

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE  
**MINUTES**

Tuesday, September 22, 2009  
1:30 p.m., Board Room

**ROLL CALL**

Present: Robin Arie-Donch, filling in as voting member for Marianne Flatland; Sarah Doolittle; Christine Ducoing; Erin Duane, Chair; Laura Maghoney; Mary Mazzocco; Erika Nelson; Leslie Rota; Dr. Robin Steinback; Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position; and Teri Yumae

Guests: Gale Anderson, OAR; Erique Gigante, Alternate Student Representative

Excused: Ginger Cain; Lynn Denham-Martin; Marianne Flatland; Máire Morinec; and Sandra Rotenberg

**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 Robin Arie-Donch to approve the agenda. Leslie Rota requested to remove "Major Deletions" from the agenda's unless there is an item for discussion. The motion carried unanimously.

**APPROVAL OF MINUTES**

It was moved by Leslie Rota and seconded by Robin Arie-Donch to approve the Minutes from September 8, 2009. The motion carried unanimously.

**NEW COURSES** - None

**COURSE MODIFICATIONS** – None

**CURRICULUM REVIEW** - None

**NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS** - None

**REPORT FROM THE CHAIR** - None

**REPORT FROM THE VICE PRESIDENT**

Dr. Steinback thanked the committee for completing the Stand Alone Training.

Dr. Steinback shared that the Survey Technician/Civil Drafting Technician certificate and degree, that was approved by the committee last year, was taken to the Region IV Career Technical Deans and gained support for the program after some didactic discussion. The application is being mailed to the Chancellor's Office, September 22<sup>nd</sup>, 2009.

Dr. Steinback explained the didactic discussion. One of the reasons why career and technical certificates and degrees must go to the Region Career Ed and Technical Deans, is so the colleges can work out potential problems in competing for the same student population. There is a district with contiguous boundaries that has the program and they felt that the program Solano College was proposing was identical to theirs. They were initially opposing

the application, but the Deans eventually agreed to support the application due to the fact that the programs were not identical.

Dr. Steinback shared that Solano College is kicking off the Accreditation Self Study. The ACCJC has set up a mandatory training on Friday, September 25<sup>th</sup>, 2009. The College will be sending a team of faculty, administrators, and managers to learn about the self study. There will be future college wide discussions about how the college will prepare for the self study.

### **REPORT FROM THE ARTICULATION OFFICER**

Robin Arie-Donch informed the committee that she will email an articulation information handout. If the members have further questions, please contact Robin, or bring questions to the next committee meeting.

### **OTHER**

#### **1. Curriculum Review Schedule**

Dr. Steinback and Erin Duane brought to the committee, for information, handouts: 1) Program Review Cycle and 2) Program Review Cycle by Academic Year.

The two documents show the nine divisions that must go through program review. The first document, Program Review Cycle by Academic Year, summarizes when that division last had a program review; cycle one is when the next program review should occur. The second document, Program Review Cycle, lists the programs within each division, the last completed program review, and steps for review.

Dr. Steinback shared that program review is central to accreditation standards. Career and Technical programs are supposed to go through program review every two years (this is not a Title 5 standard, nor a VTEA standard).

Dr. Steinback and Erin Duane put a diagram on the board to illustrate why program review and curriculum review is important and essential to the accreditation process. The diagram shows two accreditation cycles. Dr. Steinback noted that the areas listed under Student Services were taken from the most recent organizational chart.

The College has been going through accreditation for many years now, either writing a follow up report or a special report. Dr. Steinback referred to the diagram which showed that the College is in year 5 of a 6 year cycle. The last self study for reaffirmation of accreditation was written in 2004-2005. The commission sent a site team early in the fall 2005; this was year one. In 2007-2008 the College sent a mid-term report in the spring. (There are usually two reports that Colleges have to send to the accrediting commission, the reaffirmation of accreditation and a mid-term report three years later.) The College had received recommendations from ACCJC in 2005-2006. In fall 2007, the College had a site team visit, and in January of 2008, the College was placed on warning. The College then wrote another report and the college was then placed on show cause. In the spring of 2009, the College moved up to probation and another report and visit will occur this fall 2009.

Typically what happens in a self-study, the College will do the self-study two years before it is due; the College should be doing its self-study this year, and completing it in spring 2011. The accrediting commission will come in August or September 2011.

What does this have to do with program review? Every one of our programs should be evaluated at least once during the accreditation cycle. The College decided to suspend the program and curriculum review in spring 2008 for one year, in anticipation of Banner implementation. In the past, the College has not required a written annual report of the program review. The college is committed to getting program review information distributed, and also show evidence that it is being discussed with faculty and faculty are therefore looking at programs and trends of the programs, and also looking at related concepts; such as, SLO's and program outcomes, and how that is related to institutional outcomes.

Regarding the handouts, not everything has classes attached to it, some are service areas that are attached to a division. The schedule guarantees that the College will do program review more frequently, within the accreditation cycle and will do it consistent with statewide academic senate recommendations. The Program Review Cycle gets the College back on track.

If the College does not complete curriculum and program review for all the divisions, before the College completes the self study, it is almost a sure guarantee that the College will go back on sanctions. Program review is NOT an option for the College; curriculum and program review is an essential function of the College.

Robin Arie-Donch clarified that if there is an area that doesn't have any curriculum attached, but the program comes for review, steps one and two will be skipped in the cycle. Dr. Steinback agreed and noted that some service areas may not have courses at this time, but they may in the future; such as, non credit.

Dr. Steinback shared that at a future meeting she will be discussing program review. The ACCJC standards are that by 2012, all colleges are to be at the level of proficiency. Because the site visit will be in 2011, the College has to be to proficiency on program review by that time.

Dr. Steinback will forward the Accrediting Commission rubrics to the committee; there are three pages, program review, planning, and student learning outcomes. The rubric has guidelines for proficiency; while they are not the rules, they are the guidelines by which the site visitation teams are trained; the College must be at proficiency at all levels.

## 2. Certification for Local Approval of Stand Alone Courses

Erin Duane thanked the committee for completing the Stand Alone Course Training. All educational administrators, student representatives, and committee representatives must complete the training.

## **OPEN DISCUSSION**

Dr. Steinback shared that the service outcomes, that the Solano College Librarians put together, are being used as a model by the Statewide Academic Senate in its accreditation institute as well as the curriculum institute, for what other colleges should consider. They are up on the Statewide Academic Web site and are used as a training tool.

Leslie Rota shared information regarding CurricUNET and that the goal is to begin using it in January 2010. Leslie will be meeting with CurricUNET every two weeks to keep the College on track with the implementation. Ohlone College is hosting a CurricUNET best practices conference on October 29<sup>th</sup> and 30<sup>th</sup>. The conference costs \$35 and then there are costs for lodging, food and travel. If any other member is interested, please contact Leslie and she will forward the registration form.

## **ADJOURNMENT**

There being no further business to come before the committee, it was moved by Robin Arie-Donch and seconded by Leslie Rota to adjourn at 2:08 p.m., to meet again October 13, 2009 at 1:30 p.m.

CCMinutes 9/22/09:km