

**Solano Community College**  
**Academic Senate**  
**CURRICULUM COMMITTEE**  
**Meeting Minutes**

**Tuesday, March 22 2011**  
**1:30 p.m., Room 501**

**1. ROLL CALL**

Chair Erin Duane called the meeting to order at 1:33 pm

Robin Arie-Donch, Curtiss Brown, Joe Conrad, Lynn Denham-Martin, Erin Duane (Chair), Brenda Tucker, Jeff Lamb, Tim Boerner, Maire Morinec, Carl Ogden, Leslie Rota, Teri Yumae, Connie Adams, Michelle Anderson (Student Rep), Kim Huynh (Student Rep), Tina Abbate

Absent: Pei-Lin Van't Hul

Guest: Marylou Fracisco

**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: Jeff Lamb

S: Lynn Denham-Martin

Erin pointed out a correction to the agenda: for the Approval of Minutes, the first one listed as February 22 should read February 8; we need to table item 8D for a necessary signature

P: Unanimously as amended

**3. CONSENT ITEMS** (none)

**4. APPROVAL OF MINUTES** – February 8, February 22, and March 8 2011 (Attachments)

The minutes were packaged together for the vote

M: Joe Conrad

S: Carl Ogden

P: Unanimous

**5. ACTION ITEMS**

**6. NEW COURSES** (none)

**7. COURSE MODIFICATIONS** – (none)

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

a. (CP11-019) CIS 062 Creating Web Interactivity with Flash

1). Action on course.

M: Jeff Lamb

S: Carl Ogden

Note from Pei-Lin: a method of instruction is missing on the DE form.

Discussion: Jeff would like to see clarity on what is expected from a sample assignment. Leslie noted that forms are not being completed correctly, either because of CurricUNET issues or lack of familiarity with the forms. Online courses have to have complete DE forms, per Title V requirements that DE courses undergo separate review.

Courses already online prior to this Title V decree were grandfathered in with the understanding that the DE forms must be completed when those courses undergo curriculum review. Jeff added that curriculum review should assure everything is filled out completely on the DE forms, even if a course already had DE forms on file. Carl requested an example of correctly completed forms. Erin queried if this might be a good Flex Cal session to have. Leslie responded that ideally Pei-Lin and Tina will meet with the dean and the division curriculum representative prior to their curriculum review and go over all of this. One challenge with reorganization is that Dean and division positions are unknown. A revalidation form for pre/corequisites needs to be redone every time. Jeff pointed out that John Urrutia's DE form was sent as an email attachment and was a very good example, but it may not look as sharp on CurricUNET. Leslie responded that working with CurricUNET is challenging, but forms can be made to look better.

She added the DE form's format is different: the old Word format was side-by-side for in-class and online information and the CurricUNET version is vertical.

Erin opined that from her experience in this particular class (CIS 62), the sample assignment provided is too generic and could use more detail as if the student is reading it. Leslie noted that some instructors cut and paste what they give students into this form. Jeff would like to see the assignment to know exactly what the students will experience. Leslie added that more is better with more methods of instruction. She also pointed out that the threaded discussion shouldn't be under Online Adaptation, but rather under Method of Instruction, and other examples should be under Methods of Evaluation. Leslie informed members that she has asked CurricUNET to remove the "Add" button, as it is redundant to the "Save" button below. For now, it remains. Erin is working on a Curriculum Committee member manual and will add a "Distance Education" section to the manual, noting today's discussion points. Leslie recommended this course be tabled until the DE section is improved and reminded members that during the Accreditation visit in October, DE will be checked for correctness. Members discussed the minimum required signatures and Leslie concluded that Pei-Lin will be informed that four signatures are needed from now on, rather than the three that have been accepted. These four include: the course author/originator, their Committee Rep, and two division faculty.

Motion to Table

M: Joe Conrad

S: Jeff Lamb

P: Unanimous

b. (CP11-020) CIS 069 Multimedia for the Web

1). Action on course.

M: Carl Ogden

S: Lynn Denham-Martin

Discussion: Leslie and Erin opined the sample assignment needs more information, but didn't feel it should be held up for that. Mary Lou Fracisco will submit more to Pei-Lin to add. Members voted to approve the course and an improved sample assignment will be submitted.

P: Unanimous with the sample assignment piece to be submitted

c. (CP11-021) CIS 070 Adobe Photoshop for the Web

1). Action on course.

M: Robin Arie-Donch

S: Carl Ogden

Discussion: Jeff questioned if there were actual writing assignments, such as additional written reports and noted the Photoshop graphics, objects, and images don't seem to be written examples. Mary Lou noted that this course is product driven with practical hands-on applications. Erin suggested the assignments listed should be moved to "Other". Members agreed that the sample assignments should be moved from "b" to "c".

P: Unanimous with change of assignments from 12b to 12c.

d. (CP11-022) CIS 085 Digital Publishing with InDesign

1). Action on course.

Tabled (per agenda amendment)

e. (CP11-023) CIS 087 Adobe Illustrator for the Web

1). Action on course.

M: Robin Arie-Donch

S: Maire Morinec

Discussion: Jeff recommended the sample assignment could be invigorated so that anyone viewing this on CurricUNET would have a sense of this course. Joe pointed out that it was not edited on the course checklist and Mary Lou added that this course came through last year. Erin noted that it is part of curriculum review. The Committee agreed that this course should also move assignments under Item 12b to 12c ("other").

P: Unanimous with the change of assignments from 12b to 12c.

f. (CP11-024) CIS 113 Introduction to Programmable Logic Controllers

1). Action on course.

M: Maire Morinec

S: Lynn Denham-Martin

Discussion: Leslie noted that the face-to-face description is needed to see what the online adaptation relates to and a revamped and detailed sample assignment is needed for more clarity. Erin will forward John Urrutia's DE form example to Mary Lou and Earl. The example will be in the old Word form, but the content is the same as needed on the CurricUNET form. Jeff questioned: a) if there is a physical component to the course and; b) if so, how it is bridged to online applications. He added there may be online visuals to see how it works, but more specific clarification is needed.

The Committee moved to table this item, so that clarification can be made on the DE instruction and assessment methods.

M: Jeff Lamb

S: Maire Morinec

P: Unanimous

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

**10. MAJOR DELETIONS (none)**

**11. REPORT FROM THE CHAIR**

Erin reported that the Governing Board approved Title 5 changes to the methods for establishing prerequisites. She will revisit this topic at the Academic Senate in April. SB 1440 information was sent out with catalog language that can be used/adapted by all Community Colleges.

Erin sent an email to all faculty reminding them to come to Curriculum Committee meetings with their new courses or modifications. She thanked Mary Lou for attending this meeting. Members queried how faculty are informed about the agenda. Because of the work overload in the Curriculum Office, Leslie suggested that when Curriculum Committee members receive the agendas, they send an email to the faculty whose courses are on the agenda.

Erin stated that email notifications in CurricUNET are not functioning. She asked members to please remind division faculty to be proactive in getting signatures. Even though courses automatically proceed to the next person on the signature tree, faculty need to follow up on their course's progress. Leslie added that faculty can check CurricUNET to view their course status. She shared that she, Pei-Lin, and Tina speak with CurricUNET every week regarding challenges and solutions.

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

Leslie reported that Sociology is working on having a TMC completed. Joe reported that the TMC for Math will be approved state-wide Thursday, which means we can move forward as needed. He noted there is nowhere in CurricUNET to note "for transfer" under degrees to start new programs, which should be added to CurricUNET as a transfer note. Leslie suggested a math course modification would be easier rather than a new program. She added that sociology will only have one degree.

Jeff recapped that the State Board of Governors approved Title V changes on establishing prerequisites. Leslie reported that pre-requisites can now be put on courses without rigorous statistical analysis. Prerequisites can be added by showing that content in a course requires completion of content in another course. It is also important to consider access.

**13. REPORT FROM THE ARTICULATION OFFICER**

Robin Arie-Donch reminded members that if some divisions decide to have two degrees for transfer, they need to work on very clear messages to students, including in the catalog, so students don't take a series of classes for the "wrong" (other) degree, as they may be confused and not understand the differences.

**14. OTHER**

**15. OPEN DISCUSSION**

**16. ADJOURNMENT**

M: Carl Ogden

S: Lynn Denham-Martin

P: Unanimous

The meeting was adjourned at 2:37 pm

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