

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, March 13, 2012
1:30 p.m., Room 503

1. ROLL CALL

Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Farmer, Marianne Flatland, Maire Morinec, Randy Robertson, Teri Yumae, Tina Abbate, Connie Adams,
Absent/Excused: Robin Arie-Donch, Erin Duane, Betsy Julian, Margherita Molnar, Arturo Reyes,
Naser Baig (Student Rep), Mark Davis Martinez (Student Rep), James Vaughn (Student Rep)
Guests: Elizabeth Simas, Ron Zak

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: Debra Berrett

S: Lynn Denham-Martin

Discussion: Joe requested Item 9 be moved up to follow Item 5 in consideration of guests' schedules.

A: Passed as amended – Unanimous

3. CONSENT ITEMS

4. APPROVAL OF MINUTES – February 28, 2012 (attachment)

M: Lynn Denham-Martin

S: Marianne Flatland

Discussion: delete (duplicate) “just” on page 2, line 12

A: Passed as amended – Unanimous

5. ACTION ITEMS

- a. Proposed change to Tech Prep Articulation Policy -- Julia May, CTE Transitions Director

M: Debra Berrett

S: Lynn Denham-Martin

A: Passed - Unanimous

6. NEW COURSES

7. COURSE MODIFICATIONS

- a. (CP12–25) MATH 022 Analytic Geometry and Calculus III

Removal of lab, assessments

- 1) Action on the course

Joe briefed members on changes to 7a and 7b. The Math Activity Center (MAC) has been used an hour a week outside of class time. Despite what may have been originally intended, the MAC evolved into a drop-in tutoring center in recent years. At some point, due to the way reports have been required by the state, it got incorporated into Section Ks and reported as lab hours. In most of the day classes it is a TBA hour so the students can go in whenever they want rather than a particular assigned hour. Due to budget and other reviews, the state discovered that regulations haven't been followed at many colleges for TBA hours. Some of the regulations have been followed here such as keeping track of student hours. The following is also needed on course outline and record to show: as part of the course; expectation for students to complete lab time; expected outcomes or performance objectives for lab time, and; lab implementation in actual student assignments each week. The Math changes today are an effort to bring what we do into compliance with state requirements. For Math 022 and Math 040 the modification is to drop the lab from the course and contain the same changes, except for the Item 7b textbook update.

M: Approve 7a and 7b - Marianne Flatland

S: Maire Morinec

Discussion: Maire reported that in a CIS discussion, Diane White stated that changing a course load of record is a contractual issue. Joe clarified that the labs have been assigned separately to others and was never part of the workload. If taught in evening classes, it would affect the workload, but these courses have never been taught in evening. Maire queried how to ensure lab assignments aren't something that would have normally been done as homework. Joe replied that, as with other courses, an instructor may choose to leave out a whole part of Section K. This discussion has occurred at state-wide meetings without a definitive answer to the "how does your school ensure that individual instructors follow the course outline of record" question, other than "the deans are supposed to be monitoring this". To answer that question, would create a need to make sure the rest of section K is followed. Joe noted that, at a meeting with state auditors, Betsy showed what is being done to change the course outline of record, and they expressed approval. She added that one of the issues addressed by auditors regarded statements in some CIS math syllabi that said lab was for students to go in and do homework. There needs to be a clear distinction between homework and lab assignments and that lab is not just for additional practice.

A: Passed - Unanimous

b. (CP12-26) MATH 040 Introduction to Linear Algebra

Removal of lab, assessments, textbook update

1) Action on the course

A: Passed (see 7b)

c. (CP12-27) MATH 030 Analytic Geometry and Calculus

Lab information added, assessments, textbook update

1) Action on Course

The next three items have all the same changes.

M: Approve 7c through 7e – Maire Morinec

S: Marianne Flatland

Discussion: Joe explained the changes: instructional methods include lab; other catalog information includes lab hours as TBA; students are expected to complete both lecture and lab; student performance objectives addition – "incorporate topics and concepts in lab settings"; assessments techniques included that didn't carry over from web CMS; additional assessments - lab assignments distinguished from regular homework; revised some of the writing assignments verbiage; separated lecture and lab under course content by basically moving top points from regular content into lab, and; textbook updates. The following three courses follow same pattern.

A: Passed – Unanimous

d. (CP12-28) MATH 103 Plane Geometry

Lab information added, assessments, textbook update

1) Action on Course

A: Passed (see 7c)

e. (CP12-29) MATH 330 Elementary Algebra

Lab information added, assessments, textbook update

1) Action on the course

A: Passed (see 7c)

f. (CP12-30) MATH 330A Elementary Algebra Part I

Lab information added, assessments, textbook update, units corrected

1) Action on the course

Math 330A and 330B have the same assessments added, textbooks were updated, and units were corrected in CurricUNET from 2 ½ to 3 (these were correct in the catalog). Lab hours were corrected from category two to category three, which reflect what the workload and content hours are and always have been; lab verbiage changes were made; the lab component was added to course content, and; textbooks were updated.

M: Approve Items 7f and 7g – Maire Morinec

S: Lynn Denham-Martin

A: Approved - Unanimous

g. (CP12–31) MATH 330B Elementary Algebra Part II

Lab information added, assessments, textbook update, units corrected

1) Action on the course

A: Passed (see 7f)

h. (CP12–32) MATH 320 Pre-Algebra

Lab information added, assessments, textbook update, topic added

1) Action on the course

Joe noted that a couple differences in Math 320 and Math 310. The 310 course does not have lab included and 320 has lab included, so the lab information was corrected in Math 320 as in the other courses. The department chose to move one topic (circles) from 310 to 320 which didn't affect units or anything else.

M: Approve 7h and 7i – Lynn Denham-Martin

S: Marianne Flatland

A: Passed - Unanimous

i. (CP12–33) MATH 310 Arithmetic

Textbook update, topic removed

1) Action on the course

A: Passed (see 7h)

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

a. (CP12–23) Photography, Professional (AS Degree) (Tabled from 2–28)

1) Action on the program

Joe pointed out that 9a and 9b are essentially the same, except that one is for a certificate and the other for an associate degree.

M: Approve 9a and 9b – Marianne Flatland

S: Lynn Denham-Martin

Discussion: Ron Zak gave an overview of the changes made. He has continued modifying courses since he began full-time here seven years ago. The courses are finally distilled into a professional level. Part of this final modification showed up in the last program change, in order to expedite students who want to transfer or have certification to work professionally on their own or for a private company. The courses have accumulated into a well-rounded experience. Ron explained that, because it is visual and every student is doing assignments, the proof of assignments is in their photographs. Students leave the program with at least one portfolio and their expertise gets reflected in actual visual work. Other work includes visual literacy to critique their own work and the ability to articulate what they are saying and how it relates to their work. Ron has the collected evidence on spreadsheets and includes student transfers, exhibitions, websites, and work that reflects learning outcomes and the way the program runs.

A: Passed - Unanimous

b. (CP12–24) Photography, Professional (Certificate) (Tabled from 2–28)

1) Action on the program

A: Passed (see 9a)

c. (CP12–34) Communication Studies

Modification to form AA–T degree

2) Action on program

M: Marianne Flatland

S: Lynn Denham-Martin

Discussion: Elizabeth Simas gave an overview of the process. Courses had already been approved for a prefix change from Speech to Communication Studies, which was the first step in getting in line with what the state wants for the transfer degree and to make it easier for people to find courses which had been listed under Speech. Communication Studies was one of the first transfer degrees and to be in line, some of our program objectives and outcomes had to be rewritten and the program re-conceptualized to make this Communication Studies major more in line with UCs, CSUs, and private institutions. Small Group, Intercultural, and Interpersonal Communications were some of the classes added

which have been more like the flagstone ships in our major. Some electives to majors were removed that weren't state required. Because all of these courses are transferrable they were able to get them into the major. The changes bring Solano's major into line with the other institutions for transfer. Joe noted that some verbiage was added that describes what AA-T is and the requirements. At some point, as the College adds more AA-T degrees, consideration might be given to putting a statement in a top catalog position to describe AA-T and references added to that statement at each particular AA-T degree. Joe pointed out that Communication Studies will be the third transfer-model curriculum at Solano College. He added that if the framework is not totally followed, a lot of extra work and justification to the state has to be presented with the risk of CSUs not recognizing it.

Comments/Questions: Marianne recommended adding Introduction to Helping Skills and Group Facilitation. Elizabeth replied that those are basically in the Small Group and Interpersonal classes. Classes were chosen based on what was on the AA-T elective list. The Interpersonal Class is a requirement at many colleges but not at Solano. She wasn't sure about adding classes onto the A list that aren't transfer for majors. List C included classes recommended for transfer curriculum by the Chancellor's office and it allows for transferrable communication classes that are not crucial but can be linked to the major. In response to a query about sports broadcasting, Elizabeth stated the College does not have internships set up for sports broadcasting, but students are given first-hand experience broadcasting at games and they can do internships when they transfer. Many students who have had interview experience with players here have tapes for internships when they transfer to SF State. While it would be wonderful to have sports broadcasting internships here, Sports Broadcasting does not count toward Communications Studies. Marianne asked why foreign language is a choice on List C rather than being included in the major. Elizabeth replied that the plan was to keep it as simple as possible with classes many students are already taking and she was not sure where it would fit in or if it was something that would help when students transfer. CSUs do not require foreign language and the goal was to get our students more in line for the CSU experience. Journalism is also a very different field than Communication Studies and News Writing was added as a recommended elective, rather than required, to avoid past confusion. By attempting to keep it simple, making classes required that students already tend to take, and offering them many communications transfer classes, gives students a better understanding of the topic before they transfer as well as more opportunity for expanded studies at four-year colleges.

A: Passed - Unanimous

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

Joe announced that the Academic Senate approved the Curriculum Handbook at the March 5th meeting, so it is now an official document. (correction - the Handbook was an Academic Senate discussion item on March 5th and was approved on March 19th.) He reported that the state Academic Senate will present a proposal at spring plenary concerning its position on class sizes and he opined it will be interesting to see what they have to say. (The document is now available at <http://www.asccc.org/materials>, click on Appendix D)

Joe also reported that CurricUNET has been running better.

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

13. REPORT FROM THE ARTICULATION OFFICER

14. OTHER

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Debra Berrett

S: Lynn Denham-Martin

Meeting Adjourned at 2:30 pm.