

Present:

Name	Institution	IC/ATF Represented
Liz Ligon attending for Regi Munro	CGCC	Exercise Science, Health & Physical Education, Recreation Wellness (ATF Lead)
William Walter	CGCC	Art (Co-Chair/Curriculum Contact)
Judy Crume	DO	Nursing Program (IC Chair)
Nikol Price	EMCC	Library (IC Chair)
Martha Bergin	GWCC	Sociology (IC & ATF Lead)
Donald Hall	GWCC	Humanities (ATF Lead)
John Kelly	GWCC	Automotive/Diesel-Hvy Equipment Tech (IC Chair)
Cheryl Dellai	GCC	Physics, Physical Science Astronomy (IC Chair & ATF Lead)
Frederica Johnson	GCC	Reading (IC Chair)
Carmela Arnoldt	GCC	English (IC Chair)
Anne Dudley	GCC	Mathematics (IC Chair & ATF Lead)
Susan Karpinski	GCC	Psychology (IC Chair & ATF Lead)
Virginia Ludders	GCC	Theatre Arts (IC Chair & ATF Lead)
Gary Calderone	GCC	Geology (IC Chair & ATF Lead)
Gretchen Berning	MCC	Telecommunications/Journalism (IC Chair & ATF Lead)
Derek Borman (09)	MCC	Psychology (IC Chair)
Judy Christensen	MCC	Religious Studies (IC Chair & ATF Lead)
JD Neglia	MCC	Applied Technology (IC Chair)
Nancy Hellner	MCC	Women's Studies (IC Chair & ATF Lead)
Shereen Lerner	MCC	Anthropology (IC & ATF Lead)
Jennifer (Gingher) Leyendecker	MCC	Art (ATF Lead)
Sue Anne Lucius	MCC	Music (IC Chair & ATF Lead)
Richard Malena	MCC	Education (ATF Lead)
Tina Rangel	MCC	Dance (IC Chair)
Nora Reyes	MCC	Education (IC Chair)
Jill Sheport	MCC	Agriculture/Equine Sci
Robert Simms	MCC	Computer Science (IC Chair & ATF Lead)
Elizabeth Ursic	MCC	Religious Studies (ATF Lead)
David Yount	MCC	Philosophy (IC Chair)
Lori Zienkewicz	MCC	Family & Consumer Science (ATF Lead)
Christie Colunga	PVCC	Early Childhood Education (ATF Lead)
John Nelson	PVCC	English (IC Chair)
Scott Massey	PVCC	Chemistry (IC Chair & ATF Lead)
Cindy Cloud	PC	Business/Management & Computer Information Systems (IC Chair and Lead ATF for both)
Don Richardson	PC	English (ATF Lead)
Greg Simpson	PC	CIS Alternate
Bill Williams	PC	Adm of Justice Studies (ATF Lead)
Richard Wilson	PC	Adm of Justice Studies (IC Chair)
Beatriz Cohen	RSC	Counseling (IC Chair)
Charles Cooper	SCC	Interior Design (IC Chair & ATF Lead)
Rosanne Dlugosz attending for Diana Abel and Jennifer Peterson	SCC	Family & Consumer Sciences (IC Chair)
Michael Kuzmik	SCC	Drafting (IC Chair)
John Shaffer	SCC	Environmental Sciences (Campus voting member)
Larry Williams	SCC	Hospitality (IC Chair & ATF Lead)
Peter Facciola	SMCC	Communication (IC Chair)
Marshall Logvin	SMCC	Environmental Sciences (IC Chair and Campus voting member)
Guillermo Zepeda	SMCC	Languages (IC Chair & ATF Lead)

Academic and Student Affairs Division Representatives: Vice Chancellor Dr. Maria Harper-Marinick, Nora Aguilar, Molly Baird, Andrea Buehman, Bettina Celis, and Rose Rojas.

Meeting Agenda Items

- DCC Retreat Summary
- Instructional Council Handbook
- Statewide ATF Update

Welcome and Introductions

Dr. Maria Harper-Marinick, Vice Chancellor for Academic and Student Affairs, welcomed the group and thanked everyone for their service. She acknowledged the important role that Instructional Councils play in curriculum development and transfer articulation. Before Dr. Harper-Marinick opened the floor for questions, she provided updates regarding the following Chancellor's Executive Council (CEC) initiatives: 1) Student Success, 2) One Maricopa, and 3) Stewardship of Resources.

Student Success: As part of the Student Success Initiative, the district is focusing on two areas: Development Education and Retention.

Developmental Education - On June 5, 2008, a Developmental Education Retreat was held at Rio Salado College's Conference Center. An outside consultant, Dr. Hunter Boylan, the founder of Research in Developmental Education, and the Principal Investigator for the National Study of Developmental Education, was hired to facilitate the day long discussion. The goal of the day was to increase awareness and understanding of current developmental education research, best practices, and elements of effective developmental education programs and apply these within Maricopa. As a result of the retreat, each college developed a plan for Developmental Education based on best practices. Dr. Harper-Marinick encouraged the IC Chairs and Lead ATF Members to get engaged in the conversation at their college.

Retention - The colleges are working on intentional strategies to address retention and persistence issues. Under the Student Success Initiative, there is an overarching philosophy that Maricopa students have the right to an environment that promotes student success. Using PVCC's *iStartSmart* program as a model, the colleges are implementing common student success practices that may be tailored to meet the specific needs of their communities. Generally, the Student Success Initiative is to put in place processes that systematically guide students through:

- Placement Testing
- Advisement
- Registration
- Orientation
- First Year success initiatives such as early alert programs

There was a question regarding how Maricopa students perform when they transfer to the Arizona public university. Andrea Buehman, Director of the Center for Curriculum and Transfer Articulation (CCTA), prepared a Briefing Paper on “*University Transfer from the Maricopa Community Colleges to Arizona’s State Universities: How Do Maricopa Students Fare?*” The paper is based on statewide data taken from Arizona State System for Information on Student Transfer (ASSIST). The document has been shared throughout the district, with the universities, and the Governor’s office. To access the Transfer Briefing Paper:
www.maricopa.edu/academic/ccta/artic/pdfs/new/2008_University_Transfer_Briefing_Paper.pdf

One Maricopa: The goal of *One Maricopa* is to have standard processes and experiences for all Maricopa students regardless of which college they attend. A good example of a program that exemplifies *One Maricopa* is the Maricopa Community Colleges Health Care Education Program. More than ten years ago, Maricopa began to develop a program to effectively educate a workforce and respond to the always-changing employment needs in the health care industry.

A *One Maricopa* pin has been created to acknowledge and celebrate programs, services, and activities that uphold the philosophy of *One Maricopa*.

Public Stewardship: One of the district’s values is stewardship. Maricopa employees are accountable to the public for the efficient and effective use of resources as the colleges prepare students for their role as productive citizens. In support of this value, the Maricopa Office of Public Stewardship was established in order to consolidate resources and formalize administrative responsibility for services that are related to stakeholder accountability.

District Curriculum Committee (DCC) Retreat Summary

Course Review: During the meeting, CCTA acknowledged the conscientious work of the many Maricopa faculty who contributed to the course review effort. In fall 2007, DCC received data about Maricopa courses and programs as well as feedback from an external analysis of the Maricopa curriculum. DCC agreed to undergo a course review. The Center for Curriculum and Transfer Articulation prepared lists of courses, by Instructional Council, that either were never offered, or had not been offered in five years -- about 2,800 in total. The councils reviewed the lists and recommended whether to continue courses, based on a rationale, or delete courses that were no longer current and relevant. As a result of the review, several hundred courses were deleted from the course bank. DCC is recommending the adoption of a regular course review cycle.

New Academic Award Types (Majors): DCC have voted not to accept proposals for creating new academic award types (e.g., Associate in Arts, Psychology; Associate in Science, Chemistry). A new process is under development that will provide faculty with an option to create *Advising Guides* that define transfer pathways for disciplines not adequately addressed through the Arizona Transfer System.

Program Sharing: Maricopa has a process for negotiating “program availability” or sharing of programs across colleges; however, there are no criteria for determining when programs should, or should not be shared. The Occupational Deans are reviewing this process and will make recommendations to DCC. Criteria will likely be developed and approved this academic year. Cindy Cloud, IC Chair for Business, shared the draft outcomes of the Business IC’s review of the various General Business degrees as an example.

IC Role in the Curriculum Process

Dr. Skip Pollock, Curriculum Development Facilitator (CDF), highlighted the importance of the IC Role in the curriculum process. For a copy of Dr. Pollock’s power point, please send Nora Aguilar an email.

IC Review of Enrollment Requirements (Pre-Co Requisites)

Bettina Celis shared with the group that the requisite checking is being enforced with the new SIS system. In Spring 2007 concerns were raised by the Vice Presidents of Academic Affairs (VPAA) as to the potential issues related to enforcement of requisites at SIS go-live. The major concerns were raised by VPAAAs based on prior experiences with SIS implementations at other institutions, concerns of impact on enrollments when students may be “turned away” due to enforcement and concerns about the complexity of requisite design and ability to accurately interpret and enforce those requisites. For requisites that require permission (example: department or division, program director, instructor) the requisite setup will stop enrollment in all cases. This requires manual intervention and documentation at college level in order to ensure the appropriate approvals were received prior to enrollment. The current college business processes provide for intervention and the college personnel with security and authority can override the requisite once approval is received. Requisites that are unclear or require permission will go the applicable Instruction Councils for clarification and definition.

Instructional Council Handbook

Rose Rojas provided a demo on the IC website enhancements. No content was changed. The enhancements include:

- Simplified the left hand menu bar by creating an IC Portal Page
- Conversion of the IC Membership Lists to an easier to read format
- Removal of the gray areas on the sides of the page allowing all the information to fit in the window
- Added a new feature; an IC Membership Query. Users can search IC Members by name, institution, IC, and IC/ATF Role
- Added a document listing all the Distribution Lists addresses
- Posted meeting summaries from the past two IC Chairs/Lead Member Meetings

**Instructional Council Chairs/
ATF Lead Members Meeting
September 5, 2008, 1:30-3:30 pm
Rio Conference Center
Meeting Highlights**

- Added a print page option on each of the pages
- Additionally, we are piloting a new future on the IC Membership Pages - If you go the IC Membership List for */Anthropology/*, you will notice that there is a section at the top to post IC Meeting Logistics

To access the Instructional Council web site, please go to: www.maricopa.edu/icinfo/index.php

Statewide ATF Update

Common Course Numbering Pilot: The Joint Conference Committee (JCC) which APASC reports to is pursuing the possibility of developing an Arizona Common Course Numbering System. This fall, 21 ATF's are being targeted to participate in this Common Numbering Pilot Project. A handout was provided for fall 2008 – Discipline Specific ATF's. For more information regarding this pilot, please contact Rose Rojas or Bettina Celis.

SAVE THE DATE: Spring IC Chair/Lead ATF Meeting: February 13, 2009. Location TBA.