

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

UNADOPTED MINUTES

Tuesday, September 9, 2008
1:30 p.m., Board Room

ROLL CALL

Present: Antonio Algere; Robin Arie-Donch; Karen Cook; Alma Delgado; Lynn Denham-Martin; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Marianne Flatland; Bob Johnson; Laura Maghoney; Marc Pandone; Leslie Rota; Dr. Robin Steinback; Scott Stover.

Guests: Gale Anderson, Office of Admissions and Records; Philip Andreini, Dean of Humanities; Mary-Betty Stevenson, from UC Davis; Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position; Patricia Young, Office of Admissions and Records.

Excused: None

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 Marianne Flatland and seconded by Erin Duane to approve the agenda. Leslie Rota requested that MATH 018 listed under New Courses be reviewed first instead of last. The motion carried unanimously with the requested change.

CERTIFICATION FOR LOCAL APPROVAL OF STAND ALONE CREDIT COURSE TRAINING 2008-2009

Erin Farmer gave training on the Approval of Stand Alone Credit Courses. This training certifies Solano Community College to have the authority for approval of a stand alone credit course. Once a stand alone course has been approved by the Governing Board, it can then be offered at the College; the College will no longer have to wait for approval from The Systems Office. Erin noted that if there is anyone who is not able to attend this training, the training is available online through The System's Office Web site.

APPROVAL OF MINUTES

It was moved by Marianne Flatland and seconded by Scott Stover to approve the Minutes from May 13, 2008. Robin Arie-Donch requested that on page four, second paragraph, change "...no later than five years..." to "...no more than five years..." The motion carried unanimously with requested change.

NEW COURSES

- a. () MATH 018 – Exploring Math and Science Teaching
 - 1) Action on prerequisites/advisories: Prerequisites = MATH 104, may be taken concurrently; advisories = SCC minimum English standard.

It was moved by Christine Ducoing and seconded by Leslie Rota to approve the action on prerequisites/advisories. Robin Arie-Donch was concerned with the wording "may be taken concurrently," and suggested that that statement be deleted because, in order for the course to be submitted and approved for articulation, it needs to have a prerequisite. The committee agreed that "may be taken concurrently" be deleted. The motion carried unanimously with change requested.

- 2) Action on course.

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve the action on the course. Mary-Betty Stevenson, from UC Davis, spoke about the importance of the course. This course will be transferrable as an elective; it doesn't satisfy the GE requirements and it doesn't satisfy the math major requirements, the course will count for units.

The motion carried unanimously.

The Following courses were taken together as one vote.

- b. () ENGL 550L – English 350 Lab
 - 1) Action on corequisite: ENGL 350.
 - 2) Action on course.

- c. () ENGL 355L – English 355 Lab
 - 1) Action on corequisite: ENGL 355.
 - 2) Action on course.

- d. () ENGL 370L – English Fundamentals Lab
 - 1) Action on corequisite: ENGL 370.
 - 2) Action on course.

- e. () ESL 077L – ESL 077 Lab
 - 1) Action on corequisite/advisorics: Corequisite = ESL 077. Advisorics = Familiarity with basic reading and writing skills.
 - 2) Action on course.

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

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

COURSE MODIFICATIONS

- a. () ENGL 001 – College Composition – Change the corequisite.
 - 1) Action on corequisite: LR010. The corequisite may be satisfied by a passing score on the Information Competency Proficiency Exam.
 - 2) Action on course.

It was moved by Christine Ducoing and seconded by Leslie Rota to approve action on corequisite. Gale Anderson raised questions about the course; where is the proficiency exam given, does a student test out of the prerequisite prior to enrolling in ENGL 001 immediately after taking the exam, should the requirement be listed in the graduation requirements? Erin Duane informed the members that the exam is a Web based test. Other questions: "will the test be given at the College's assessment center?"

The committee members requested more information on the Information Competency Proficiency Exam.

Motion did not carry forward.

It was moved by Scott Stover and seconded by Leslie Rota to table the course modification for ENGL 001. The motion carried unanimously.

- b. () ENGL 350 – Writing and Reading Skills for ESL Students – Change the corequisite, and other Catalog information.
 - 1) Action on corequisite: This course must be taken together with ENGL 350L. Credit for this course will be given only when the requirements of all components have been completed.

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

- 2) Action on other Catalog information: This is a Pass/No Pass course.

It was moved by Laura Maghoney and seconded by Leslie Rota to approve action on other Catalog information. The motion carried unanimously.

- 3) Action on course.

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

- c. () ENGL 355 – Writing and Reading Skills – Change the corequisite, and other Catalog information.
 - 1) Action on corequisite: This course must be taken together with ENGL 355L. Credit for this course will be given only when the requirements of all components have been completed.

It was moved by Christine Ducoing and seconded by Laura Maghoney to approve action on corequisite. The motion carried unanimously.

- 2) Action on other Catalog information: This is a Pass/No Pass course.

It was moved by Christine Ducoing and seconded by Scott Stover to approve action on other Catalog information. The motion carried unanimously.

- 3) Action on course.

It was moved by Leslie Rota and seconded by Lynn Denham-Martin to approve action on the course. The motion carried unanimously.

- d. () ENGL 370 – English Fundamentals – Change the corequisite, other Catalog information, the methods of evaluating student achievement, and the content outline.
 - 1) Action on corequisite: ENGL 370L. Credit for the course will be given only when the requirements for all components have been met.

It was moved by Leslie Rota and seconded by Lynn Denham-Martin to approve action on corequisite. The motion carried unanimously.

- 2) Action on other Catalog information: This is a Pass/No Pass course.

It was moved by Lynn Denham-Martin and seconded by Leslie Rota to approve action on other Catalog information. The motion carried unanimously.

- 3) Action on methods of evaluation and student achievement: 4...Advancement to English 001...

It was moved by Leslie Rota and seconded by Lynn Denham-Martin to approve action on methods of evaluation and student achievement. The motion carried unanimously.

- 4) Action on content outline: In addition to the course content outlined below, students will also cover these areas in a 0.5 unit module in English 370L.

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve action on content outline. The motion carried unanimously.

- 5) Action on course.

The committee did not move on action on course. All action was completed in items one through four.

Leslie Rota noted that the agenda should be itemized with only two to three actions for each course. Due to new personnel and a misunderstanding about listing courses for action on the agenda, each action item was listed separately. It was clarified that the committee will vote on the following: action on corequisite, action on prerequisite and action on course. All items that do not pertain to corequisite or prerequisite will fall under "Action on course."

- e. () ESL 077 – Conversation/Pronunciation Skills – Change the corequisite.
1) Action on corequisite: Concurrent enrollment in ESL 077L.

It was moved by Lynn Denham-Martin and seconded by Leslie Rota to approve action on corequisite. The motion carried unanimously.

- f. () LR 010 – Introduction to Library Research and Information Competency – Change the corequisite.
2) Action on corequisite: English 001.

It was moved by Leslie Rota and seconded by Christine Ducoing to table approval on LR 010. The committee requested to have additional information about the course. The motion carried unanimously.

PROGRAM MAJOR MODIFICATION - (None)

- a. () Horticulture Science – Program change only: Change from Ornamental Horticulture to Horticulture Science.

It was moved by Bob Johnson and seconded by Marianne Flatland to approve Program Major Modification. The motion carried unanimously.

REPORT FROM THE CHAIR – No Report

REPORT FROM THE VICE PRESIDENT

Dr. Steinback thanked Erin Farmer for her work on the accreditation report.

Dr. Steinback thanked the committee for their work on the revision of the Liberal Studies Degree. The College has received a letter of approval for the Interdisciplinary Studies Degree, and is still waiting on the letter for the University Studies Degree; however, Dr. Steinback has checked The California Community College Chancellor's Office Program Inventory Website, and both degrees are listed. There were some minor changes that the Chancellor's Office requested; such as, changing "Transfer majors," to "Majors at a 4-year institution." Dr. Steinback thanked Robin Arie-Donch, Marianne Flatland, Barbara Pavão, and Nancy Blanc for their work on the completion of the Liberal Studies Degree revision.

Solano Community College sent a team of five people to the Curriculum Institute in July. An outcome of the institute is the Course Outline of Record: A Curriculum Reference Guide that was written by faculty. Dr. Steinback handed out a copy of the guide to the members. A couple of items noted from the guide: when the committee takes action on the prerequisite, the paper that goes along with that prerequisite has to identify the objectives and skills that are essential for student success. In the outline of record, the College is identifying the number of hours that a class meets, given how it is scheduled. The College needs to identify the total number of hours the students receives to be certain that the College is meeting the unit requirement.

Erin Farmer also shared that the guide highly recommends that the course outline of record be changed to an integrated course outline of record instead of a laundry list; which is how Solano currently has theirs listed. It is recommended that the outline of record have connections between the goals, the assignments, and the methods. Erin suggested forming a sub-committee to develop a model for the course outline of record.

Dr. Steinback shared with the members that CurricUNET is on schedule to be implemented in January 2009. She shared that she spoke to a number of colleagues at the Curriculum Institute and that CurricUNET is highly recommended and also, the Chancellor's Office is implementing the program which will enable the College to be able to track the process of the curriculum approvals. Trainings will be forthcoming. Dr. Steinback will share the link of the mock example of the CurricUNET program.

REPORT FROM THE ARTICULATION OFFICER

Robin Arie-Donch requested that the committee members 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.

OPEN DISCUSSION

Alma Delgado and Antonio Algere, both student representatives, raised the question of how the committee is approving agenda items and how that process relates to the Brown Act. Erin Farmer shared that most items that come before the committee are approved or disapproved at the first meeting they appear on the agenda. There are however, items of substantial concern that do come as information then again at a second meeting for approval.

Christine Ducoing asked about the Curriculum Committee Calendar. Dr. Steinback assured the members that there would be a calendar for the members to review.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Leslie Rota and seconded by Lynn Denham-Martin to adjourn at 3:28 p.m., to meet again September 23, 2008 at 1:30 p.m.

CCMinutes 9/9/08:km