

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, August 30, 2011
1:30 p.m., Room 505

1. ROLL CALL

Robin Arie-Donch, Curtiss Brown, Joe Conrad(Chair), Erin Duane, Marianne Flatland, Betsy Julian, Margherita Molnar, Maire Morinec, Carl Ogden, Pei-Lin Van't Hul, Teri Yumae, Connie Adams
Absent: Tim Boerner, Michelle Anderson (Student Rep), Kim Huynh (Student Rep)
Guest: EVP Arturo Reyes

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
P: Unanimous

3. CONSENT ITEMS (see below)

Correcting course numbering:

- a. **EMT212:** Correcting typos:
 - i. change Prerequisites from *NURS111 and EMT128(formerly FIRE128) to NURS111 and FIRE128*
 - ii. change content review *EMT128 – Prerequisite (Objective to Objective) to FIRE 128 – Prerequisite (Objective to Objective)*
- b. **OCED101:** Correcting typo in Program Information: wrong program option was selected in CurricUNET. This course is not part of an approved program.
- c. **THEA030:** Correcting typo in Program Information: wrong program option was selected in CurricUNET. This course is not part of an approved program.

4. APPROVAL OF MINUTES –May 17, 2011 (attachment)

M: Erin Duane
S: Marianne Flatland
P: Unanimous

5. ACTION ITEMS

- a. *2011-12 Curriculum Committee Calendar*

Joe distributed the Curriculum Committee Calendar – 2011-2012

M: Maire Morinec
S: Curtiss Brown

Discussion: Joe noted that the new Tech Review Committee will be evolving and needs to plan how to operate. The calendar has meeting dates scheduled for Tuesdays alternating with the regular Curriculum Committee meeting. Maire pointed out a correction needed on page 2 of the Curriculum Committee calendar handout to change "Fall" to "Spring" - under First meeting of Spring Semester "New/Modified Transferrable Course Deadline (to be offered the following *Spring* semester).

Passed as amended: Unanimous

6. NEW COURSES (none)

7. COURSE MODIFICATIONS – (none)

8. CURRICULUM REVIEW – COURSE MODIFICATIONS (none)

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

10. MAJOR DELETIONS (none)

11. REPORT FROM THE CHAIR

Chair Joe Conrad introduced himself, followed by individuals introducing themselves and the departments/schools they represent. Joe Conrad – Math/School of Sciences and Curriculum; Tina Abate – Scheduling Specialist, Curriculum Analyst assistant; Pei-Lin Van't Hul – Curriculum Analyst; Erin Duane – Librarian; Margherita Molnar – Anatomy/School of Sciences; Connie Adams – Academic Senate Interim Admin; Carl Ogden – Business adjunct/ School of CTE & Business; Curtiss Brown – Kinesiology/School of Human Performance & Development; Marianne Flatland – Counselor; Teri Yumae – Music/School of Liberal Arts; Betsy Julian – Dean of School of Sciences; Maire Morinec – Dean of CTE & Business; Robin Arie-Donch – Counselor and Articulation Officer.

Pei-Lin requested that if problems occur with CurricUNET, first call your curriculum committee rep and if they can't help, call the Curriculum office.

a. Stand Alone Course Training

Joe distributed Stand-Alone Credit Courses training packets. The electronic version of the Stand-Alone documents and the Power Point can be accessed from this link:

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/CreditProgramandCourseApproval/WhatsNew/CertificationTrainingforStandaloneCreditCour/tabid/781/Default.aspx>

Joe trained committee members with a thorough presentation of the Chancellor's Office Power Point to which he added examples to clarify many of the requirements.

Joe reported that the State Academic Senate schedules regional meetings in fall and spring. The first meeting will be held on Friday, September 16, from 10am-4pm at Foothill College. Each school can bring three people. Joe will attend and asked to hear from anyone else who would like to attend. The meeting will cover some repeat information from Curriculum Institute, including content review, repeatability, and transfer information.

b. Technical Review Committee

EVP Reyes and Pei-Lin approached Joe this summer about establishing a Technical Review Committee to review proposals for technical errors and format before forwarding to the Curriculum Committee. Dean Morinec and Erin Duane volunteered to serve. Members proposed by EVP Reyes would be: the Curriculum Chair, who would also serve as Chair of TRC; Articulation Officer; CIO designate; Curriculum Analyst, and; rotate representatives from two schools. Joe suggested that former Curriculum Committee members might be interested if people could be on the TRC subcommittee without being Curriculum Committee members. Senate President Watkins notified Joe of two people who would be interested. When courses are deemed technically ready, they would be submitted for the agenda on Thursdays before the CC meetings. If any technical issues could be easily fixed, they could be completed by the CC meeting the next week. If more extensive corrections are warranted, the course would be resubmitted for another meeting. Total review would still be needed by the full CC membership, but the TRC should make it a more efficient process by eliminating most of the technical correction needs prior to the CC Agendas.

Comments: Robin noted that it is up to CC members to decide on composition. Joe agreed and stated he would like to have former members who were really good at finding errors. Maire queried if the Academic Senate has decided on their composition. Erin responded that the Academic Senate suggested the Curriculum Committee make its own recommendation regarding representation. Maire asked if CC could choose two reps from each school. Joe responded affirmative and the Committee should present its recommendation at a Senate meeting. Joe would expect that if two reps were to be chosen from each school, that the schools would be wise to pick from two different disciplines/divisions.

Maire queried if a DE rep should be included. Some members didn't feel that would be necessary as DE forms are included in review. Erin suggested that a DE rep could be invited when there is a heavy DE load on the agenda. Maire noted her question was based on the fact that there are different expectations for DE in different schools and the Committee could have more to say regarding what courses are appropriate for online. She added that there should be some dialogue between both groups as the Curriculum Committee sets standards for instruction and maybe needs a more active role at looking at courses coming forward. Courses are seldom sent back. The Committee could look more at the appropriateness for online format. As an example in nursing, Solano College does not accept online anatomy and physiology although it is taught online elsewhere. Erin asked for an example of a course approved that shouldn't have been. Maire suggested it should be part of the discussions. The DE proposer and dean should attend the Curriculum Committee meeting to have discussions at that level.

EVP Reyes noted that he spoke to Joe and Pei-Lin about creating a Technical Review Committee and plans to allow some reassign time for the Chair. Pei-Lin has taken on a lot of responsibilities that are not part of her job description and hopefully a tech review committee would eliminate some of that overload. Content and appropriateness would

be the main Curriculum Committee function and there should be faculty involvement. EVP Reyes expressed appreciation to Joe who is willing to start the committee now.

Joe reminded members that the first TRC meeting will be next Tuesday afternoon and to let him know if interested in attending and begin discussion on how to do what we want to do. He is hoping by end of semester the TRC will be up and functioning.

The next regular Curriculum meeting will work as it has for now. Old proposals are in line first. Pei-Lin stated that there are 104 courses in the queue, many are PE courses, so it would be good if Curtiss Brown can join the Tech Review Committee meeting. Joe suggested that members could rotate by semester, or maybe bring in school reps for their curriculum review. Some schools rotate members each meeting, others divide the committee into three groups and courses into three groups to spread the workload. Carl suggested a DE rep would be an advocate for DE which would give them a voice in this Committee should that be appropriate. Joe will meet Friday with Pei-Lin and Tuesday at 2:30pm with Maire and Erin in Room 505. Once the TRC is in place it will be an evolving process to see what works.

c. Composition of the committee recommendations

Joe presented Curriculum Committee representation numbers based on previous reorganization discussions: Chair - 1; school reps - 8 (2 from each of the 4 schools); Student Services - 1; Academic Deans - 2; Student Reps - 2; Articulation Officer - 1; Learning Resources/Library - 1. The total would be 16 representatives or 17 if DE is added. This total would be two more than the Committee had two years ago. Robin recommended more information is needed to decide on the DE representative question and other members agreed. Other suggestions included having a DE consultant and deciding if a DE rep would be a voting member or ex-officio. Robin suggested members consider in the composition the need for quorum. Currently the Chair votes in case of a tie and EVP's designee is non-voting.

d. COR check list

Joe reported that establishing prerequisites takes a different process when applying to cross disciplines. Previously there had to be a full statistical review. Now it is somewhat simpler with content review, but there are still many things to take care of to establish pre-requisites.

The course outline and record checklist (handout) is especially for technical review items.

13. REPORT FROM THE ARTICULATION OFFICER

Robin reported that when developing new courses or making significant modifications that should be transferrable, it would be a good idea to run the course by Robin to insure there will be no UC or other problems. She also requested faculty be sure to give her enough lead time.

At a future meeting Robin will provide ASSIST training to: answer questions; show what can be done with ASSIST; check if your course is on IGETC, and; other pertinent issues. She noted there has been a minor change on IGETC which she will discuss at another meeting.

14. OTHER

Pei-Lin pointed out page 2 of the calendar states "Please allow three weeks to complete all course sign-offs". It is important to know that the signatures must be completed in CurricUNET by those dates. Keep track of course status after submission to know where they are and what signatures are still needed. Follow-up with an email and/or call as auto email doesn't always work.

Pei-Lin also noted that as soon as one faculty checks a course as reviewed it is marked as reviewed. Look at the lowest level number first on the approval list to be sure the three appropriate people have signed. Joe reminded members that reps see the course as soon as faculty see it but don't approve as a rep until the adequate number of faculty have approved.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Erin Duane

S: Robin Arie-Donch

The meeting was adjourned at 3:13 pm