

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE  
**MINUTES**

Tuesday, April 28, 2009  
1:30 p.m., Board Room

**ROLL CALL**

Present: Robin Arie-Donch; Kenneth Chambers; Karen Cook; Alma Delgado; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Marianne Flatland; Bob Johnson; Laura Maghoney; Marc Pandone; and Leslie Rota.

Guests: Donald Hoggan, CIS; Philip Andreini, Dean, Humanities; Ron Nelson, DSP.

Excused: Lynn Denham-Martin; Kevin Marks; Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position; Sandra Rotenberg; and Dr. Robin Steinback.

**APPROVAL OF AGENDA**

All matters listed under the Consent Items are considered routine and will be enacted by the approval of the agenda unless removed from the Consent Items by a Committee member.

**CONSENT ITEMS**

- a. (CP-09-53) DRFT 171 – AutoCad Drafting Technician I – Delete from curriculum.
- b. (CP-09-52) DRFT 172 – AutoCad Drafting Technician II – Delete from curriculum.
- c. (CP-09-54) DRFT 173 – AutoCad Drafting Technician III – Delete from curriculum.
- d. (CP-09-55) DRFT 174 – AutoCad Drafting Technician IV – Delete from curriculum.
- e. (CP-09-50) FIRE 148HH – Wildland Fire Investigation – Delete from curriculum.
- f. (CP-09-51) FIRE 500 – Hazardous Materials Awareness – Delete from curriculum.
- g. (CP-09-48) FIRE 501 – Hazardous Materials Handling – Delete from curriculum.
- h. (CP-09-49) FIRE 502 – Hazardous Materials, First Respond – Delete from curriculum.
- i. (CP-09-56) PHOT 059 – Color Portfolio – Delete from curriculum.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve the agenda. Robin Arie-Donch requested that items 6d, e, and f, be moved to the end of the agenda listing to give time for Ron Nelson (who is teaching a class) to come to speak to the committee. The motion carried unanimously with requested change.

**APPROVAL OF MINUTES**

It was moved by Marc Pandone and seconded by Erin Duane to approve the Minutes from March 24, 2009. Robin Arie-Donch clarified the wording that discussed the CID number in last paragraph under "Open Discussion." Bob Johnson requested that CID be spelled out. The last paragraph was re-written as follows:

The committee discussed the possible implementation of the State of California mandating that all courses, at all universities, have the same numbers. At this time, the State of California does not have this requirement. Robin Arie-Donch shared that there is a Course ID (CID) number (similar to the CAN numbers) that is being proposed. Currently there is discussion of creating these CID numbers that would be common among community colleges in the State of California that is given to courses. Dr. Steinback shared that the CID codes help with tracking student enrollments; an enrollment flow study report can be generated.

The motion carried unanimously with requested clarification.

## **NEW COURSES**

a. (CP-09-30) CIS 070 Adobe Photoshop for the Web

- 1) Action on advisories: SCC minimum English and Math standards. CIS 001 or CIS 050 with a grade of Pass or No Pass or better or equivalent.

It was moved by Bob Johnson and seconded by Marianne Flatland to approve action on advisories. The motion carried unanimously.

- 2) Action on course.

It was moved by Laura Maghoney and seconded by Leslie Rota to approve action on the course.

Leslie Rota thanked Kathleen Callison and Donald Hoggan for taking the time to bringing the CIS Course Proposal to her for review. Marc Pandone shared that this is a good opportunity to create collaboration among the divisions.

Robin Arie-Donch shared her concern regarding the transferability of the CIS courses and recommended that more information be included about understanding concepts and theories. The committee discussed this issue and no change was recommended.

Chair Farmer noted that the addendum form, the section for the sample assignment, should show a specific online adaptation of an assignment for the course. It is important that the information gives, to the committee's satisfaction, and indication of what takes place online; to just say online, is not sufficient information, according to Title 5 criteria. The committee did not request any change to the course proposal at this time.

The motion carried unanimously.

b. (CP-09-31) CIS 085 – Digital Publishing with InDesign

- 1) Action on advisories: SCC minimum English and Math standards. CIS 001 or CIS 050 with a grade of Pass or No Pass or better or equivalent.

It was moved by Marc Pandone and seconded by Karen Cook to approve action on advisories. The motion carried unanimously.

- 2) Action on course.

It was moved by Marc Pandone and seconded by Karen Cook to approve action on the course. The motion carried unanimously.

c. (CP-09-32) CIS 087 – Adobe Illustrator for the Web

- 1) Action on advisories: SCC minimum English and Math standards. CIS 001 or CIS 050 with a grade of Pass or No Pass or better or equivalent.

It was moved by Marc Pandone and seconded by Christine Ducoing to approve action on the advisories. The motion carried unanimously.

- 2) Action on course.

It was moved by Marc Pandone and seconded by Marianne Flatland to approve action on the course.

Leslie Rota asked about the delivery of the hybrid course. Donald Hoggan explained that the hybrid course will most likely have a face to face meeting to discuss the next weeks assignments.

The motion carried unanimously.

d. (CP-09-33) ENGL 348E – English Fundamentals

- 1) Action on prerequisite and advisory: Prerequisite: A score of 96-101 within the last three years on the sentence skills section of the assessment test; Advisory: ENGL 353.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on the prerequisite and advisory. The motion carried unanimously.

2) Action on course.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on the course. Philip Andreini explained that this course is designed to accommodate those students who fall in the upper range of the assessment test and offer them the same course as ENGL 370 but without a lab component; the lab component has restraints on the number of students. The test range for these students is 96 to 101. This will also provide data on the accuracy of the College's own placement exam.

Marianne Flatland suggested that maybe, for these types of hybrid courses, having another measure, like the UC and CSU system, that is similar to the CME (an essay exam). Maybe those students who test high for the level 370 course would be offered the testing option.

Leslie Rota asked about the number of students who test at the higher level. Philip Andreini noted that the data information for fall 2008 semester shows approximately 350 students.

Robin Arie-Donch suggested that maybe the course should have a prerequisite of ENGL 353 or a specific score for the reading component, due to the fact that much of the lab component (which is deleted from this course) focuses on reading.

Robin Arie-Donch noted that in Section 12, item b, the Required Writing Assignments needs more specificity. The committee agreed to change as follows: "3-6 paragraphs and 3-6 essays for a minimum total of approximately 2750–4,000 words per semester."

The motion carried unanimously.

- e. (CP-09-34) INTD 098A – History of Furniture II
  - 1) Action on advisories: SCC minimum English standards.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on advisories. The motion carried unanimously.

2) Action on course.

It was moved by Marc Pandone and seconded by Leslie Rota to approve action on the course. The motion carried unanimously.

It was moved by Christine Ducoing and seconded by Marianne Flatland to approve action on the course. The motion carried unanimously.

### ***COURSE MODIFICATIONS***

- a. (CP-09-35) COSM 100 – Cosmetology I – Change in course information.
  - 1) Action on course.
- b. (CP-09-36) COSM 101 – Cosmetology II – Change in course information.
  - 1) Action on course.
- c. (CP-09-37) COSM 102 – Cosmetology III – Change in course information.
  - 1) Action on course.

It was moved by Karen Cook and seconded by Bob Johnson to approve action on the course modifications a, b, and c (COSM 100, COSM 101, and COSM 102). The committee discussed the rationale for the change in units and change in lab hours. Bob Johnson shared that the reduction in units will allow for better scheduling.

It was moved by Leslie Rota and seconded by Christine Ducoing to table action on the course modifications a, b, and c (COSM 100, COSM 101, and COSM 102). The motion to table was carried unanimously.

- d. (CP-09-38) COUN 348A – Personal Development Life Skills – Change in prerequisite.
  - 1) Action on prerequisite.

It was moved by Marc Pandone and seconded by Marianne Flatland to approve action on the prerequisite. Ron Nelson explained that there are other courses, such as the adaptive PE courses, that have a similar prerequisite requirement. The intent is to make sure that the student is informed about the course because it is so specialized.

Marc Pandone asked if this would increase the counselor's workload. Ron Nelson shared that the students with disabilities already have to meet with a counselor every semester to choose their courses. A general student is welcome to take the course, but they need to meet with the counselor first to ensure their knowledge about the course content and that it meets their academic goals.

Bob Johnson noted that this course actually has a permanent course number and that this modification is for the permanent number (the curriculum office will verify the number).

The motion carried unanimously.

- e. (CP-09-39) COUN 348B – Career Awareness and Disability Success – Change in prerequisite.
  - 1) Action on prerequisite.

It was moved by Bob Johnson and seconded by Marc Pandone to approve action on the prerequisite. Leslie Rota will check on the wording of "permission" to ensure that it is in compliance with regulations.

The motion carried unanimously.

- f. (CP-09-40) COUN 348C – Well-being for Life Skills – Change in prerequisite and change in course information.
  - 1) Action on prerequisite.

It was moved by Marc Pandone and seconded by Marianne Flatland to approve action on the prerequisite. The motion carried unanimously.

- 2) Action on course.

It was moved by Leslie Rota and seconded by Christine Ducoing to approve action on the course. The motion carried unanimously.

- g. (CP-09-41) FIRE 136 – Fire Prevention III – Change in prerequisite, advisory and change in course information.
  - 1) Action on prerequisite and advisory.

It was moved by Christine Ducoing and seconded by Karen Cook to approve action on the prerequisite and advisory. The motion carried unanimously.

- 2) Action on course.

It was moved by Christine Ducoing and seconded by Karen Cook to approve action on the course. The motion carried unanimously.

- h. (CP-09-42) FIRE 180 – Fire Science Public Education Officer I – Change in prerequisite, advisory and change in course information.
  - 1) Action on prerequisite and advisory.

It was moved by Christine Ducoing and seconded by Karen Cook to approve action on the prerequisite and advisory. The motion carried unanimously.

- 2) Action on course.

It was moved by Marc Pandone and seconded by Karen Cook to approve action on the course.

Leslie Rota asked about why the course is increasing in units. Karen Cook shared that the increase is to meet the California State Fire Marshal requirements for the course.

The motion carried unanimously.

- i. (CP-09-43) INTD 053 – History of Interiors and Furnishings – Change in course information.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on the course.

Chair Farmer recommended the following change to the catalog description: “An exploration of the history of furnishings and interiors...” The committee agreed with the change.

The motion carried unanimously.

- j. (CP-09-44) LS 348B – Reading for Life Skills – Change in prerequisite.
  - 1) Action on prerequisite.

It was moved by Leslie Rota and seconded by Karen Cook to approve action on the prerequisite. The motion carried unanimously.

- k. (CP-09-45) LS 348C – Math for Life Skills – Change in course prerequisite and change in course information.
  - 1) Action on prerequisite.

It was moved by Marc Pandone and seconded by Christine Ducoing to approve action on the prerequisite. The motion carried unanimously.

- 2) Action on course.

It was moved by Marianne Flatland and seconded by Marc Pandone to approve action on the course. The motion carried unanimously.

- l. (CP-09-46) PHOT 098A – Photoshop 1 – Change in course information.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on the course.

It was noted that the course repeatability should state: “Course may be repeated 1 time.”

The motion carried unanimously.

- m. (CP-09-47) TV 061 – Advanced Film Writing – Change in course information.
  - 1) Action on course.

It was moved by Marc Pandone and seconded by Erin Duane to approve action on the course. The motion carried unanimously.

### ***CURRICULUM MODIFICATIONS - OTHER***

- a. (CP-09-57) Additions to Interdisciplinary and University Studies Majors – Add or change display of courses to the University Studies and the Interdisciplinary Studies majors.
  - 1) Action on modification.

It was moved by Christine Ducoing and seconded by Marc Pandone to approve action on the modification.

Marianne Flatland shared that the changes to the majors are due to new courses being added to curriculum, courses being deleted from curriculum, and also cross referencing certain Chemistry courses to be used as either quantitative reasoning or Science.

The motion carried unanimously.

### ***REPORT FROM THE CHAIR***

- Erin Farmer first thanked everyone for their support and encouragement when she was working on the Accreditation Report, especially Robin Arie-Donch for filling in as Chair, and Dr. Steinback for presenting

Curriculum items to the Board, but also to everyone who thanked her in advance and said “is there anything I can do to help?”

- Accreditation—in response to the need to officially integrate SLOs into courses (as mandated by ACCJC), SLO/LOAC Tracy Schneider and Erin met to resume work on an addendum to the COR, a draft of which has been sent out to the Academic Senate for Review and will likely come for review at the last curriculum meeting of the semester. The addendum form seems to be the best option for the College as SLOs are dynamic (for example, assessment analysis might reveal a need to modify an SLO), so the College will want to be able to change SLOs without having to go through a complete modification. Lesley Kawaguchi, ASCCC Accreditation Liaison, has said that a number of colleges are using an addendum and some have recently gone through accreditation (Contra Costa College) and do not seem to have had problems.
- CurricUNET test—Erin was one of the late responders to John Urrutia's request and ran into technical problems with what looked like the BIG SERVER, so the mock course was not completed. Nevertheless, she does have some ideas based on the limited experience with the system.
- Erin is resuming work on updating the procedures/handbook, etc. and will be working on this through part of the summer. Leslie Rota and Erin Duane have generously offered their time and input as well. With Erin on board, no doubt we will have a beautiful web page. Erin suggested that if committee members cannot join the group, it would be helpful to know what the members or their colleagues would like to see changed and why.
- Curriculum Committee Chair Replacement—Erin shared that when she applied for sabbatical leave, the timing of the sabbatical leave and her term as Curriculum Committee Chair was not taken into consideration.

Erin shared that she is willing to continue serving in the Fall—even while on sabbatical as work will bring her to campus often enough that she could continue to prepare for meetings and lead a workshop or 2 during flex. Or, the committee may want to go ahead and elect someone else at the next meeting.

The committee agreed that further discussion regarding SLO's needs occur at the Curriculum Committee.

The committee did not feel that Erin should continue to serve in the fall and that that time should be used for the sabbatical leave. The committee will consider another individual for a replacement.

**REPORT FROM THE VICE PRESIDENT** - None

**REPORT FROM THE ARTICULATION OFFICER** - None

### **OPEN DISCUSSION**

Chair Farmer noted that new courses that are numbered for transferability need to have the Articulation Officer's signature.

The committee discussed the flow of proposals to the Curriculum Office and the signing of the proposals. It was noted that there will be curriculum training in the fall and the committee suggested that these problems are discussed at that time. How the new CurricUNET program works will also be a factor in how the process flows; which will be determined when implementation occurs.

Bob Johnson asked the committee members to start thinking about attending the Curriculum Institute in July. He shared that there have been six slots set aside for folks. Robin Arie-Donch stated that she would like to attend. Chair Farmer suggested that Career Technical faculty should also attend.

### **ADJOURNMENT**

There being no further business to come before the committee, it was moved by Christine Ducoing and seconded by Laura Maghoney to adjourn at 3:02 p.m., to meet again May 12, 2009 at 1:30 p.m.

CCMinutes 4/28/09:km