

Solano Community College

Academic Senate
CURRICULUM COMMITTEE
MINUTES

Tuesday, September 8, 2009
1:30 p.m., Board Room

ROLL CALL

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

Guests: Eriqre Gigante, Alternate Student Representative

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 Máire Morinec to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Leslie Rota and seconded by Máire Morinec to approve the Minutes from May 12, 2009. Erin Duane requested the following change for the new course, LR500: change "...available computers in the Learning Skills classroom..." to "...available computers in the Library classroom..." The motion carried unanimously.

NEW COURSES - None

COURSE MODIFICATIONS – None

CURRICULUM REVIEW - None

NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS - None

MAJOR DELETIONS - None

REPORT FROM THE CHAIR

1. Erin Duane shared that the Sociology Degree has been approved by the Chancellor's Office.
2. Erin Duane shared a private group page that has been set up in MySolano which contains curriculum reference materials, such as The Program and Course Approval Handbook (hard copy given to members) and the Member Information Reference Manual. There is also a similar public group page available to staff & faculty from the committee members' divisions. Erin Duane gave a demonstration of the page. Erin will add all the committee members to the private group.

REPORT FROM THE VICE PRESIDENT - None

REPORT FROM THE ARTICULATION OFFICER

Robin Arie-Donch gave a hand-out and a demonstration on the types of articulation. She also demonstrated the following Web sites.

1. ASSIST (<http://www.assist.org>)
2. College Source (<http://www.collegesource.org>)

Robin asked the committee members to share the information with their division faculty.

OTHER

1. Curriculum Committee Meeting Calendar for 2009/2010

It was moved by Christine Ducoing and seconded by Marianne Flatland to approve the Curriculum Committee Meeting Calendar for 2009/2010. The motion carried with changes to agenda deadline dates.

2. Curriculum Review Schedule

Leslie Rota shared that there will be 266-276 courses from Fine and Applied Arts/Behavioral Sciences up for curriculum review this Fall. Because of the work required of the Curriculum Office staff for the review of so many courses, Pei-Lin requested that divisions submit new course proposals as soon as possible. Pei-Lin also shared that courses approved in the fall will be effective summer or fall 2010, unless it is a special topic course. Courses cannot be made effective right away. Leslie Rota shared that special topic courses (as she remembers) have to be offered twice before they can be moved forward into the regular college curriculum.

3. Certification for Local Approval of Stand Alone Courses

Erin Duane shared that there was training for Local Approval of Stand Alone Courses at the Curriculum Institute this summer, as well as at Fall Flex Cal, but that there are still a few who need the training. Erin will send an email to those who have not been trained, as well as a link to the online training. Erin noted that this is a Title 5 requirement and that the College must maintain its ability to locally approve stand alone courses; therefore, every member of the committee must complete the training by the Chancellor's Office deadline. Erin is requesting that everyone complete the training, which should take approximately one hour, no later than the second meeting: September 22, 2009.

OPEN DISCUSSION

Leslie Rota shared that she has requested to be assigned to the CurricUNET project. Leslie will be in contact with the committee as she moves forward with the project.

Erika Nelson asked if the Business and Career Tech division have been combined and whether there would still be two review dates for the curriculum review schedule. Leslie Rota suggested bringing the Curriculum Review Calendar topic back for discussion with the committee.

Lynn Denham-Martin shared that she has some constraints with her schedule and she will be arriving late to meetings but wanted to share with the committee her commitment to participate.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Marianne Flatland and seconded by Leslie Rota to adjourn at 2:45 p.m., to meet again September 22, 2009 at 1:30 p.m.

CCMinutes 9/08/09:km