

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, August 27, 2013
1:30 p.m., Room 443

1. ROLL CALL

Robin Arie-Donch, Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Duane, Josh Scott, Margherita Molnar, Erin Moore, Maire Morinec, Randy Robertson, John Yu, Teri Yumae, Connie Adams,
Absent: Marianne Flatland, Toni Dickinson (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

Discussion: Joe asked to present Item 11a, Stand-alone Course Training, ahead of the other items.

A: **passed** as amended – unanimous

3. CONSENT ITEMS

4. APPROVAL OF MINUTES – May 14, 2013 (Attachment)

M: Robin Arie-Donch

S: Randy Robertson

A: **passed** – unanimous

5. ACTION ITEMS

a. Curriculum committee calendar (Attachment)

M: Curtiss Brown

S: Lynn Denham-Martin

Discussion: Joe announced the CC meetings were kept to the normal 2nd and 4th Tuesdays, except in April, which will be held on the 2nd and 5th Tuesdays. The first Wednesday Board of Trustees meeting each month will be study only sessions and the second meeting each month will be all business.

Everyone needs to plan six to eight weeks in advance of what they need to allow process time through the CC Committee and to be placed on Board agendas. IVP White will set up placeholders.

Joe asked for Technical Review Committee (TRC) volunteers to attend meetings on the 1st and 3rd Tuesdays. Course originators of items to be reviewed are invited to TRC meetings and the reviewers ensure format, not content, is correct. Members should remind colleagues to have the originators in attendance at TRC.

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 distributed the sign-in sheet. Handouts 1B, 1C, and 1D were emailed and 1A, a lengthy Assembly Bill, can be viewed at the Chancellor's website. As of January 1, 2014, stand-alone course approval will

all be handled by the Chancellor's Office rather than locally, which will result in a longer time for the approval process. The stand-alone information can be found at www.cccco.edu by clicking on the following: system operations; divisions; academic affairs; curriculum and instruction; stand-alone credit course approval; resource materials; Training Documents.

b. ADT update

ADT, a new abbreviation for AA-T and AS-T, includes both arts and science. ADT will be the blanket term, but specific degrees will still use AA-T and AS-T. In 2010 legislators came up with Associate Degree for Transfer and Transfer Model Curricula (TMCs) were developed statewide for different areas. About 22 were developed as of last year. The Chancellor's Office notified CCCs that they had to have two ready by fall 2011. SCC completed math and sociology. The Chancellor's Office initiated a requirement, rather than waiting for legislators to mandate it, to develop Associate degrees for transfer for any degrees that match TMCs. SCC now has five approved and needs a total of sixteen. A transfer degree status chart was emailed to members. Joe pointed out that geography has no degree but a transfer degree may be developed. Computer science has CTE degrees, not transfer designed degrees, but one could possibly be developed. There are issues due to unit requirements. IGETC for STEM will allow for more units and it will hopefully be approved soon. There are four TMCs that SCC doesn't have a degree for. Joe learned at Curriculum Institute that if we develop an ADT in an area where we do not currently have a degree but for which there exists a TMC we can use that ADT instead of developing an ADT in an area where we do have an A.A. or A.S. degree. An example would be music, which is problematic to develop an ADT. A credit could be applied to music, and it could be removed from our required sixteen, because a Studio Arts degree was completed. The Chancellor's Office just wants a total of sixteen.

Joe asked members to encourage constituents to move forward on this work. The transfer degrees have to be approved by the Curriculum Committee, the Board of Trustees, and then submitted to the Chancellor's Office for approval. Everything needs to be ready early in spring. Good news from the Curriculum Institute was that C-ID descriptor approvals aren't now required on all courses before submitting transfer degrees, but C-ID descriptor submissions are required. Joe asked everyone to speak with their colleagues if degrees need to be done in their area. Next fall is the deadline to get all courses approved. Existing ADTs will be revoked unless their courses have also been submitted to C-ID. Joe will email the spreadsheet to members.

c. Curriculum review reminders

Curriculum Review needs to be completed for a few Liberal Arts courses. CTE/Business and Nursing are working on completing Program Review for Accreditation, which will be followed by Curriculum Review.

d. Expectations of Curriculum Committee members

Committee members need to be more involved in the process at their local level and more vocal at their meetings. When someone on campus has a curriculum question, they should first ask their rep. Joe will ask deans to have a place keeper on school agendas for Curriculum reports. This will help train all members and by being very involved in the process, they will be more able to help others, including with CurricUNET. There is a lot to learn in the Curriculum Committee and members should become more involved and informed over their time on the Committee.

Robin reminded everyone that new transferable courses have to be approved by her. When faculty forget that, it becomes a last minute problem. Committee members need to let everyone know that Robin has to see all new transferable courses, not modifications, before they are on the agenda. Everyone's help is needed to make tech review and CC meetings run smoothly. Joe noted that representation on the Committee is not yet complete due to the reorganization in process.

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

IVP White reported that, after attending Curriculum Institute, she has a much deeper appreciation for the Curriculum Committee and added that planning is very important and the ACCJC pointed out the College has a planning problem. She encouraged the use of academic planning that Dean Peter Cammish has put together. It gives timelines, responsibilities and deadlines. It is important to get information to deans and IVP White in plenty of advance time and she wanted to impress on members that they are the gate keepers. That message was impressed on institute attendees over and over and was noted as one of the most important committees on campus. Everyone relies on the Curriculum Committee to be very

meticulous in its work. IVP White gets calls regularly from the Chancellor's Office, due to the political pressure from the legislators and the analyst's office, to correct issues. The College is under scrutiny for pre/co-requisites. The Committee does not need to say "yes" to everything that comes through. In regards to pre/co-requisites, if they are not valid, the College would owe back all FTES. Validation is covered under Title 5 (the law). It has to be shown statistically that students are highly unlikely to succeed without the pre/co-requisites in place. That is the most typical way to do it and it requires much research. IVP White thanked members for serving and being meticulous.

13. REPORT FROM THE ARTICULATION OFFICER

No report

14. OTHER

15. OPEN DISCUSSION

a. Items for the next Consent Agenda including amended approval process

1. There have been many inaccuracies in the catalogs and there has been a concerted effort by staff to create an accurate catalog. Some things require Curriculum Committee approval to fix. Joe recommended including all items needing correction to be listed together as one consent item on an agenda. If needed, items could be individually removed. Erin Moore added that she shouldn't adjust program requirements and should be given a list of names/numbers for what needs to change in a department, in order to be corrected in the catalog. A Consent Items spreadsheet was emailed to members.

2. Streamlining the process for approval in CurriUNET was discussed last spring, including changing the order around to go more smoothly. The Curriculum Approval Process chart was emailed to members. The Academic Senate is in agreement that the DE Committee should be part of the DE review in step 2, along with the articulation officer, division faculty, and a librarian as needed. Steps 3-10 are mostly the same. The new part is DE and removal of a few extraneous items. Joe would like to add this as a Consent item. He noted there will be a new version of CurricUNET but he does not know yet when it will be ready to put in place.

b. Reorganization of the committee to reflect college reorganization

Due to College reorganization, Joe proposed the Curriculum Committee, as a subcommittee, reflect the composition of the Academic Senate, with two reps from each school, except for only one from Health Sciences. Anything apart from the academic side would remain same.

The next meeting on September 10 may be held in 503.

16. ADJOURNMENT

M: Lynn Denham-Martin

S: Teri Yumae

Meeting adjourned at 3:10 p.m.