

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
***Adopted Minutes***  
Tuesday, January 22, 2013  
1:45 p.m., Room 503

**1. ROLL CALL**

Joe called the meeting to order at 1:50 p.m.

Robin Arie-Donch, Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Farmer, Marianne Flatland, Jeffrey Lamb, Erin Moore, Maire Morinec, Randy Robertson, Teri Yumae, Connie Adams, Absent/Excused: Erin Duane, Patsy Itaya, Tina Abbate, Charlene Ott (Student Rep), Anthony Salazar (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: Maire Morinec

S: Robin Arie-Donch

A: Passed – unanimous

**3. CONSENT ITEMS**

The unit value of COSM 105A and COSM 105B will be adjusted from 9 to 9.5 units to account accurately for the revised contact hours produced by the course modifications approved on 9/11/2012.

**4. APPROVAL OF MINUTES** – December 11, 2012 (attachment)

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Robin noted a correction needed on page 2, MATH 112, last sentence: delete “transferable as”.

A: Passed as amended – unanimous

**5. ACTION ITEMS**

**6. NEW COURSES**

Lynn Denham-Martin gave an overview of the new courses and expressed her appreciation to everyone who was a resource creating consistency and who assisted with CurricUNET. Nursing skills lab courses had the same number so under the new repeatability restrictions students wouldn't be able to take all the lab components. The courses were renumbered; language was modernized; some were new courses; skill needs weren't being recognized officially; the goal is to get 3 nursing skills lab course modifications approved this fall to keep the program going; appreciated the dean pointing out co- and pre-requisites that needed to be modified as well.

Joe summarized the changes: 6 a,b,c, and d are new courses that split out different skills and were made into separate courses to link up labs with lecture courses.

a. (CP13-01) NURS 058A Skills Lab I

1) Action on prerequisites

M: to approve group 6a-6d – Marianne Flatland

S: Debra Berrett

A: Passed - unanimous

2) Action on course

M: to approve 6a-6d as a group – Teri Yumae

S: Debra Berrett

Discussion: Joe noted the grouping of skills needed for each lab match was a job well done by the nurses. Erin Moore will make a few minor spelling and number corrections. Maire was concerned that students could pass lab but fail the course and the student couldn't be required to take lab again once they passed it. Bringing lab into the course would be the only way to avoid that problem. In reply to the idea of removing “C or better” from a pass/no course, Robin responded that the only way pass/no pass for transfer can be used is based on a C or better to pass. Instructors should be reminded of the policy of C or better as a pass and lower is no pass.

M: to approve group 6a-6d – Maire Morinec

S: Robin Arie-Donch

A: Passed - unanimous

b. (CP13-02) NURS 058B Skills Lab II

1) Action on prerequisites

A: Passed (see 6a)

2) Action on course

A: Passed (see 6a)

c. (CP13-03) NURS 058D Skills Lab IV

1) Action on prerequisites

A: Passed (see 6a)

2) Action on course

A: Passed (see 6a)

d. (CP13-04) NURS 058E Skills Lab II for LVN Transition Students

1) Action on prerequisites

A: Passed (see 6a)

2) Action on course

A: Passed (see 6a)

### 7. **COURSE MODIFICATIONS**

a. (CP13-05) NURS 058C Skills Lab III

Name, Number, Units, Methods of Instruction, Requisites, Repeatability, Catalog, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on prerequisites

M: Robin Arie-Donch

S: Maire Morinec

A: passed - unanimous

2) Action on course

M: Debra Berrett

S: Robin Arie-Donch

Discussion: remove "UC" under Section K 4b Transfer Status

A: passed as amended – unanimous

Joe noted that due to changes in course numbers and names, many other courses to be modified will be on upcoming agendas.

b. (CP13-06) MATH 031 Analytic Geometry and Calculus

Objectives, Content Outline

1) Action on course

M: Maire Morinec

S: Marianne Flatland

Discussion: Joe noted the phrase "including power series" was added to the student performance objectives and the word "optional" was removed from course content outline because the math department decided to do this to match the course SLOs more effectively. The course was redone last year due to fixing the lab component, so the rest of the course outline is in good shape.

A: Passed - unanimous

### 8. **CURRICULUM REVIEW – COURSE MODIFICATIONS**

The School of Liberal Arts has been working on their review. Joe reminded members that the Curriculum Committee can refuse to review other proposals or issues for departments that don't meet their review deadline. Some other schools won't allow courses to be scheduled that haven't completed their review.

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

### 10. **MAJOR DELETIONS**

### 11. **REPORT FROM THE CHAIR**

a. Repeatability changes

The new rules will take effect on Jan. 26<sup>th</sup>. Joe reminded members that the Curriculum Committee needs to remove repeatability from all courses that currently show the option of repeatability. That action can be done as a blanket resolution. The resolution should also include courses that are allowed to retain repeatability which are athletics, Communication 50, and music ensemble courses since they are required by CSUs. A form was created last fall for that purpose. Theatre may be included as well and dance production would be changed from repeatability to genres. Joe added a reminder that approval will be needed for family groupings and it would be best to complete these items by the end of February in order to have time to go to the Board of Trustees in time to make Banner and catalog changes before students begin fall registration. Erin Moore attended a Banner webinar on “families”. She will check with IT to see if they can remove “repeatability” from all courses and then she’ll only have enter 20 or so still repeatable courses to add back in. Joe will look at developing a form for “families”.

b. Transfer degree process

As previously discussed, 100% of transfer degrees that match TMCs need to be implemented by the end of spring 2014 semester. Transfer degrees only have to be done for matching TMCs the College has in place. The Academic Senate asked Joe to create an outline of the process, including what faculty must do to implement a transfer degree and how to determine whether your program needs one. Joe presented information on the list of Solano College transfer degrees and their status that he had emailed to the Committee. Robin can handle the approval process for C-ID descriptors needed before transfer degree approval. That will be much easier than waiting to submit together. Courses need Curriculum Committee approval before they can be submitted to the Chancellor’s Office. “If appropriate, submit C-IDs first for approval” will be added to the document. Committee members need to take information to their schools to begin working on the process.

c. Pre and co-requisites

Previous discussion showed policies need updating to the recent Title 5 changes and a subcommittee was suggested. Erin Duane was willing to head a subcommittee and Erin Moore, as Curriculum Analyst, will be on it by default. Joe asked for other members to consider serving on the subcommittee.

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

**13. REPORT FROM THE ARTICULATION OFFICER**

Robin requested all faculty be notified to check ASSIST for their courses. There was a situation where an instructor put something on their syllabus that was wrong and simple checking of ASSIST would have cleared it up and classroom problems could have been avoided. Robin reported she is happy to help faculty understand ASSIST if needed.

**14. OTHER**

**15. OPEN DISCUSSION**

a. Revising the approval process

Erin Moore reported: The DE program should be part of the approval process when someone is submitting or modifying a DE course; an overall process modification is needed but keep the basics; she will ask Diane White if she wants to sign off on courses or do something in collaboration with the Curriculum Office; suggestions are welcome. Joe explained the Curriculum Committee would approve a revision before sending to the Academic Senate for approval. Because CurricUNET is set up where there is no logical step process, faculty approval can come after dean approval. Committee representatives should be checking to ensure the approvals are appropriate by people in the department or in related departments. Erin will work with CurricUNET staff to see how to have the approval process work properly. The process and verbiage was cleaned up. Robin asked that plenty of time be given for Step 2. Joe noted that potential submissions should be brought to the appropriate Curriculum Committee representative for the submitting school to avoid those kinds of problems. Erin Moore can clarify the information in the handbook that everyone will have access to.

b. Changes to some CurricUNET fields to assist in communicating with the Chancellor’s Office

Erin Moore reported that, due to Chancellor’s Office changes, CurricUNET continues to change; many things are becoming easier, some are more difficult, but there is definitely more consistency across the board; She will send some IT tickets regarding program CORs. Every program has to have a goal. New and modified courses have justification which could be changed to just explain and list the changes in the

proposal. Erin noted it would be helpful to obtain from all areas a listing of all programs each specific course is included in. She currently has to search the catalog herself.

Joe recommended Erin Moore be given approval and the ability, with better access, to go in and make cosmetic changes the Chancellor's Office needs, such as a "yes" or "no" to show whether or not a modified course is active. Erin will send members a summary of what she does.

**16. ADJOURNMENT**

M: Maire Morinec

S: Lynn Denham-Martin

A: Passed – unanimous

Meeting adjourned at 3:16 p.m.

CC Minutes 01.22.13/ca