

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

Minutes

Tuesday, March 8, 2011

1:30 p.m., Room 501

1. ROLL CALL

Chair Erin Duane called the meeting to order at 1:38 PM.

Curtiss Brown, Joe Conrad, Erin Duane (Chair), Jeff Lamb, Tim Boerner, Maire Morinec, Carl Ogden, Pei-Lin Van't Hul, Teri Yumae, Connie Adams, Michelle Anderson (Student Rep), Kim Huynh (Student Rep)

Absent: Robin Arie-Donch, Lynn Denham-Martin, Leslie Rota, Brenda Tucker

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: Curtiss Brown

S: Carl Ogden

P: Unanimous

3. CONSENT ITEMS (none)

4. APPROVAL OF MINUTES – (none)

5. ACTION ITEMS

6. NEW COURSES (none)

7. COURSE MODIFICATIONS – (listed below)

a. (CP11-018) IT050 Alternative Energy Technologies

1). Action on course.

M: Maire Morinec

S: Teri Yumae

Discussion: the purpose of the modification is to include the necessary distance education forms.

Members expressed concern that the online course, described as straight lecture, has a 24-student maximum enrollment. Joe stated that the Curriculum Committee does not have authority to change class maximums. Caps on enrollment can be established on new courses brought to the Committee, but once the course is in the Curriculum Office's workload manual it becomes a workload issue. The Efficiency Committee will be reviewing courses and put forth proposals to the administration and union to change many class maxes. Instructors can raise their maximums and classes may have more students than the maximum listed. Jeff added that classes with a cap of 24 students would likely not be offered.

Joe reported that the faculty will be asked by the Efficiency Committee for suggestions on changing class maximums. Jeff opined the Senate might be concerned about union input on curriculum issues. Joe responded that a union concern is that strong arm tactics could happen, and class maxes could be adjusted randomly. Pei-Lin added that the Committee only sees Section K on course modifications and shouldn't even see the class max. Joe recommended the Committee take this course on face value, allow the dean to decide if it runs, and hope that this process will identify it as one that should have the maximum cap changed. Carl queried if the course could be held for suggested changes, in response to Committee concerns about other portions of the course outline. Jeff also queried when this course was last offered and questioned whether courses should be kept in the books that are not offered. Maire raised her concern on the lack of written requirements for the course. Erin clarified that the DE form only includes written exams and not other writing requirements.

The following recommendations were made:

- Clarify course assignments, particularly writing and sample assignments.
- Add a few more objectives, including one that involves critical thinking.
- Give better DE sample assignments.
- Writing assignments for both online and face-to-face classes should be clear and complete.

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- More elaboration on methods the instructor will use to transfer instruction and knowledge. The Committee agreed to send this modification back with the suggestions made.

Motion to table

M: Jeff Lamb

S: Carl Ogden

P: Unanimous

8. CURRICULUM REVIEW – COURSE MODIFICATIONS (*none*)

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

10. MAJOR DELETIONS (*none*)

11. REPORT FROM THE CHAIR

a. Nominations for curriculum committee Chair

Joe Conrad has accepted the nomination for the Curriculum Committee Chair for 2011-2012. Jeff expressed appreciation to Erin for doing an amazing job as Curriculum Chair, a position with a steep learning curve. Erin shared that it has been a great learning experience and though current family obligations affect her ability to serve as Chair she will remain on the Committee.

Questions and concerns were discussed regarding how representation on the Committee will be affected by the reorganization. Jeff suggested that sub-committees of the Senate might use the new Senate Bylaws as a model. The Academic Senate plans to finalize their revision of the Constitution and Bylaws next month, which will include provisions for changing representation as needed any time the College structure changes. The Curriculum Committee members should make recommendations as to important points for organization and representation.

Erin will forward the Academic Senate an email on spring Curriculum information. Hopefully, the pre-requisite conversation will move forward on campus. A discussion can be added to the next agenda.

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

a. As courses come forward to the Curriculum Committee, the originator or the division dean needs to be present to answer any questions or concerns regarding the proposed courses. Leslie requested reengagement of a past policy that the originator of new or modified courses should come to the Committee and present when their course is on the agenda so that questions can be answered. Jeff suggested the Curriculum Chair send email notification to all faculty to bring this policy back to their attention. Presentation at the Committee meetings would be strongly encouraged for new courses and recommended for course modifications. Course authors' presence and input can bring more equity to the process.

13. REPORT FROM THE ARTICULATION OFFICER

None

14. OTHER

Pei-Lin pointed out that there are only three Curriculum Committee meetings left, 34 courses are on hold from last semester, and divisions need to bring their courses through. Jeff suggested divisions should be firmly reminded to follow through; lack of a division's follow-through should not create an emergency for the Curriculum Committee.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Carl Ogden

S: Joe Conrad

The meeting was adjourned at 2:35 PM

CC meeting-3.8.11/ca