

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, September 11, 2012
1:30 p.m., Room 503

1. ROLL CALL

Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Duane, Erin Farmer, Marianne Flatland, Jeffrey Lamb, Erin Moore, Maire Morinec, Randy Robertson, Teri Yumae, Tina Abbate, Connie Adams, Charlene Ott (Student Rep)

Absent/Excused: Robin Arie-Donch

A replacement for Margherita Molnar is needed from the School of Science.

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: Erin Duane

Discussion: Joe noted that 7g is about an online addition, so a change is needed to add as 1) Action on DE Form and move to 2) Action on Course.

A: Passed as amended - Unanimous

3. CONSENT ITEMS

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

M: Erin Duane

S: Lynn Denham-Martin

A: Passed - Unanimous

5. ACTION ITEMS

a. Course Deletion Resolution

M: Erin Duane

S: Lynn Denham-Martin

Discussion: Joe reported that a preliminary discussion was held at the last meeting and revisions were emailed to faculty and the Committee. Changes made since the last email involved changes that affect programs. When courses are deleted from the catalog, the program must be looked at as well. Rather than go through all the program modifications, Joe looked through the catalog and found every instance the potentially deleted courses appeared and added to the list that the program should be changed accordingly. Courses that are stand-alone and don't appear in any program description can just be deleted. If a course is part of a program, as a regular academic or one of the GE patterns, it can be deleted from the list of electives. More problematic are courses that are required for a particular program. If there is an either/or option, the other option(s) would remain after a course is deleted. But if a course is required for a program and there is no option, and there are not enough electives to well cover the unit requirements, it must be replaced with another course that fits the need for the program. There were also some courses, such as COSM 170-174, that make up a complete program. The program would then be completely deleted. The Cosmetology Department has agreed to that. Similarly, AERO 110-113 are required for and are the program, Fire 148CC, DD, and GG are required for the Pre-Fire Tech Job-Direct Certificate, and Dean Shirley Lewis and faculty agreed to have both programs deleted. Those are the four areas where deletions have a significant effect on programs.

Local decisions are OK to decide here but to change the program at the Chancellor's Office, additional paperwork is needed and requires the Curriculum Analyst submit a list of courses and modification in CurricUNET. EVP Reyes opined the logical step would be to pass through the Curriculum Committee first, then move forward to the Chancellor's Office for changes. Once deleted here, program modifications would be made in CurricUNET and changes forwarded to the Chancellor's Office. Joe opined that the resolution should provide approval and accountability and should not need program modifications. It has to be changed in CurricUNET, but program proposals shouldn't be needed to go through the whole proposal

process and the deans and faculty have approved everything. EVP Reyes explained that CurricUNET is the vehicle by which the Chancellor's Office will receive these changes. But the resolution today is the process to change programs at this college. Moving forward, are presented to the Chancellor's Office through CurricUNET. J

Joe stated he would be willing to make program modifications in CurricUNET, but he doesn't want to bring everything back to the Committee and have to vote again. Erin Farmer added that, as long as there are no variations as to how the division deals with the change, the adjustments could be made. Joe pointed out this is only about deletions and direct results of deletions. EVP Reyes replied that that makes sense, but when it gets to the Chancellor's Office and they say "no", the entire process will be needed again. Tina's concern was that, if modifications are made, it needs to be done as a program modification or people may want to have these resolutions because they don't want to go through the work. She understands both sides and just doesn't want to set a precedent of people thinking it is OK to just make a resolution. The Chancellor's Office is so specific about programs, so it is important to be on the right track and not have to go back and get hung up and to understand exactly what is needed. Joe then asked for clarification on what that is. If it would be adequate to go back and make program changes in CurricUNET for the Chancellor's Office, Joe will do that, then come back and group them together as the program changes and modifications per the resolution. Tina believes that in the near future, the Chancellor's Office will want to do some linking to make a smoother crossover and may extract directly from our database. Erin Moore pointed out that, if a program has significant changes, it may have to be looked at more closely.

A: Passed - Unanimous

6. NEW COURSES

7. COURSE MODIFICATIONS

- a. (CP12-109) COSM 103b Cosmetology V
Methods of Instruction, Assessments, Textbooks
1) Action on the course

M: Erin Duane

S: Lynn Denham-Martin

A: Passed – Unanimous

- b. (CP12-110) COSM 104A Esthetics of Skin Care I
Unit Changes, Methods of Instruction, Performance Objectives, Assessments, Textbooks
1) Action on the course

M: to approve 7b & 7c together – Erin Duane

S: Lynn Denham-Martin

Discussion: The units and hours were decreased to meet state numbers. Erin Duane questioned the accuracy of 104B Section H workload. Tina will check that, if approved, she will check activity points to ensure they are correct.

A: Passed - Unanimous

- c. (CP12-111) COSM 104B Esthetics of Skin Care II
Unit Changes, Methods of Instruction, Other Catalog Information, Assessments, Textbooks
1) Action on the course

A: Passed (see 7b)

- d. (CP12-112) COSM 105A Fundamentals of Esthetics
Unit Changes, Methods of Instruction, Assessments, Textbooks
1) Action on the course

M: Approve 7d & 7e together – Erin Duane

S: Debra Berrett

A: Passed – Unanimous

- e. (CP12–113) COSM 105B Advanced Fundamentals of Esthetics
Unit Changes, Methods of Instruction, Assessments, Textbooks
1) Action on the course

A: Passed (see 7d)

- f. (CP12–114) COSM 110 Introduction to Cosmetology
Unit Changes, Methods of Instruction, Assessments, Content, Textbooks
1) Action on the course

M: Erin Duane

S: Debra Berrett

A: Passed – Unanimous

- g. (CP12–115) THEA 013 Diversity in American Theatre: A Contemporary Focus
Add Online, Textbooks
1) DE form

M: Erin Duane

S: Teri Yumae

Discussion: Tina noted the method of instruction was missing “online”. A quick correction was made. Joe added that this was a CurricUNET issue. There are different DE forms for online and hybrid.

A: Passed – Unanimous

- 2) Action on the course

M: Debra Berrett

S: Erin Duane

Discussion: Methods of instruction will be added.

A: Passed – Unanimous

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

Erin Moore’s understanding of the timeline is that courses should be ready for the English tech review in February. The library review will join with English. Erin Moore forwarded forms to Jeff Lamb and will forward to others. Joe noted that the School of Liberal Arts has a huge number of departments and they have discussed how to spread review throughout the year. No one has approved any of the history courses and Erin has emailed CurricUNET about the problem.

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

Joe reported that he has been keeping up with the pulse about repeatability changes and read an email today that said schools need to approach this with two underlying axioms, to talk about individual courses that will not be repeatable and talk about how to best serve students. To make a course repeatable it has to be: required as repeatable by UCs or CSUs; an athletics program or conditioning course for the same, or; a non-athletic competition. There will be less repeatable courses, but more exceptions and options for students to repeat on an individual basis.

Also, courses previously known as activity courses, such as kinesiology and performing arts, will be ordered into “families”. Schools will have to define the families. In theory it will not be difficult, but in practice there will be much work. Faculty will have to decide if they become levels or not. EVP Reyes forwarded information from the Chancellor’s Office a couple days ago. Joe suggested a resolution may be useful to state that anything now called repeatable, except for what will remain as such, the state will require reasons why any should be repeatable. Tina stated new level courses need to be in place early in the spring to be timely for the catalog and registrations. Joe will work on that over the holidays. The College repeatable courses will decrease from around 350 to 25.

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

EVP Reyes thanked everyone for the work on course deletions which will help Accreditation as well as the students. Because of earlier questions regarding the course deletions, he placed a call during the meeting to the Chancellor's Office and reported on the reply just received. With the new state system and new direction, the College is not allowed to delete or remove courses, only to deactivate. Otherwise, students who came years ago but didn't complete a course would have no record. If no substantive change is made to a course, it is just a matter of paperwork and depends on when it was put into the system. If done long ago by paper, it may not even show up, otherwise, it just needs to be inactivated. It is not a matter of getting them all approved again. EVP Reyes was told it can be a very quick process. Everything that the Committee and the Analyst's Office have to do remains the same.

13. REPORT FROM THE ARTICULATION OFFICER

14. OTHER

Joe thanked everyone who has helped on tech review and will welcome anyone who can come to the meetings on Tuesdays alternate the regular Curriculum Committee meetings.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Erin Duane

S: Erin Farmer

A: Passed – Unanimous

Meeting adjourned at 2:39 p.m.