

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

MINUTES

Tuesday, April 13, 2010
1:30 p.m., Board Room

ROLL CALL

Present: Robin Arie-Donch; Jeff Cardinal; Dr. Joe Conrad (filling in for Dean Rota); Lynn Denham-Martin; Christine Ducoing; Erin Farmer, Chair; Marianne Flatland; Laura Maghoney; Mary Mazzocco; Máire Morinec; Pei-Lin Van't Hul; and Teri Yumae

Guests: Roy Pike, Fire; Marc Pandone, Art; Debbie Berrett, Work Experience Coordinator; Neil Glines, Speech

Excused: Lexi Parmer; Leslie Rota; Sandra Rotenberg; Dr. Robin Steinback; and Luis Vazquez

APPROVAL OF AGENDA

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

CONSENT ITEMS

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.

APPROVAL OF MINUTES – March 23, 2010 (Attachment)

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

COURSE MODIFICATIONS – Tabled from February 9, 2010

- a. (CP-10-1) FIRE 113 – Wildland Firefighter Academy – Change in course number, units, total weekly hours, method of instruction, corequisites, prerequisites, course advisory, repeatability, catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, content outline and textbooks.
 - 1) Action on corequisites and prerequisites. Corequisite = Fire 60 Wildland Pyrophyte Taxonomy; Prerequisite = (1) Completion of Fire/PE 83 course or certificate of completion of the USDA Forest Service PACK physical agility test or C-PAT physical agility test. (2) Fire 128 Emergency Medical First Responder for the Fire Services or American Red Cross First Responder for the Professional. (3) MATH 330 or equivalent; eligibility for ENGL 370. (4) Dean approval will be required for all Letters of Request for Admission into Fire 113A.

It was moved by Máire Morinec to approve action on the corequisites and prerequisites. The motion carried unanimously.

- 2) Action on course.

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

Máire thanked Roy Pike for all his work on the FIRE curriculum.

COURSE MODIFICATIONS – Tabled from March 23, 2010; Math and Science Curriculum Review

- a. (CP-10-13) ASTR 010 – General Astronomy – Change in other catalog information, student performance objectives, methods of evaluating student achievement, writing assignments, other assignments, and textbook.
1) Action on course.

It was moved by Joe Conrad and seconded by Laura Maghoney to approve action on the course. The motion carried unanimously.

- b. (CP-10-16) ASTR 040 – Stars, Galaxies, and Cosmology – Change in total weekly hours, other catalog information, methods of evaluating student achievement, writing assignments, other assignments, and textbook.
1) Action on course.

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

- c. (CP-10-36) GEOG 001 – Physical Geography – Change in method of instruction, other catalog information, student performance objectives, writing assignments, and textbook.
1) Action on course.

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

COURSE MODIFICATIONS

- a. (CP-10-85) FIRE 155 – Basic ICS (I-200) – Change in prerequisite.
1) Action on prerequisites = This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisites. The SFM prerequisites for this course are proof of (1) Firefighter I Certification or (2) Documented member in Good Standing for at least two years in an organized fire entity.

It was moved by Lynn Denham-Martin and seconded by Máire Morinec to approve action on the prerequisite.

Erin Farmer noted that Section 10, Student Performance Objectives, no. 2, needs clarification. Máire Morinec clarified that the sentence should read as follows: “Identify each resource and minimum standards of each assigned position.” The committee agreed with the clarification.

Mary Mazzocco recommended the following change to Section 7b, Prerequisites, second paragraph; “The SFM prerequisites for this course is Dean approval based on proof of ...” The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

- b. (CP-10-86) OCED 090 – Occupational Work Experience – Change in total weekly hours, corequisite, catalog description, methods of evaluating student achievement, and textbooks.
1) Action on corequisite = Student must be available to work from 5 to 40 hours per week for a licensed business for a total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Duties must relate to student’s major field.

It was moved by Christine Ducoing and seconded by Laura Maghoney to approve action on the corequisite. The motion carried unanimously.

- 2) Action on course.

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

Erin Farmer recommended that Section 11, Methods of Evaluating Student Achievement, no. 2, state the following; "Assessment of ability to classify and compare mandatory forms and records." The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- c. (CP-10-87) OCED 091 – General Work Experience – Change in total weekly hours, corequisite, catalog description, and textbooks.
 - 1) Action on corequisite = Student must be available to work from 5 – 30 hours or more per week for a licensed business for a semester total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Job does not need to be related to major.

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

- 3) Action on course.

Erin Farmer recommended that Section 11, Methods of Evaluating Student Achievement, no. 2, state the following; "Assessment of ability to classify and compare mandatory forms and records." The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

- d. (CP-10-88) SPCH 050 – Forensics/Speech Workshop – Change in units, total weekly hours, course advisory, repeatability, and other catalog information.
 - 1) Action on course.

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

- e. (CP-10-89) TV 056 – Advanced Television Production – Change in total weekly hours and content outline.
 - 1) Action on course.

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

Erin Farmer recommended the following change to Section 10, Student Performance Objectives, no. 3, and no. 4, change the first word of each sentence from "Provide" to "Acquire." The committee agreed with the recommendation.

The motion carried unanimously with agreed upon change.

PROGRAM MAJOR MODIFICATIONS

- a. (CP-10-90) Art-Printmaking – Change in required courses in major and major total units.

It was moved by Lynn Denham-Martin and seconded by Marianne Flatland to approve the change to the program major.

Lynn Denham-Martin requested a clarification as to items that the committee should be looking for on the program major modifications. Erin Farmer explained that mostly, the committee is ensuring that the total number of units is correct, but for the most part, the committee relies on the expertise of the Division in regards to required and elective courses and their rationale for making the changes.

Marc Pandone shared that this curriculum was already approved years ago. The program never made it to the Chancellor's Office for approval. Therefore, the program is coming back to the curriculum committee with updated information so it can move forward through the approval process.

The motion carried unanimously with agreed upon change.

- b. (CP-10-91) Art – Two Dimensional – Change in required courses in major and major total units.

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve the change to the program major.

Marc Pandone handed out an updated page two showing the new curriculum layout for the program that included the totals for each component.

Tina Abbate recommended that a statement be added at the top, prior to the course listings to clarify to the student that each component must be met. The committee worked with Mark and came up with the following beginning statement: "Students must complete courses in all of the following components according to the listed requirements in each."

The committee discussed the layout of the components and recommended some formatting changes. The Curriculum Office will make the formatting changes. The committee agreed with the formatting changes.

The motion carried unanimously with agreed upon changes.

MATH AND SCIENCE CURRICULUM REVIEW

Course Modifications Biology

- a. (CP-10-92) BIO 012L – Environmental Science Laboratory – Change in units, total weekly hours, method of instruction, reading assignments, other assignments, and textbooks.
1) Action on revalidation; prerequisite = BIO 012 (may be taken concurrently).

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve action on the revalidation.

The motion carried unanimously.

- 2) Action on course.

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

Christine Ducoing noted that Section 9b, Other Catalog Information should have the following: "Field trips may be required." The committee agreed.

The motion carried unanimously with agreed upon change.

- b. (CP-10-93) BIO 016 – Introduction to Human Biology – Change in other catalog information, student performance objectives, reading assignments, writing assignments, content outline, and textbooks. Add online form.
1) Action on course.

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

- c. (CP-10-94) BIO 047 – Independent Study – Change in method of instruction and textbooks.
1) Action on revalidation; prerequisite = A grade of "C" or better in 12 units of credit, including 4 units from within the discipline.

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve action on the revalidation. The motion carried unanimously.

- 2) Action on course.

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

Course Modifications Biotechnology

- a. (CP-10-95) BIOT 051 – Principles of Biotechnology – Change in course advisory and textbook.
 - 1) Action on revalidation; prerequisite = BIO 014 or BIO 002 or BIOT 160.

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

- 2) Action on course.

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

- b. (CP-10-96) BIOT 160 – Basic Concepts/Methods of Biotechnology – Change in method of instruction and textbooks.
 - 1) Action on revalidation; prerequisite = MATH 104 or MATH 114 or equivalent.

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

- 2) Action on course.

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

Course Modifications Geography

- a. (CP-10-97) GEOG 001L – Physical Geography Laboratory – Change in method of instruction and textbooks.
 - 1) Action on revalidation; prerequisite = GEOG 001 (may be taken concurrently).

It was moved by Lynn Denham-Martin and seconded by Mary Mazzocco to approve action on revalidation. The motion carried unanimously.

- 2) Action on course.

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

- b. (CP-10-98) GEOG 002 – Cultural Geography – Change in method of instruction, other catalog information, and textbooks.
 - 1) Action on course.

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

- c. (CP-10-99) GEOG 004 – World Geography – Change in method of instruction, other catalog information, 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.

Course Modifications Geology

- a. (CP-10-100) GEOL 005 – Geology of California – Change in method of instruction, other catalog information, and textbook.
 - 1) Action on course.

It was moved by Christine Ducoing and seconded by Joe Conrad to approve action on the course.

Teri Yumae recommended that Section 12a, Required Reading Assignments be changed as follows: "20 to 40 pages per week from a standard textbook..." The committee agreed.

The motion carried unanimously with agreed upon change.

- b. (CP-10-101) GEOL 049H – Geology Honors – Change in course number and prerequisites.
 - 1) Action on prerequisite = Completion of 24 units of college credit with a minimum GPA of 3.0; completion of GEOL 001, GEOL 005, or GEOL 010 with a grade of "B" or better; an ability to work independently; and permission of the Division Dean based on instructor availability.

It was moved by Christine Ducoing and seconded by Joe Conrad to approve action on the prerequisite.

Mary Mazzocco asked about whether or not the prerequisite properly lists the current status of the course now that it is no longer listed as GEOL 049H; it looks like an independent study course and should it be listed as an honors course. It was noted that the prerequisite is standard language for the 049 honors courses. Christine Ducoing explained that the College can still offer honors courses but that there is no longer an honors program.

The motion carried unanimously.

- 2) Action on revalidation; prerequisite = Completion of 24 units of college credit with a minimum GPA of 3.0; completion of GEOL 001, GEOL 005, or GEOL 010 with a grade of "B" or better; an ability to work independently; and permission of the Division Dean based on instructor availability.

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve action on the revalidation. The motion carried unanimously.

- 3) Action on course.

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

Course Modifications Math

- a. (CP-10-102) MATH 040 – Introduction to Linear Algebra – Change in course advisory, student performance objectives, and textbooks.
 - 1) Action on revalidation; prerequisite = A grade of "C" or better in MATH 020 or 030. NOTE: A relatively high degree of mathematical maturity is required for this course.

It was moved by Lynn Denham-Martin and seconded by Joe Conrad to approve action on the revalidation. The motion carried unanimously.

- 2) Action on course.

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

- b. (CP-10-103) MATH 118 – The Beauty of Mathematics – Change in prerequisites and textbook.
 - 1) Action on revalidation; prerequisite = A grade of "C" or better in MATH 330 or MATH 330B.

It was moved by Lynn Denham-Martin and seconded by Joe Conrad to approve action on the revalidation. The motion carried unanimously.

- 2) Action on course.

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

Program Major Modifications

- a. (CP-10-104) Horticulture Science – Change in major title and requires courses in major

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve the change to the program major. The motion carried unanimously.

- b. (CP-10-105) Adaptive Horticulture – New Major – Job Direct Certificate

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve the change to the program major. The motion carried unanimously.

Curriculum Review Verification Forms

- a. (CP-10-66) Astronomy Curriculum Review Verification Form

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve the Curriculum Verification form. The motion carried unanimously.

- b. (CP-10-106) Industrial Biotechnology Curriculum Review Verification Form

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve the Curriculum Verification form. The motion carried unanimously.

- c. (CP-10-107) Geography Curriculum Review Verification Form

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve the Curriculum Verification form. The motion carried unanimously.

- d. (CP-10-108) Geology Science Curriculum Review Verification Form

It was moved by Lynn Denham-Martin and seconded by Christine Ducoing to approve the Curriculum Verification form. The motion carried unanimously.

- e. (CP-10-109) Math Curriculum Review Verification Form

It was moved by Lynn Denham-Martin and seconded by Joe Conrad to approve the Curriculum Verification form.

Christine Ducoing noted that MATH 160 should be marked as modified and that it came through review as a “revalidation only.” This course is cross listed with Biology 160. The committee agreed.

The motion carried unanimously with agreed upon change.

Revalidation of Prerequisites and/or Corequisites Only – (no changes – no attachments)

- a. (CP-10-110) BIOT 062 – Cell Culture and Protein Recovery – Revalidate prerequisite of: BIOSC 14 or BIOSC 2 or BIOTCH 160.
- b. (CP-10-111) BIOT 063 – Biotechnology Instrumentation: Quality Control & Genetic Engineering – Revalidate prerequisite of: BIO 014 or BIO 002 or BIOT 160.
- c. (CP-10-112) MATH 103 – Plane Geometry – Revalidate prerequisite of: A grade of “C” or better in Math 330 or Math 330B.
- d. (CP-10-113) MATH 160 – Review of Scientific Principles of Pre-Nursing – Revalidate prerequisite of: CONDITION OF ENROLLMENT: current acceptance or on the waiting list of an RN Program.

It was moved by Christine Ducoing and seconded by Joe Conrad to approve the revalidation of items a through d. The motion carried unanimously.

Course Deletions – (no attachments)

- a. (CP-10-114) HORT 060 – Commercial Nursery Practices

- b. (CP-10-115) HORT 061 – Plant Propagation
- c. (CP-10-116) HORT 062 – Greenhouse Crops
- d. (CP-10-117) HORT 065 – Pruning Principles and Practices
- e. (CP-10-118) HORT 066 – Landscape Installation and Maintenance
- f. (CP-10-119) HORT 067 – Landscape Equipment Operation and Planning
- g. (CP-10-120) HORT 080 – Commercial Flower Arranging
- h. (CP-10-121) HORT 081 – Commercial Floral Design
- i. (CP-10-122) HORT 082 – Commercial Florist Operations Planning
- j. (CP-10-123) HORT 085 – Turf Maintenance and Management
- k. (CP-10-124) HORT 086 – Park Management Planning
- l. (CP-10-125) HORT 095 – Pesticide Application and Safety Training
- m. (CP-10-126) HORT 150 – Plant Identification
- n. (CP-10-127) HORT 168 – LandCAD Design
- o. (CP-10-128) HORT 171 – Introduction to Landscape Practices
- p. (CP-10-129) HORT 172 – Introduction to Landscape Equipment
- q. (CP-10-130) HORT 190 – Vegetable Gardening

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve the course deletions; items a through q. The motion carried unanimously.

REPORT FROM THE CHAIR

Erin Farmer shared that she is following up from the last meetings' discussion regarding charging student fees for electronic textbook materials. She has been in correspondence with the Statewide Academic Senate Curriculum Chair who has forwarded the topic to the Senate Executive Committee. They will do some legal review of the topic. Erin will report back as more information becomes available.

Erin also included in her query a question about "canned" materials for instruction and what the Curriculum Committee has to do with that. The Statewide Senate will get back with Erin regarding her question.

Erin informed the committee that her term is up as of the end of this semester (spring 2010). She requested that the members consider whether or not they would like to serve as Curriculum Chair for 2010-2011. Erin will be asking for a formal vote at the next Curriculum Committee meeting.

REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS - None

REPORT FROM THE ARTICULATION OFFICER - None

OTHER - None

OPEN DISCUSSION

The committee discussed the continuity between student assignments and the advisory; should the advisory be Eligibility for ENGL 001? The committee agreed that all the courses in the entire curriculum need to be reviewed for this type of consistency and that a policy should be made. Changes to policy are an Academic Senate issue; the Curriculum Committee is a sub-committee of the Senate. It was recommended that a small group be formed to work on the recommended change to policy to be brought forward through the Academic Senate.

Robin Arie-Donch shared that there are some possible changes to Title 5 that may affect the ability to implement prerequisites.

The committee discussed accessing the Curriculum Committees' "My Groups" site online. There are a number of reference documents there.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Lynn Denham-Martin and seconded by Mary Mazzocco to adjourn at 2:30 p.m., to meet again April 27, 2010 at 1:30 p.m.