

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
January 12, 2011, San Mateo, CA**

**The meeting was called to order at 6:03 p.m.**

**Board Members Present:** President Richard Holoher, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman and Karen Schwarz

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Tom Mohr and District Academic Senate President Ray Hernandez

President Holoher announced that Trustee Miljanich was out of town and would not be present at the meeting, and that a student representative would not be present because students are on winter break.

President Mohr introduced Dr. David Miles Johnson, whose approval as Dean of Humanities and Social Sciences at Cañada College the Board will be asked to approve tonight. President Mohr provided a brief background of Dr. Johnson's experience, most recently at Berkeley City College.

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the minutes of the December 15, 2010 meeting of the Board. Trustee Schwarz asked that the minutes be corrected to state that she moved to elect Vice President Mandelkern to serve another term as Vice President-Clerk. The motion to approve the minutes, as amended, carried, all members voting "Aye."

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (11-1-1A)**

It was moved by Trustee Schwarz and seconded by Vice President Mandelkern to approve the actions in Board Report No. 11-1-1A. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 11-1 TO APPROVE THE ENROLLMENT OF TEMPORARY PART TIME FACULTY IN THE CALIFORNIA STATE DISABILITY INSURANCE PROGRAM (11-1-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the adoption of Resolution No. 11-1. The motion carried, all members voting "Aye."

**Other Recommendations**

**APPROVAL OF SUBCONTRACT WITH SANTA CLARITA COMMUNITY COLLEGE DISTRICT (11-1-100B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the subcontract as described in the report. The motion carried, all members voting "Aye."

**STUDY SESSION: COURSE EQUIVALENCY MATRIX (11-1-1C); GRADUATION REQUIREMENTS (11-1-2C); REPORT ON DEGREEWORKS (11-1-3C); REPORT ON SB 1440 (11-1-4C)**

Vice Chancellor Jing Luan introduced the following people who will be involved in the presentation: Robin Richards, Vice President of Student Services at Cañada College; Joe Madrigal, Vice President of Student Services at Skyline College; Jennifer Hughes, Vice President of Student Services at College of San Mateo; and Ray Hernandez, District Academic Senate President, along with faculty representatives. The presentation will focus on the following three areas: SMCCCD Course and Graduation Alignment; Degree Audit-DegreeWorks Updates; and Transfer Reform: SB 1440.

**Course and Graduation Alignment**

Vice Chancellor Luan said that in 2007, the Board directed staff to identify courses in the District which are different but are called the same and numbered the same, and to examine the attributes of these courses for purposes of alignment in order to reduce students' confusion. The task was taken up by the District Joint Vice Presidents Council. The Council developed a prototype which was vetted with the District Curriculum Committee, District Academic Senate and others. The result was the Course Equivalency Matrix. Elements included in the Matrix in terms of alignment are: units; prerequisites; degree/certificate requirements; CSU GE; and Intersegmental General Education Transfer Curriculum (IGETC). The CSU GE and IGETC elements are subject to outside forces because the Colleges negotiate articulation agreements with individual CSU and UC institutions. Vice President Mandelkern asked if articulation agreements are done from each College to each CSU, or from the District to each CSU. Vice Chancellor Luan said they are done from the Colleges. He said graduation requirements are not part of the Course Equivalency Matrix but will be addressed later. He presented an example of the Matrix, showing the alignment of a particular course with the elements noted above.

Vice Chancellor Luan said that in 2009, the District acquired CurricuNet, a software application used by more than 60 community colleges in California to manage the development and editing of various courses and the curriculum program. An important feature of the program is the ability for one of the District Colleges to consult with the other two Colleges about whether there is agreement on the development of a new course or program.

Vice Chancellor Luan said that all of the approximately 2,560 courses offered in the District have been examined. Remaining differences are:

- 50 courses with different numbers of units; most are not transfer-level courses
- 62 courses with different prerequisite requirements
- 1 course with differences in terms of degree application
- 28 courses with differences in terms of certificate application
- 44 courses that differ in terms of meeting the requirements of CSU GE
- 6 courses that differ in terms of meeting the requirements of IGETC

The goal is to further engage the District Academic Senate and District Curriculum Committee, with its expanded role as a recommending body, to align current and future courses. As recommended by Board members at a previous meeting, if agreement cannot be achieved, the course name/number should be changed so that students will not be confused. Progress will be reviewed in a year.

Vice Chancellor Luan said there were formerly three areas that were different among the Colleges in terms of graduation requirements. At a 2007 Study Session, the Board asked that graduation requirements be aligned. The District Academic Senate, District Curriculum Committee, Vice Presidents and others worked on this and the requirements are now fully aligned.

Vice President Mandelkern congratulated those involved in the work done on alignment. He asked if a course listed as a prerequisite and completed at one of the Colleges will count as a prerequisite completed at all of the Colleges. Vice Chancellor Luan said it will. Vice President Mandelkern asked if any course taken at one of the Colleges will be fully counted as a completed course at any of the Colleges. Vice Chancellor Luan said it will. Vice President Mandelkern asked if the District can ask the CSUs to approve transferability for a course that has been aligned across the District, rather than the Colleges submitting individual courses. Vice Chancellor Luan said courses must be submitted by the Colleges and he does not believe the CSUs consider a district's internal alignment. Some of the differences are historical, e.g. a CSU may not accept a new course that it previously accepted from another college.

The Colleges seek every opportunity to resubmit courses. President Claire clarified that with regard to CSU GE and IGETC, courses are submitted by an individual College to the CSU System, rather than to an individual CSU.

President Stanback Stroud said it is possible for the three Colleges to submit the same course and not all be accepted. She said the CSUs review course outlines as well as content and the outlines may differ because of the distinct curriculum committees at the Colleges. A CSU may appreciate that a course has a different emphasis, different required exercises, etc. and approve that course while rejecting the other Colleges' submissions. President Stanback Stroud said this raises the opportunity for coordination and communication; if a College plans to submit a course and finds that the other Colleges are considering the same submission, they can work together to align and increase the likelihood that all will be accepted.

Vice President Mandelkern asked if the nonalignment of the six IGETC courses comes up as a practical issue with students. Vice President Hughes said it does come up because the course has the same name and number and students often do not realize that a course taken at one College which articulates to a university may not articulate if taken at another of the Colleges. Every attempt is made to let students know that articulation can vary depending on where a course is taken. Vice Chancellor Luan added that the information is published on WebSmart. Trustee Hausman asked how well-aligned the state universities are with each other. Vice Chancellor Luan said they are not well aligned. Trustee Schwarz asked if it is best to counsel students at the beginning of the transfer program to decide which of the Colleges they will attend and to take all of their courses at that College. President Stanback Stroud said students are not counseled to choose just one College and thereby not take advantage of the flexibility of moving within the District. They are counseled that there are nuances and that what appear to be the same or similar courses may not be. She said it also is not advantageous to require consistency if the cost is to give up a course that articulated at one College in the past but is unable to articulate at the other Colleges; rather, it is important to keep the course so that at least some students will benefit. She said it is very important to maintain strong communication with students.

Chancellor Galatolo said he is concerned about the residency requirements. He said two key pillars that support the foundation for community colleges are student access and student success. Many students in the District have life-changing events that require them to move throughout the State. The residency requirement might require students who are on the precipice of obtaining a degree to stay at a College longer than needed because they do not have the required number of units to satisfy the residency requirement even though they have met the degree requirements. Chancellor Galatolo asked if there is an appeals process whereby a student can ask the College to consider his/her individual situation. Professor Demsetz said the residency requirement specifies that only 12 units must be taken at a College, which is a small portion of a student's program. President Stanback Stroud said the requirement was changed from 50% of courses having to be taken at a College to 12 units. She said, however, that student requests are dealt with on a case-by-case basis and the Colleges often waive or substitute graduation requirements. Vice President Mandelkern said he believes that getting a degree from an institution should mean something about the amount of time spent at that institution, rather than it being simply the last stop in the process.

President Holober asked if each College has other, unique AA/AS requirements in addition to the requirements listed. Vice President Hughes said the requirements listed are just one piece of the total requirements. President Holober asked if there have been discussions about aligning the other pieces that are required by the Colleges. Vice Chancellor Luan said differences are being examined and there will be ongoing discussions regarding this issue. He added that Policy 6.26 in District Rules and Regulations guarantees that if a student meets the general education requirements at one of the Colleges, he/she meets those requirements at all of the Colleges.

### **Degree Audit – DegreeWorks Updates**

Vice President Richards said the District now uses the degree audit program called CAPP, which does not have interactivity capability and does not allow for any transfer information. She said there is also no electronic education plan in the District, so what is input into the system is static rather than dynamic. DegreeWorks is a web-based program which provides help in academic advising, degree audit and transfer articulation. Students will be able to navigate a highly complex set of requirements, particularly in terms of transferability. DegreeWorks will also help staff to support more timely degree articulation.

Vice President Madrigal said a steering committee was formed, comprised of an IT representative, the Vice Presidents of Student Services at the three Colleges, and the Deans of Counseling or Counseling Department Chairs at the three Colleges. A College Implementation Team was also formed, comprised of a large group of staff who are involved with various aspects of DegreeWorks implementation. It was recommended that this Team attend the kickoff orientation on November 11 and that they continue to attend future meetings as needed. The timeline for implementation is as follows:

- November 1 – initial meeting was held
- November 11 – kickoff orientation
- December and February – data entry
- March or April – online pilot program
- May – training
- June – pilot will go live
- Fall – go live with DegreeWorks

Vice President Madrigal said it is anticipated that the timeline will be met.

ITS Director Eric Raznick presented a live demonstration of DegreeWorks. He said it is an application that students, along with counseling and advising staff, will use. Areas which users will be able to access include program requirements, degree progress, credits needed and class history. They will be able to see different courses being offered which will help to meet their requirements. Chancellor Galatolo asked if the status of these classes will be shown, i.e. if they are open, full or waitlisted. Mr. Raznick said the system does not show class status at this time.

Vice President Hughes said that when the CAPP system was being implemented, it was discovered that there were problems with existing policies, how they were being interpreted, and how they were being implemented. It was difficult to do the kind of programming that was needed prior to resolving these issues. Because they were dealt with at that time, the programming for DegreeWorks can begin immediately. At a recent Steering Committee meeting, the consultant reported that more than 130 of the 400 blocks of data that must be entered have already been implemented. Vice President Hughes said that whenever a new system is implemented, many people must participate in data entry and go through training; these are primarily staff in Admissions and Records. In the past, they were asked to do so in addition to their regular workload, and this did not work well. The Vice Presidents put forth a proposal and the Board approved some short-term positions to backfill for staff who will be trained in the new system.

Vice President Hughes said there is still one significant issue to be addressed. Many students come to the Colleges with credits from outside institutions. The District has never had a system through which that course work could be evaluated on a course-by-course basis, which would allow students to determine whether the courses meet certain degree requirements and thus enable them to better develop their educational plans. Currently, more formal evaluation occurs when students are nearing the end of their educational experience in the District. Vice President Hughes said additional staff is needed to evaluate transcripts on a course-by-course basis as they come in. This function could be consolidated for the three Colleges and would ideally be put into the Degree Works system. Vice President Mandelkern asked if the functionality already exists in the DegreeWorks software. Vice President Hughes said it does. She added that efficiency can be achieved because once a course is evaluated and the data entered into DegreeWorks, it will not need to be replicated for other students who have taken that course.

Vice President Mandelkern asked if there is any tracking function in case students allege that the DegreeWorks system provided them with inaccurate information about what they needed to meet degree and certificate requirements. Vice President Richards said that degree requirements are not changed very often and will always be in the catalog. President Stanback Stroud said DegreeWorks does not substitute for the agreement students have with the District through catalog rights. The catalog specifies the requirements for a degree or certificate; DegreeWorks is a tool which allows students to see how they are progressing with regard to those requirements. Vice President Mandelkern suggested that it be stated clearly in DegreeWorks that the information contained therein is not a guarantee and that the catalog is the guiding authority.

Vice President Mandelkern asked if DegreeWorks reflects transfer requirements. Mr. Raznick said it does not. Vice President Mandelkern suggested that this be clarified for students as well. President Claire said there are other tools for articulation, such as ASSIST. Vice President Mandelkern asked if it is possible to enter data on transfer

requirements, by both campus and major, into DegreeWorks. Chief Technology Officer Frank Vaskelis said that capability is unknown at this time.

### **Transfer Reform: SB 1440**

President Hernandez introduced faculty members Tania Beliz, Professor of Biology at College of San Mateo; Amelito Enriquez, Professor of Engineering at Cañada College; and Professor Laura Demsetz, Curriculum Chair at College of San Mateo. President Hernandez said that, currently, transfer degrees are individually articulated with the CSUs. The requirements and processes are confusing and duplicative and offer no guarantee that a student will be able to transfer. In addition, the requirements constantly change. Students who leave the District Colleges with an Associate Degree often have taken more than 60 units. Success rate is an issue as only 23% of students who indicated the intention to transfer actually did.

President Hernandez said the language in SB 1440 was adopted in September 2010 and is on a fast track to be implemented in fall 2011. SB 1440 states that to earn an “associate degree for transfer,” a student must complete 60 semester units that are eligible for transfer and that consist of (1) IGETC or CSU GE Breadth, and (2) a major or area of emphasis of at least 18 units in accordance with Title 5 regulations. No additional local graduation requirements may be required. A minimum GPA of 2.0 is required. If a student completes an “associate degree for transfer,” the CSU shall guarantee admission with junior status, but admission to the CSU does not guarantee admission for specific majors or campuses. The CSU shall not require students transferring to repeat courses that are similar to those taken at the community college that counted toward the associate degree or transfer. The CSU shall grant a student priority admission to his or her local CSU campus and to a program or major that is similar to his or her CC major or area of emphasis, as determined by the CSU campus to which the student is admitted. Professor Hernandez said the issues of a “local” CSU campus and a program or major that is “similar” to a student’s community college major are not yet resolved. Chancellor Galatolo said that not all CSUs currently use local priority. He said he met with the President of San Jose State University, who was not willing to accept the District as a local service area. However, CSU System President Charlie Reed issued a memo stating that local priorities should not be created. Vice Chancellor Luan said many District students have majors that are available only at San Jose State and they are shut out. It is made even more difficult if a CSU declares the institution or a particular major to be impacted. Sarah Perkins, Vice President of Instruction at Cañada College, said that if a student wants to transfer to San Jose State, he/she may take all of the degree requirements at one of the District Colleges except the last 12 and then transfer to Foothill or DeAnza to finish the degree. The State then counts that student as a non-completer in the District, while Foothill or DeAnza gets credit for the student as a completer. President Holober asked if the language regarding priority admission to a local campus is in the senate bill language. President Hernandez said it is. President Holober suggested that discussions with local lawmakers be held regarding making the language nondiscriminatory to districts like SMCCCD which are not geographically located in close proximity to a CSU. Vice Chancellor Luan said County Counsel advised that it is legally questionable for the CSUs to set local service areas because they serve the entire State. Chancellor Galatolo said he will be meeting with President Reed and will raise this issue again. Vice President Mandelkern said the real issue concerns the State education budget which results in fewer spaces than the number of students wishing to enroll.

President Hernandez discussed two options for responding to AB 1440. Plan A involves a concerted, Statewide response. It includes a C-ID (Course identification number system) which was developed to ease transfer and articulation burdens and is used to create Transfer Model Curriculum. Discipline groups of faculty are working on degrees in an open and collaborative process and all drafts are vetted online. Once a model curriculum is finalized, colleges may adopt it. The State Chancellor’s Office has made a commitment to expedite approval. Plan B is for the 112 community colleges to each develop its own degree in each major; this may be necessary if there are degrees on which the Statewide initiatives are not working. The District wants to focus on Plan A, which will result in clear pathways for students Statewide to earn an associate degree, complete major prep, and receive admission priority. The Transfer Model Curriculum includes appropriate courses for an associate degree and preparation for transfer.

Transfer Model Curriculum areas now being vetted are Communications Studies, Geology, Math, Psychology, Sociology and Criminal Justice. Soon to be vetted are Biology, Chemistry, Early Childhood Education, Kinesiology/PE, Physics and Theatre. In spring 2011, Business, Accounting, Economics, Political Science and others will be vetted. These curriculum areas align well with those of District students.

Professor Beliz described the process at the State level in the area of Biology. There have been meetings in Sacramento and southern California with the purpose of examining the content of core Biology courses, agreeing on what should be in those courses and what the transfer requirements should be, and vetting the drafts online. Meetings will continue via conference calls. It is anticipated that an Associate Transfer Model will be developed by spring or summer and implemented in the fall of 2011.

Professor Enriquez said there are no Statewide conversations taking place for Engineering. Among the reasons are that many students transfer without getting an Associate Degree and there is variability by major, i.e. different types of engineering have different requirements and vary among the universities. Professor Demsetz said that Engineering is now more advanced as a field than it was when programs were first established; there are many more topics, such as nanotechnology, and differences in curriculum which previously occurred in the upper division have now trickled down to lower division courses. Professor Enriquez said he believes there will be a movement to try to do something to address the problem. He suggested three possibilities: (1) an Associate Degree in Pre-engineering, with no engineering courses required; (2) an Associate Degree in Engineering with no specialization; and (3) an Associate Degree in a specific Engineering field. Each of these options raises questions. President Holoher asked if students in the District get Associate Degrees in Engineering with no specialty. Professor Enriquez said this is the case. President Holoher asked if it is the same for a freshman entering a four-year institution. Professor Enriquez said it is not; those students would apply to be accepted in a specific specialty. President Holoher asked if an institution would allow a student to switch to another specialty. Professor Enriquez said it is allowed, but is discouraged. Professor Enriquez distributed a paper he co-authored titled "The Dismantling of the Engineering Education Pipeline."

President Hernandez described the next steps: those degrees that have been vetted will go to the discipline faculty who will consider the Transfer Model Curriculum, then to the Curriculum Committees for adoption, and then to the State Chancellor's Office for fast-track approval.

Vice President Mandelkern complimented everyone involved on the progress that has been made in the areas discussed tonight. He said that because of budget cuts, the changes have become a necessity as District students compete for scarce spots at the four-year institutions. Vice President Mandelkern asked if SB 1440 will have any impact on the Colleges' guaranteed transfer agreements with specific universities. Vice President Hughes said the agreements will not be affected.

President Holoher thanked the presenters for an informative presentation.

President Holoher said he saw former Student Trustee Richael Young and she sends greetings to everyone. He suggested that discussion of topics for the Board Retreat on February 12 be put on the agenda for the next Board meeting. He also reminded fellow Board members of State Senator Joe Simitian's Education Update on February 5.

President Holoher said the recent massacre in Tucson brings to our attention the importance of security and training for District staff, particularly in light of the fact that the individual who is accused of the crime had been expelled from a community college because of repeated danger signs. He said security has been a priority for the District and was heightened in the wake of the Virginia Tech massacre. He suggested that the Board look again at what security steps and training are in place, including procedures to identify disturbed individuals, and to examine what should be done and what can legally be done. Trustee Schwarz said she supports having a future conversation because everyone needs to be more aware and more prepared. Chancellor Galatolo said the Board might want to look at the current Rules and Regulations and then possibly direct staff to address them with local legislators to see if they should be modified to give more freedom to administrators and others to make decisions regarding potential problems. It was agreed that security and training will be a topic at the Study Session on March 9.

### **RECESS TO CLOSED SESSION**

President Holoher said that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA.

The Board recessed to Closed Session at 8:20 p.m.  
The Board reconvened to Open Session at 9:28 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Holober reported that at the Closed Session just concluded, the Board voted 4-0 to approve the items listed as 1A and 1B on the printed agenda.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:30 p.m.

Submitted by



Ron Galatolo  
Secretary

Approved and entered into the proceedings of the January 26, 2011 meeting.



Dave Mandelkern  
Vice President-Clerk