

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**UNADOPTED MINUTES**

Tuesday, February 24, 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; Kevin Marks; Marc Pandone; Leslie Rota; Sandra Rotenberg; and Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position.

Guests: Gale Anderson, OAR; John Urrutia, Dean, Business and Computer Science.

Excused: Lynn Denham-Martin; 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**

It was moved by Christine Ducoing and seconded by Erin Duane to approve the agenda. Chair Farmer changed the agenda to include, as the first item, a presentation on CurricUNET. The motion carried unanimously.

**CURRICUNET UPDATE PRESENTATION**

John Urrutia gave a hand-out on the CurricUNET Project Timeline. John noted that the course ware implementation is about 80% complete, and the loading of all the programs on CurricUNET is about 20% complete. The approval process module is in place, but the College will be revisiting the module in order to customize. The basic prototyping and development of the CurricUNET program is available on the Internet; however, there is still more development needed. All of the people who need to be loaded as users of CurricUNET will be uploaded very soon. John demonstrated to the committee how to access preliminary curriculum information via the Internet and gave a brief tour of the website; [www.curricunet.com/Solano/index.cfm](http://www.curricunet.com/Solano/index.cfm). John encouraged the committee to go to the website and try it out. John shared that the goal is to have the CurricUNET program up and ready to go by the end of April. John asked that folks from the Curriculum Committee volunteer with the implementation of the program.

Sandra Rotenberg requested that a "do not index" be placed at the end of the Internet URL code.

**APPROVAL OF MINUTES**

It was moved by Marianne Flatland and seconded by Bob Johnson to approve the Minutes from February 10, 2009. The motion carried unanimously.

**NEW COURSES - None**

**COURSE MODIFICATIONS**

- a. (CP-09-01) PE 310 – Peak Performance for Sports – Delete from curriculum.
  - 1) Action on course.
- b. (CP-09-02) PE 005H – Intermediate Aerobic Exercise – Delete from curriculum.
  - 1) Action on course.

It was moved by Bob Johnson and seconded by Leslie Rota to approve action on course deletions for PE 310 and PE 005H. Robin Arie-Donch asked when the course will be deleted from the official curriculum. The committee determined it would be summer 2009. The motion carried unanimously.

- c. (CP-09-03) PE 098B – Introduction to Sports Psychology – Change in course information.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Marianne Flatland to approve action on the course. Leslie Rota was concerned that the course is coming forward as UC transferrable because when it originally came before the committee it was decided that it had too much applied PE to be a UC transferrable course. Robin Arie-Donch shared that before the course can be changed to UC transferrable, another UC needs to offer the course as a lower division. If they do not, then the course will not be articulated with the UC's.

Erin Farmer noted that in section 10, Student Performance Objectives, no. 3, it should read, "...which can prepare **student athletes** for peak performance."

Erin Farmer noted that in section 11, Methods of Evaluating Student Achievement, the methods listed are very vague and should be more clearly defined.

Bob Johnson suggested that SLO's should be accompanying the course modifications and proposals coming before the Curriculum Committee. Erin Farmer shared that the SLO Committee is working on that piece of the course content and it will be coming forward very soon. Leslie Rota noted that SLO's should not be on the course outline because SLO's should be dynamic enough to change with the course through time and should not have to be brought to the Curriculum Committee every time it needs updated or changed.

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

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

Erin handed out the Curriculum Review cycle. She noted that Counseling, Special Services, and LRC are supposed to resume their review this spring. However, due to the moratorium placed on the review cycle due to Banner implementation, and the changes that have occurred in the Curriculum Office, she recommends that the Counseling and Special Services postpone their review to the fall semester; Fine and Applied Arts/Behavioral Science will also have their review in the fall semester. Sandra Rotenberg shared that LRC is planning to bring their curriculum review forward this spring. Erin will contact Dr. Steinback for final approval of postponing Counseling and Special Services.

Erin shared additional information about the Curriculum Committee and the Brown Act the Curriculum Committee is technically in a grey area in regards to the Brown Act. Erin received information from the Statewide Academic Senate stating that they think it would be a good idea, and recommends that the College conform to the requirements of the Brown Act. The Curriculum Committee meets most Brown Act requirements except for course action because it is brought before the committee and voted on in the same meeting. The committee discussed how it could possibly stream line the process; Erin shared that with CurricUNET, the process will be much easier to follow because you'll be able to see where modifications and proposals are and who needs to be signing to move items forward; then you'll see who is holding up the documentation flow. Erin is still waiting for more colleges to respond to her question, and she noted that there are other colleges who conduct their curriculum business the same way as Solano Community College.

Leslie shared that the purpose of the Brown Act is to make sure that people are informed, and in Solano College's process, if it is done correctly, any division that is impacted by a course is supposed to be informed and sign off, and the faculty sign off. So people are informed prior to the meeting that the course is coming forward. Erin noted that members of the public also need notification. Leslie noted that the Divisions are members of the public in terms of Curriculum related issues, and no other public representation has ever occurred at the Curriculum Committee in the past. Leslie was concerned that the committee would change the way of doing things just because someone someday might want to come and make a comment on the course; it doesn't seem pragmatic for the Curriculum Committee.

Christine Ducoing noted that the purpose of the Brown Act is to keep private discussions from occurring. The Curriculum Committee doesn't have private discussions, all discussion occurs openly at the meetings. In terms of what the Brown Act is for, Solano Community College is in compliance.

Robin Arie-Donch noted that there are also Student Representatives who have voting rights on the Committee.

Marc Pandone asked that if the College were to be in complete compliance with making meetings public, shouldn't there be a standing agenda item for comments from the public? The committee discussed the standing agenda item and no action to change the agenda was made.

Erin passed around a sample integrated course outline of record. Erin will send an email with attachments with copies of integrated course outlines of records from other colleges so the committee can see the integration between the task and the objective, the evaluation and methods of evaluation and specificity in the documents. It was requested that the document be attached to the minutes which are placed on the internet.

#### ***REPORT FROM THE VICE PRESIDENT - None***

#### ***REPORT FROM THE ARTICULATION OFFICER***

Robin Arie-Donch noted that she will email to the committee the guidelines from both the UC's and CSU's for Transfer and General Education requirements. Then the committee members can forward the information to their divisions and then come back with questions at a future meeting. Leslie Rota requested information on the Cross Cultural requirement; Marianne Flatland also recommended that the Race & Ethnicity requirement for Sacramento State University be included as well.

Erin Farmer recommended that the information be placed in the Curriculum Committee manual.

Robin Arie-Donch suggested that the committee discuss in the future the Lower Division Transfer Pattern (LDTP) which is replacing the CAN numbers. CSU's are requiring that articulated courses go through the LDTP. Robin noted that because of the process of the LDTP, which can be very cumbersome, and because courses will have to be re-articulated through this new process, faculty may need to re-write their curriculum to meet the standards/guidelines of the LDTP. There are two kinds of LDTP; the first is the CSU's system wide, where there are certain courses and certain general education requirements that are standard. Second, there will be individual colleges who have specific requirements; such as, San Diego State, and Long Beach, where each may want something different. Robin will forward information as she receives it.

Erin Farmer suggested having an in-service and invite representatives from all the colleges to discuss the LDTP transfer issues. Robin Arie-Donch recommended inviting the representatives from the Systems Office, since those are the people in charge of the overall articulation with Community Colleges.

#### ***OPEN DISCUSSION***

Leslie Rota asked about whether or not a modification to a course that changes it to meet the cross cultural requirement should be brought forward to the committee, since there isn't going to be any other change to the course. The committee agreed that it should be brought through as a course modification.

The committee discussed whether or not it should send out standards for new courses in regards to the types of information that is in the course outline of record. Erin asked the committee to think about how the committee wants to proceed. Also, Robin Arie-Donch recommended that at the same time, the committee think about how it will address the critical thinking required for the courses. Critical thinking should be put into the outline, instead of using the blanket statement, "Students will be required to analyze, evaluate, compare and contrast the following."

#### ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Bob Johnson and seconded by Marianne Flatland to adjourn at 2:53 p.m., to meet again March 10, 2009 at 1:30 p.m.

CCMinutes 2/24/09:km