

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
***Adopted Minutes***  
Tuesday, January 28, 2014  
1:45 p.m., Room 503

**1. ROLL CALL**

Chair Joe Conrad called the meeting to order at 1:50 pm.

Robin Arie-Donch, Debra Berrett, Joe Conrad (Chair), Erin Duane, Neil Glines, Margherita Molnar, Erin Moore (Curriculum Analyst), Randy Robertson, Josh Scott, John Yu, Teri Yumae, Connie Adams (Administrative Assistant)

Absent/Excused: Michelle Arce, Curtiss Brown, Arturo Castillo (Student Rep), Lynn Denham-Martin, Marianne Flatland

Guests: Lisa Abbott, Eric Bullis, Roger Clague, Jim DeKloe, Karen McCord, Sandra Moore

**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: Erin Duane

S: Robin Arie-Donch

**A: Passed - unanimous**

**3. CONSENT ITEMS**

a. Catalog cleanup and proposal adjustments:

ART Three-Dimensional A.A. – Update course numbers for 047A (077A) and (047B) 077B

Music: Instrumental – update total units

Water & Wastewater Tech A.S. & Cert – Update WATR 108 to 3 units; Specialty Courses 4-6 units; Total degree and certificate units 25-33

Administrative Assistant A.S. & Cert – Change OT 056 title & number of units; change total units to 30.5

Medical Office and Coding Specialist A.S. & Cert – Change OT 056 title and number of units; change total number of units to 47-49; change titles of OT 063 and 064

Hazardous Substance – total units to 18 (need date to update with CO)

Interior Design – total units 38 (for 2013 – spring 2014, need date to update with CO)

Sports Medicine and Fitness Science – total units 33-34 (need date to update with CO)

Ethnic Studies: Latino Studies – total units 18-20 (need date to update with CO)

Industrial Biotechnology – total units 22-24 (need date to update with CO)

English – change title of ENGL 035 and update degree description

Kinesiology A.A.-T – Remove CHEM 001 (no corresponding C-ID Course)

**4. APPROVAL OF MINUTES** – December 10, 2013 (Attachment)

M: Erin Duane

S: Robin Arie-Donch

**A: Passed – unanimous**

**5. ACTION ITEMS**

**6. NEW COURSES**

a. (CP14-1) WATR 126 Pumps and Motors

New Course Proposal

1) Action on the course

Professor Jim DeKloe explained that Water/Wastewater courses are dictated by a committee of professionals in the region. This proposal comes from deliberation by that group with a strong feeling this course would benefit the curriculum as an elective. As liaison to that committee, Professor DeKloe crafted this course through collaboration with knowledgeable professionals. The textbook is the industry standard. Dean John Yu noted there is no full-time Water/Wastewater instructor and he thanked Jim for his work.

M: Debra Berrett

S: Robin Arie-Donch

**A: Passed - unanimous**

## 7. **COURSE MODIFICATIONS**

### a. (CP14-2) SOCS 028 Introduction to African Studies

Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the course

M: Robin Arie-Donch

S: Neil Glines

Discussion: Instructor Sandra Moore explained this course hadn't been taught for some time and was revised to current standards. Professor Karen McCord added there were few people who could teach it. Joe noted that the course was dropped but now that Sandra will be teaching it, it has been brought back and meets course outline standards.

**A: Passed - unanimous**

### b. (CP13-245) THEA 001 Acting 1 (Tabled from 11/26/2013)

Number, Title, Prerequisite, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Joe reported that Eric addressed some of the issues brought up last semester, met with the Tech Review Committee last week, met with Robin regarding articulation, changed courses back to the original numbers, and completed other work to meet TMC and C-ID requirements. Robin pointed out that some of these courses only show CSU transferable and UC needs to be added. Theatre 1 and some other courses may need the English advisory changed from minimum to eligibility for English 1 due to reading and writing demands. Because these courses also transfer to UCs and have had many changes, Robin will need to submit them to UC for review. She asked members to be mindful, and remind constituents, of UC transferability when revising C-IDs. Erin Moore will correct the transfer status on submitted courses as needed. Josh agreed that for students to successfully write responses to written text, eligibility for English 1 would be adequate. Theatre instructor Eric Bullis agreed and the advisory was changed to Eligibility for English 001.

**A: Passed - unanimous**

### c. (CP13-246) THEA 002 Acting 2 (Tabled from 11/26/2013)

Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the prerequisite

M: Teri Yumae

S: Debra Berrett

**A: Passed - unanimous**

2) Action on the course

M: Teri Yumae

S: Robin Arie-Donch

Discussion: UC transferability was added and the advisory was changed to Eligibility for English 001.

**A: Passed - unanimous**

### d. (CP13-242) THEA 006 Introduction to Theatre (Tabled from 11/26/2013)

Title, Description, Objectives, Assessments, Assignments, Textbooks

1) Action on the course

M: Teri Yumae

S: Robin Arie-Donch

Discussion: Members and Eric agreed to change the advisory to Concurrent enrollment in or successful completion of English 001, due to required analytical writing.

**A: Passed - unanimous**

### e. (CP13-254) THEA 008 Stage Make-Up (Tabled from 11/26/2013)

Number, Units, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the course

M: Robin Arie-Donch

S: Teri Yumae

Discussion: With members and Eric in agreement, the advisory was changed to Eligibility for English 001.

**A: Passed - unanimous**

f. (CP13-243) THEA 010 Theatre History 1 (Tabled from 11/26/2013)

Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

M: Teri Yumae

S: Josh Scott

Discussion: With members and Eric in agreement, the advisory was changed to Successful completion of English 001.

**A: Passed – unanimous**

g. (CP13-244) THEA 011 Theatre History 2 (Tabled from 11/26/2013)

Number, Title, Description, Objectives, Assessments, Content, Textbooks

1) Action on the course

M: Robin Arie-Donch

S: Josh Scott

Discussion: With members and Eric in agreement, the advisory was changed to Successful completion of English 001.

**A: Passed - unanimous**

h. (CP13-247) THEA 024A Rehearsal and Performance in Production – Comedy (Tabled from 11/26/2013)

Number, Title, Description, Objectives, Assessments, Content

1) Action on the course

M: Teri Yumae

S: Robin Arie-Donch

Discussion: Regarding Robin's concern that courses shown as repeatable will confuse students, Erin Moore replied that it cannot be removed from CurricUNET. Robin will inform counselors so they will be aware of that discrepancy when speaking with students. In response to Eric's concern that students need involvement in more than one production in order to get an associate degree, Joe stated that Eric's creation of a suite of family courses is the preferred solution. It is very complicated to have a course declared repeatable and would require finding CSUs or UCs that require the course to be repeatable in the first two years of college. Members discussed what the English advisory should be for this course. Eric pointed out that Theatre 24 is a doorway step from high school and he wouldn't want to discourage students who wouldn't qualify due to English restrictions. Debra reported hearing anecdotally that students placed in advisory courses before taking courses in topics they are excited about, the experience becomes similar to high school and they don't always continue. It is important to keep students excited so they will continue. Josh suggested surveying current students. Members acknowledged it is only an advisory and with agreement it was changed from no advisory to minimum English. Josh opined stating "eligibility for English 370" would be clearer for students than "minimum English". Erin Moore replied that it becomes too wordy.

**A: Passed – unanimous**

Robin acknowledged Eric's hard work and time put into these courses.

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

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

## **10. MAJOR DELETIONS**

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

a. Update on ADTs

Joe reported there is action in Business and more in Theatre taking place. Eight more courses were approved for C-ID last week and one was conditionally approved.

b. Upcoming meeting opportunities

The Curriculum Institute will be held July 10 -12 in San Jose. The College has reserved at least three spaces and Joe asked members, including anyone interested in becoming Curriculum Chair, to consider attending this valuable event. The next regional meeting will be held at Diablo Valley College on March 15 and will include all the current pertinent topics such as TMCs and C-IDs.

*Education of CC reps:* CurricUNET used to require approvals at each step of the process before access could be made to the next step. For some reason that is no longer in place and Joe urged all Curriculum Committee reps to follow the steps and not approve a course until faculty approvals are completed. New courses also need articulation and library approval as well as DE approval when online is included. If Curriculum representatives approve a course before all faculty and other approvals are done, proposers may think they are done. The dean approval should not happen until the curriculum rep has approved. Representatives are gatekeepers to ensure basic things happen, that will help the technical review process, and reps should also be involved as references for faculty.

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

**13. REPORT FROM THE ARTICULATION OFFICER**

**14. OTHER**

a. Program changes due to course deletions

Joe reminded members that many courses were deleted last fall during SLO cleanup. Changes need to be made to programs and the catalog in cases where deleted courses affect programs. Joe emailed the list, organized by elective and required courses. Elective courses don't usually need to be submitted to the Chancellor's Office and can be changed in Committee as Consent Items on the agenda. If necessary, department members need to be contacted to see what they need for program updates.

b. FIRE 140 class size petition

Joe explained the petition rationale: Fire 140 is a 40 hour week and 24 unit course to train firefighters. The current listed class size maximum is 45. The compelling argument to decrease the maximum comes from the State Fire Department mandating the maximum cap of 24. The process for changing class size has been on hold waiting on the collective bargaining agreement. Jim DeKloe stated he has been instructed by the union executive board to form a committee of three faculty and three administrators. He agreed with the reasoning and asked for a reference to the mandate as he pursues this issue.

c. Pre/Corequisite policy/procedures process

The Requisites and Advisories policy and procedures draft document was emailed to members twice. Joe opened this discussion reminding everyone that Erin Duane put this together as a kind of road map. There is also a ten-page Board policy that won't require a complete revision but will have to be amended. The Curriculum Committee needs to decide on procedures for forms, justification, and other issues. The document provides an overview of what is necessary and ideas on how to do it. The Committee charge last November was to review it and bring input. Erin Duane reiterated the document is only a road map with many sources cited regarding laws as well as policy changes implemented at other schools. Making changes to meet Title 5 is a big task and in trying to envision how the Committee can put a plan together, Erin stressed the importance of input. Many students sign up for classes where advisories aren't necessarily preparing students and plans need to be crafted sooner than later.

Members noted problems with statistical validation and complexity of using content review with statistical validation. Joe responded that colleges can choose statistical validation, content review, or both. Most schools would probably want to keep both options available. Clarity would be important on what statistical validation means at the College. Joe has seen examples that, rather than showing failure rates, use survey results and quantitative and qualitative multiple measures.

Examples from other schools can be a great starting point. Robin suggested using surveys as part of multiple measures and having counselors collect anecdotal information from students since they see student transcripts all the time and speak with students about where they are not doing well. A large percentage of students take courses because parents and other people tell them they should. Members agreed counselors would have a good perspective and there are high and low tech ways to survey that could be of value. Joe shared how a small content review was done during the theatre process, looking at the COR to adequately explain what the course contains. That could be part of the documentation for faculty to know what is needed and the minutes of faculty discussion could also be documented. Validation would apply with co/prerequisites outside of disciplines. What adequate documentation would look like has to be decided.

Chief Technology Officer Roger Clague offered his services. To keep this topic from being an adversarial process, he suggested perhaps having a joint committee. He would be willing to represent the administrative side as a neutral representative considering students first and he could bring strength to the analytical side. He stressed the importance of collaboration throughout the process to have buy-in from faculty and administration before presenting a plan. Roger and Erin Duane have worked together on LR10/English 1, building that process on what they do agree on. Ruth Fuller volunteered to serve while Erin is on leave and Josh volunteered to serve on the subcommittee as well. Erin Duane will send an email to set up the first meeting. Members agreed with Joe that a subcommittee of three or four members could work on this process. Roger pointed out this subcommittee will be an action oriented working group. Names of anyone interested in being on the committee can be sent to Erin Duane.

**15. OPEN DISCUSSION**

Robin announced the annual conference for high school counselors will be Thursday, January 30, at 8:00 am, in the 400 building. Anyone who has information about things that would be of interest to high school counselors can get materials to Robin, who will hand it out

**16. ADJOURNMENT**

M: Erin Duane

S: Robin Arie-Donch

**A: Passed – unanimous**

The meeting was adjourned at 3:19 pm.