

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, October 23, 2012
1:30 p.m., Room 503

1. ROLL CALL

Joe called the meeting to order at 1:35 p.m.

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

Discussion: Joe reported that after discussion with Erin Moore, it was decided to strike the consent item and it will be a regular course proposal for the next meeting, to be listed properly in the catalog and with the state. Joe also noted that the OT courses and certificate programs will be handled together when Marylou arrives before proceeding to the other agenda items.

A: Passed as amended – unanimous

3. CONSENT ITEMS

- a. SOC 030 and PSYC 030 to be noted as the same course in the catalog description of PSYC 030.
(It is already listed as such in the catalog description of SOC 030.)

Changed to a proposal for the next meeting (see above).

4. APPROVAL OF MINUTES – October 9, 2012 (attachment)

M: Robin Arie-Donch

S: Marianne Flatland

Discussion: typo page 3, correct “acknowledgeable” to “knowledgeable”

Item 13: correct “in arts” to “in AA/AS-T vs. other degrees in the same majors vs. other majors”.

Add “and other factors” to the last sentence.

A: Passed as amended – unanimous

5. ACTION ITEMS

6. NEW COURSES

- a. (CP12–139) OT 054A Beginning Keyboarding A
 - 1) Action on the course

M: Maire Morinec

S: Debra Berrett

Discussion: Robin queried an item that may be a CurricUNET issue - “credit - degree applicable” doesn’t show CSU transferable. Joe replied that when not general ed (this isn’t) courses don’t state transferrable. Robin noted that students sometimes won’t take a course if it’s not transferrable or they don’t know and she asked if that could be fixed. Erin Moore replied that had been stated before and it is on the admin page, so she’ll need to see what happened to it here. Robin continued that, as a new course, articulation information should be included and can probably just be copied for OT 54 and OT 55. Robin did a search and found basic and advanced keyboarding at Cal Poly. Erin Moore will ensure it is put into 6a and 6b.

A: Passed with the addition of transfer information – unanimous

- b. (CP12–140) OT 054B Beginning Keyboarding B
 - 1) Action on the prerequisite

M: to vote on prerequisite and course - Maire Morinec

S: Debra Berrett

A: passed – unanimous

2) Action on the course

A: passed with the same transfer information added as in 6a – unanimous

Joe advised Marylou to encourage students to complete OT 54 this year, as next year there will be an overlap (extra ½ unit) with a and b, which could be an issue if students don't complete both. Joe pointed out that it will be a different course with a different suffix, and the computer and state will recognize it as a different course.

c. (CP12–141) OT 055A Intermediate Keyboarding/Word Processing A

Marylou reported that OT 55a and b are currently set up as variable units 1-3, and students can take the first unit three times with nothing to show that. It takes a semester for one unit, but now will be split in half and changed to fixed unit courses, with 1 ½ units for the first course and 1 ½ units for the second course. Joe added that it will make things easier to track and be clearer for students.

1) Action on the prerequisite

2) Action on the course

M: approve 55 a and b together – Debra Berrett

S: Marianne Flatland

Discussion: Joe deleted “microcomputer” in the 55b course description. Erin Moore will ensure TOP codes are in where needed. Erin Moore added “minimum grade of c” is needed.

A: passed as amended – unanimous

d. (CP12–142) OT 055B Intermediate Keyboarding/Word Processing B

1) Action on the prerequisite

2) Action on the course

A: passed as amended – unanimous (see 6c)

7. **COURSE MODIFICATIONS**

a. (CP12–143) GEOG 001 Physical Geography

Add Hybrid

1) Action on DE

2) Action on the course

M: to approve a 7a 1 & 2 together – Marianne Flatland

S: Curtiss Brown

Discussion: adding hybrid as method of instruction.

A: passed – unanimous

b. (CP12–144) GEOL 001 Physical Geology

Add Hybrid, Update textbooks

1) Action on DE

2) Action on the course

M: to approve 7b 1 & 2 together – Robin Arie-Donch

S: Maire Morinec

Discussion: Jeff queried if the outline for online adaptation on this, considering it as an option for other areas as well, is robust enough interaction and if there is other technology that can be used. His concern was that it could become a talking head video and maybe there could be more interaction. Joe and Erin Moore responded that it is pretty standard for interaction to take place through threaded discussions. She could look at making changes down the road, but would want more information out to faculty to make those changes.

A: passed – unanimous

c. (CP12–145) GEOL 005 Geology of California

Add Hybrid, Update textbooks

1) Action on DE

2) Action on the course

A: passed – unanimous (see 7b)

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

- a. (CP12–122) KINE 020D Baseball Theory and Practice I (Tabled from 10-9-12)

Name Change, Textbooks

- 1) Action on the course

M: to approve 8a – 8l – Debra Berrett

S: Erin Duane

Discussion: Curtiss explained that these are mainly updated books, name changes, and assessments on some from what didn't carry over. Now assessments are checked off. Curtiss confirmed the courses are coded kinesiology and not athletics and Joe added that the TOP code is also kinesiology.

A: passed – unanimous

- b. (CP12–123) KINE 020E Baseball Theory and Practice II (Tabled from 10-9-12)

Name Change, Assessments, Content, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- c. (CP12–124) KINE 020F Football Theory and Practice I (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- d. (CP12–125) KINE 020G Football Theory and Practice II (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- e. (CP12–127) KINE 020J Softball Theory and Practice II (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- f. (CP12–128) KINE 020M Volleyball Theory and Practice I (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- g. (CP12–129) KINE 020N Volleyball Theory and Practice II (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- h. (CP12–130) KINE 020P Softball Theory and Practice I (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- i. (CP12–131) KINE 020Q Soccer Theory and Practice I (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- j. (CP12–132) KINE 020R Soccer Theory and Practice II (Tabled from 10-9-12)

Name Change, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- k. (CP12–135) KINE 020X Basketball Theory and Analyses I (Tabled from 10-9-12)

Name Change, Units, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

- l. (CP12–136) KINE 020Y Basketball Theory and Analyses II (Tabled from 10-9-12)

Name Change, Units, Assessments, Textbooks

- 1) Action on the course

A: passed – unanimous (see 8a)

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

- a. (CP12–146) Medical Front Office Clerk

Certificate of Achievement

- 1) Action on the program

M: Robin Arie-Donch

S: Teri Yumae

Discussion: Marylou noted that the modifications will change all of the courses from the larger program into the smaller program. It starts off with the bare minimum for entry level and students will have to test out of OT 54 case by case. This was originally set up as a learning community. CIS 66 will replace 102-106 and 55 will be removed.

A: Passed - unanimous

10. MAJOR DELETIONS

- a. (CP12–147) Office Technology-Medical Transcription Specialist

Certificate of Achievement

- 1) Action on the program

Marylou explained that no one really transcribes any more, there are not many jobs at the other end, and enrollment has been low for some time.

M: approve both 10a and b – Maire Morinec

S: Debra Berrett

A: passed – unanimous

- b. (CP12–148) Retail Clerk

Job-Direct Certificate

- 1) Action on the program

Marylou reported that no one has been in this program for many years.

A: passed – unanimous

Marylou acknowledged that mostly adjuncts have worked hard on these changes which will help with audits and make things clearer.

11. REPORT FROM THE CHAIR

- a. Report from the regional curriculum meeting

Joe reported that there were three main issues discussed:

1. TMCs and C-ID update: 22 TMCs have been approved statewide and Fullerton leads with 17. Solano College has two approved, an additional two are being submitted and there are more on the way. The state encouraged colleges to continue working on this, 80% are required by the end of this year, and 100% by the end of next year. Joe brought up the question regarding music and applied music and was told there would be some wiggle room for special cases. A couple attendees told Joe they got around the expense issue by listing applied music like an independent study course which also made it less

expensive. Joe will forward information to Teri and Robin. There are C-ID numbers that will become standard across the state. Course equivalencies are currently accepted on our word that and the state has found submissions from other colleges that state equivalency to C-ID but they're not. At present there are no solutions and we don't have to have courses approved by C-ID systems to use for TMC but that may change in the future. Requests for C-ID approval are submitted by articulation officers. There are 90 schools that have submitted at least one course to C-ID but that doesn't include Solano. Math should be straightforward to get Solano on the list. When C-ID is fully implemented, a student's Solano College course will transfer seamlessly, if the course has the same C-ID number.

2. Pre-requisites: the new rules are being implemented; not many schools have gotten through this; technically to use new rules, board policy is needed and then a process established on how to do course content with statistical evaluations. Los Rios College is pretty far in their process and most other colleges are waiting to see how others move forward. With repetition and other issues, committees are too overwhelmed to deal with this now.

3. Repeatability: Joe presented a brief power point overview: nothing is repeatable; everything is in a family, and; this is not going away. Samanda Dorger, Tempest Advisor, has divided the newspaper classes into three parts with different skill sets, different roles, and a student can choose to go on as editor. There are three separate units, rather than variable. This may be used as a model for student government. Distinct course outlines and course objectives will be needed when labeling courses 1, 2, 3, or introduction, intermediate, advanced, etc. There is a finer line between courses that are repeatable and students who can repeat courses, which is where EMT, Occupational Ed, adaptive courses etc. come in. The petition process needs to be expanded. At some point the Committee will have to decide what courses are repeatable at the College. The first exception: find a 4-year transfer school that requires repeatability; check against schools Solano students actually transfer to; it would be our decision. The state has urged schools to be concerned with where their students transfer; if no one has ever gone to Long Beach, for instance, it would not be a true reflection of student needs here. Good reasons are needed for decisions!

Course families are needed for: active participatory courses and they have to be in PE, performing arts, or visual arts. Examples of different families for visual arts could be: painting; drawing; foundations; printmaking, etc. Music examples could be: small ensemble; vocal technique; applied music, etc. Principles to follow for course families: be conservative; balance compliance against student needs; follow standard academic definitions and organization in each discipline; listen to discipline faculty, but verify claims. The state doesn't want to pay for multiple takes.

The Curriculum Committee timeline by fall 2013: eliminate repeatability on courses except as provided in new regulations; organize existing courses into families; record changes in online catalogs (not necessarily in print versions), and; collect and retain evidence justifying repeatability. Ongoing plans: flesh out course offerings in families as needed; assign new courses to families; monitor impact of changes on students and programs; educate committee members; develop local standards to maintain consistent application of new regulations; consider creating streamlined process to handle changes, including shortened steps, mass changes, votes, and; work closely and compassionately with faculty in the affected disciplines.

Joe wants everyone to know what is coming. At the beginning of spring semester, a resolution can be submitted to remove repeatability and proposals need to be made. The syllabus for a course could possibly state a non-repeatable course could be repeatable in special cases, rather than in the catalog. Students need to be notified that they will need to petition to repeat a class. Something needs to be in place for fall registration to allow students who should repeat the opportunity. The College can allow students to repeat non-repeatable courses without petition, but there would be no apportionment. More course audits are expected statewide and the audit fee structure may be increased. The leveling idea will be used, but for more community non-credit kind of classes, audits will be used.

12. REPORT FROM THE EXECUTIVE VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS
None

13. REPORT FROM THE ARTICULATION OFFICER

Robin urged everyone to remind their colleagues that, if a course is transferrable and new, it needs to get to Robin in a timely manner before being submitted to the Curriculum Committee, especially if it is a UC transfer.

14. OTHER

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Robin Arie-Donch

S: Erin Duane

A: Passed – unanimous

Meeting adjourned at 3:04 p.m.

CC Minutes 10.23.12/ca