

Solano Community College

Academic Senate
CURRICULUM COMMITTEE
MINUTES

Tuesday, May 12, 2009
1:30 p.m., Board Room

ROLL CALL

- Present: Robin Arie-Donch, filling in for Marianne Flatland; Kenneth Chambers; Karen Cook; Alma Delgado; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Bob Johnson; Laura Maghoney; Marc Pandone; Leslie Rota; Sandra Rotenberg; and Dr. Robin Steinback.
- Guests: Gale Anderson, OAR; Ruth Fuller, Library; Mary Ann Haley, Cosmetology; Cheryl McDonald, Cosmetology; Bob Myers, Dean, PE/Athletics; Roy Pike, Fire Technology; and Patricia Young, OAR.
- Excused: Marianne Flatland; Lynn Denham-Martin; Kevin Marks; and Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position.

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 Marc Pandone to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Robin Arie-Donch and seconded by Karen Cook to approve the Minutes from April 28, 2009. The motion carried unanimously.

NEW COURSES

- a. (CP-09-64) LR 500 – Topics in Research and Information Competency
1) Action on course.

It was moved by Leslie Rota and seconded by Robin Arie-Donch to approve action on the course. Bob Johnson asked about the class size of 28. Erin Duane explained that the number is based on the maximum capacity of available computers in the Library classroom so each student can have a computer to work from. Erin Duane shared that the course is set up as a series of workshops as outlined in the new course proposal.

The motion carried unanimously.

COURSE MODIFICATIONS

Tabled Items for Action – April 28, 2009 Meeting Date

- 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.

Bob Johnson explained that this is coming before the committee not only as a modification of hours, but also to move the lab hours from a Category 3 (CAT 3) to a Category 2 (CAT 2).

Bob Johnson shared with the committee the following table to explain the breakdown of activity points:

COSM 100, 101, and 102	Activity Points
<u>Category 1 (CAT 1)</u>	
Lecture Hours – 5 X (1.5) =	7.5
<u>Category 2 (CAT 2)</u>	
Lab Hours – 22.5 X (1.25) =	28.13
	35.63 Total Activity Points

It was moved by Christine Ducoing and seconded by Karen Cook to approve action on the course modifications a, b, and c (COSM 100, COSM 101, and COSM 102).

Dr. Steinback shared that the table shows the relationship between the student contact hours for the class between two instructional methods, lecture and Category 2 lab, and the activity points being calculated for the workload.

Leslie Rota shared that in regards to curriculum, what CAT 3 means is that there is no preparation on the part of the instructor to go into the class; and CAT 2 is saying that there is some preparation on the part of the instructor, but not as much as would be for a lecture course. The course outline does indicated that there would be some preparation on the part of the instructor so it makes sense that the lab hours would move from a CAT 3 to a CAT 2.

Marc Pandone clarified with Diane White the changes to the course and whether or not this is endorsed by the CTA's MOU. Diane White explained that as long as the distinctions between lecture and lab apply only to the courses and not to specific faculty workloads, and clarified that the hours could be allocated in various ways to be divided among various faculty members loads.

The motion carried unanimously.

COURSE MODIFICATIONS

- a. (CP-09-57) FIRE 134 – Fire Prevention IA – Change in prerequisites, advisories, and course information.
 - 1) Action on prerequisites and advisories. Prerequisite-Either: (1) Completion of ALL SCC Fire Technology Fire Core courses with a grade “C” or better: Fire 050; Fire 051; Fire 053; Fire 054; Fire 055 and Fire 056, --or--(2) State Certification as a Firefighter I and II. Advisory-SCC minimum English and Math standards.

It was moved by Bob Johnson and seconded by Karen Cook to approve action on the prerequisites and advisories. 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. Bob Johnson explained that the FIRE courses being presented will give students credits for the actual number of hours the students attend class. The students are actually attending 40 hours. He also shared that there are other colleges throughout the State that have the same units.

The motion carried unanimously.

- b. (CP-09-58) FIRE 135 – Fire Prevention IB – Change in prerequisites, advisories and course information.
 - 1) Action on prerequisites and advisories. Prerequisite-Either: (1) Completion of all SCC Fire Technology Core Courses (FIRE 050; 051; 053; 054; 055; 056) with a grade of “C” or better OR (2) State Certification as a Firefighter I and II AND (3) Completion of California State Fire Marshal Fire Prevention IA (FIRE 134).

It was moved by Christine Ducoing and seconded by Robin Arie-Donch to approve action on the prerequisites and advisories. The motion carried unanimously.

- 2) Action on course.

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

- c. (CP-09-59) FIRE 148Q – Fire Service Diver/Operator 1A – Change in prerequisite and course information.
 - 1) Action on prerequisite. Either: (1) State Fire Marshal Certification as a Firefighter I; --or--(2) written proof of at least 2 years' experience in good standing in an organized fire entity, --or--completion of FIRE 114 --and--possession of a valid California Driver's License with a Class B firefighter restricted (minimum).

It was moved by Robin Arie-Donch and seconded by Karen Cook to approve action on the prerequisites. The motion carried unanimously.

- 2) Action on course.

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

- d. (CP-09-60) FIRE 148R – Fire Service Diver/Operator 1B – Change in prerequisite and course information.
 - 1) Action on prerequisite. Either: (1) State Fire Marshal Certification as a Firefighter I; --or--(2) written proof of at least 2 years experience in good standing in an organized fire entity, --or--completion of FIRE 114 --and--possession of a valid California Driver's License with a Class B firefighter restricted (minimum).

It was moved by Robin Arie-Donch and seconded by Bob Johnson to approve action on the prerequisite. The motion carried unanimously.

- 2) Action on course.

It was moved by Christine Ducoing and seconded by Robin Arie-Donch to approve action on the course. The motion carried unanimously.

CURRICULUM REVIEW – COURSE MODIFICATIONS

Chair Farmer acknowledges receipt of the Curriculum Review Verification Form.

- a. (CP-09-62) LR 001 – Principles of Library Research – Change in course information.
 - 1) Action on course.

It was moved by Robin Arie-Donch and seconded by Christine Ducoing to approve action on the course. The motion carried unanimously.

- b. (CP-09-63) LR 010 – Introduction to Library Research and Information – Change in course information.
 - 1) Action on course.

It was moved by Bob Johnson and seconded by Robin Arie-Donch to approve action on the course. Leslie Rota asked whether or not the course will be offered as a face-to-face course. Ruth Fuller explained that the course will be offered face-to-face in the future, but there is still some issues to be resolved; such as, student attendance. She also noted that currently there is six hours a week of face-to-face drop-in workshops and the Librarians go to the classes and offer face-to-face time there as well.

The motion carried unanimously.

- c. (CP-09-61) LR 011 – Internet Explored! Advanced Information Competency – Change in course information.
 - 1) Action on course.

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

NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

Item previously discussed at the November 25, 2008 Curriculum Committee Meeting

- a. (CP-09-65) Civil Surveying & Drafting Technology – New Major
 - 1) Action on major.

It was moved by Christine Ducoing and seconded by Karen Cook to approve action on the major. Robin Arie-Donch noted that on the second page, Program Requirements, the sentence, “Associate of Science degree requirements: 27 units of Core Courses, 15 units of Electives, **21 units General Education**,” should be changed as follows: “Associate of Science degree requirement: 27 units of Core Courses, 15 units of electives, **plus General Education Requirements.**” Also, the change should be made with the sentence that follows the Electives for Associate of Science Degree, “*Course Advisory for all courses: Solano Community College minimum English and Math standards, **General Education Courses 21 Units** for Associate of Science degree.” to the following: “*Course Advisory for all courses: Solano Community College minimum English and Math standards, **General Education Courses** for Associate of Science degree.” The Committee agreed with the changes.

Dr. Steinback clarified that that the flexibility of the General Education Requirement was addressed in the application packet.

Marc Pandone asked when the Major will be offered. Dr. Steinback explained that there is an approval process: Governing Board approval, then The System’s Office approval. Only when the System’s Office has approved the application will the major be offered. But she noted that the courses can still be offered as stand alone.

The motion carried unanimously.

MAJOR DELETIONS

- a. (CP-09-66) Sports Medicine/Fitness Science Personal Trainer and Aerobics Option – Delete major.
 - 1) Action major deletion.

It was moved by Robin Arie-Donch and seconded by Leslie Rota to approve action on the major deletion. The motion carried unanimously.

REPORT FROM THE CHAIR

Erin Farmer shared that the Statewide Academic Senate Chair has requested that the Curriculum Committee Chairs throughout the region advise their members that there is a revised coding for Basic Skills courses and below college level courses; it is called CB21. It helps the college report the student progress through the Basic Skills courses, which is required for the College’s accountability. It helps facilitate reporting of two ARCC metrics – Basic Skills progression and ESL progression.

We are being asked to use a rubric-recently approved at the Spring Senate Plenary meeting-to recode English, ESL, mathematics, and reading courses below transfer level. The ASCCC Curriculum Chair Janet Fulks has asked that we begin “discussion” on this before school ends and advises that this is not a curriculum committee issue, but rather something the chair and a group of discipline experts, along with the researcher and CIO, should meet and work on. She assures that the task should only take a couple of hours.

Training for the recoding will take place at the Institute this year, as well as in other venues to be announced. Chair Farmer shared that she has a copy of the new rubrics and will receive specific instructions from ASCC in the next ten days. She noted that if there are those who are interested in providing input, please let her know and she’ll send a copy of the rubrics to review. The deadline for completion of the process is September 5, 2009.

The Fall to do list will include the September 5th deadline as mentioned above as well as verification of Stand-alone training, due to the State office by September 30, 2009.

Chair Farmer shared that the Fall Flex will include two scheduled activities; a general overview of curriculum and Curriculum Committee member training.

The committee discussed the replacement of the Curriculum Committee Chair for the fall semester. Erin Duane volunteered for the position for one semester.

It was moved by Leslie Rota and seconded by Robin Arie-Donch to approve Erin Duane as the Curriculum Committee Chair for the fall 2009 semester. The motion carried unanimously.

Chair Farmer discussed the process of reviewing curriculum proposals with the committee. Leslie Rota shared that in the past the technical review has been done by the Curriculum Analyst. Chair Farmer shared that Robin Arie-Donch gave her a document that was produced at Shasta College that color codes the responsibilities of those involved with the curriculum review process which may be helpful to Solano College's processes.

Robin Arie-Donch shared that many colleges have a separate committee with longer standing members, four to five year terms, who review curriculum proposals. The committee is usually comprised of various faculty members, the curriculum chair, and the articulation officer, just to name a few. Robin recommends that the committee consider discussing this in the future. Chair Farmer asked if anyone is interested, to please let her know.

The committee discussed the Curriculum Institute. Christine Ducoing and Robin Arie-Donch have expressed their interest. Bob Johnson noted that Ron Zack may be interested in attending. Erin Duane stated that she is interested in attending. Dr. Steinback noted that the attendees should be finalized by Monday, May 18, 2009 and that there have been six slots set aside for Solano Community College.

REPORT FROM THE VICE PRESIDENT

Dr. Steinback commended the non credit working group, especially the library faculty, who are the first to bring a non credit course to the Curriculum Committee. Dr. Steinback thanked Alma Delgado and Kenneth Chambers for their participation on the Curriculum Committee. Dr. Steinback thanked the committee for their participation.

REPORT FROM THE ARTICULATION OFFICER

Robin Arie-Donch requested that when courses are deleted from the curriculum, to please let her know. Also, please forward to her information on the effective dates for courses as well as those that have number changes. This will enable her to keep the ASSIST database up to date.

Leslie Rota shared that maybe the committee should discuss the standard of course approvals and modifications and when those courses can be offered. In the past, those modifications and approvals would be offered at the next semester or next academic year after the Curriculum Committee approved them. Therefore, there wouldn't be a need to send Robin Arie-Donch information about curriculum action; it would be determined by standards of the curriculum approval process rules.

Dr. Steinback agreed that the operating procedures for the Curriculum Committee action need to be written and documented.

OPEN DISCUSSION - None

ADJOURNMENT

There being no further business to come before the committee, it was moved by Marc Pandone and seconded by Karen Cook to adjourn at 2:23 p.m., to meet again September 8, 2009 at 1:30 p.m.

CCMinutes 5/12/09:km