

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

ADOPTED MINUTES

Tuesday, October 14, 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; Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position.

Guests: Gale Anderson, Office of Admissions and Records; Philip Andreini, Dean of Humanities; Marylou Fracisco, Business and Computer Science Division; Carl Ogden, Business and Computer Science Division; Claudia Purvis, Office of Admissions and Records; and Steven Springer, Counseling/Guidance and DSP.

Excused: Scott Stover.

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 Lynn Denham-Martin to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Christine Ducoing and seconded by Robin Arie-Donch to approve the Minutes from September 23, 2008. Robin Arie-Donch requested that the word "amiable" in the second sentence of the first paragraph under Open Discussion be changed to "amenable". The motion carried unanimously.

NEW COURSES

- a. (CP-08-38) OT 170 – Creating a Virtual Office
 - 1) Action on advisories: SCC minimum English and Math standard.

It was moved by Christine Ducoing and seconded by Karen Cook to approve the action on advisories. Lynn Denham-Martin asked about the background and justification portion and the ambiguity of the wording in that section. Erin Farmer shared that in the past, the Curriculum Committee has not been meticulous on that portion of the proposal because it is internal information; it is not listed publically. Lynn Denham-Martin suggested that the beginning sentence under the background and justification be changed to state "Virtual Office Assistants are the fastest growing workforce specialty..." The motion carried unanimously.

- 2) Action on course.

It was moved by Bob Johnson and seconded by Marianne Flatland to approve the action on the course. Marc Pandone was concerned about the extensiveness of the course outline listing and the fact that this course was not a transferrable course; why couldn't the student repeat the course? Erin Farmer shared that with each repeat the course has to address new information. Leslie Rota shared that there is enough time in one semester to cover the topics outlined. There was no change to the repeatability of the course.

Bob Johnson noted that the SAM Code should be “C” not “E.”

Leslie Rota is concerned with section 12c, it states, “as assigned;” there should be more specificity to the type of assignments. It was agreed to change “As assigned,” to “None.”

Leslie Rota was concerned about the date of the text book being from 1996. Carl Ogden shared that that is the best book that can be found and noted that the instructor will have to supplement the textbook with current information. Marianne Flatland recommended that some of those supplemental pamphlets be listed under the Texts, Reading and Resources.

Erin Farmer shared the critical thinking statement is missing under section 13, Course Content Outline: “Students will be required to analyze, evaluate, compare and contrast the following;” and requested that the Curriculum Office add that statement.

The motion carried unanimously.

Bob Johnson rescinded the motion to approve action on course, Marianne Flatland rescinded the second on the motion. The motion to rescind carried unanimously.

It was moved by Bob Johnson and seconded by Lynn Denham-Martin to table the approval of OT 170-Creating a Virtual Office until the next Curriculum Committee meeting.

- b. (CP-08-39) OT 171 – Marketing a Virtual Office
 - 1) Action on advisories: SCC minimum English and Math standard.

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

- 2) Action on course.

It was moved by Leslie Rota and seconded by Marianne Flatland to approve the action on the course.

Christine Ducoing suggested that the same changes on the proposal for OT 170 also be made to the proposal for OT 171.

Erin Farmer was concerned that under Section 12b, that the statement, “Based upon discussion and assigned reading,” is too vague and doesn’t identify the type of writing assignment.

Erin Farmer noted that the catalog description should change the wording of “you” when referring to the student.

Robin Arie-Donch recommended that the Student Assignments reflect the Student Performance Objectives.

Leslie Rota rescinded the motion to approve action on course, Marianne Flatland rescinded the second on the motion.

It was moved by Leslie Rota and seconded by Marianne Flatland to table the approval of OT 171-Marketing a Virtual Office until the next Curriculum Committee meeting.

- c. (CP-08-37) COUN 348C – Well-being for Life Skills
 - 1) Action on advisories: Primarily for Students with Disabilities.

It was moved by Marc Pandone and seconded by Bob Johnson to approve action on advisories. Robin Arie-Donch was concerned that a course cannot be primarily for a specific group of students and that “Primarily for Students with Disabilities” should not be listed in the advisories. The committee agreed to change the advisories to “None;” therefore, no vote required for advisories.

- 2) Action on course.

It was moved by Leslie Rota and seconded by Marianne Flatland to approve action on the course. Leslie Rota was concerned about whether there should be a statement about the course being primarily for the developmentally disabled student. Bob Johnson shared that this course is designed for the horticulture students that have a variety

of disabilities and there have been students who are not disabled who take the course. No change in the statement was recommended by the committee.

Erin Farmer was concerned about the required reading under section 12, Student Assignments. Lynn Denham-Martin recommended changing the reading from "17 pages per week" to "10 – 20 pages per week." The committee agreed with Lynn's recommendation.

Erin Farmer recommended that the textbook name be taken out of the required reading assignments under section 12. The committee agreed with Erin's recommendation.

Gale Anderson was concerned with the course number, 348C. This is a temporary course, when the course comes back to the Curriculum Committee; it is then given a permanent number; such as, 335. The number 348 is not in the catalog of courses because it is temporary, special topics course number. The committee discussed whether or not these special topics course numbers should be reused, or if every course, temporary or not, be given a new course number. There was concern about how this course numbering is going to work with the new Banner system, and how the course is connected to the Department. Gale Anderson agreed to check into whether or not courses roll over and how this might work with Banner, and will report back to the committee.

Leslie Rota was concerned with the computer title "Well-being," and that it should be "Life Skills." The committee agreed to leave title as is.

The motion carried unanimously.

COURSE MODIFICATIONS – None

OTHER ACTION ITEMS

Tabled Items – Tabled from September 23, 2008 Meeting Date

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 Leslie Rota and seconded by Erin Duane to approve action on activity points on ENGL 350L, ENGL 355L, ENGL 370L, and ESL 077L. Christine Ducoing pointed out that there was a typographical error on the new course proposals and that the number/hours listed under the lab in section 5B should be the same number/hours listed in section H. The Curriculum Office will fix the error.

The motion carried unanimously.

REPORT FROM THE CHAIR

Erin Farmer reminded the members that the deadline for proposal submission for this semester is Monday, November 10, 2008. Also, she asked that the members to be prepared to have an extra long meeting on November 25, 2008 because historically, there have been many proposals to review on that last proposal approval meeting date in fall.

Erin noted that a sub-committee will need to be formed to create a new course outline of record. Anyone interested in volunteering, please contact Erin.

REPORT FROM THE VICE PRESIDENT

Dr. Steinback shared with the committee that Stephanie Low, from The Systems Office, highly recommended that the college have a separate Associates Degree for the Liberal Studies for Elementary Teacher Preparation, which currently is an emphasis for the Associate in Arts University Studies with Emphasis degree. Dr. Steinback would

like the committee to consider Stephanie Low's recommendation. The Systems Office has extended the deadline for submitting the degree approval to March 2009.

Marianne Flatland recommended that the Associate in Arts University Studies with Emphasis degree be reviewed if the college is going to consider changing or creating a new degree. Robin Arie-Donch agreed that the Liberal Studies for Elementary Teacher Preparation emphasis could be reviewed and additional courses added, to better prepare the students for transfer. Marianne Flatland will come back to the next meeting with suggestions on what may work better for the college.

Dr. Steinback shared that she will not be in attendance at the next meeting on October 28th; she will be meeting with the Vice Chancellor of UC Davis along with Dr. Lisa Waits and the Dean of Counseling, to strengthen the college relationship and pathways for our students.

REPORT FROM THE ARTICULATION OFFICER

Robin Arie-Donch shared that she does not need to sign course modifications, only new course proposals if they are transferrable courses. Robin also asked to please give ample time (one week) to review new course proposals.

Robin Arie-Donch asked the committee if there would be an interest in having a document that outlines the differences in the three types of articulation. The committee agreed that they would like to have the document to share with their divisions. Robin agreed to bring the document to the next meeting.

Robin Arie-Donch shared that she and Barbara Pavão are trying to get a longer session on transfer for the next Flexcal in spring. Erin shared that maybe the transfer session could be piggy backed to the Curriculum Orientation session.

OPEN DISCUSSION

Regarding the Addendum Form for Approval of Online Courses; Erin Farmer will forward the new updated form from the distance education committee. The committee can then send the form to their division and request that they use this form for all their online instructor-student contact.

Erin Farmer suggested that the committee decide how approval of addendum's will be conducted; separately or part of the course. The committee agreed that at future meetings, the Addendum Form for Approval of Online Courses will be listed separately for approval on the Agenda.

Bob Johnson recommended that the Curriculum Committee be trained on course proposals and what to look for and what meets Title 5 regulations. Erin Farmer agreed that the committee should have some training that pertains to The Course Outline of Record: A Curriculum Reference Guide book.

An additional question was raised about the role of Curriculum and workload; which there is no role of the Curriculum Committee at this time. Christine Ducoing shared that there would be review by the Curriculum Committee if the course was changing lab to lecture or changing the activity points. Leslie Rota recommended, when the committee plans its training, to include information about the differences in lab vs. lecture and how that is supposed to be reflected in the course outline, to ensure clarity for the Committee.

Marianne Flatland asked about the special topics courses; in the past, once the course is approved, it can be offered the next semester-is that still true? The committee agreed that that is the standard practice.

Training on CurricUNET is expected to be conducted by the end of fall; no date has been determined at this time.

Robin Arie-Donch shared that the Counseling Division is having a High School Counselor's Conference on December 2nd from 8:30 a.m. – 2:00 p.m. Many high school counselors (about 60) from the county will be attending. If anyone would like to add flyers to the packet, please forward the flyers to Robin.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Marianne Flatland and seconded by Erin Duane to adjourn at 2:55 p.m., to meet again October 28, 2008 at 1:30 p.m.