

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

Tuesday, May 17, 2011  
1:30 p.m., Room 501

**1. ROLL CALL**

Erin called the meeting to order at 1:57 pm

Present: Robin Arie-Donch, Curtiss Brown, Joe Conrad, Jeff Lamb, Maire Morinec, Leslie Rota, Pei-Lin Van't Hul, Teri Yumae, Connie Adams, Michelle Anderson (Student Rep),

Absent: Tim Boerner, Lynn Denham-Martin, Carl Ogden, Brenda Tucker, Kim Huynh (Student Rep)

**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: Maire Morinec

S: Curtiss Brown

P: Unanimous

**3. CONSENT ITEMS** (see below)

Correcting course numbering:

a. **NURS 050A**: change Prerequisites from *ENGL 1, BIOSC 5, BIOSC 6, BIOSC 14*, with grade of "C" or better; to *ENGL 001, BIO 004, BIO 005, BIO 014*, with grade of "C" or better.

b. **NURS 219**: change Prerequisites from *BIO 005, BIO 006* to *BIO 004, BIO 005* (course number changed from *BIO 006* to *BIO 004*)

c. **MATH 030**: change other catalog information from "Not open to students who have completed MATH 20 or 28 with a grade of "C" or better" to "Not open to students who have completed MATH 020 with a grade of "C" or better" (remove inactive course MATH 028 from the description).  
BIO 006 remove - type

**4. APPROVAL OF MINUTES** – April 12, 2011 & May 3, 2011 (attachments)

One motion to approve both sets of minutes

M: Joe Conrad

S: Maire Morinec

P: Unanimous

**5. ACTION ITEMS**

**6. NEW COURSES** (none)

**7. COURSE MODIFICATIONS** – (see below)

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

**Tabled Items for Action: Tabled from March 22, 2011 Meeting Date**

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

Changes in DE form, Textbook,

1). Action on course.

M: Maire Morinec

S: Teri Yumae

P: Unanimous

**9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS (see below)**

a. (CP11-049) Computer Forensics A.S. Degree

1). Action on degree.

M: Joe Conrad

S: Maire Morinec

Discussion: Leslie noted this will be forwarded to the Chancellor's office if passed. It was approved by the Curriculum Committee in 2006 but was not submitted to the Chancellor's Office. One of the course names was changed and it is also now 1.5 units instead of 1 unit."P: Unanimous

b. (CP11-050) Computer Forensics Certificate of Achievement

1). Action on degree.

M: Maire Morinec

S: Joe Conrad

P: Unanimous

**10. MAJOR DELETIONS (none)**

**11. REPORT FROM THE CHAIR**

Erin reported that the May 16 Senate meeting included a discussion item on Senate representation changes considered based on the pending reorganization. The Senate will maintain their current structure and recommended the Curriculum and DE committees do likewise until the fall and forward representation recommendations to the Academic Senate once agreed to by this Committee. Jeff reported that the DE Committee presented a tentative structure, by looking at the number of courses taught in the new configuration with attempts to keep a balance per the numbers. In the end members decided on two representatives from each new school. Erin stated that the Curriculum Committee should continue to have articulation, library, and counseling representation. Leslie noted that the library representation could be part of Liberal Arts. Erin countered that a difference in the library role on the Committee is to maintain the connection between the curriculum and the library, not the rest of the Liberal Arts. Joe queried why DE decided on two representatives from the School of Human Performance and Development with less numbers and courses. Jeff responded that many of the DE courses and faculty will be in that school. . Jeff suggested consideration that the larger the committee, the larger the quorum needed in order to function. Without knowing now the representatives who will serve next year, Jeff suggested an announcement to open up to and invite all faculty interested in serving on the Committee to come to the Flex Curriculum training. Erin will contact Chuck to add a line to invite anyone interested. Jeff reiterated that, as the Academic Senate recommended, members would remain on the Committee until fall. Current members whose terms are ending could speak with their divisions, ask if anyone else is interested in serving, and remain on the Committee if no one else is interested.

Committee members expressed best wishes to Leslie on her retirement and appreciation for her service on the Curriculum Committee and 37 years of service at Solano College.

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

Leslie expressed concern about a proposal from the Curriculum Advisory Committee to begin a flight school as it is not coming forth from faculty on campus. She recommended that the Curriculum Committee should create a policy, as there is no policy in place to insure curriculum is proposed by faculty. She added that, if no faculty member is willing to take on some curriculum, maybe it shouldn't be allowed to come forward and she is leaving that with the Committee to consider. Maire noted that in nursing, regulations clearly state that curriculum is faculty driven.

Leslie expressed her love of working with curriculum and she will be a guest speaker at Flex. She stressed that curriculum is the heart of the campus, it must be solid, it is complicated, and is sometimes hard to make right. What is done in the Curriculum Committee is very important. Leslie thanked everyone for serving.

### **13. REPORT FROM THE ARTICULATION OFFICER**

Robin reported that she discovered that a math class was listed in IGETC, though the course outline is not on ASSIST, and it cannot be on the IGETC list. She questioned who is overseeing this and pointed out that faculty should be checking and making changes or students will make choices based on incorrect info. Leslie noted that the error should have been caught by the Committee. Robin responded that the outline of record has not always been reliable when it comes to GE and some curriculum representatives and faculty need to take responsibility. Pei-Lin will make a list of IGETC and CSU general education classes and notify divisions to check for errors. Robin clarified that courses could be revised if faculty want their courses in IGETC or CSU. Joe noted that as Articulation Officer, Robin can send back new courses to have corrections and changes made before the course comes to the Committee. Courses cannot be held as pending, there is no "pending" designation on the form, and Pei-Lin would have no way to know and track it. Erin added that faculty will rely on Robin's expertise. Robin reiterated that faculty should become more responsible on what needs to be changed and she will work with faculty. Joe queried if it should be part of course proposal. Leslie opined that if Robin judges a course as a general education course, it will be approved 99% of time and added that general education is well defined and Curriculum Committee members should read the material. Leslie recommended looking into if this was an isolated incident before considering changes to pursue. First the IGETC and CSU lists should be reviewed once Pei-Lin sends them out and, if this was not an isolated incident, then changes can be considered. If there are no more than a few errors, then it shouldn't be a concern.

### **14. OTHER**

Pei-Lin announced that S/P Laguerre has commented that he wants printed catalogs available for students in April. In order to do that, the cut-off time for courses to come to the Committee would have to be earlier in spring. Leslie advised that Joe, as Committee Chair, should speak with Dr. Laguerre and explain the implications. All courses would have to be processed in the fall. Pei-Lin confirmed that would present a huge challenge in the Curriculum Office by creating a work overload with timely demands in other areas.

### **15. OPEN DISCUSSION**

### **16. ADJOURNMENT**

M: Maire Morinec

S: Robin Arie-Donch

P: Unanimous

The meeting was adjourned at 2:43 PM