

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Minutes

Tuesday, May 3, 2011
1:30 p.m., Room 501

1. ROLL CALL

Chair Erin Duane called the meeting to order at 1:37 pm.

Robin Arie-Donch, Curtiss Brown, Joe Conrad, Lynn Denham-Martin, Erin Duane (Chair),
Brenda Tucker,

Jeff Lamb, Tim Boerner, Maire Morinec, Leslie Rota, Pei-Lin Van't Hul, Teri Yumae, Connie
Adams, Michelle Anderson (Student Rep), Kim Huynh (Student Rep)

Absent: Carl Ogden

Guests: Debra Berrett, George Maguire, Amy Obegi, Roy Pike, Christie Speck, Carla Spindt

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.

Erin noted additional changes to the agenda as follows:

Item 7d – change from CP110-038 to CP11-049

Item 9b – strike “changes in DE form, Textbook” as there are no changes in either

Erin also clarified the correction under Consent Items – when this was approved there was an oversight on the method of instruction. The Lab component was not checked though the Committee was aware that Lab was included in the Course.

M: Maire Morinec

S: Robin Arie-Donch

P: Unanimous as amended

3. CONSENT ITEMS (*see below*)

Correcting an oversight on method of instruction for NURS 148M; the approved course outline of records stated 5 lecture hours and 15 lab hours for 8 weeks; however only the Lecture method of instruction was listed. We need to modify the course outline of record to include Lab method of instruction for this course.

4. APPROVAL OF MINUTES – November 9, 2010 & March 22, 2011 (attachments)

One motion to approve both sets of minutes:

M: Jeff Lamb

S: Lynn Denham-Martin

P: Unanimous

5. ACTION ITEMS

6. NEW COURSES (*see below*)

a. (CP11-027) ECE 064 Observation and Assessment

1). Action on course.

M: Robin Arie-Donch

S: Lynn Denham-Martin

Discussion: Friendly amendment to add advisory for SCC English and Math minimums.

P: Unanimous as amended

b. (CP11-028) ECE 105 Parenting in a Stressful World

1). Action on course.

M: Robin Arie-Donch

S: Maire Morinec

Discussion: Friendly amendment to add advisory for SCC English and Math minimums.

In response to Joe's question regarding repeatability, Amy Obegi clarified that the course is repeatable three times. Pei-Lin removed "repeatable three semester units" and corrected to "repeatable three times". Joe requested consistent language under Course Objectives #5. Pei-Lin changed "understanding" to "understand".

P: Unanimous as amended

c. (CP11-029) OCED 101 Occupational Soft Skills

1). Action on course.

M: Robin Arie-Donch

S: Teri Yumae

Discussion: Maire noted this course looks identical to one offered in the business division. Debra Berrett responded that OCED101 covers soft skills specific for occupational areas compared to the business courses which are more management related. She added that the Occupational Advisory Committees are looking for something specifically occupational related with occupational education instructors. Occupational programs cover all the occupational courses. If this course isn't offered, the Advisory Committee could require a soft skills course for Fire, Cosmetology, and other programs separately. CTE and occupational teachers decided this would be the solution; this course also covers OSHA and other requirements which the course in the business division does not. The dean reviewed this course item by item. Jeff added that components of many grants look for courses like this. Debra noted that the soft skills will help students without requiring them to do an internship. This course will also put our occupational programs more in line with what other schools are doing.

P: Unanimous

7. *COURSE MODIFICATIONS* – (see below)

a. (CP11-030) BUS 181 Business Mathematics

Changes in Course Title, Other Catalog Information, DE form, Textbook

1). Action on course.

One motion to approve both BUS 181 and BUS182

M: Joe Conrad

S: Robin Arie-Donch

Discussion: Joe questioned the DE form's sample assignment content. Erin suggested it looks like a series of problems students would complete and self-test. Although it is not a traditional example, it has a series of directions may suffice. Robin suggested the Curriculum Committee could develop guidelines for sample assignments. Erin will add DE sample assignments to the DE section in the Curriculum Handbook she is creating. Jeff questioned the reason this is a variable unit class. Leslie responded that it is set up so students can work at one unit at a time as they wish. Leslie noted that the catalog states the online course is not open entry/open exit".

P: Unanimously

b. (CP11-031) BUS 182 Small Business Mathematics

Changes in Course Title, Other Catalog Information, DE form, Textbook

1). Action on course.

(see combined approval under BUS 181)

c. (CP11-032) EMT 212 Emergency Medical Technician (Basic)

Changes in Units, Lect and Lab hours, Course Advisory, Pre-Requisites, Catalog Description, Student Assignments, Course Content Outline, Textbook

1). Action on Pre-requisites: NURS 111 and EMT 128 (formerly FIRE 128)

M: Maire Morinec

S: Robin Arie-Donch

Discussion: Joe questioned the process for adding this pre-requisite. Maire noted that NURS and EMT are in the same department, and that the addition of pre-requisites is to increase student success especially for students who enroll in EMT directly out of high school. NURS 111 is medical terminology, offered online, which is beneficial to learn before attending the in-classroom EMT course. Robin queried why the course was shown as an advisory to the course. Pei-Lin changed advisory "212" to SCC minimum Math and English.

P: Unanimous

2). Action on course.

M: Maire Morinec

S: Lynn Denham-Martin

Discussion: Erin queried how students know about the pre-registration orientation. Maire responded that it is advertised and is in the schedule as well as orientation offered prior to enrolling for nursing, fire, etc. She added that the state has been moving towards increased unit value and number of hours.

P: Unanimous

d. (CP11-049) FIRE 102 (057) Fire Service Safety and Survival Practices

Changes in Course Number, GE areas, Units, Lab hours, Catalog Description, Student Performance Objectives, Reading Assignments, Course Content Outline, Textbook

1). Action on Pre-requisites: FIRE 050 with a minimum grade of C

M: Robin Arie-Donch

S: Maire Morinec

Discussion: none

P: Unanimous

2). Action on course.

M: Maire Morinec

S: Robin Arie-Donch

Discussion: Joe questioned if the method of delivery was meant to be DE. It is not but has an empty DE form. Pei-Lin will have this corrected by CurricUNET. Robin noted that Section E stated "non-transferrable" then "transfers to CSU" and "UC pending review", and should say "degree applicable and transfer to CSU". She suggested training would be helpful on how to fix items like that. Pei-Lin will make the correction. Roy stated this course isn't due to go nationwide until next year. P: Unanimous as amended

e. (CP11-033) THEA 010 History of Theatre 1

Change in method of instruction

1). Action on course.

One motion to approve both THEA 010 and THEA 011.

M: Robin Arie-Donch

S: Joe Conrad

Discussion: none

P: Unanimous

f. (CP11-034) THEA 011 History of Theatre 2

Change in method of instruction

1). Action on course.

(see combined approval under THEA 010)

g. (CP11-035) THEA 030 Voice for the Actor

Changes in Units, Lect and lab hours, Course Description, Student performance Objectives, Reading Assignments, Course Content Outline, Textbooks, Co-requisite (removed), Pre-requisite (removed)

1). Action on course.

M: Robin Arie-Donch

S: Maire Morinec

Discussion: George Maguire explained that he created THEA 030 as a course modification to one aspect of a course he has been teaching for 25 years and has opened it up to everyone.

P: Unanimous

h. (CP11-036) PSYC 001 Introduction to Psychology

Changes in Method of Instruction, DE form

1). Action on course.

M: Lynn Denham-Martin

S: Maire Morinec

Discussion: Joe noted that the DE form's Methods of Instruction should be changed to remove first person references so that other instructors could also teach the course. Leslie and Pei-Lin will rewrite that section to be more general. Erin noted that the sample assignment is a copy/paste of the Methods of Evaluation. Pei-Lin noted this is an error; the correct sample assignment was included and she will incorporate it properly.

P: Unanimous as corrected

i. (CP11-037) WATR 108 Water Treatment II

Changes in Units, Lect hours, Reading Assignment

1). Action on Pre-requisites: WATR 104 with a minimum grade of C

M: Robin Arie-Donch

S: Joe Conrad

Discussion: none

P: Unanimous

2). Action on course.

M: Maire Morinec

S: Lynn Denham-Martin

Discussion: Joe noted the original course had a cap of 24, was going to be increased to 40, but changed back to 24. "This is a new standard" needs to be deleted. Pei-Lin will make the correction.

P: Unanimous as corrected

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

a. (CP11-038) CIS 050 Microcomputer Applications

Changes in DE form, Textbook,

1). Action on course.

One motion to approve 8a, 8b, 8c, and 8d together.

M: Robin Arie-Donch

S: Joe Conrad

Discussion: none

P: Unanimous

b. (CP11-039) CIS 052 UNIX Operating System

Changes in DE form, Textbook,

- 1). Action on course.
(see combined approval in CIS050 above)
- c. (CP11-040) CIS 063 WordPerfect
Changes in DE form, Textbook,
1). Action on course.
(see combined approval in CIS050 above)
- d. (CP11-041) CIS 078 Access -Database Management System
Changes in DE form, Textbook,
1). Action on course.
(see combined approval in CIS050 above)
Discussion: Jeff noted the difference between saying what you're going to do versus showing it and suggested an example of sample assignments to follow so that anyone unfamiliar with the course would understand. Pei-Lin will add an example under "help information" and on the DE form and Erin will add samples in the DE section of the Curriculum manual. Leslie thought it might be helpful to show different examples for both more technical courses and lecture courses. .
- e. (CP11-042) CIS 083 Web Server Administration
Changes in Methods of Instruction, Textbook
1). Action on course.
One motion was made to approve 8e, 8f, 8g, and 8h together.
M: Joe Conrad
S: Jeff Lamb
Discussion:
P: Unanimous
- f. (CP11-043) CIS 091 Microsoft Outlook
Changes in Methods of Instruction, Textbook
1). Action on course.
(see combined approval in CIS083 above)
- g. (CP11-044) CIS 093 Microsoft Publisher
Changes in Methods of Instruction, Textbook
1). Action on course
(see combined approval in CIS083 above)
- h. (CP11-045) CIS 110 Wireless LANs
Changes in Methods of Instruction, Textbook
1). Action on course.
(see combined approval in CIS083 above)
- i. (CP11-046) CIS 121 PHP Programming with MySQL
Changes in DE form, Textbook,
1). Action on course.
M: Robin Arie-Donch
S: Maire Morinec
Discussion: none
P: Unanimous

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

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

Changes in DE form, Textbook,

1). Action on course.

M: Robin Arie-Donch

S: Maire Morinec

Discussion: Erin suggested the deletion of details under "other" in 12c, Section K, student assignment. Leslie noted that the Student Assignments area should be vague enough that anyone can teach, but specific enough that it covers the topic. Members agreed to delete the language and insert "assignment using features and tools of flash software" which was completed by Pei-Lin.

P: Unanimous as amended

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

Changes in DE form, Textbook,

1). Action on course.

M: Robin Arie-Donch

S: Teri Yumae

Discussion: None

P: Unanimous

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

a. (CP11-047) Mathematics A.S.-T Degree

1). Action on degree.

M: Robin Arie-Donch

S: Lynn Denham-Martin

Discussion: Robin suggested there should be standard language in the introduction for clarity of requirements for all degrees. Joe added there should also eventually be something in the front of the catalog that will detail requirements. He was told at the pre-requisite meetings that catalog language will be available that could be used by all campuses. Robin noted she can work with IGETC also. Joe and Robin will review the verbiage and could also wait for the Chancellor's Office to determine approved language. Pei-Lin pulled up specific language that has to go in. In discussion with the Chancellor's Office and the Articulation Office, Robin learned students need to be advised they must take speech. They can receive degrees and IGETC without taking speech but they can't transfer to CSU without it. Leslie suggested this can be approved noting that communications coming from the Chancellor's Office will be addressed and the language corrected. Joe added that if it's not handled, they'd return it for change. Members agreed to approve now, knowing that only the explanatory paragraph will be corrected. Pei-Lin will change the official title to A.S.T. Degree.

P: Unanimous with agreement to future correction

b. (CP11-048) Sociology A.A.-T Degree

1). Action on degree.

M: Maire Morinec

S: Robin Arie-Donch

Discussion: same as above.

P: Unanimous

10. MAJOR DELETIONS *(none)*

11. REPORT FROM THE CHAIR

Erin reported that a recent Academic Senate email began conversations concerning the need for a new representation model at the Senate level in response to our campus's pending reorganization. A couple options suggested two or three representatives from each "school". Erin's main concern is to make sure this Committee maintains ample representation. Leslie noted that with only four deans in the reorganization plan, there may not be two deans on the Curriculum Committee next year. Jeff was told he will not be attending the Curriculum Institute as originally planned. Leslie opined and others agreed that a dean should attend that conference. The Curriculum Committee responsibility is ultimately with EVP Reyes. Articulation, Counseling and the Library should each have a representative in this Committee. Whatever division the Chair comes from, is to have a separate representative on the Committee; however, that didn't happen this year, because there weren't enough librarians to allow time for someone, in addition to Erin, to attend meetings.

Leslie suggested that if the Academic Senate chooses two representatives per "school", the Curriculum Committee should have one representative in the Senate. The current Senators agreed to attend Academic Senate meetings until the reorganization representation is determined and the Curriculum Committee members agreed to follow that plan. Erin will bring points discussed back to the May 16 Senate meeting.

A resolution was passed at Plenary to adopt Title 5 Pre-Requisite changes. The changes are slated to become effective on May 25 and can be viewed on the Chancellor's website. Jeff explained that changes should be forwarded from the Curriculum Committee in the fall of 2011 to the Academic Senate to adopt a plan, which would then be forwarded to the Governing Board to create policy.

Leslie recommended content review training in tandem with whatever plan is presented to the Senate.

Erin noted she emailed the last update on Transfer Model Curriculum (TMC) to the Academic Senate and Curriculum Committee members. The memo included news and resolutions from the recent Academic Senate spring plenary session. Leslie noted that deans and counselors approve substitutions, only involving the Committee if assistance is needed.

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

Leslie clarified misspoken comments she made at the last meeting regarding the setting of standards: the vice president doesn't have the authority to rule on course maximums/caps; it is decided through mutual agreement. Erin also noted that per the CCA/CTA/NEA contract; "class size shall be based on equipment limitations, educational considerations and safety".

13. REPORT FROM THE ARTICULATION OFFICER

None

14. OTHER

Leslie announced the Computer Forensics Degree will be on the next agenda. There were a lot of extenuating circumstances that kept it from moving forward. People are waiting to get the degree and it needs to be completed.

Joe noted there is a lot of information on Program Discontinuance which he is looking forward to addressing next year. The Curriculum Committee is a vital component of that process and whoever is on the Committee next year needs to be educated on it. (See Board Policy 6105 at http://www.solano.edu/president/Board/districtpolicies/new_series6000.html)

Pei-Lin reported the PE, Athletics, and Wellness division has many courses held up as faculty didn't know how to use the queue. Pei-Lin assisted with that and they will be approving these to be ready for next semester. She suggested another training session be offered at Flex Cal. Joe added that training should be offered for the Curriculum Committee and CurricUNET during optional Flex. Flex Cal Chair, Chuck Spillner, should be contacted for additions to the August schedule.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Maire Morinec

S: Joe Conrad

P: Unanimous

The meeting was adjourned at 3:11 pm.

Last Meeting: May 17, 2011, 1:30 - 3:30 p.m. Room 501