

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, February 7, 2012
1:30 p.m., Room 503

1. ROLL CALL

Chair Joe Conrad called the meeting to order at 1:36 pm

Robin Arie-Donch, Debra Berrett, Joe Conrad, (Chair), Lynn Denham-Martin, Erin Duane, Erin Farmer, Marianne Flatland, Betsy Julian, Margherita Molnar, Randy Robertson, Teri Yumae, Tina Abbate, Arturo Reyes, Connie Adams,

Absent/excused:: Curtiss Brown, Maire Morinec, Latifah Alexander (no longer serving as Student Rep)

Guest: Gale Anderson

Joe welcomed Erin Farmer, Liberal Arts rep, and Naser Baig, Student rep (Academic).

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: Lynn Denham-Martin

S: Erin Duane

A: Passed - unanimous

3. CONSENT ITEMS

4. APPROVAL OF MINUTES – January 24, 2012 (attachment)

M: Marianne Flatland

S: Lynn Denham-Martin

A: Passed – unanimous

5. ACTION ITEMS

- a. Approval of Curriculum Handbook

M: Lynn Denham-Martin

S: Randy Robertson

Discussion: It will be left as a “draft” until approved by the Academic Senate (Discussion Item on March 5 and Action Item on March 19)

A: Passed – unanimous

6. NEW COURSES (*none*)

7. COURSE MODIFICATIONS

- a. (CP12-1) COMM 001 Introduction to Public Speaking

Name change, textbook update

- 1) Action on the course

Joe pointed out that the Tech Review Committee found mostly simple name changes and textbook updates for the modifications and the Committee may want to approve all as a group.

M: to approve 7a – 7k as a group – Erin Duane

S: Lynn Denham-Martin

Discussion: Debra inquired if the class size on lecture classes should be increased to 40. Joe clarified that the Curriculum Committee can only make class size changes on new courses. Once a course is approved through the Committee process, size becomes a workload issue and needs to be dealt with through negotiation and not changed by the Committee.

Robin asked when the name changes will go into effect as she needs to enter them into ASSIST. EVP Reyes responded that he was asked that question, in turn asked the Chancellor’s office, and their

perspective was that changes could be in place by fall, depending on what we can do. As soon as course changes are completed send them in to expedite the process, even if the program planned start is a later date. Joe clarified that new courses approved in spring typically start the following spring and fall approvals start the next fall, so a year is the general rule, although some things could conceivably go a little faster. Robin explained that courses need to be in the database correctly for the semester offered. Joe reminded everyone that the Curriculum Office is in a state of flux while waiting for hiring of a new Curriculum Analyst.

A: Passed - unanimous

Because of error messages and slow access, Joe requested everyone mark their approvals as soon as possible when the program is running properly.

b. (CP12-2) COMM 002 Fundamentals of Persuasive Speaking

Name change, textbook update

1) Action on the course

Passed – see 7a

c. (CP12-3) COMM 006 Argumentation and Debate

Name change, textbook update

1) Action on the course

Passed – see 7a

d. (CP12-4) COMM 008 Group Communication

Name change, textbook update

1) Action on the course

Passed – see 7a

e. (CP12-5) COMM 010 Interpersonal Communication

Name change, textbook update

1) Action on the course

Passed – see 7a

f. (CP12-6) COMM 012 Intercultural Communication

Name change, textbook update

1) Action on the course

Passed – see 7a

g. (CP12-7) COMM 015 Oral Interpretation of Literature

Name change, textbook update

1) Action on the course

Passed – see 7a

h. (CP12-8) COMM 049 Speech Honors

Name change, textbook update

1) Action on the course

Passed – see 7a

i. (CP12-9) COMM 050 Forensics/Speech Workshop

Name change, textbook update

1) Action on the course

Passed – see 7a

j. (CP12-10) COMM 060 Business and Professional Communication

Name change, textbook update

1) Action on the course

Passed – see 7a

k. (CP12-11) COMM 075 Sports Broadcasting

Name change, textbook update

1) Action on the course

Passed – see 7a

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

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

10. MAJOR DELETIONS (*none*)

11. REPORT FROM THE CHAIR

Joe reported there are many courses in the queue moving forward to TRC and the February 28th Curriculum meeting. He explained that some CC meetings are off the regularly timed schedule because of holidays or to allow appropriate process time for items.

A letter from the Chancellor's Office was forwarded to CC members on February 6th. In brief, it will probably be at least two years before *repeatability* is settled, so relax and don't adjust curriculum to non-existent rules.

Joe received guidelines today from the California Academic Senate for best practices regarding the change, passed last year, allowing use of content review for prerequisites across disciplines. He will read them and forward to the Committee. An official Governing Board policy revision and approval will be needed before implementing.

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

None

13. REPORT FROM THE ARTICULATION OFFICER

Robin asked if there were questions from her January 24th presentation on ASSIST. Hearing none, she reminded everyone to go back to their schools and be sure to talk about the three general education plans. When new courses are proposed, faculty need to inform Robin if they want GE for CSU and/or IGETC transfer. Explain to constituents that they have to check on each one that they want. Robin often hears from instructors who are surprised when their courses are not GE.

14. OTHER

15. OPEN DISCUSSION

Naser was asked by students enrolled in the Vallejo Fire Tech classes, if the sessions could be increased to 2 ½ hours each. There are about 41 students who feel they are not learning enough in that short time considering the long commute time for some and time away from work and families. Joe replied that it makes some sense, but the Curriculum Committee approves courses based on the number of units. How that is scheduled in time is usually under the purview of the scheduling dean or in connection with faculty who teach the classes and suggested Naser could discuss this with the appropriate dean. Lynn noted that she tells her students to make a list throughout the semester of things to make better because their feedback on courses is relevant and important.

16. ADJOURNMENT

M: Robin Arie-Donch

S: Marianne Flatland

A: Passed – unanimous

Meeting adjourned at 2:08 pm.