

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**Minutes**

Tuesday, October 26, 2010

1:30 p.m., Room 505

**1. ROLL CALL**

Robin Arie-Donch, Curtiss Brown, Joe Conrad, Lynn Denham-Martin, Erin Duane (Chair), Marianne Flatland, Jeff Lamb, Mary Mazzocco, Maire Morinec, Carl Ogden, Leslie Rota, Pei-Lin Van't Hul, Teri Yumae, Nancy Blanc, Michelle Anderson (Student Rep), Brandon Aquinde (Student Rep)

Excused: Robin Arie-Donch, Lynn Denham-Martin, Jeff Lamb

**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: Carl Ogden  
S: Teri Yumae  
A: Yes

Discussion: Leslie Rota noted that it would be preferable if the Articulation Officer were present at the meeting to present Item 5 (Voting to approve Articulation Officer as a "Voting" member of the Curriculum Committee) before action is taken.

M: Curtiss Brown moved to remove Item 5 from the agenda  
S: Carl Ogden  
A: Yes

**3. CONSENT ITEMS** (none)

**4. APPROVAL OF MINUTES** – September 14, 2010 - (Attachment)

Please correct the notes to reflect the correct spelling of Curtiss Brown's name throughout the document.

M: Curtiss Brown  
S: Carl Ogden  
A: Yes

**5. ACTION ITEMS**

**a. Voting to approve Articulation Officer as a "Voting" member of the Curriculum Committee**

M: Curtiss moved to remove from agenda  
S: Carl  
A: Yes

Item was removed during the approval of the agenda and no discussion or vote was taken.

**6. NEW COURSES** (none)

**7. COURSE MODIFICATIONS** – (Attachment)

**a. (CP10-183) CHEM 001 – General Chemistry**

Change in method of instruction and adding the Hybrid Distance Education form.

1). Action on course.

M: Joe Conrad  
S: Carl Ogden  
A: Yes

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**Discussion:**

- The Curriculum Committee Agendas will be posted through CurricUNET beginning with the November meeting.
- For articulation purposes, textbooks should not be older than 5 years. The textbook date field did not get moved over from WebCMS so faculty will need to check the textbook date and make sure it is correct. The textbooks should be updated when you are in curriculum review.
- There was extensive discussion on the approval process and how several people were able to approve more than once in CurricUNET. When the Curriculum Committee members review a course at the meeting, it is possible that one person can review a single course multiple times. This is a technical issue and the Curriculum Office will discuss this oddity with CurricUNET.
- What is the legal course approval? The legal course approval is the approval stated in the Curriculum Committee notes. The notes are the legal approval record.

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

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

**10. MAJOR DELETIONS** (none)

**11. REPORT FROM THE CHAIR – Erin Duane**

No report

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

- Curriculum Representatives need to serve as the gatekeepers for their divisions. There must be at least 3 faculty signatures to move a course forward; it's preferable that those three (or more) be familiar with the subject matter of the course. Each department can be different (ex: some divisions have only one full-time faculty member), but Committee Reps are responsible for ensuring that a course receives enough approvals by faculty of the specific area. The Committee representative sign last; then the course moves to the dean.
- In the Humanities Division they want Distance Ed to be carefully monitored before approval. One solution that was suggested is to have a designee be named as the DE approver and nothing moves forward through the Curriculum Committee Rep until that person has approved.
- Leslie speaking from her Dean hat – submitted a new major in Art Print Making; found a road block at Chancellor's office; it seems that the Chancellor's office wants 75-80% courses of transfer major to be lower division requirements and verified that they are offered by at least 4 schools. Leslie has called the Chancellor's Office for clarification. We are required to have 18 units for an A.A. or A.S. degree and it will be difficult to find four year schools who have articulated that many lower division units.

**13. REPORT FROM THE ARTICULATION OFFICER**

Absent - no report

**14. OTHER** (Attachment)

**15. OPEN DISCUSSION**

- Pei-Lin – Programs process is not yet ready for review use, as there are several outstanding issues still need to be fixed by the Governet.
- Our Nov 30 meeting agenda deadline is Nov 4.
- PE and CTE are in the process of curriculum review.

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**16. ADJOURNMENT at 2:35 p.m.**

M: Carl Ogden

S: Joe Conrad

A: Yes

**Next Meeting: November 9, 2010, 1:30 – 3:30 p.m., Room 505**

**Next Agenda Items Due Date: October 21, 2010, 12:00 noon**