

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**MINUTES**

Tuesday, April 27, 2010  
1:30 p.m., Board Room

**ROLL CALL**

Present: Robin Arie-Donch; Jeff Cardinal; Lynn Denham-Martin; Christine Ducoing; Erin Farmer, Chair; Marianne Flatland; Laura Maghoney; Mary Mazzocco; Pei-Lin Van't Hul; Sandra Rotenberg; and Teri Yumae

Pro-Tem: George Daugavietis (filling in for Joe Conrad)

Guests: Kathryn Kearns, Art

Excused: Dr. Joe Conrad (filling in for Dean Rota); Máire Morinec; Lexi Parmer; Leslie Rota; Dr. Robin Steinback; and Luis Vazquez

**APPROVAL OF AGENDA**

It was moved by Mary Mazzocco and seconded by Marianne Flatland to approve the agenda. Robin Arie-Donch recommended moving GEOG 006 to be presented later in 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** – None

**NEW COURSE PROPOSALS**

- a. (CP-10-138) GEOG 006 – California Geography

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

George Daugavietis noted that there is a Letter of Understanding between the Humanities Division and the Math and Science Division; HIST 010 and GEOG 006 will not be offered concurrently.

The motion carried unanimously.

**COURSE MODIFICATIONS**

- a. (CP-10-139) COSM 175 – Cosmetology Education Practicum – Change in other catalog information.  
1) Action on course.

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

Erin Farmer noted that in Section 12a, Required Reading Assignments; no's 1 and 3 are not clear in regards to the state mandated reference books. The committee agreed that the course needed to be tabled.

The motion was tabled.

- b. (CP-10-140) FIRE 053 – Fire Prevention Technology – Change in course title and textbooks.

- 1) 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.

- c. (CP-10-141) FIRE 054 – Fire Protection Equipment and Systems – Change in course title, course advisory, content outline, and textbooks.
  - 1) Action on course.

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

- d. (CP-10-142) FIRE 055 – Fundamentals of Fire Service Operations – Change in other catalog information, student performance objectives, methods of evaluating student achievement, content outline, and textbook.
  - 1) Action on course.

It was moved by Teri Yumae and seconded by George Daugavietis to approve action on the course.

Erin Farmer noted that Section 10, Student Performance Objectives, has a statement about the Student Learning Outcomes (SLO's). Usually, SLO's are not listed in the Student Performance Objectives; they are kept separate from the course outline of record. Mary Mazzocco recommended that the first sentence be revised as follows: "As a result of successful completion of this course, a student will be able to:" The committee agreed with the recommendation.

Mary Mazzocco recommended deleting the first sentence under Section 11, Methods of Evaluating Student Achievement: "The following Methods of Evaluating Student Achievement will be used such as:" The committee agreed with the recommendation.

The motion carried unanimously with agreed upon changes.

- e. (CP-10-143) FIRE 128 – Emergency Medical First Responder for the Fire Service – Change in course length, total weekly hours, course advisory, catalog description, student performance objectives, reading assignments, content outline, and textbooks.
  - 1) Action on course.

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

- f. (CP-10-144) MUSC 001 – Beginning Theory – Change in method of instruction. Add hybrid form.
  - 1) Action on course.

It was moved by Teri Yumae and seconded by Mary Mazzocco to approve action on the course. The motion carried unanimously.

- g. (CP-10-145) MUSC 002 – Beginning Theory – Change in method of instruction. Add hybrid form.
  - 1) 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.

- h. (CP-10-146) PE 005 D – Circuit Training – Change in units and total weekly hours.
  - 1) 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.

- i. (CP-10-147) PE 005Q – Elite Fitness Training – Change in units and total weekly hours.
  - 1) 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.

- j. (CP-10-148) PE 005R – Core Conditioning Training – Change in units and total weekly hours.
  - 1) 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.

- k. (CP-10-149) PE 006G – Tai Chi – Change in units and total weekly hours.
  - 1) 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.

- l. (CP-10-150) THEA 047 – Technical Production – Change in total weekly hours.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Teri Yumae to approve action on the course.

Mary Mazzocco requested clarification on the Total Weekly Hours being listed as 0-6; how can it be zero. Pei-Lin Van't Hul explained the course has three hours of lab and 0-6 hours by arrangement. If the course is one unit, it is three hours of lab only, if two units, then it would be three hours of lab and three hours by arrangement, etc.

The motion carried unanimously.

### **PROGRAM MAJOR MODIFICATIONS**

- a. (CP-10-151) Art Three Dimensional – Change in required courses in major.

It was moved by Christine Ducoing and seconded by Teri Yumae to approve action on the program modification. The motion carried unanimously.

### **PROGRAM MAJOR DELETIONS**

- a. (CP-10-152) Drafting Technology Job-Direct Certificate – Delete job direct certificate.

It was moved by Lynn Denham-Martin and seconded by Laura Maghoney to approve the program deletion. The motion carried unanimously.

### **MATH AND SCIENCE CURRICULUM REVIEW**

#### Course Modifications Biology

- a. (CP-10-21) BIO 012 – Environmental Science – Change in method of instruction, other catalog information, methods of evaluating student achievement, writing assignments, and textbooks. Add online form.
  - 1) Action on course.

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

- b. (CP-10-153) BIO 014 – Principles of Microbiology – Change in method of instruction, prerequisites, catalog description, student performance objectives, content outline, and textbook.
  - 1) Action on prerequisite = Intermediate Algebra.

It was moved by Christine Ducoing and seconded by Marianne Flatland to approve action on the prerequisite.

Lynn Denham-Martin inquired about students who have had high school chemistry and whether or not they should be eligible for this course. Christine Ducoing explained that high school chemistry is CHEM 160 and that this course requires a higher level of chemistry skills.

Mary Mazzocco recommended that the SCC minimum Math standards be deleted due to the fact that Math will be satisfied by the prerequisite. The committee agreed that the advisory should state: "SCC minimum English standard."

The motion carried unanimously with agreed upon change.

- 2) Action on revalidation. Prerequisite = A grade of "C" or better in CHEM 001, CHEM 010 or CHEM 051 and a grade of "C" or better in MATH 104, MATH 114, or two years of high school algebra.

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

- 3) Action on course.

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

Erin Farmer asked if there was a concern with the fact that the Course Outline has been condensed. Christine Ducoing explained that the prior outline was very ponderous and needed the clean up.

The motion carried unanimously.

#### Course Modifications Horticulture

- a. (CP-10-154) HORT 031 – Landscape Design II – Change in prerequisites and textbooks.
  - 1) Action on revalidation; prerequisite = A grade of "C" or better in HORT 030.

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 Lynn Denham-Martin to approve action on the course. The motion carried unanimously.

- b. (CP-10-155) HORT 301A – Adaptive Horticulture – Basic Skills and Practices – Change in course advisory, catalog description, other catalog information, student performance objectives,, 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 Lynn Denham-Martin to approve action on the course. The motion carried unanimously.

- c. (CP-10-156) HORT 301B – Adaptive Greenhouse Management – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbook.
  - 1) Action on course.

Approved, see action under HORT 301E.

- d. (CP-10-157) HORT 301C – Adaptive Nursery Management – Change in course title, course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks.
  - 1) Action on course.

Approved, see action under HORT 301E.

- e. (CP-10-158) HORT 301D – Adaptive Vegetable and Orchard Management – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbook.
  - 1) Action on course.

Approved, see action under HORT 301E.

- f. (CP-10-159) HORT 301E – Adaptive Plant Propagation – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, writing assignments, content outline, and textbook.
  - 1) Action on course.

It was moved by Christine Ducoing and seconded by Lynn Denham-Martin to approve action on the course for items c, d, e, and f (HORT 301B, HORT 301C, HORT 301D, and HORT 301E). The motion carried unanimously.

#### Curriculum Review Verification Forms

- a. (CP-10-160) Biology Science Curriculum Review Verification Form

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

#### **REPORT FROM THE CHAIR**

Erin Farmer asked Sandra Rotenberg about the student access to online materials after the course is over. Sandra noted that that type of access process has not been completed at this time. There is the ability, but the logistics still need to be resolved. The other thing is that the College could be able to charge a fee for this additional access, but the charging of fees has to go through the process of Academic Senate, Shared Governance, and to the Superintendent/President.

Erin received an email from the Curriculum Chair for the California Community College Systems Statewide Academic Senate, regarding a resolution approved by the Statewide Academic Senate in spring 2009, which recommended changes needed to Title 5 language on prerequisites. Instead of relying on statistical analysis, the resolution will allow local faculty to base their determination for prerequisites for English, Reading, or Mathematics, for collegiate level courses, on content review. The Board of Governors has not voted on it yet, but it will come up in the near future. This will be very positive for the College. A policy can be established with the Academic Senate once the approval has taken place.

- a. Nominations for Curriculum Committee Chair

It was moved by Sandra Rotenberg and seconded by Lynn Denham-Martin to nominate Erin Duane for the Curriculum Chair for 2010-2011. The motion carried unanimously.

- b. Curriculum Committee Membership for 2010-2011

Christine Ducoing noted that Joe Conrad will be the Math/Science representative for 2010-2011. Lynn Denham-Martin noted that she has been elected to continue to serve as the Health Occupations, Public Safety & Family Studies representative for 2010-2011.

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

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

Robin Arie-Donch asked the committee when it would be convenient to share with the committee information on an Articulation conference that she attended. The conference covered the topic of how to go about getting courses approved for General Education. Robin noted that she is open to meeting with faculty on the Curriculum Committee on a one-on-one basis if needed. The committee recommended that this be presented at a Flex Cal work shop. Christine Ducoing recommended that Robin contact the Flex Cal committee to request to be put on the agenda. Robin will check to see if there is room on the Flex Cal agenda.

## **OTHER**

Pei-Lin Van't Hul shared that the Curriculum Inventory training is being held on April 29<sup>th</sup> from 2:00 p.m. – 4:00 p.m. This training is mandated by the Chancellor's Office; all the community colleges have to go through the training because they are converting their system to CurricUNET. The Chancellor's Office needs to know how many people will be at the training. If you are not available to join the group, you may log-on at your own computer but only during the designated time and date as mentioned above. Pei-Lin will check to see if the Chancellor's Office will have an archived version for those who will not be able to attend the training session. Pei-Lin shared that the training session will have two parts; the first is credit courses and the second is non-credit courses.

Pei-Lin shared that the College would like to convert the curriculum data to CurricUNET in June, but the company has not contacted the College with a definite conversion date. Pei-Lin requested that if possible, please hold off on inputting curriculum in Web CMS; type the information into Word. However, if there is a need to do so, please make copies of all your work, just in case there is a problem with the conversion. The Curriculum Office will try to ensure that all current pending items in the Web CMS queue are moved forward after the next Curriculum Committee Meeting so that there will not be any items on hold and that the queue is clean prior to the CurricUNET conversion.

Sandra Rotenberg recommended that Pei-Lin send an email to all the faculty regarding holding off of inputting curriculum into Web CMS.

## **OPEN DISCUSSION**

Lynn Denham-Martin thanked Erin Farmer for all her work, resources, and support with the Curriculum Committee.

## **ADJOURNMENT**

There being no further business to come before the committee, it was moved by Mary Mazzocco and seconded by Lynn Denham-Martin to adjourn at 2:33 p.m., to meet again May 11, 2010 at 1:30 p.m.

CCMinutes 4/27/10:km