Minutes of the CCSF Academic Policies Committee  
Monday, September 22, 2008  
Ocean Avenue Campus, Arts 303

Members Present  Deanna Abma, Beth Freedman, Rita Jones, Lancelot Kao, Larry Klein, Renato Larin, MaryLou Leyba, Susanna Mayorga, Madeline Mueller, Alice Murillo

Members Absent Fred Teti

Guests Tom Boegel, Diane Fredericks, Mamie How, Hal Huntsman, Pam Mery, Bruce Smith, Janet Willett

I. Minutes: The Committee approved the 2008 April 21 minutes and May 12 meeting notes.

II. Discussion and Action Items

A. Election of 2008-2009 Chair: Fred Teti was somehow re-elected as Chair, presumably for absence of any competition.

B. Committee Purpose Statement: The statement was read with the observation that vocational education is now referred to as career technical education.

C. Technology Plan: Mamie How and Janet Willett introduced the draft Technology Plan. Various Shared Governance groups are reviewing it. AP members may send comments to either Mamie or Janet. A revised version will be submitted for approval to the Teaching, Learning, and Technology Roundtable, and will come back to Academic Policies at the October meeting. The goal is to have it go before the Board in January.

D. Institutional Review Board (IRB): Lancelot Kao reported that he will present in October a recommendation regarding the processes for recruiting volunteers, establishing selection criteria, nominating candidates, and appointing nominees to the IRB.

E. Proposals from the Office of Instruction:
   a. Credit by petition for noncredit courses – Tom Boegel reported that, to comply with new Title 5 regulations, the section on Credit by Petition for Noncredit Courses would be removed from the 2009-10 Catalog. Students who wish to get credit for noncredit courses will now have to use the mechanism of credit by exam. Concern was expressed regarding the limited number of courses currently approved for credit by exam.
   b. Minimum grade for certificate – Tom requested committee input on establishing a baseline standard for certificates (e.g., minimum grade of “C” or “pass” in each required course), similar to what will soon be required for majors. AP committee members did not support for establishing minimum grades for certificates, allowing departments to continue to set the minimum standards for their disciplines. Madeline recommended that we revive the Grading Policies subcommittee to address grading issues.
   c. Course repetition policy – Tom presented Title 5 changes and emphasized the need to review CCSF’s policy statement on course repetition, particularly in regards to defining what constitutes a “significant lapse of time” that would permit students to repeat courses that are not usually designated as repeatable. MaryLou Leyba volunteered to work with Tom on this policy; Bruce Smith suggested Tom Blair also be included.
   d. “SP” noncredit grading option: Diane Fredericks presented the “SP” noncredit grading option recommended by the Noncredit Issues Subcommittee. We approved the following for consideration by the Senate:

   **2008-09-22-01** That CCSF add “SP” (Satisfactory Progress) as a grading option for noncredit courses.
F. Discussion items from the Office of Instruction:
   a. Process for changing Composition and Math requirements for Associate Degree: Tom Boegel presented a process to meet the new minimum requirements for the Associate Degree (Title 5, Section 55063). Working groups for both Math and English will be convened to draft new catalog language, call for courses equivalent to the new graduation level, and make recommendations to the Bipartite Committee.
   b. Identifying and mapping SLOs for GE courses: Tom presented a proposal to develop Student Learning Outcomes for our General Education areas and later map them to individual courses. There was a question if it was necessary to have SLOs for GE. Tom pointed out that, in annual WASC report, CCSF is asked about progress in instituting SLOs for GE. There was also a concern that it would be more difficult to start with GE SLOs instead of individual courses.

G. Basic Skills Initiative item: Bruce Smith presented a draft proposal for the creation of the Basic Skills Coordinating Committee. There was little discussion on the Rationale portion of the proposal, though Alice requested that “Coordinate requests for support or funding” be added to the list of Committee responsibilities. There was a lot of discussion about the large and possibly unworkable size of the committee. Larry presented his idea for a smaller Coordinating Committee and offered to incorporate our suggestions in a revised proposal. We approved the following for consideration by the Senate:

| 2008-09-22-02 | That CCSF form a Basic Skills Coordinating Committee as indicated in the Rationale section of the draft of the Basic Skills Coordinating Committee proposal. |

We will wait for direction from the Senate regarding the need for clarification of Committee membership.