

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**MINUTES**

Tuesday, September 23, 2008  
1:30 p.m., Board Room

**ROLL CALL**

Present: Antonio Algere; Robin Arie-Donch, filling in for Marianne Flatland; Karen Cook; Alma Delgado; Lynn Denham-Martin; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Bob Johnson; Laura Maghoney; Bob Myers, filling in for Leslie Rota; Marc Pandone; Dr. Robin Steinback; Scott Stover, Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position.

Guests: Gale Anderson, Office of Admissions and Records; Carlos Esteve, Math/Science; Ruth Fuller, Access Services Librarian; Claudia Purvis, Office of Admissions and Records; Phil Summers, Math/Science; Janene Whitesell, Fine & Applied Arts/Behavioral Science.

Excused: Marianne Flatland and Leslie Rota.

**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 Robin Arie-Donch and seconded by Christine Ducoing to approve the agenda. The motion carried unanimously.

**APPROVAL OF MINUTES**

It was moved by Lynn Denham-Martin and seconded by Robin Arie-Donch to approve the Minutes from September 9, 2008. The motion carried unanimously.

**NEW COURSES**

- a. (CP-08-30) SPCH 008 – Group Communication
  - 1) Action on advisories: SCC minimum English standard.

It was moved by Laura Maghoney and seconded by Lynn Denham-Martin to approve the action on advisories. Christine Ducoing asked, "If a student doesn't have the advisory, can they still enroll in the course?" Gale Anderson shared that a student would only be rejected if the English standard was a prerequisite. An advisory is not required, but is advised to the student in order to succeed in the course. The motion carried unanimously.

- 2) Action on course.

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

- b. (CP-08-31) SPCH 012 – Intercultural Communication
  - 1) Action on advisories: SCC minimum English standard.

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

## **NEW COURSES (Continued)**

- 2) Action on course.

It was moved by Bob Myers and seconded by Scott Stover to approve the action on the course. Marc Pandone asked why the class size for this class was increased to 30 as opposed to a class size of 25 as in the SPCH 008 new course proposal. Janene Whitesell shared that the SPCH 012 is a more lecture based course. Claudia Purvis asked if this course would satisfy the College's cross culture requirement. Jeanene Whitesell shared that she hopes that in the future this course will fulfill that requirement. The motion carried unanimously.

## **COURSE MODIFICATIONS**

- a. (CP-08-32) BIO 006 – Human Anatomy – Change the course number to BIO 004.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Bob Myers to approve action on the course. Robin Arie-Donch noted that the nursing students may be a little confused with the change in the course number and asked, if needed, please assist/direct the student accordingly. Dr. Steinback shared that an annotation can be placed in the 2009-2010 Catalog that states that the course was "formally BIO 006." The faculty will be asked to put that information into their syllabus and the College will distribute the information in as many places as possible.

Marc Pandone asked about the transferability of the course and wanted to verify that it takes 6-7 months for the transfer to be complete. Dr. Steinback shared that when a course is modified like this, it does open up the outline of record to be scrutinized again by the universities. Robin Arie-Donch shared that she feels that there will not be a problem with this course. Lynn Denham-Martin asked how the universities are notified of the course change. Robin Arie-Donch shared that when a course is articulated, that information is put into the statewide [www.assist.org](http://www.assist.org) site, where all universities look for transferability of courses.

The motion carried unanimously.

- b. (CP 08-33) BIO 099 – Biology Honors: Dissection – Change the weekly hours and method of instruction.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Bob Myers to approve action on the course. Marc Pandone asked about the hours of the class. Dr. Steinback explained that the number of hours is based on 17½ weeks. With the transition from Legacy to Banner, it has been discovered that there are some courses where the total number of class hours and units are not accurate. There will be more curriculum changes like this coming to the committee in the future as the College finalizes its transition to Banner. Bob Johnson shared that this is a standard lab class.

The motion carried unanimously.

- c. (CP-08-34) MATH 310 – Change the units, weekly hours, and textbook.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Robin Arie-Donch to approve action on the course. Carlos Esteve shared with the committee that the self pace mode of the course has not been very successful and therefore, increasing the time in the class will give the student more contact time with the instructor and provide opportunities to address other math related topics. Robin Arie-Donch asked if the increase in time would allow for a counselor to give a presentation about overcoming fear of math, for instance. Carlos Esteve confirmed that opportunities for presentations could be accommodated.

The motion carried unanimously.

## **Tabled Items – Tabled from September 9, 2008 Meeting Date**

- d. (CP-08-23) ENGL 001 – College Composition – Change the corequisite.
  - 1) Action on corequisite: LR 010. The corequisite may be satisfied by a passing score on the Information Competency Proficiency Exam.

It was moved by Christine Ducoing and seconded by Bob Myers to withdraw motion for Curriculum action on ENGL 001. The motion carried unanimously.

## **COURSE MODIFICATIONS (Continued)**

- e. (CP-08-28) LR 010 – Introduction to Library Research and Information Competency – Change the corequisite.
  - 1) Action on corequisite: English 001.

It was moved by Bob Myers and seconded by Christine Ducoing to withdraw motion for Curriculum action on LR 010. Ruth Fuller presented a memo to the members highlighting the reason for withdrawal; LR 010 will remain an independent course, LR 010 will remain a co-requisite of ENGL 001, and Library faculty will offer credit by examination for LR 010. The motion carried unanimously.

## **OTHER ACTION ITEMS**

***In review of the recent approved September 9, 2008, new course proposals, it was discovered that the activity points were incorrectly calculated for the following courses:***

- a. (CP-08-18) ENGL 350L – English 350 Lab
  - 1) Action on activity points: Instructor receives one activity point per hour they are scheduled in the lab.
- b. (CP-08-19) ENGL 355L – English 355 Lab
  - 1) Action on activity points: Instructor receives one activity point per hour they are scheduled in the lab.
- c. (CP-08-20) ENGL 370L – English Fundamentals Lab
  - 1) Action on activity points: Instructor receives one activity point per hour they are scheduled in the lab.
- d. (CP-08-21) ESL 077L – ESL 077 Lab
  - 1) Action on activity points: Instructor receives one activity point per hour they are scheduled in the lab.

It was moved by Erin Duane and seconded by Robin Arie-Donch to approve action on activity points on ENGL 350L, ENGL 355L, ENGL 370L, and ESL 077L. Robin Arie-Donch asked about whether or not the instructor activity points should fall under the purview of the Curriculum Committee; and that the committee was only concerned about student hours. Dr. Steinback shared that she requested that this be brought to the Curriculum Committee because workload is part of the outline of record at Solano Community College and the curriculum office noticed that activity points had been incorrectly entered onto the outline of record. It was requested that Dean, Philip Andreini be present at the next Curriculum Committee Meeting to address the questions of the committee regarding the activity points. The motion did not carry.

It was moved by Bob Myers and seconded by Karen Cook to table approval on ENGL 350L, ENGL 355L, ENGL 370L, and ESL 077L. The motion carried unanimously.

## **CURRICULUM COMMITTEE YEARLY CALENDAR**

It was moved by Christine Ducoing and Lynn Denham-Martin to approve the draft of the Curriculum Committee Yearly Calendar. The motion carried unanimously.

## **REPORT FROM THE CHAIR – None**

## **REPORT FROM THE VICE PRESIDENT**

Dr. Steinback shared that she has been working through the approval cycle of the Accreditation Report for Solano Community College.

## **REPORT FROM THE ARTICULATION OFFICER**

Robin Arie-Donch reminded the members of her request of the committee members, to ask their divisions to look at their courses that could be sent for articulation, and to determine how articulation agreements for courses are to be submitted for that division.

Robin also requested that the members share with their divisions that the text books need to be kept updated; no more than five years old. If there is an older book, and the faculty member feels that the current text book being used is the best there is, then Robin can submit the articulation with added comments about the text book; she just needs the division/faculty member to clarify that for her.

## ***OPEN DISCUSSION***

Erin Farmer suggested that Robin Arie-Donch give a presentation/demonstration on the assist web site at a future meeting. Robin Arie-Donch was very amenable to giving a presentation to the committee. Erin Farmer will organize an appropriate meeting date for the presentation.

Erin Farmer noted that the Curriculum Committee will need determine the role of the committee with regards to hours and types of hours. This is a gray area. Erin Farmer will consult with the Academic Senate on the way the College addresses these issues.

Dr. Steinback shared that she will bring back to the Curriculum Committee a discussion/presentation on how hours are equated. Dr. Steinback will organize an appropriate meeting date for the presentation.

## ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Bob Myers and seconded by Robin Arie-Donch to adjourn at 2:25 p.m., to meet again October 14, 2008 at 1:30 p.m.

CCMinutes 9/23/08:km