Members Present: Robert Gabriner, Bonnie Gratch-Lindauer, Steven Glick, Lynda Hirose, Larry Klein, Lancelot Kao, MaryLou Leyba, Madeline Mueller, Jose Padilla, Pablo Rodriguez, Bruce Smith, Fred Teti

Members Absent: Renato Larin, Jim Sauvé, Lynn Schneider, Wei (Cellina) Zheng

Guests: Bob Balestreri, Donna Hayes

I. Agenda
We adopted the agenda.

II. Minutes
Committee approved the minutes from February 28.

III. Chair's Report
Fred reported that...

- The Executive Council has begun to consider ESS recommendation PRM 6 (Failing Students Registration) on March 16, and will continue to do so at its next meeting.
- Last week, the CSU Chancellor’s Office informed the CCC Chancellor’s Office that it would no longer participate in CAN.
- CCC Chancellor Drummond has convened a task force to look at noncredit equity issues, including the exclusion of noncredit faculty from the 75:25 law.

IV. Unfinished Business

A. ESS recommendation EMT7: Automated Attendance Reporting

Committee members noted that implementing this recommendation would simplify the lives of both students and instructors. The former idea of using a “smart card” proved too costly to pursue; this recommendation could be implemented with cheap plastic bar code cards. The librarians would be especially in favor of our issuing bar code IDs to the noncredit students.

(2005-03-21-01) That the CCSF Academic Policies Committee recommend EMT7 for consideration by the Academic Senate Executive Council.

The Committee noted that, to account for students who forget or lose their bar code cards, the instructors would need traditional (non-automated) back-up to record that student’s presence in class. Jose reported that the Associated Students is exploring issuing ID cards to credit students who agree to pay a voluntary fee.

B. ESS recommendation CLL5: Skills Across the Curriculum Advisories

Larry noted that this recommendation calls for advisories, not prerequisites, and as such allows for flexibility. Donna noted that Counselors would find the advisories helpful. Madeline reminded us that one of the reasons we tabled the recommendation was because the English and ESL core sequences were changing; now that that’s done (for now), this recommendation is feasible. Larry suggested, and the Committee agreed, that we should insert language requiring collaboration with the Matriculation Office and the Office of Research, Planning, and Grants to develop the advisories.

(2005-03-21-02) That the CCSF Academic Policies Committee recommend CLL5 for consideration by the Academic Senate Executive Council, with the following included among the recommended changes: “All advisories would be developed in collaboration with the Matriculation Office and the Office of Research, Planning, and Grants.”
V. New Business

A. Transfer Associate Degree Catalog Language

Bruce and Donna reported that the language in the 2004-05 Catalog allows a student to receive a Transfer Associate Degree without qualifying for transfer to the CSU system; this was not the original intention. We can remedy the difficulty with judicious use of the phrase “a minimum of 60 (semester) units which are both transferable and degree-applicable” into the Catalog language. Bruce had a handout showing exactly where the changes were needed.

(2005-03-21-03) That the CCSF Academic Policies Committee recommend modifying the Catalog language to indicate that the Transfer Associate Degree requires a minimum of 60 (semester) units which are both transferable and degree-applicable.

VI. Subcommittee Reports

A. Grading Policies and Transfer Issues

These subcommittees are working jointly on the policy for grades in repeated courses. Donna reminded the Committee of the current policy, and the change required by the State Chancellor’s Office legal counsel Ralph Black’s interpretation of Title 5.

Regarding grades from courses repeated more than once: It is clear that recent legal interpretation would prevent the grade from being used in the calculation of the CCSF GPA. It is not clear whether the grade can be used for transfer purposes.

Fred agreed to ask around at the State Senate Plenary in April to learn what other districts think of the recent legal opinion. The Grading Policies and Transfer Issues Subcommittees agreed to review the CCC catalogs for their course repetition policies and report back at a future A.P. meeting.

B. Grading Policies

Dean Balestreri reported that Grading Policies unanimously recommended that all course grading be done online by Spring 2005. The Subcommittee cited reasons of cost savings (for printing, scanning, staffing, and storage), and increased accuracy and timeliness. During the changeover period, there would be a help desk and both group and individual orientations. Already, more than 550 faculty use online grading exclusively.

The Committee discussed whether all faculty have access to computers, whether ITS would back-up all records, and how the electronic records would be stored.

Summary of Motions and Recommendations

• (Item IV.A) A.P. approved ESS rec EMT7 for consideration by the Senate.
• (Item IV.B) A.P. approved ESS rec CLL5 (with an addition) for consideration by the Senate.
• (Item V.A) A.P. approved the proposed modified Catalog language for the Transfer Associate Degree.
• (Item VI.A) Fred will ask around at the State Senate Plenary in April to learn what other districts are doing about grades in repeated courses.
• (Item VI.A) Grading Policies and Transfer Issues review the CCC catalogs for their course repetition policies and report back at a future A.P. meeting.

Next Meeting
2005 April 25, 2:15–4:15, Arts 303, Ocean Avenue Campus.