

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
**Adopted Minutes**  
December 10, 2013  
1:30 p.m., Room 503

**1. ROLL CALL**

Joe called the meeting to order at 1:37pm

Robin Arie-Donch, Debra Berrett, Curtiss Brown, Joe Conrad (Chair), Lynn Denham-Martin, Erin Duane, Marianne Flatland, Erin Moore (Curriculum Analyst), Maire Morinec, Randy Robertson, Josh Scott, Teri Yumae, Connie Adams (Administrative Assistant)

Absent/Excused: Michelle Arce, Margherita Molnar, John Yu, Arturo Castillo (Student Rep)

Guest: Diane White, Eric Bullis

**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: Robin Arie-Donch

S: Lynn Denham-Martin

**A: Passed** – unanimous

**3. CONSENT ITEMS**

**4. APPROVAL OF MINUTES** – November 26, 2013 (Attachment)

M: Marianne Flatland

S: Josh Scott

Discussion: edits under 11 and 14a

**A: Passed as amended** – unanimous

**5. ACTION ITEMS**

- a. Curriculum Review schedule

M: Robin Arie-Donch

S: Curtiss Brown

**A: Passed** – unanimous

**6. NEW COURSES**

- a. (CP13-233) ANTH 001L Physical Anthropology Laboratory (Tabled from 11/26/2013)

New Course Proposal

- 1) Action on the prerequisite

M: Marianne Flatland

S: Erin Duane

**A: Passed** - unanimous

- 2) Action on the course

M: Marianne Flatland

S: Lynn Denham-Martin

Discussion: Erin Moore noted the revised wording for the prerequisite. She will ensure the two course advisories, not visible in the edit field, are included. Maire questioned the class size rationale. IVP White responded that equipment in the room limits the class size to 30.

**A: Passed** - unanimous

- b. (CP13-234) ATEC 134 Automatic Transmissions/Transaxle (Tabled from 11/26/2013)

New Course Proposal

- 1) Action on the prerequisite

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Maire reported the auto technology program has been on hiatus for some time. A new instructor is revising all the classes for automotive industry standards.

**A: Passed** - unanimous

- 2) Action on the course

M: Maire Morinec

S: Lynn Denham-Martin

Discussion: Joe pointed out the student performance objectives are tied to the 2013 NATEF standards that change every seven to eight years.

**A: Passed** – unanimous

c. (CP13-235) PLSC 004 Introduction to Political Science (Tabled from 11/26/2013)

New Course Proposal

1) Action on the course

M: Robin Arie-Donch

S: Lynn Denham-Martin

Discussion: Marianne noted the course content outline is set up more like a syllabus but with bullets first. Robin added it should state the number of pages required for writing. Josh noted that some of these classes have recommended preparation for English 1 and he inquired what the process or policy is for classes not having prerequisites. Joe replied that, if the content review is approved, the process in place could suggest faculty from both disciplines collaborate to review and add. Otherwise a prerequisite cannot be recommended. Maire requested the instructor make changes to writing assignments and perhaps make the outline consistent and then resubmit for approval.

M: table pending changes as noted – Maire Morinec

S: Debra Berrett

**A: Tabled** pending changes – unanimous

Robin will send suggestions to the instructor and cc Erin Moore.

## 7. **COURSE MODIFICATIONS**

a. (CP13-242) THEA 001 Introduction to Theatre (Tabled from 11/26/2013)

Title, Description, Objectives, Assessments, Assignments, Textbooks

1) Action on the course

M: Erin Duane

S: Teri Yumae

Discussion: Joe pointed out some of the theatre courses are missing faculty and/or dean approval and Instructor Eric Bullis expressed his disappointment those approvals weren't completed on time as expected. He reported the theatre curriculum is being revised to match transfer model curriculum. Theatre courses are well thought out and developed in C-ID descriptors and the course modifications are modeled on those to keep it simple. Curriculum is basically being revised for transfer. Eric noted this has been a difficult process but State-approved curriculum makes sense to give students the transfer option.

Robin pointed out that the theatre courses already transfer to CSU and UC, as seen in ASSIST. Her overarching concern is that modeling the changes on C-ID and CSU could potentially put UC transferability in jeopardy, noting she'd be surprised if UC were to approve some of the revised courses. Joe explained that more stringent criteria are required for UC transfer approval than for C-ID and CSU. Transferability to CSU can basically be decided by the College but UC requires review of submitted courses. Robin explained each course is slightly different. In some cases the objectives are not rigorous enough for UC or the content of the outline needs revising. UC reviewers have to be convinced if they are going to approve a course that doesn't require specific writing assignments. Some of these courses have no advisory or minimum standards and students wouldn't be ready for UC coursework with only a minimum advisory. Courses using classic textbooks should also list at least one current textbook to show more recent literature has been reviewed. Erin Duane queried if there is a way to synchronize the TMC and maintain UC transferability. Robin confirmed that a little more rigor added to the C-ID information is needed including some evidence of written exams, not just stating "exams", to show a student understands the course. Production courses need some evidence looked at in an academic way. Technical production probably doesn't need as much rigor as theatre history.

English 1 shows students are ready for transfer-level work. Teri noted the transfer requirement to have eligibility for English 1. Robin stated that a course won't be sent back if missing an advisory, but if the Chancellor's Office has other questions they start looking at advisories as well. Eric shared challenges

due to C-ID requirements, contradictions in information he has received, the issue of repeatability, and frustration with the need to get beyond the current curriculum and have the degree in place with only two full-time instructors.

Marianne clarified that, while needing to accommodate the C-ID, UC transferability can't be forgotten. Theatre classes have good enrollment, partly because they satisfy general education. Every time a class is revised, it opens the door for UC and CSU to look deeper. Marianne stated that Robin is the expert to know and say if a course will or will not articulate, plus she has a great eye for details. Maire noted the tremendous amount of work Eric has accomplished, including adding more rigor. She appreciated that he is looking at a future technical degree, making courses transferable, and some courses Eric is working on will become eligible for Perkins funding. Joe suggested the courses be tabled and Eric and Robin meet to check off areas of concern. Only about six courses, not the full suite, need to be completed for the TMC fall deadline. The other courses can be added later. Robin confirmed she could meet with Eric this week and with a little more work he could plan to bring these courses back to the January 28 meeting. With Committee approval by February 11, the TMC should be ready for fall. Eric's other big concern was the loss of repeatability and, therefore, of students because our other classes aren't ready for them. He noted the devastating effect to theatre programs throughout the state. Curtiss suggested students can audit the classes in the interim.

M: table theatre course items 7a – 7k until the first meeting in spring – Maire Morinec

S: Marianne Flatland

**A: Tabled** – unanimous

- b. (CP13-243) THEA 003 Theatre History 1 (Tabled from 11/26/2013)  
Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

**A: Tabled** – see 7a

- c. (CP13-244) THEA 004 Theatre History 2 (Tabled from 11/26/2013)  
Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

**A: Tabled** – see 7a

- d. (CP13-245) THEA 010 Acting I (Tabled from 11/26/2013)  
Number, Title, Prerequisite, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

**A: Tabled** – see 7a

- e. (CP13-246) THEA 011 Acting II (Tabled from 11/26/2013)  
Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the prerequisite

2) Action on the course

**A: Tabled** – see 7a

- f. (CP13-247) THEA 012A Rehearsal and Performance in Production – Comedy (Tabled from 11/26/2013)

Number, Title, Description, Objectives, Assessments, Content

1) Action on the course

**A: Tabled** – see 7a

- g. (CP13-249) THEA 020 Stagecraft (Tabled from 11/26/2013)  
Number, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the course

**A: Tabled** – see 7a

- h. (CP13-251) THEA 021 Introduction to Stage Lighting (Tabled from 11/26/2013)  
Title, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the course

**A: Tabled** – see 7a

- i. (CP13–252) THEA 022A Technical Theatre in Production-Comedy (Tabled from 11/26/2013)  
Number, Title, Description, Objectives, Assessments, Assignments, Content, Textbooks  
1) Action on the course

**A: Tabled** – see 7a

- j. (CP13–254) THEA 024 Stage Make-Up (Tabled from 11/26/2013)  
Number, Units, Description, Objectives, Assessments, Assignments, Content, Textbooks  
1) Action on the course

**A: Tabled** – see 7a

- k. (CP13–255) THEA 025 Introduction to Theatre Design (Tabled from 11/26/2013)  
Number, Title, Description, Objectives, Assessments, Assignments, Content, Textbooks  
1) Action on the course

**A: Tabled** – see 7a

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

- a. (CP13–257) ATEC 070 Automotive Fundamentals (Tabled from 11/26/2013)  
Description, Objectives, Methods of Instruction, Assignments, Assessment, Content, Textbooks  
1) Action on the course

M: Marianne Flatland

S: Debra Berrett

Discussion: Maire noted the Committee should acknowledge that two instructors new to the College took on the huge amount of work to revamp this program and submit the course modifications to the Committee in a timely manner. NATEF standards require very specific and detailed Course Outlines.

**A: Passed** – unanimous

- b. (CP13–258) ATEC 130 Automotive Suspension and Steering (Tabled from 11/26/2013)  
Title, Units, Contact Hours, Methods of Instruction, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbook  
1) Action on the prerequisite

M: Approve as group 8b 1 – 8e – Erin Duane

S: Robin Arie-Donch

**A: Passed** - unanimous

- 2) Action on the course

M: Approve as group 8b 2 – 8e 2 – Marianne Flatland

S: Erin Duane

Discussion: Debra reported CTE faculty concern about how much hands-on learning is being lost due to extensive content. Maire explained this is a huge overhaul of the auto tech program and additional courses will be added. The proposer's goal is for students to complete the program in four semesters with a degree or certificate. New courses have more specific and focused system coverage.

**A: Passed** - unanimous

- c. (CP13–259) ATEC 131 Automotive Electrical Systems (Tabled from 11/26/2013)  
Units, Contact Hours, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbooks  
1) Action on the prerequisite

**A: Passed** – see 8b 1

- 2) Action on the course

**A: Passed** – see 8b 2

- d. (CP13–260) ATEC 132 Automotive Brake Systems (Tabled from 11/26/2013)  
Title, Units, Contact Hours, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbooks  
1) Action on the prerequisite

**A: Passed** – see 8b 1

- 2) Action on the course

**A: Passed** – see 8b 2

- e. (CP13-261) ATEC 133 Automotive Engine Repair (Tabled from 11/26/2013)

Content, Textbooks

- 1) Action on the prerequisite

**A: Passed** – see 8b 1

- 2) Action on the course

**A: Passed** – see 8b 2

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

### **10. MAJOR DELETIONS**

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

- a. Update on ADTs

Joe sent an ADT report to IVP White and the deans to prepare for spring.

*Curriculum Institute:* Joe and Erin Duane shared their enthusiasm and reasons to attend the conference, including learning what other schools are doing. They encouraged members to consider attending next July 10-12 in San Jose.

#### **12. REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS**

IVP White reported the College has reserved six spots for the Curriculum Institute.

#### **13. REPORT FROM THE ARTICULATION OFFICER**

Robin asked members to keep reminding their colleagues to see Robin early in the process when making significantly modified transferable course changes or adding new courses. She pointed out that a lot of new instructors need to be informed.

Robin noted that the Committee voted some time ago to not use boiler plate language in outlines but the preponderance of proposals are coming through that way. She suggested, even if it is showing up due to CurricUNET, the Committee might consider having another discussion. Joe noted a boiler plate statement doesn't relieve faculty of their duty. Erin Moore pointed out taxonomy can be accessed in the objectives edit field. Robin opined it should be in both assignments and objectives. In the past when faculty were trained on developing courses, a checklist was used and objectives and content had to match. Everyone needs to know it is needed in both objectives and content outline.

#### **14. OTHER**

- a. Pre/Corequisite policy/procedures process

A draft was emailed in November and discussed at the November 26 meeting. Joe would like the Committee to have a goal to complete the proposal to revise the co/prerequisite policy and procedures by February. Once approved by the Committee it will be submitted to the Academic Senate, administration and the Board of Trustees. He hopes it can be finalized by the end of this school year and be ready to implement next academic year. Erin Duane pointed out how important the policy and procedures are for the Curriculum Committee actions. The Committee often has questions on how adequately prepared students are for tasks and assignments. Committee members should carefully review the document and bring back their input. Erin noted the goal is to have a strong and usable document to make things better for the students. Robin pointed out that many students don't see counselors; advisories and their meanings need to be more visible and clear, and students should understand why the advisories are important for them.

#### **15. OPEN DISCUSSION**

#### **16. ADJOURNMENT**

M: Marianne Flatland

S: Lynn Denham-Martin

The meeting was adjourned at 3:18pm.