at 5:25pm.