

## SMCCCD Joint VP Council

### Minutes

Monday, November 5, 2012

8:30 am to 10:00 am

**(Please Note: Yellow highlights are Action Items!!!)**

1. Review meeting notes and agenda  
Updated item 2, Goal #3 to “Complete implementation of CurricUNET & TracDat use”.  
Meeting minutes were approved.
2. Turnitin Contract  
The colleges’ usage data and renewal contract information was reviewed. This year’s renewal cost is \$42,712.80. Previously the cost has been divided by the colleges in a 20/40/40 split (not representative of each college’s actual usage).  
Recommendation: VPs recommend renewing the contract and the District should handle the processing of payment from redevelopment funds.  
**Action: VPs to review with ITS all the shared software contracts and to include this software contract. A meeting will be scheduled with Frank Vaskelis or Erick Raznick to discuss.**
3. Due Dates for Grades  
Jennifer Hughes reported that Diana Bennett has been in conversation with Jing Luan regarding this particular item. Due dates for grades have been modified so faculty can turn grades in as close to the end of the term as possible. This will be an advantage for students, so students can get their grades and financial aid can be processed, on time. This has been discussed with the District Academic Senate and they requested to have the opportunity to provide input to what the due dates would be. Diana Bennett recommended a consistent due date be set each term which would be 5 working days after the term ends.  
Recommendation: VPs recommend 5 working days for fall/spring semester and 2 working days after the end of the summer session. The current due date for fall 2012 will remain as scheduled, which is December 28th.
4. Authorization Codes  
Jennifer Hughes provided brief background information about this item. To date two business processes analysis, conducted by an outside consultant, have been completed. Part of the Admissions & Records BPA focused on the registration process. The idea was explored of the elimination of authorization codes and to allow waitlists to run and continue all the way through the late registration period. Currently, the use of waitlists is stopped the night before

classes start followed by the use of the authorization code process. A handout was given, which summarized the pros and cons of this possibility, for the VPs to review and consider as a possible solution. There are benefits and some challenges, as well as other issues which need to be explored. So far this has only been discussed with those involved in the BPA process and at the ESC. If there is enough interest, the same information will be presented to the District Academic Senate for discussion. If this new approach is not considered it would be beneficial to review the current authorization code process because of the problems that need to be fixed.

**Action Item: VPs will discuss this with their deans and explore other possible pros and cons. VPs to report back at the next meeting and if there is enough support we can move forward to present to the District Academic Senate.**

#### 5. Repeatability

Susan Estes reported that the actual implementation of the repeatability change might move from fall 2013 to fall 2014, per Barry Russell. We still need to hear from the State Chancellor's Office. In any event, the three colleges are moving forward with implementation for fall 2013. For clarification, this is the repeatability for the family courses. VPs need to remind faculty that this is a fundamental change to allow for student success and it is not about jobs.

Basically, course repeatability gets taken away from each course; therefore a course can only be taken once. The only exceptions are Athletics courses and courses that are required by the CSU/UC degree tracks. Currently, the VPs are working with the divisions to get their families in place. There are other categories of exemptions, for example CTE, which will require a petition to be filed in order to repeat. Other factors to consider are:

- Community Ed courses cannot be combined with credit/no credit courses
- P.E. and activities classes cannot be non-credit courses
- CTE cannot be repeatable unless it is one of the exemptions (for job related requirements)

Barry Russell is working on changing the language to increase the current audit fee.

Linda Hayes also commented on another issue regarding priority registration; under no circumstances can colleges collapse levels one (military, veteran and foster youth) and two (EOPS and DSPS). This will need to be implemented for fall 2013.

Course Inventory of active and inactive courses: Banked courses are in assist.org so it is important to review the banked courses because if they are removed it could affect the articulation of the course.

**Action Item: VPs Jennifer and Susan will meet with Marsha Ramezane and Henry Villareal to talk about this issue and report back to the other VPs.**

CID: The requirement is that all courses need CID. By 2014 the Board of Governors is expecting all the colleges to offer 100% of their eligible TMC degrees. This means all TMCs have to be cleaned up by January 2013.

#### 6. March 2013 Study Session

##### a. Colleges' 2013 Institutional Self Evaluation Reports

Final draft will not be given to the trustees, just an oral update along with a timeline of the process. Susan will provide a copy of a PowerPoint presentation by ACCJC about the roles and responsibilities that the Board has during the accreditation process.

##### b. Colleges' Educational Master Plans

Board will get a copy of the master plans to approve. We can tie in how the master plan fits in with the Board Core Values, District Mission, our College Missions and accreditation.

##### c. Environmental Scan and Needs Assessment

Barbara can present this item to the Board.

As March gets closer, VPs will decide who will present.

#### 7. CurricUNET Matrix

Jing would like to have a matrix of where the colleges are in the process of getting CurriUNET completed. To date, Cañada is completely done; Skyline has completed the programs and is almost done with the courses.

**Action Item: Susan recommends a list be compiled of all the issues with CurricUNET. Susan will ask Ada to work with José on this task and have a list available before the next meeting.**

#### 8. Fall 2012 CCCCIO Conference

Distance Ed was a big topic at the fall conference. (This item will be put on the next agenda for further discussion.) Colleges need to make sure that there is legitimate engagement between the student and the faculty member, which has to be demonstrated to make sure that the student isn't just sitting in a distance education course and waiting for things to happen. Generally, FTEs can be lost if such process is not in place. What can be done for now is to include that we are monitoring active student engagement in our accreditation self-evaluation reports. We also have to make sure we define excessive absences in general, and work from that when defining Distance Ed drop policies. This is very important as it relates to Financial Aid policies. There is also the requirement to have a Student Authentication disclaimer.

**Action Item: VPs will need to discuss/brainstorm how the colleges will comply with these requirements.**