

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**MINUTES**

Tuesday, December 08, 2009  
1:30 p.m., Board Room

**ROLL CALL**

Present: Robin Arie-Donch; Ginger Cain; Lynn Denham-Martin; Sarah Doolittle; Erin Duane, Chair; Christine Ducoing; Marianne Flatland; Laura Maghoney; Mary Mazzocco; Máire Morinec; Erika Nelson; Leslie Rota; Sandra Rotenberg; Pei-Lin Van't Hul; and Teri Yumae

Guests: Glen Burgess, Nursing; Curtiss Brown, PE; Marylou Fracisco, CIS/Office Technology; Roy Pike, Fire Science.

Excused: Dr. Robin Steinback

**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.

**NEW COURSES** – Tabled from November 24, 2009

- a. (CP-09-283) ACCT 050 – Computer Accounting
  - 1) Action on Prerequisite = ACCT 001.

It was moved by Christine Ducoing and seconded by Erika Nelson to approve action on the prerequisite. The motion carried unanimously.

- 2) Action on course.

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

**NEW COURSES**

- a. (CP-09-434) OT 060 – Administrative Medical Assistant
  - 1) Action on course.

It was moved by Marianne Flatland and seconded by Erika Nelson to approve action on the course.

Erika Nelson recommended that 7c, Course Advisory, state; "Eligibility for ENGL 001, and SCC minimum Math standards." The committee agreed with the recommendation.

Robin Arie-Donch recommended that Section E, General Education Information, Solano College GE Applicability, state, NO. The committee agreed with the recommendation.

Erin Duane recommended that the entire last sentence in 9a, Catalog Description, be removed. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

- b. (CP-09-435) OT 061 – Health Insurance
  - 1) Action on course.

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

Sandra Rotenberg recommended that 7c, Course Advisory, state; “Eligibility for ENGL 001, and SCC minimum Math standards.” The committee agreed with the recommendation.

Erin Duane recommended 9a, Catalog Description, first sentence changed as follows; “Introduces health insurance claims processing...” The committee agreed with the recommendation.

It was noted that there is a typographical error in 12c, Student Assignments, Other; casses should be cases.

Robin Arie-Donch recommended that Section E, General Education Information, Solano College GE Applicability, state, NO. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

- c. (CP-09-436) PE 005Q – Elite Fitness Training
  - 1) Action on course.

It was moved by Leslie Rota and seconded by Erika Nelson to approve action on the course.

The committee agreed Section 5b, Weekly Hours, should be; “.5 Lecture and 2.5 Lab”.

Christine Ducoing recommended 12b, Student Assignments, Required Writing Assignments state; “1) Written individual fitness journal/plan, 2) Reports.” The committee agreed with the recommendation.

Mary Mazzocco recommended that the following be added to the list in Section 11, Methods of Evaluating Student Achievement; “Individual presentations on athletic conditioning and the importance of power, agility, speed, flexibility and core strength to performance.” The committee agreed with the recommendation.

Robin Arie-Donch recommended that Section E, General Education Information, CSU Applicability, state, NO. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

- d. (CP-09-437) PE 005R – Core Conditioning Training
  - 1) Action on course.

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

The committee agreed Section 5b, Weekly Hours should be; “.5 Lecture and 2.5 Lab.”

Christine Ducoing recommended 12b, Student Assignments, Required Writing Assignments, state; “1) Written individual fitness journal/plan, 2) Reports.” The committee agreed with the recommendation.

Mary Mazzocco recommended that the following be added to the list in Section 11, Methods of Evaluating Student Achievement; “Individual presentations on athletic conditioning and the importance of power, agility, speed, flexibility and core strength to performance.” The committee agreed with the recommendation.

Robin Arie-Donch recommended that Section E, General Education Information, CSU Applicability, state, NO. The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

**The following two courses, BIO 160 and MATH 160, contain the exact same course content information as NURS 160 that was approved at the December 1, 2009 Curriculum Committee Meeting. These courses will replace NURS 160.**

- e. (CP-09-465) BIO 160 – Review of Scientific Principles of Pre-Nursing  
1) Action on course.

Approved, see action under f, (MATH 160).

- f. (CP-09-466) MATH 160 – Review of Scientific Principles of Pre-Nursing  
1) Action on course.

It was moved by Christine Ducoing and seconded by Erika Nelson to approve action on e and f, (BIO 160 and MATH 160).

Erin Duane recommended removing from Section 6, Instructional Methods; “May include on-line discussions.” The committee agreed to remove the sentence.

The motion carried unanimously with agreed upon change.

**COURSE MODIFICATIONS** – Tabled from December 1, 2009

- a. (CP-09-420) NURS 052 – Pharmacology for Nursing – Change in course title, method of instruction, course advisory, catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, other assignments, content outline, and textbooks.  
1) Action on Prerequisite = BIO 005 with a grade of “C” or better.

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

- 2) Action on course.

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

**COURSE MODIFICATIONS**

- a. (CP-09-438) FIRE 145 – Fire Investigation I – Change in units, content outline, and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- b. (CP-09-439) FIRE 146 – Fire Investigation II – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- c. (CP-09-440) FIRE 148S – Fire Management 2C – Change in course number, units, and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- d. (CP-09-441) FIRE 148T – Rescue Systems I – Change in course number, units, and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- e. (CP-09-442) FIRE 148U – Strike Team Leader (S-334) – Change in course number, units, and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- f. (CP-09-443) FIRE 150 – Fire Command 1A – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- g. (CP-09-444) FIRE 151 – Fire Command 1B – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- h. (CP-09-445) FIRE 155 – Incident Command I – Change in course title, units, total weekly hours, method of instruction, and textbooks.  
1) Action on course.

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

- i. (CP-09-446) FIRE 161 – Fire Management I – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- j. (CP-09-447) FIRE 165 – Management 2A Organization and Development – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- k. (CP-09-448) FIRE 166 – Management 2B Finance for Chief Officer – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- l. (CP-09-449) FIRE 168 – Management 2D Master Planning – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- m. (CP-09-450) FIRE 169 – Management 2E Issues and Concepts – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- n. (CP-09-451) FIRE 170 – Fire Service Instructor 1A – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- o. (CP-09-452) FIRE 171 – Fire Service Instructor IB – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- p. (CP-09-453) FIRE 174 – Prevention 2A Systems and Building Components – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- q. (CP-09-454) FIRE 176 – Prevention 2C Special Hazard Occupancies – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- r. (CP-09-455) FIRE 177 – Investigation 2A Criminal & Legal Procedures – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- s. (CP-09-456) FIRE 185 – Fire Command 2A Command Tactics at Major Fires – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- t. (CP-09-457) FIRE 186 – Command 2B Command of Major HAZ-MAT Incidents – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- u. (CP-09-458) FIRE 187 – Fire Command 2C High Rise Emergencies – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- v. (CP-09-459) FIRE 188 – Command 2D Disaster Planning – Change in units and textbook.  
1) Action on course.

Tabled, see motion under w, (FIRE 196).

- w. (CP-09-460) FIRE 196 – Prevention 2B Interpreting Codes – Change in units and textbook.  
1) Action on course.

It was moved by Leslie Rota and seconded by Erika Nelson to approve action on course modifications a through g and i through w, (FIRE 145, FIRE 146, FIRE 148S, FIRE 148T, FIRE 148U, FIRE 150, FIRE 151, FIRE 161, FIRE 165, FIRE 166, FIRE 168, FIRE 169, FIRE 170, FIRE 171, FIRE 174, FIRE 176, FIRE 177, FIRE 185, FIRE 186, FIRE 187, FIRE 188, and FIRE 196).

The committee agreed that the following changes need to be made to the proposal: 1) keep Section 3 at 2 units, 2) change 5b, Weekly Hours, to; “16 Lecture and 32 Activity.”

The committee requested that the proposals be brought back to the committee with signed Form B’s (prerequisite forms) included in the proposal packet.

The committee agreed that the following statement needs to be added as the last sentence to the prerequisite/Form B; “Dean approval based on State Fire Marshals guidelines.”

It was moved by Leslie Rota and seconded by Mary Mazzocco to table a through g and i through w, (FIRE 145, FIRE 146, FIRE 148S, FIRE 148T, FIRE 148U, FIRE 150, FIRE 151, FIRE 161, FIRE 165, FIRE 166, FIRE 168, FIRE 169, FIRE 170, FIRE 171, FIRE 174, FIRE 176, FIRE 177, FIRE 185, FIRE 186, FIRE 187, FIRE 188, and FIRE 196).

The motion to table was carried unanimously.

- x. (CP-09-461) NURS 063 – Nursing of Adults III/Advanced Medical Surgical Nursing and Community Health Nursing – Change in course title, units, course length, total weekly hours, method of instruction, catalog description, student performance objectives, methods of evaluating student achievement, writing assignments, content outline, and textbook.
  - 1) Action on Revalidation: Prerequisite = Completion of NURS 060 and 061 with grades of “C” or better; Corequisite = NURS 058.

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

Erin Duane handed out two letters submitted to the Curriculum Committee stating their opinion on the proposed changes to NURS 063, NURS 064, and NURS 065.

Glen Burgess shared with the committee the reasoning for the change in course length and total weekly hours.

The motion carried unanimously.

- 2) 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.

- y. (CP-09-462) NURS 064 – Issues and Trends in Nursing – Change in course title, units, course length, total weekly hours, method of instruction, corequisites, catalog description, student performance objectives, methods of evaluating student achievement, writing assignments, other assignments, content outline, and textbook.
  - 1) Action on Revalidation: Prerequisite = NURS 060 and 061 with a grade of “C” or better; Corequisite = NURS 063 and/or NURS 065.

It was moved by Leslie Rota and seconded by Ginger Cain to approve action on revalidation. The motion carried unanimously.

- 2) Action on course.

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

Máire Morinec recommend: add to 9b, Other Catalog Information; “Field trips may be required.” The committee agreed with the recommendation.

Marianne Flatland noted there is a typographical error on the Course Modification Proposal under Rationale for each change, no. 6, distent should be distance.

The motion carried unanimously.

- z. (CP-09-463) NURS 065 – Role Transition, Management Theory and Practice – Change in course title, units, course length, total weekly hours, method of instruction, corequisites, prerequisites, catalog description, methods of evaluating student achievement, writing assignments, content outline and textbook.
  - 1) Action on Revalidation: Prerequisite = Completion of NURS 063 with a grade of “C” or better; Corequisite = NURS 064.

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

- 2) Action on course.

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

**PROGRAM MAJOR MODIFICATIONS** – Tabled from November 24, 2009

- a. (CP-09-299) Accounting – Change in required courses and total units.

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

**PROGRAM MAJOR MODIFICATIONS**

- a. (CP-09-464) Medical Front Office Clerk Program – Change in required courses and total units.

It was moved by Leslie Rota and seconded by Terri Yumae to approve action on Medical Front Office Clerk program major modifications.

The committee confirmed that this is a new certificate program; it was a job direct certificate, and is now being changed to an actual certificate program.

The motion carried unanimously.

**COUNSELING/GUIDANCE AND DSP CURRICULUM REVIEW**

Tabled Course Modifications – Tabled from November 24, 2009

- a. (CP-09-323) COUN 102A – Time Management & Goal Setting – Change in course length, total weekly hours, method of instruction, catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks. Add online form.
  - 1) Action on course.

Approved, see motion under c, (COUN 102D).

- b. (CP-09-324) COUN 102C – Test Taking, Test Anxiety & Memory – Change in course number, course length, total weekly hours, method of instruction, catalog description, student performance objectives, content outline, and textbooks. Add online form.
  - 1) Action on course.

Approved, see motion under c, (COUN 102D).

- c. (CP-09-325) COUN 102D – Study Systems – Change in course number, course length, total weekly hours, method of instruction, catalog description, student performance objectives, content outline, and textbooks.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Leslie Rota to approve action on the courses for Counseling/Guidance and DSP Curriculum Review a, b, and c, (COUN 102A, COUN 102C, and COUN 102D).

Marianne Flatland noted that Section 5b, Weekly Hours, should be; “4 Lecture.” The committee agreed.

The motion carried unanimously with agreed upon change.

**REPORT FROM THE CHAIR**

Erin Duane handed out two forms; Program Review Cycle by Academic Year and Program Review/Curriculum Review Cycle. For every program review cycle, a Division will be undergoing review of their curriculum the academic year prior. The Division will submit their courses to the Curriculum Committee the fall of their program year. Essentially, the forms show Curriculum Review a year prior to Program Review.

The committee agreed that the forms represent the calendar of Program Review and Curriculum Review very well. It was noted that that Counseling was left off of the Program Review Cycle form.

**REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS** - None

**REPORT FROM THE ARTICULATION OFFICER** - None

**OTHER** - None

**OPEN DISCUSSION** - None

**ADJOURNMENT**

There being no further business to come before the committee, it was moved by Christine Ducoing and seconded by Leslie Rota to adjourn at 3:30 p.m., to meet again February 9, 2010 at 1:30 p.m.

CCMinutes 12/8/09:km