

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes

Tuesday, January 24, 2012
1:30 p.m., Room 501

1. ROLL CALL

Chair Joe Conrad called the meeting to order at 1:42 pm

Tina Abbate, Robin Arie-Donch, Debra Berrett, Curtiss Brown, Joe Conrad, (Chair), Lynn Denham-Martin, Erin Duane, Marianne Flatland, Betsy Julian, Margherita Molnar, Maire Morinec, Randy Robertson, Connie Adams, Latifah Alexander (Student Rep), Gale Anderson

Absent/Excused: Arturo Reyes, Pei-Lin Van't Hul, Teri Yumae, Joanna Tanaka (Student Rep)

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: Robin Arie-Donch

A: Passed – Unanimous

3. CONSENT ITEMS

4. APPROVAL OF MINUTES – December 13, 2011 (attachment)

M: Marianne Flatland

S: Robin Arie-Donch

A: Passed - Unanimous

5. ACTION ITEMS (none)

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

a. Announcements

Joe announced Pei-Lin's transfer from Curriculum Analyst to the Research Office. Tina Abbate is the Curriculum Analyst substitute. Joe spoke with EVP Reyes to make the point that Tina cannot be expected to handle two jobs and was informed that plans are to hire at least one or two part-time assistants. Pei-Lin will be missed and her absence will affect the business of the Committee. Joe also expressed concern that her service as a liaison between the College and the Chancellor's office will be missing. There are many items that have to go from the Committee to the Governing Board and then to the Chancellor's Office.

b. A look ahead

Joe updated the Committee on three State items:

1. Content Review, which will be necessary to establish pre-requisites, requires a Governing Board policy change for the College to implement the new process. We are waiting for a position paper from the State Chancellor's Office.
2. Course Repetition – remind your constituents that students will be limited to repeat classes three times and some students may find this semester is their last opportunity to take a particular class at Solano as there will be no grandfathering in. There is a petition process for taking classes a fourth time, but only for specific extenuating reasons.
3. Course Repeatability – the first reading of the proposal before the Board of Governors is coming up. Once approved, the earliest it could be implemented would be spring 2013. New programs are given 180 days to implement.

The Tech Review Committee (TRC) has many communication courses ready for review; most math and language classes and all CIS classes will have to come before the Committee this semester. There are many kinesiology courses still due to come through as well.

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

13. REPORT FROM THE ARTICULATION OFFICER

Robin distributed three General Education lists and presented an overview of ASSIST. She asked members to let her know immediately if any errors are discovered. There will not be enough time on this agenda to answer questions but a follow-up meeting can be scheduled if needed.

Visit www.assist.org to see how classes transfer to other CSUs and UCs. Independent schools are not on this site. Click on a school and major to find the requirements and Solano equivalent classes. The levels of articulation are: 1) Does it transfer? This is not about whether the student needs it; 2) Does it work for general education? We can recommend in this Committee that a course be GE transferable, but the Articulation Officer has to submit it to IGETC and CSU reviewers. Robin has guidelines she can give faculty on how to make a course GE and transferable; 3) Does it meet requirements for the major? Robin gave an example of a math course that satisfied the biology major requirements at Davis until they changed the requirements. Courses #50 or higher cannot be on IGETC and GE for IGETC must be transferable. The yellow handout, General Education – Option A, has the Solano College general education information. It has nothing to do with ASSIST or transfer. The green page is the CSU GE Course List and the pink page is the IGETC GE Course List. The year a student takes a course is the year to look it up in ASSIST as it can change. Search by area or by IGETC. Look at the area or discipline when exploring majors. It will show you something in all schools related to finding what is required and it brings up every school within 30 miles to find equivalent courses. Marianne encouraged everyone to explore the ASSIST and added that there are many ways to search and find information.

14. OTHER

15. OPEN DISCUSSION

a. Curriculum Handbook Discussion

Joe reported that Erin completed the major work on the handbook which included typing information from documents that do not exist in electronic form. Joe edited the draft. Joe requested that the focus for this discussion be on content additions, corrections, and clarification, rather than on typos. The latter can be sent to Erin and Joe for correction.

- Page 6 – “The Curriculum Committee is involved in graduation standards for the College as well as identifying the courses”, add “to be submitted for approval”.
- The initial proposer of a document must be faculty member and includes adjuncts. The idea can come from a dean, but it has to at least have a faculty member to shepherd through the process. Curriculum needs to be faculty driven.
- Page 20 – “The course number . . . is assigned (add: upon consultation with the appropriate Dean and the Curriculum Analyst)”. Robin explained that this came about because there were many old courses and faculty doesn't have all the information on old numbers that might already be taken.
- Page 24 – Workload with categories is straight out of the contract and “reflects changes” could be added so if the contract changes, the wording would change.
- Page 11 – Duties of members, #7 “Serve as liaison from Curriculum Committee” should include “articulation and other curriculum issues”.
- Page 12 – Example should say “advisory should be completion of English I” or be a different example if stated “at least eligibility for English I”.
- Page 13 – Step 3, Level 1: “the Articulation Officer” add “for transfer courses only”, a Librarian, . . .
Joe pointed out that it should match with CurricUNET, which doesn't use Level 1, so the terminology would be “A” or “B”, rather than Level I or 2. A screen shot, flow chart, or some visual could be added to clarify that. Erin responded that the whole Step 3 needs to be redone.
- Page 27 – The second co-requisite under option two states “course X is required for course Y but also . . .”. Change “also” to “not” for clarity.
- Page 30 – Check to confirm the definition is correct regarding hybrid vs. online.

Joe plans to have the Curriculum Handbook on the next agenda as an action item for approval. Final adjustments can be made and additional concerns discussed at the next meeting prior to approval. It will then be forwarded to the Academic Senate for discussion, followed by a second meeting as an action item for approval.

The Tech Review Committee will keep meeting the week before the regular Curriculum Committee meetings. Joe asked Committee members to assist or recruit someone to assist when a quantity of courses are submitted from your area. Joe will forward the Curriculum Committee calendar to everyone.

16. ADJOURNMENT

M: Robin Arie-Donch

Second: Lynn Denham-Martin

The meeting adjourned at 2:57pm

CC Adopted Minutes 01.24.12/ca