

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
**Adopted Minutes**

Tuesday, August 28, 2012  
1:30 p.m., Room 503

**1. ROLL CALL**

Robin Arie-Donch, Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Duane, Erin Farmer, Marianne Flatland, Jeffrey Lamb, Margherita Molnar, Erin Moore, Maire Morinec, Randy Robertson, Tina Abbate, Connie Adams, Charlene Ott (Student Rep)  
Absent/Excused: Arturo Reyes, EVP

**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: Robin Arie-Donch

A: Passed – Unanimous

**3. CONSENT ITEMS**

**4. APPROVAL OF MINUTES** – May 15, 2012

M: Lynn Denham-Martin

S: Robin Arie-Donch

A: Passed – Unanimous

**5. ACTION ITEMS**

- a. Curriculum committee calendar (Attachment)

M: Erin Duane

S: Robin Arie-Donch

Discussion: Joe pointed out that items for agenda consideration are needed 12 days prior to meetings.

A: Passed - Unanimous

**6. NEW COURSES**

**7. COURSE MODIFICATIONS**

**8. CURRICULUM REVIEW – COURSE MODIFICATIONS**

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

**10. MAJOR DELETIONS**

**11. REPORT FROM THE CHAIR**

- a. Stand-alone course training

Joe explained points as he read the Chancellor's Office script. He distributed a document packet: #1A - Title 5, Chapter 6, Subchapter 2, Article 1, Approval of Credit Educational Programs 55100, Course Approval; #2 – 2012-2013 Local Approval of Stand-alone Credit Courses FAQ; #3 – Examples of denied credit stand-alone courses submitted prior to Fall 2007, and; #4 – California Education Code 55002, Standards and Criteria for Courses. On August 28, Joe emailed a link to #1B, a scanned version of Assembly Bill 1029 which created this.

Power Point explanations included:

- Courses specifically listed are program applicable; if not specifically listed, not program applicable. Restricted electives for certain majors have specific elective requirements.
- The updated March 2012, 4<sup>th</sup> Edition PCAH is now available for reference.

- When 18 or more semester units (or 27 quarter units) are linked in a sequence of prerequisites or co-requisite courses within a single 3-digit T.O.P. Code, it automatically becomes a program and are no longer stand-alone courses. (example on Handout 2)
- Stand-alone approvals can be offered as soon as approved locally, but have to be submitted to the Chancellor's Office as well. That state office generates control numbers.
- There are five components for stand-alone as well as approval of program and certificates: appropriateness to mission; need (demonstrated); curriculum standards (meets section K, course outline of record: number of units, level of content, textbooks etc.); adequate resources; compliance with State Ed code and Title 5.
- "Section K" will transition to "Course Outline of Record" (COR).
- See [www.cccco.edu](http://www.cccco.edu) for questions, info.

b. Repeatability information

Joe reported the three big items on the agenda for the year are: changes in regulations on course repeatability; getting back on track with Curriculum Review, and; getting approved transfer degrees for 80% of programs that we offer that have TMCs, typically not a difficult process with programs already in place.

Maire raised a concern on how the 80% would be affected by inconsistencies in TMC for nursing between AB1295 and SB1440. Joe responded that what the Chancellor's Office is expecting us only to do TMCs that have already been approved and match up with what we offer.

Repeatability Changes: Joe presented a Chancellor's Office power point to underscore current issues. As of fall 2013 new rules for repeatable types of courses will take effect. Solano College currently has over 300. Under the new rules, courses will be allowed as repeatable: if it meets a major's requirements of CSU or UC (nothing has been found yet); intercollegiate athletics (including related conditioning courses) as long as they are coded as athletics and not PE, and; intercollegiate academic or vocational competition courses – at SCC the forensics course Communications 50 would be the only one. That is it. Arts, dance, yoga, athletic theory, special topics courses, adaptive PE and adaptive horticulture, etc. will no longer be repeatable. However, one thing that is changing to help a little with this are courses which a student on an individual basis can repeat. The schools are responsible to come up with paperwork to make this legal. Reasons (from Ed Code 55040) a student could repeat a non-repeatable course include: extenuating circumstances such as a significant lapse of time (no less than three years); occupational work experience under circumstances described in section 55253; legally mandated training; significant change in industry standards necessary for employment; to permit a student with a disability to repeat a special class for students with disabilities.

Activity courses, now called active participatory courses are restricted to "family" limitations for physical education, visual arts or performing arts. An example would be Art 1, Art 2, Art 3, or Intro, Intermediate, and Advanced. Only four courses in a family would be allowed. If there are sixteen levels, only four can be taken with evaluative grades. The College will have to come up with the list of repeatable courses, decide on ways individual students can repeat, and figure out paperwork for exceptions. Faculty need to be encouraged to create levels for some of these formerly repeatable classes and submit new proposals with entirely new curriculum for each course. They will need independent CORs although there could be some overlap. At state meetings the importance to not push the envelope of what to get away with was stressed. Performance outcomes and content in the levels need to be different, with a need to identify these as different courses by what students will be doing differently. So it can't be a simple rollover with a couple tweaks.

Joe sent a note to the State Curriculum Chair, who responded that he had a specific discussion with the Vice-Chancellor related to courses that have significant differences in content each time, such as theatre performing different plays, and the answer was "no, the student can take only once". After taking once, the student would have to move on to another course or audit the course. This is the current interpretation. If CSUs require multiple student performances in music, the College governing board would have to retain supporting documentation that verifies the repetition is necessary to meet the major requirements for the bachelor's degree. It has to be something required that can't be done at the CSU. Instructors should keep a copy of the CSU requirements. Guidelines of implementation will come from the Chancellor's Office when the code is finalized. Joe requested that if anyone has examples of CSU types of requirements to let him know.

Further discussion related that theatre workshop courses and student government cannot be classified as occupational education. Debra noted there are very specific things that have to be done and it would be a stretch to call them occupational education. Volunteer / audit hours can be documented for student records as related to their field. Charlene pointed out that students are encouraged in poly science to come back and repeat to be in student government. Joe will inquire on that. Tina noted that as levels are created to be part of a program, program changes will have to be made and the school must be very careful with top codes. Joe added that a statewide issue was how top codes were assigned in some departments, such as PE, when they should have been broken out into dance, kinesiology, conditioning etc. Joe concluded the discussion, encouraging anyone with repeatable courses in their areas to discuss at faculty levels as soon as possible.

**c. Curriculum review reminders**

This year all of the HP&D courses that weren't completed last year need to move forward. Curtiss reported they are ready to move forward after the remaining faculty evaluations are completed. The School of Liberal Arts has over 200 courses to be reviewed this year.

Other items: the updated 2012 PICAH is available at My Solano / Curriculum / Documents/ Program and Course Approval Handbook, for the final word on many curriculum items.

The Curriculum Tech Review Committee process occurs on Tuesdays, alternate of regular CC meetings, to review items so they're ready to go forward without typos etc. to ensure efficiency of Curriculum Committee time. Joe asked for volunteers to help current volunteers Erin Moore, Maire, Debra, and Curtiss. Anyone who would like to help can attend the next meeting on Tuesday, September 4, at 1:30 pm. Encourage representatives from Liberal Arts to attend when their courses are up for review to answer questions.

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

None

**13. REPORT FROM THE ARTICULATION OFFICER**

Robin reported that Marcie McDaniels, Transfer Center Counselor, started an in-service for students to ensure they have right information on associate degrees. When creating new AATs and ASTs, to create degrees students will want to take, faculty should consult with counselors to determine how to set them up so students will choose the courses. Counselors are now discussing when it is appropriate to suggest specific degrees to students. Marcie and Robin were trained at state level to train counselors. Joe agreed that it can be a complex subject. The current math program and transfer were almost identical but most other courses aren't as easy.

**14. OTHER**

**15. OPEN DISCUSSION**

Joe was part of the SLO group over the summer. They found where SLOs didn't show up anywhere else etc., made a lot of progress, and identified many courses at Solano that hadn't been offered in up to 20 years. It is best not to carry courses that aren't likely to be offered ever again, and to be up to date with curriculum and for clarity for students, these courses should be deleted. Joe made a distinction between these courses and others offered irregularly, i.e. honors, special topics, contract education etc., where a need can come up again. They sent list to the deans to inquire which ones should be deleted. It would be most efficient to delete as a group rather than individually. Joe proposed to EVP Reyes to get the list, put it forward as a general resolution to delete from the catalog and all references to the courses. EVP Reyes and others agreed and if it can be done quickly enough the courses can be expunged by the time ASSJC comes to look at the SLOs etc. Joe has heard from individual CTE departments, math, science, and Vacaville Center aeronautics and fire. He will send a preliminary list out to everyone with a need to act on it quickly. The next meeting could have a vote and Joe would entertain the option to pull courses out individually if there is concern about deleting them. Courses can be deleted from the catalog and the course is gone or, for courses not offered regularly, they could be archived in the SLO database, taken out of what is normally reported, removed from considering in SLO percentages, but keep them available. Deleted courses could be effective this fall. Robin noted that they can't be deleted from ASSIST until spring but she can ask if she could be allowed to go in and change before then. Joe expressed hope

that, if documented in the report that they will be deleted as soon as timelines allow, that could satisfy ACCJC. Some of the courses are in programs and will have to be changed in the programs. An option could be as electives. It may be better to err on the side of caution before deleting.

**16. *ADJOURNMENT***

M: Robin Arie-Donch

S: Margherita Molnar

A: Passed – Unanimous

The meeting adjourned at 3:15 pm.

CC minutes 08.28.12/ca