

The Catalyst

Bi-Monthly Instruction Office News

Barbara Adams

Curriculum Corner

Fall 2010 Meeting Dates and Deadlines

Faculty members often ask, "When is the submittal deadline for the next meeting?" The approval process requires a proposal to pass through a variety of reviewers before it appears on a Curriculum Committee agenda; therefore, a proposal submitted only a few days or a week before a committee meeting does not allow enough time for proper review. Following are faculty submission deadlines for Fall 2010 meeting dates:

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Karen Walters Dunlap, Vice President of Instruction

New MJC Seminar Series: *Faculty Teaching and Learning Seminar*

The Academic Senate and Office of Instruction have collaborated to develop a new seminar series: The Faculty Teaching and Learning Seminar. Faculty, through instructional program review, have identified the need for professional development activities to enhance teaching skills and improve working relationships with students as well as opportunities for faculty to gather and discuss best practices in teaching and learning. The Faculty Teaching and Learning Seminar series, a collaboration between Academic Senate and the Office of Instruction, was developed to address these needs.

Over 100 faculty attended the seminar series' kickoff social on Thursday, August 26 in the lobby of the Performing, Media and Arts Theatre at MJC. Faculty had the opportunity to interact with colleagues, make suggestions for future seminar topics as well receive information about

upcoming seminars. James Todd, Professor of Anthropology provided musical entertainment for the crowd.

"I thought I was already pretty knowledgeable about Turnitin and how it can be used to help catch plagiarism, but I was wrong! There is SO much more it can do! Michael walked us through how to use it to deliver grades to students and even how it can be used to mark up essays, much like you would with red pen in hand."

*Mike Adams,
Academic Senate President*

The first seminar in the series was held on Friday, September 3. Todd Guy, Professor of Speech, presented many different ice-breaker techniques for use in the classroom. There were methods to use to memorize names of the people in the class, and activities that helped people feel comfortable sharing their personal opinions.

Also presenting on September 3 was Michael Smedshammer, Professor of English, on Turnitin.com, a website that MJC subscribes to so that it will be available to all faculty. Michael's talk also diverged into a discussion of attitudes towards plagiarism, administrative responses, and the student code of conduct.

Professor Lee Kooler will be presenting on classroom assessment techniques on September 17 from 2:00-4:00 p.m. in PV 119. Hope to see you there!

Instruction Office Staff:

Letitia Miller, Curriculum Process Specialist

Role and Responsibilities:

My role is essentially a hub for all activity surrounding the college curriculum.

After the curriculum committee approves changes to courses, programs, and associate degree requirements, I audit them for possible complications and then implement them in college systems. I help people involved in curriculum understand what can be a very intimidating process.

I also act as a liaison to the California Community College Chancellor's office by shepherding various applications through important approval steps. Another major component of my role is the design and production of the official college catalog.

Bio:

I was hired as Curriculum Specialist in 2002 after a short stint as an Outreach Recruiter. Additional MJC assignments have included teaching courses in computer graphics, and working on the student learning outcomes initiative. Alas, I am not a Modesto native, rather, a Navy brat who has lived in D.C., Connecticut, South Carolina. I call Carlsbad, California home. As for my education, I earned an individualized B.A. in American Studies with an emphasis in vocal performance from the University of Connecticut. I followed up years later with



Baby on Board!

Congratulations!

an M.S. in Instructional Technology because of a newfound passion for taking abstract, complex information and distilling it into engaging and concise, audience appropriate concepts.

Outside of work, I think of myself as a newlywed, painter, writer, singer and outdoorsy-person who's a sucker for furry quadrupeds, good-natured impishness, and people who don't take themselves too seriously.

Favorite Quote:

"I have learned throughout my life... chiefly through my mistakes and pursuits of false assumptions, not by my exposure to founts of wisdom and knowledge." -Igor Stravinsky (1882-1971)

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**Instruction
Office staff**

The "Art" in Articulation

AP, IB, ASSIST,
OSCAR, CAN...

...LDTP, C-ID, AICCU,
CIAC, NCIAC, SCIAC,
TAG, CCC, UC, CSU,
GE, IGETC, IMPAC,
Are you dizzy yet?

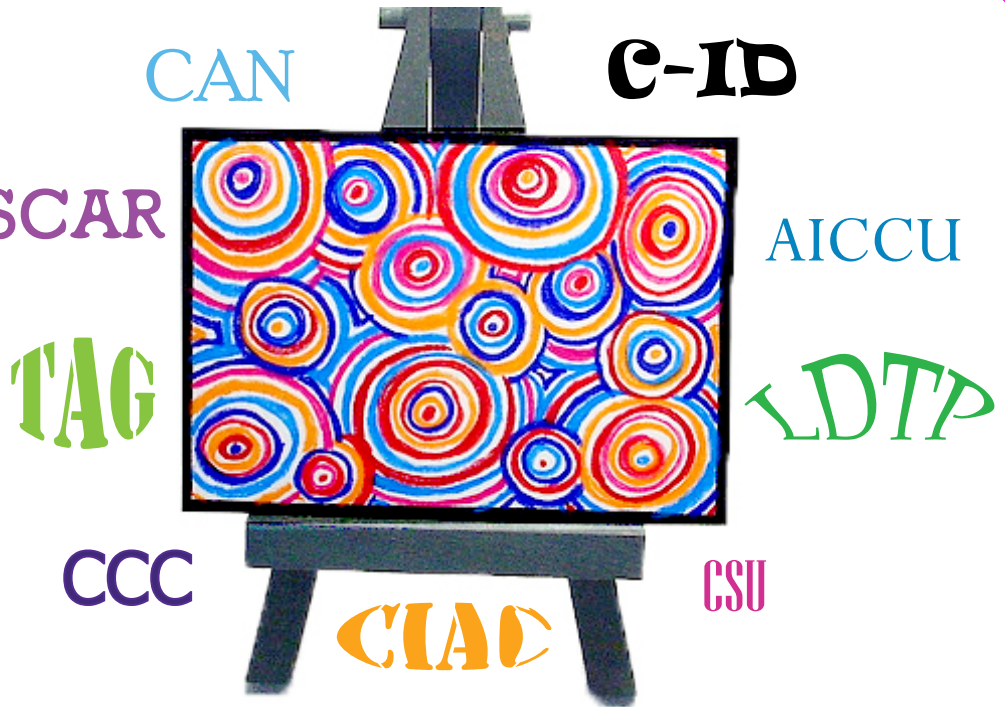
If you are confused and wondering what these acronyms mean, can you imagine what our students are feeling? My goal is to provide a glimpse into the wonderful world of "articulation" and your crucial role as a faculty member in making it happen.

OK, so what is Articulation?

The articulation process determines which MJC courses are accepted for baccalaureate credit, General Education Breadth (GE) patterns, Course-to-course (by department agreements), and Lower-Division Major Preparation agreements.

The process of developing a formal, bilateral, written agreement that identifies a course (or sequence of courses) on a "sending" campus that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus.

California Intersegmental Articulation Council (CIAC)



MJC is the "sending" institution, while CSU, UC and private institutions are considered "receiving" institutions. According to CIAC, articulated courses need not be defined as "equivalent" but rather as **comparable to, or acceptable in lieu of each other [at least 80%]**.

The content of courses on each campus should be such that a student's satisfactory completion of the course on a sending campus assures the student can progress to the next level of instruction at the receiving campus.

Establishing UC Transferability or MJC-GE/IGETC/CSU-GE Placement:

Step 1:

Faculty author determines the intent of the course:

When reviewing any course, faculty need to think of the "intent" of the course.

Do you intend for this course to transfer to CSU or UC (baccalaureate credit)?

Do you intend for this course to qualify for GE requirements for MJC, CSU-GE or IGETC?

Do you intend for this course to articulate with a specific course at a four year university; therefore, satisfying a lower division prep course?

Step 2:

Learn and Plan

Each "intent" will require that you learn and apply knowledge of various standards for the "intent." In addition,

you will need to be cognizant of internal and external timelines and processes that are critical to making the intent a reality. To begin learning about the above:

Go to the **curriculum website** <http://curriculum.comm.mjc.edu/>.

Click on “**manual**” located in the left hand column

Scroll down to **Section V: Establishing Transfer (Articulation) with Other Institutions.**

Find the right **reference** to learn about what is required for articulation:

Do you want this course to **transfer to a CSU or UC institution** (baccalaureate credit)?

- [Read CSU EO 167: Community Colleges may determine CSU Baccalaureate Level Courses](#)
- [2010-2011 UC-TCA Transfer Course Agreement Guidelines](#)

Do you want this course to qualify for placement on MJC-GE, CSU-GE or IGETC? Read one or more of the following:

[Title 5 Guidelines for AA & AS Degrees](#) (approved by MJC Curriculum committee 11/18/08)

[CSU-GE Breadth Requirements](#) (CSU Executive Order 1033)

[Guiding Notes for CSU-GE Reviewers](#)

[Reviewing Courses for “American Institutions” Requirement](#)

[CSU-EO 405 - Establishing Criteria for American Institutions](#)

[IGETC-Intersegmental General Education Transfer Curriculum v. 1.2](#) (June 9, 2010)

Do you want this course to be regarded as comparable to a specific lower-division course at a four year university?

Let Ruth know that you would like your course to be submitted directly for a particular course at a four-year university. Otherwise, I will wait until the summer time to submit courses to four-year universities based on the ASSIST Report search of comparable course titles.

Step 3: **Revise the curriculum to meet the criteria above.**

Once you grasp what is required to achieve your “intent”, you will need to review and adjust your course outline of record. You have resources to aid you in this process:

- Your Curriculum representative
- Yours truly (Ruth Cranley)
- Faculty at the receiving institutions (for course-to-course articulation)

Step 4: **Launch it locally!**

Once a course is launched in CurricUNET and reviewed for technical accuracy, it will appear on the subsequent curriculum agenda. The Curriculum Committee will review this course for content, and how it affects various programs, and also evaluate whether the course should be approved/submitted for transferability and GE consideration. The committee also refers to the standards for transferability and GE pattern placement. Once approved, I will submit the course outline(s) by a designated deadline to OSCAR/ ASSIST.

Step 5: **Wait for External Approval**

Courses are evaluated by various external entities to determine articulation. The CSU System Office decides CSU-GE and IGETC placement (for CSU courses). The UC Office of the President determines UC course transferability and IGETC placement as well. For course-to-course agreements, I independently correspond with four-year institutions to negotiate and establish agreements.

Deadlines Faculty Authors Must Know

In order to meet internal and external deadlines, you must:

Request UC transferability (baccalaureate credit) – by the end of the spring semester in order for it to be effective the upcoming fall semester.

Launch a “request” for pattern placement using CurricUNET no later than early October of each year to be effective for the next academic year.

To learn more about Articulation, visit the following sites:

- [Articulation 101 - What is articulation?](#)
- [How MJC Courses come to be articulated](#)

I would be delighted to help you achieve your articulation goals, and can be reached at cranleyr@mjc.edu or extension 6713.

*Ruth Cranley,
Articulation Officer*



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Instruction Office Modesto Junior College

Barbara Adams, Curriculum Committee Co-Chair

Curriculum Corner

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Meeting Dates	Faculty Submission Deadlines
Tuesday, Sept. 14	Monday, August 16
Tuesday, Sept. 28	Monday, August 30
Tuesday, Oct. 12	Monday, Sept. 13
Tuesday, Oct. 26	Monday, Sept. 27
Tuesday, Nov. 9	Monday, Oct. 11
Tuesday, Nov. 23	Monday, Oct. 25
Tuesday, Dec. 7	Monday, Nov. 8

Proposals which are approved at meetings through the Nov. 9th meeting will take effect Summer 2011. Proposals approved at the Nov. 23rd and Dec. 7th meeting will take effect Summer 2012. All meetings take place in Yosemite 213 from 2:40 to 5:00 PM, and are open to the public.

Meeting dates and deadlines may also be reviewed on the MJC Curriculum website at http://curriculum.comm.mjc.edu/Meeting_Dates_Deadlines1011.htm.

Next Issue Upcoming News:

» Accreditation
» Articulation
» Curriculum
» IO Staff
...and much more



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