

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

MINUTES

Tuesday, November 10, 2009
1:30 p.m., Board Room

ROLL CALL

Present: Ginger Cain; Sarah Doolittle; Christine Ducoing; Erin Duane, Chair; Marianne Flatland; Laura Maghoney; Mary Mazzocco; Máire Morinec; Erika Nelson; Leslie Rota; and Teri Yumae

Guests: None

Excused: Robin Arie-Donch; Lynn Denham-Martin; Sandra Rotenberg; Dr. Robin Steinback; and Pei-Lin Van't Hul

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 Marianne Flatland to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES – October 27, 2009 - (Attachment)

It was moved by Máire Morinec and seconded by Marianne Flatland to approve the minutes from October 27, 2009. The motion carried unanimously.

NEW COURSES

- a. (CP-09-244) PLSC 048G – Human Rights: A Global Perspective
 - 1) Action on course.

It was moved by Mary Mazzocco and seconded by Leslie Rota to approve action on the course.

Marianne Flatland recommended the following change to the course advisory; "Completion of ENGL 001." The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

COURSE MODIFICATIONS - None

FINE AND APPLIED ARTS/BEHAVIORAL SCIENCE CURRICULUM REVIEW

Tabled Course Modifications – Tabled from October 27, 2009

- a. (CP-09-204) ECE 101 – Sensitive & Critical Topics in ECE – Change in method of instruction, repeatability, catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks. Tabled due to repeatability and writing assignments.
 - 1) Action on course.

It was moved by Leslie Rota and seconded by Christine Ducoing to approve action on the course.

Marianne Flatland inquired as to why this course is not being numbered 50-99. Leslie Rota explained that this is a one day conference that is done every year.

The motion carried unanimously.

- b. (CP-09-205) ECE 102 – Curriculum Development – Change in method of instruction, repeatability, catalog description, writing assignments, and textbooks. Tabled due to repeatability and writing assignments.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Máire Morinec to approve action on the course. The motion carried unanimously.

- c. (CP-09-212) HUDV 075 – Children with Special Needs – Change in units, course advisory, repeatability, student performance objectives, writing assignments, other assignments, content outline, and textbooks. Tabled due to changes in course advisory and repeatability.
 - 1) Action on course.

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

Marianne Flatland inquired about the .5 to 3 units for the course. Leslie Rota explained that the course is usually only offered for .5, 1, 1.5, 2, 2.5, or 3 units, but there is not anywhere on the proposal to put that type of numbering. It is not a variable unit, the instructor decides the amount of units for that semester; only one choice for the student, not variable unit. Christine Ducoing inquired about the course content if the course is offered for only .5 of a unit. Leslie Rota confirmed that the content does decrease in that situation.

The motion carried unanimously.

- d. (CP-09-217) PSYC 049 – Psychology Honors – Change in repeatability. Tabled due to repeatability.
 - 1) Action on course.

It was moved by Máire Morinec and seconded by Marianne Flatland to approve action on the course. The motion carried unanimously.

Course Modifications Music (MUSC)

- a. (CP-09-245) MUSC 008 Music Appreciation – Change in catalog description, methods of evaluating student achievement, writing assignments, other assignments, and textbooks.
 - 1) Action on online form.
 - 2) Action on course.

It was moved by Máire Morinec and seconded by Leslie Rota to approve action on the course and online form.

Erika Nelson asked about the need to add field trips to Section 9, Leslie Rota explained that this course is not a field trip; the students attend concerts on their own.

Christine Ducoing recommended removing the last sentence in Section 9a; "Reports, listening tests, quizzes on assigned readings and listening projects may be required." The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- b. (CP-09-246) MUSC 009 – Wind Ensemble – Change in catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments.
 - 1) Action on course.

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

- c. (CP-09-247) MUSC 010 – Concert Band – Change in catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, and writing assignments.
 - 1) Action on course.

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

- d. (CP-09-248) MUSC 011 – Symphonic Band – Change in catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, and textbooks.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Máire Morinec to approve action on the course. The motion carried unanimously.

- e. (CP-09-249) MUSC 013 – Multicultural Music in America – Change in reading assignments, writing assignments, and textbooks.
 - 1) Action on course.

It was moved by Máire Morinec and seconded by Christine Ducoing to approve action on the course.

Christine Ducoing noticed that the textbook is listed in Section 12b. Leslie Rota noted that she will make the correction and then forward it to the Curriculum Office.

The motion carried unanimously.

- f. (CP-09-250) MUSC 019 – Instrumental Ensemble – Change in reading assignments.
 - 1) Action on course.

It was moved by Máire Morinec and seconded by Ginger Cain to approve action on the course. The motion carried unanimously.

- g. (CP-09-251) MUSC 020 Choir – Change in methods of evaluating student achievement.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Erika Nelson to approve action on the course.

Erin Duane recommended that critical thinking language be added to Section 13. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- h. (CP-09-252) MUSC 023 – Handbell Ensemble – Change in student performance objectives.
 - 1) Action on course.

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

- i. (CP-09-253) MUSC 024 – Master Works Chorale – Change in catalog description and methods of evaluating student achievement.
 - 1) Action on Revalidation: Prerequisite = Audition of music reading and vocal skills.

It was moved by Mary Mazzocco and seconded by Ginger Cain to approve action on the revalidation. The motion carried unanimously.

- 2) Action on course.

It was moved by Christine Ducoing and seconded by Leslie Rota to approve action on the course.

Erin Duane recommended adding the critical thinking statement under Section 13. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- j. (CP-09-254) MUSC 026 – Vocal Jazz Ensemble – Change in catalog description, methods of evaluating student achievement, and textbook.
 - 1) Action on course.

It was moved by Marianne Flatland and seconded by Ginger Cain to approve action on the course.

Erin Duane recommended adding the critical thinking statement under Section 13. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- k. (CP-09-255) MUSC 036B – Intermediate Voice II – Change in total weekly hours and student performance objectives.
 - 1) Action on Revalidation: Prerequisite = MUSC 036A.

It was moved by Christine Ducoing and seconded by Ginger Cain to approve action on the revalidation. The motion carried unanimously.

- 2) Action on course.

It was moved by Máire Morinec and seconded by Marianne Flatland to approve action on the course.

Leslie Rota noted that the activity under Section 5b needs to change to 1 and the following sentence needs to be added to Section 12c; “2 hours of practice per week.” The committee agreed with the changes.

The motion carried unanimously with agreed upon changes.

Course Modifications Theatre Arts (THEA)

- a. (CP-09-256) THEA 001 – Principles and Theory of Acting – Change in reading assignments, writing assignments, and textbooks.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Ginger Cain to approve action on the course.

Christine Ducoing recommended that the number of pages be listed under Section 12a; Leslie Rota recommended the following for Section 12a; “20-30 weekly readings from a college level textbook...” The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- b. (CP-09-257) THEA 006 – Introduction to Theatre: Understanding Drama – Change in method of instruction and textbooks.
 - 1) Action on online form.
 - 2) Action on course.

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

Christine Ducoing noticed that the Documentation of Instructor Contact page for the Online form is missing. Leslie Rota will provide the form to the Curriculum Office.

Christine Ducoing recommended adding the following sentence to Section 9b; “Field trips may be required.” The committee agreed with the recommendation.

The motion carried unanimously.

- c. (CP-09-258) THEA 020 – Lighting – Change in repeatability, catalog description, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Ginger Cain to approve action on the course.

Christine Ducoing recommended removing the last sentence in Section 9a; "Written exams, quizzes and practical projects are required." The committee agreed with the recommendation.

The motion carried unanimously.

Course Deletions – (no attachments)

- a. (CP-09-259) FDES 031 - Textiles
- b. (CP-09-260) FDES 060 – Clothing Selection
- c. (CP-09-261) FDES 061 – Fitting and Grading Patterns
- d. (CP-09-262) FDES 064 – Advanced Construction/Tailoring
- e. (CP-09-263) FDES 066 – Fashion Design by Flat Pattern and Draping
- f. (CP-09-264) FDES 067 – Designing Children's Clothes
- g. (CP-09-265) FDES 068 – CAD in Apparel Design (Same as DRAFT 068)
- h. (CP-09-266) FDES 100 – Fashion 1
- i. (CP-09-267) FDES 104 – Beginning Clothing Construction
- j. (CP-09-268) FDES 152 – Special Clothing projects
- k. (CP-09-269) FMER 053 – Fashion Merchandising
- l. (CP-09-270) FMER 054 – Visual Merchandising
- m. (CP-09-271) FMER 055 – Visual Merchandising Lab
- n. (CP-09-272) FMER 056 – Fashion Buying and Department Management Procedures
- o. (CP-09-273) FMER 057 – Fashion Sales Promotion
- p. (CP-09-274) FMER 059 – Fashion Coordination
- q. (CP-09-275) MUSC 037 – Elementary Organ
- r. (CP-09-276) MUSC 046 – Instrumental Conducting
- s. (CP-09-277) MUSC 047 – Choral Conducting
- t. (CP-09-278) THEA 009 – Stage Management
- u. (CP-09-279) THEA 105 – Solano Youth Theatre
- v. (CP-09-280) THEA 107 – Actor Training for Youth

It was moved by Christine Ducoing and seconded by Máire Morinec to approve action on course deletions a. through v.

Leslie Rota shared with the committee that the Fashion Design and Fashion Merchandising courses haven't been offered for at least seven years and all of the faculty are now gone. Leslie noted that the signature pages for these deletions only have two faculty signatures due to the fact that there isn't an actual faculty member for these courses. There was an Art course in the major and therefore, there is an Art faculty members' signature on the form.

Leslie noted that there are three courses left to delete that have not come before the committee. The plan is to move them to the Theatre Arts major.

The motion carried unanimously.

Program Major Deletions

- a. (CP-09-281) Fashion Design
- b. (CP-09-282) Fashion Merchandising

It was moved by Leslie Rota and seconded by Máire Morinec to approve action on the program major deletions. The motion carried unanimously.

REPORT FROM THE CHAIR

Erin Duane shared with the committee that Robin Arie-Donch (who was not able to attend the meeting) requested that she inform the committee that she needs to have time to review the curriculum proposals for articulation. Robin Arie-Donch is requesting a 10 day lead time prior to the due date to have time for the review.

Leslie Rota shared that she sends a copy of the proposal over to Robin Arie-Donch so she has time to review it and make recommendations to the course author prior to the actual proposal coming to her for signature.

REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS - None

REPORT FROM THE ARTICULATION OFFICER - None

OTHER

Teri Yumae noticed that there were some problems with some of the proposals that have come before the committee; the versions are not current. Leslie Rota recommended that Teri work with the Curriculum Office to ensure that the correct changes are showing on the proposals.

Marianne Flatland inquired about why the MUSC courses are for 1.5 units. Leslie explained that for 1 unit, the student has to do three hours a week. You can do one hour of lecture and two hours of homework, or you can have two hours of activity and one hour of homework, or you can have three hours of lab and no homework. For these courses, they are doing an activity; for an activity you need two hours a week for a unit; therefore, for this course, 1 hour of activity is .5 unit. Leslie shared that there is an explanation of this in Web CMS; there is a little blue dot with a question mark in the corner that you click on that brings up another screen with this information, as well as other information regarding guidelines for the course proposal.

OPEN DISCUSSION

Mary Mazzocco asked if there was a procedure manual available for steps on curriculum review. Erin Duane shared that Christine Ducoing prepared a step-by-step curriculum review procedural document for her division, and Erin prepared a smaller one for another committee member. Erin will combine the two documents and share it with the committee.

Leslie Rota shared that CurricUNET will have a check sheet that will help walk the faculty through the curriculum proposal process. She is working on getting the program set up and is hopeful that it will be up and running in January. She will need to get a list of the faculty so that they can be provided with log-in information. Leslie Rota may have a special meeting in January to teach folks how to use the program. She'll need some folks to help with the troubleshooting and testing. It was recommended that this be held in a computer lab.

Máire Morinec asked about whether or not a course should come to the curriculum committee if someone disagrees. Leslie Rota explained that the course can still come forward; the person would check the "I do not agree" box and then send it forward.

Leslie Rota noted that the Curriculum Committee will need to decide the number of signatures that will be required for a proposal once the transition to CurricUNET occurs. In the past, the rule of thumb has been three signatures; one has to be a full time faculty.

Leslie shared with the committee that she and Pei-Lin attended a CurricUNET users group in October and found out that Solano Community College is not alone in dealing with curriculum issues.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Leslie Rota and seconded by Erin Duane to adjourn at 2:40 p.m., to meet again November 24, 2009 at 1:30 p.m.

CCMinutes 11/10/09:km