

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE

**Adopted Minutes**

Tuesday, April 17, 2012  
1:30 p.m., Room 503

**1. ROLL CALL**

Joe called the meeting to order at 1:36 pm

Robin Arie-Donch, Joe Conrad (Chair), Erin Duane, Erin Farmer, Marianne Flatland, Al Gonzalez, Betsy Julian, Margherita Molnar, Maire Morinec, Randy Robertson, Teri Yumae, Mark Davis Martinez (Student Rep), Connie Adams

Absent/Excused: Debra Berrett, Curtiss Brown, Tina Abbate, Lynn Denham-Martin, Arturo Reyes, EVP

Naser Baig (Student Rep), James Vaughn (Student Rep)

Guests: Christine Ducoing, Carl Ogden, Maria Santiago

**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: Erin Duane

S: Teri Yumae

Discussion: to accommodate guest instructors, Course Modifications 7c, 7d, and 7e were moved to follow Item 2.

A: Passed – Unanimous

**3. CONSENT ITEMS**

**4. APPROVAL OF MINUTES** – March 27, 2012 (attachment)

M: Erin Duane

S: Marianne Flatland

Corrections were made to: correct roll; Item 6a sentence correction at end of first paragraph per Erin Duane, and; Item 15, last paragraph, deletion of excess verbiage per Robin.

Discussion: Joe requested the Committee next check the changes made to the March 27<sup>th</sup> New Courses Item 6a that was passed at that time contingent on changes being made as noted: the title was adjusted to Small Business Project-Based Path for Entrepreneurs; the DE form was changed, and; minimum standards were added. The Committee agreed the changes were made as requested.

A: Passed as amended- Unanimous

**5. ACTION ITEMS**

**6. NEW COURSES**

**7. COURSE MODIFICATIONS**

a. (CP12–37) MATH 004 Precalculus Mathematics

Lab information added, assessments, textbook update

1) Action on the course

M: to approve 7a and 7b – Erin Duane

S: Betsy Julian

Discussion: Betsy noted Sections H and K should be Category 3 for contact hours.

A: Passed - Unanimous

b. (CP12–38) MATH 011 Elementary Statistics

Lab information added, assessments

1) Action on the course

A: Passed (see 7a)

c. (CP12-39) CHEM 003 Organic Chemistry I

DE Hybrid added, assessments, textbook update

M: to group 7c, 7d, and 7e for approval - Betsy Julian

S: Erin Duane

Discussion: Chemistry hybrid classes began with Chem 001 and 002 a few years ago to see how well it would work before trying it in other classes. Betsy pointed out that the lecture part will be online but the lab component is still face-to-face and students would still have significant in-person discussion which is especially important for organic chemistry classes that are very challenging and need to be very visual. Joe noted that as hybrid classes, many things including evaluation, will still be done face-to-face.

A: Passed - Unanimous

d. (CP12-40) CHEM 004 Organic Chemistry II

DE Hybrid added, assessments, textbook update

1) Action on the course

A: Passed (see 7c)

e. (CP12-41) CHEM 010 Intermediate Chemistry

DE Hybrid added, assessments, textbook update

1) Action on the course

A: Passed (see 7c)

**8. CURRICULUM REVIEW – COURSE MODIFICATIONS**

**9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS**

**10. MAJOR DELETIONS**

**11. REPORT FROM THE CHAIR**

Joe reported that, at the Academic Senate meeting yesterday, he voiced his concern about the hold on filling the Curriculum Analyst position. Pei-Lin experienced a heavy overload of work when she was in that position and now what the Curriculum Committee approves effectively hits a brick wall without someone to move items forward. There are degrees for transfer as well as courses just approved that need someone to get them on the Governing Board agenda, to the Board meeting, and then program changes have to be submitted to the Chancellor's Office and there is no one here to do it. Unless someone could be hired who has experience there will be a huge learning curve. Tina cannot be expected to cover her own job and the analyst position and her primary job and first priority is scheduling. Joe will be meeting with Dr. Laguerre to discuss this.

The College has not kept up with curriculum review since the reorganizations. By the end of semester, Joe hopes to discuss with EVP Reyes a plan to get back on track next year with a review schedule. Committee members should communicate to their schools that someone has to be doing curriculum review. Joe noted it would be best to complete review for a school within the same year, rather than departments scheduling different years. He added that Program Review, as the big picture, should be completed first and followed by Curriculum Review. To get back on track with Title 5, the Curriculum Committee could make a recommendation, create a proposal, communicate to the deans and EVP Reyes that it will be coming forward, and they can accept it or not, but something has to be decided. Maire stated that faculty needs to do it.

Joe asked members to check with their schools to ensure representatives as needed are chosen and ready to attend the first meeting next fall.

This sat is NCal CC meeting he will be attending, will discuss transfer degrees and repeatability stuff and he will report back to CC.

Final meeting on May 15, won't be courses on there, but should meet to approve minutes so courses can go to Board so everything can happen over summer; also approve if available the CR schedule to ensure we encourage CR next year. Brief meeting but need quorum.

**12. *REPORT FROM THE EXECUTIVE VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS***

No report

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

No report

**14. *OTHER***

**15. *OPEN DISCUSSION***

**16. *ADJOURNMENT***

M: Robin Arie-Donch

S: Erin Duane

The meeting adjourned at 2:17 pm

CC Minutes 04.17.12/ca