

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

Minutes

Tuesday, February 8, 2011

1:30 p.m., Room 501

1. ROLL CALL

Erin Duane called the meeting to order at 1:35 pm

Present: Tim Boerner, Robin Arie-Donch, Curtiss Brown, Joe Conrad, Lynn Denham-Martin, Erin Duane (Chair), Jeff Lamb, Maire Morinec, Carl Ogden, Leslie Rota, Brenda Tucker, Pei-Lin Van't Hul, Teri Yumae, Connie Adams, Michelle Anderson vocational (Student Rep), Kim Ngan My Huynh academic (Student rep)

Erin introduced and welcomed Kim Ngan My Huynh, the new academic Student Representative

2. 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.

M: Lynn Denham-Martin

S: Robin Arie-Donch

Discussion: Erin requested an addition to Item 5 – Action Items: The Curriculum and Articulation Process Timeline for formal approval.

The motion to approve the agenda was carried unanimously as amended.

3. CONSENT ITEMS (none)

ENGL046 – American Sign Language I

Top Code Change Request: Change TOP code from 150100 English to 085000 Sign Language to be aligned with the course description.

ENGL047 – American Sign Language II

Top Code Change Request: Change TOP code from 150100 English to 085000 Sign Language to be aligned with the course description.

4. APPROVAL OF MINUTES – January 25, 2011- (Attachments)

M: Robin Arie-Donch

S: Lynn Denham-Martin

Discussion: Joe Conrad requested the following correction on page 3, item I, Discussion line 5:

“Minimum standards are the completion of English 330 and Math 102 and they should be on all courses “ should be corrected to read “Minimum standards are eligibility for English 370 and Math 330 and they should be on all courses”.

The motion to approve the minutes was carried unanimously with approved correction.

5. ACTION ITEMS

Curriculum and Articulation Process Timeline Calendar

M: Lynn Denham-Martin

S: Curtiss Brown

Discussion: To recap: this process/timeline change will allow transferrable courses that are brought to the committee in the spring to be offered the following spring, instead of the (current) 1 ½ year wait period. Essentially, this timeline implements a “fall to fall” and “spring to spring” timeline for transferrable courses being approved and offered. This timeline will go into effect in the fall of 2011. Robin can be contacted to answer questions on articulation. Once approved, the calendar will proceed to the Academic Senate as an information item. Erin will post it on the Curriculum My Groups page.

The motion was carried unanimously.

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6. **NEW COURSES** (none)

7. **COURSE MODIFICATIONS** – (none)

8. **CURRICULUM REVIEW – COURSE MODIFICATIONS** (listed below)

a. (CP11-001) CIS 001 Introduction to Computer Science

- 1). Action on course.

M: Robin Arie-Donch

S: Joe Conrad

Discussion: It was noted that the DE form for this course reflected contradictory methods of evaluation/discussion (for a face-to-face class); Erin clarified that the course's methods of evaluation and in-class discussions are online and the hybrid form shows 51% of the course will be online. Carl stated that CIS 1 is a pre-requisite; therefore, minimum typing recommendations would trickle down.

The motion was carried unanimously.

b. (CP11-002) CIS 015 Programming in Visual Basic.NET

- 1). Action on course.

M: Joe Conrad

S: Jeff Lamb

The motion was carried unanimously

c. (CP11-003) CIS 022 Introduction to Programming

- 1). Action on course.

M: Joe Conrad

S: Jeff Lamb

Discussion: Leslie opined that this DE form, and particularly its sample assignment, was very well done and could be used as an example for everyone proposing an online course.

The motion was carried unanimously

d. (CP11-004) CIS 023 Data Structures and Algorithms

- 1). Action on course.

M: Jeff Lamb

S: Robin Arie-Donch

The motion was carried unanimously

e. (CP11-005) CIS 025 FORTRAN Programming

- 1). Action on course.

M: Joe Conrad

S: Car Ogden

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Discussion: Jeff noted that “update current edition” should be changed to specify the current edition year or state if it’s classic. Pei-Lin acknowledged the textbook can be updated, but queried if the class is still taught. Carl noted that it is still used at Lawrence Livermore Labs and other places but maybe it hasn’t been taught recently. Jeff stated that if it is not taught, it should be deleted during the division’s curriculum review. Robin noted that the articulation is in place, if the class is to be offered again. Pei-Lin suggested it can be approved now as a modification and a new proposal would have to be submitted if they decide to delete the course. Everyone agreed to approve the modification and then Carl will find out if it should be deleted.

The motion was carried unanimously

f. (CP11-006) CIS 035 Introduction to Java Programming

- 1). Action on course.

M: Robin Arie-Donch

S: Lynn Denham-Martin

The motion was carried unanimously

g. ((CP11-007) CIS 060 Introduction to the Internet

- 1). Action on course.

M: Joe Conrad

S: Carl Ogden

Discussion: Jeff queried why courses 049 and 070 are not on this agenda. Pei-Lin noted that these are textbook-only revisions, which aren’t brought to the committee.

The motion was carried unanimously

h. (CP11-008) CIS 061 Creating Web Pages

- 1). Action on course.

M: Lynn Denham-Martin

S: Robin Arie-Donch

Discussion: Joe noted that the hybrid form is fine, but the online form looks as though it has some copy/paste issues as it shows “Lecture and lab in class”.

The motion was carried unanimously with the deletion of “Lecture and lab in class” from the methods of instruction.

j. (CP11-010) CIS 073 Microsoft Excel

- 1). Action on course.

M: Lynn Denham-Martin

S: Terri Yumae

Discussion: Leslie stated the course has no pre-requisites, just an advisory but minimum math and English standards are needed on all of these courses to be college level. The courses will all be checked for that advisory.

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The motion was carried unanimously

k. (CP11-011) CIS 089 Essential Networking Technologies

1). Action on course.

M: Robin Arie-Donch

S: Curtiss Brown

Discussion: Pei-Lin received 089 DE forms after this was put on the agenda without time to make it available to the committee; Pei-Lin projected the forms for the Committee to review. The sample assignment needs more detail; it should be written as an actual assignment prompt (as though the Committee members are students in the class). A motion was made to table action on this course so that detail can be added to the sample assignment.

M: Lynn Denham-Martin

S: Curtiss Brown

The motion was carried unanimously

m. (CP11-013) CIS 100 Fast Track Introduction to Computers

1). Action on course.

M: Joe Conrad

S: Terri Yumae

Discussion: Jeff opined that it seems very sparse even for a half-unit course. A student looking at the catalog would want more information than the one-line description. Leslie noted the program is being fixed in CurricUNET with no change in content. Pei-Lin added this shouldn't have come forward because DE forms were not submitted with it and suggested it be tabled. Jeff opined that the microcomputer term is outdated and suggested a review of the catalog description, edit "microcomputers" to "computers", and spell out acronyms so a novice can understand. Other suggestions were: clarify the reading assignment (50 pages of reading for a week or the whole course?); under performance objectives, elementary knowledge of internet operation and capability should be in action words; this should be clearly reviewed; for curriculum review A-J is not needed and verification is needed that Section K is on the checklist. Committee members should only be looking at section K for modifications.

Erin Duane asked for a motion to table this item until the DE form is submitted.

M: Robin Arie-Donch

S: Lynn Denham-Martin

The motion was carried unanimously to table this item.

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS (none)

10. MAJOR DELETIONS (none)

11. REPORT FROM THE CHAIR

a. Curriculum Committee Membership – Spring 2011, See Attached

Erin announced that Pei-Lin had distributed the Committee Membership Roster by email. Committee members whose terms are about to expire should discuss replacements with their divisions for planning purposes to enable people to organize their schedules.

Erin has been forwarding information on SB 1440. Psychology, communication studies, and sociology /Transfer Model Curricula (group one) are available from c-id.net. Pei-Lin will need to attend the Chancellor's Office webinar to know how to submit these new degrees. Criminal justice, kinesiology, and

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math TMC will arrive soon (group two). Curtiss stated that the division named "PE" will be changed to "Kinesiology". Erin clarified that more than one degree will need to be in place by fall of 2011. Leslie noted that the TMC sociology degree is close enough to SCC's existing major, so the TMC degree will become our only Sociology degree. The other group one degrees are uncertain at present.

**12. REPORT FROM THE EXECUTIVE VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS
(Designee: Dean Leslie Rota)**

none

13. REPORT FROM THE ARTICULATION OFFICER

Robin announced that between now and February 18 she is submitting modifications for courses that are approved going into effect this summer.

14. OTHER

Pei-Lin noted that Division 12 needs to complete their curriculum review as she hasn't seen anything brought forward in CTE, Business, and PE.

Joe questioned if 300 level classes are available for special admission students and questioned who establishes that. Leslie explained that the dean tells admissions and records what course is or isn't available and why. Leslie will check to see if 330 is on the list. Joe questioned if the catalog shows it anywhere. Leslie added that Title 5 language states who can be admitted and reasons to keep people out.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Joe Conrad

S: Carl Ogden

The meeting was adjourned at 2:37 pm

CC Minutes 2/8/11:ca