

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, October 8, 2013
1:30 p.m., Room 503

1. ROLL CALL

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

Absent/Excused: Toni Dickinson (Student Rep)

Guest: Marylou Fracisco

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: Margherita Molnar

Discussion: Joe pointed out that item 8c-1 should read "action on prerequisite". He explained that JOUR 002 was placed under Consent Items for removal because the instructor/originator decided to drop it from the JOUR AA-T degree due to not passing C-ID.

A: **Passed** – unanimous

3. CONSENT ITEMS

- a. Remove JOUR 002 from the JOUR AA-T degree proposal

4. APPROVAL OF MINUTES – September 24, 2013 (Attachment)

M: Robin Arie-Donch

S: Randy Robertson

A: **Passed** as amended – unanimous

5. ACTION ITEMS

6. NEW COURSES

7. COURSE MODIFICATIONS

- a. (CP13-198) ANTH 001 Physical Anthropology

Add Online, Textbooks

- 1) Action on the course

M: Lynn Denham-Martin

S: Marianne Flatland

Discussion: Joe reported the DE Coordinator reviewed and approved the online form.

A: **Passed** – unanimous

- b. (CP13-199) CIS 102 Fast Track Microsoft Word

Course Deletion

- 1) Action on the course

M: group 7a, 7b, and 7c – Lynn Denham-Martin

S: Debra Berrett

Discussion: Maire reported this course originated from OT to fast track courses; when the OT program worked on some curriculum revisions last year, Microsoft Office replaced Word as an option, and the program moved away from fast track. She added this was part of the medical front office certification that was modified.

A: **Passed** – unanimous

c. (CP13-200) CIS 105 Fast Track Excel

Course deletion

1) Action on the course

A: **Passed** (see 7a)

d. (CP13-201) CIS 106 Fast Track Computer Literacy

Course Deletion

1) Action on the course

A: **Passed** (see 7a)

e. (CP13-186) INTD 071 Textiles, Materials and Finishes (Tabled from 8-24-2013)

Number, Title, Contact Hours, Transfer, Prerequisite, Methods of Instruction, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the prerequisite

M: group 7e-1, 7f-1, and 7g-1 – Maire Morinec

S: Debra Berrett

Discussion: Joe clarified this items was tabled at the last meeting to ensure the content review areas were filled in as required for revalidation. Objectives from the prerequisite course were matched to the target course. Numbers were changed as well as some content.

A: **Passed** – unanimous

2) Action on the course

M: group 7e-2, 7f-2, and 7g-2 – Robin Arie-Donch

S: Lynn Denham-Martin

Discussion: INTD 071 is equivalent to the previous course INTD 050 and Banner will pick it up as equivalent. Maire noted there is something wrong with the INTD 071 textbook title.

A: **Passed (INTD 071 is contingent on correction of book title)** – unanimous

f. (CP13-187) INTD 073 History of Western Interiors and Architecture (Tabled from 8-24-2013)

Number, Title, Transfer, Advisory, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the prerequisite

A: **Passed** – see 7e-1

2) Action on the course

A: **Passed** – see 7e-2

g. (CP13-188) INTD 075 Professional Practices for Interior Designers (Tabled from 8-24-2013)

Number, Title, Transfer, Advisory, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the prerequisite

A: **Passed** – see 7e-1

2) Action on the course

A: **Passed** – see 7e-2

h. (CP13-202) PHOT 056 Photojournalism & Documentary Photography

Description, Objectives, Content

1) Action on the course

M: Robin Arie-Donch

S: Randy Robertson

Discussion: Joe reported this course had been returned by the C-ID process and the required adjustments were made to meet the C-ID descriptor.

A: **Passed** – unanimous

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

a. (CP13–203) OT 054 Beginning Keyboarding

Course Deletion

1) Action on the course

M: group 8a and 8b – Maire Morinec

S: Debra Berrett

A: **Passed** – unanimous

b. (CP13–204) OT 055 Intermediate Keyboarding/Word Processing

Course Deletion

1) Action on the course

A: **Passed** – see 8a

c. (CP13–205) OT 056 Business Grammar and Proof Reading

Name, Units, Drop Lab, Methods of Instruction, Prerequisite, Description, Objectives, Assessments, Assignments, Content, Textbooks

1) Action on the prerequisite

M: Debra Berrett

S: Maire Morinec

A: **Passed** - unanimous

2) Action on the course

M: Maire Morinec

S: Debra Berrett

Discussion: Maire explained the title didn't reflect what was taught in the course and open entry/open exit courses are often not completed by students. It was changed to a closed course with more instructor contact.

A: **Passed** - unanimous

d. (CP13–206) OT 063 Introduction to ICD-CM Coding

Title, Prerequisites, Assessments, Textbooks

1) Action on the prerequisite

M: Debra Berrett

S: Robin Arie-Donch

Discussion: The prerequisites are OT 101, Human Diseases, and NURS 111, medical terminology. OT is sequential, but nursing is outside of the department. The method used to validate NURS 111 was that it is also a prerequisite at CSUs. Maire pointed out this is a course on coding for insurance purposes and students taking the course need a very good understanding of medical terminology to accurately code. Without this prerequisite students would be spending more time learning terminology rather than coding.

A: **Passed** - unanimous

2) Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Robin noted that updated textbooks were not shown. Mary Lou Fracisco replied that they are using the older textbook and transitioning to the new one. She will send the updated textbook information to Erin Moore. Erin will also have to manually input the articulation information into CurricUNET.

A: **Passed contingent on textbook data and making sure content review is completed** – unanimous

e. (CP13–207) OT 064 Intermediate ICD-CM Coding

Title, Prerequisites, Assessments, Content, Textbooks

1) Action on the prerequisite

M: Debra Berrett

S: Lynn Denham-Martin

A: **Passed** – unanimous

2) Action on the course

A: Lynn Denham-Martin
S: Maire Morinec

A: **Passed** – unanimous

- f. (CP13–208) OT 100 Work Readiness
Units, Assessments, Textbooks

1) Action on the course

M: Marianne Flatland

S: John Yu

Discussion: Mary Lou explained this is a skill building and open entry/open exit course that can be taken up to the number of units allowed. Rather than repeating, students can continue taking the course to fill out the units for the whole content.

A: **Passed** – unanimous

- g. (CP13–209) OT 162 Ten-Key
Drop Lab Hours, Methods of Instruction, Assessments, Textbooks

1) Action on the course

M: Robin Arie-Donch

S: Debra Berrett

A: **Passed** – unanimous

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

- a. (CP13–210) Physics Transfer Degree
New Program

1) Action on the program

M: Randy Robertson

S: Marianne Flatland

Discussion: Joe noted the courses for this degree make it a 29-unit major but because of double counting with a physics and math class, the 60-unit IGETC requirement will just barely be met.

A: **Passed** – unanimous

10. **MAJOR DELETIONS**

- b. (CP13–211) Office Technology-Legal Specialist (AA degree)
Program Deletion

1) Action on the program

M: group 10b and 10c – Randy Robertson

S: Marianne Flatland

Discussion: Students haven't been taking this program and the courses, but not the certificate and degree, were deleted last year.

A: **Passed** – unanimous

- c. (CP13–212) Office Technology-Legal Specialist (Certificate)
Program Deletion

1) Action on the program

A: **Passed** – see 10b

11. **REPORT FROM THE CHAIR**

- a. Update on ADTs

Joe moved the Physics Transfer Degree (approved today) from “submitted in CNET” to “approved by CC” on the College ADT chart. He reported that two ADTs are ready for transmission to the Chancellor's Office once they are approved by the Board of Trustees. Yesterday the Academic Senate asked Joe to compose an email that President Gunther will send to all faculty to look at the list and see what needs to be done in their areas to complete the ADTs. Anyone can go to the Chancellor's Office website to see the ADT status for all CCCs. Joe showed on screen that the College is currently at 38% of what is required. By next fall 100% of the ADTs we are required to do must be approved by the Chancellor's Office.

b. Archived courses deletion process

At the last meeting, Joe spoke about the Academic Senate's request for the Curriculum Committee to develop a process for faculty to look at SLO archived courses so they can be deleted, moved or reactivated. The process for archived course deletion will be: the list of archived courses will be distributed to faculty and deans for departmental review; Joe needs to be notified by November 5 and SLO Coordinator, Gene Thomas, must be notified by November 15 about any course that should not be on the list (e.g. has already been deleted, name or number change, etc.); the Curriculum Committee will consider a resolution to delete all courses submitted in this manner. If not to be deleted, SLOs must be written and a plan produced for when the course will be offered and assessed. That information needs to be sent to Coordinator Thomas by December 5.

English 1 & 4 Update: IVP White sent an email to Joe which he forwarded to the Committee. Yesterday at the Academic Senate meeting, IVP White stated that she would send a statement as to why the CC approved modifications have been delayed and not signed off by administration. When she receives the requested information she will review with S/P Laguerre and report back to the Committee as to the District's intentions.

Josh pointed out the core of the curriculum argument was that students do four units worth of coursework and the department's queries to other colleges for specific data have not been answered. Many schools switched to four units long ago and don't have historical information. IVP White is asking for granular data and Josh expressed concern that this is undermining the Curriculum Committee role. Much time has been spent on this issue and English and Library faculty have asked how to get it to move forward. The transfer degree has to be in place by next fall, it doesn't necessarily need English 1 or 4 to be 4 units, but the courses have to be submitted to C-ID. The Curriculum Committee could send a response noting timelines that need to be met. Erin Duane noted that it is unclear what other authoritative body, beyond Solano, has required or recommended additional data, or what additional data is needed.

A lot of dialogue has taken place already; faculty are willing to have more although it doesn't seem to be leading to resolution.

Members discussed a previous course unit increase that came through the Committee for math and science that the administration asked to be made. Due to math and physics already meeting five days a week, the College was out of compliance with Title 5 unit calculations. There was no change to the bottom line of cost; faculty were already scheduled for five hours over five days of class; units needed to match the hours and faculty agreed. Robin pointed out that the Committee is concerned with content, not dollars. If English demonstrated pedagogically that English 1 content matches four units, that information should be enough. Erin Moore pointed out that math wasn't compliant in terms of scheduling. Maire noted that the English TMC doesn't require English 1 to be four units. Robin stated that students go to UC and what UC wants needs to be discussed as well. Joe reported that IVP White mentioned at the Academic Senate meeting that she wants to establish a task force to sit down and review the LR 10 co-requisite with a Chancellor's Office representative. For now LR 10 remains for spring as the co-requisite for English 1.

12. REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

13. REPORT FROM THE ARTICULATION OFFICER

Time is approaching for Robin to submit new or modified courses for GE approval to CSUs and UCs in December. If members know of courses in their schools that should be on GE but aren't (maybe were never submitted), please send an email notification to Robin. Periodically she has distributed GE guidelines for different areas for members to disseminate to their colleagues. Robin could send a link to course guidelines. Erin Moore suggested adding the link to the Curriculum Committee web page. Robin added there are links to GE Guidelines for CSU and IGETC. She reiterated that everyone should inform colleagues to check their courses and email Robin with "GE courses" in the subject line.

14. OTHER

a. Pre/Corequisite policy/procedures update

Erin Duane drafted a 15-page document and she is now editing it and entering citations. She will send the edited draft to Joe with all Title 5 changes pertaining to this topic. Joe agreed with Erin that it would be good to keep the content review portions pertaining to advisories in that she already included.

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Robin Arie-Donch

S: Debra Berrett

A: Passed – unanimous

The meeting adjourned at 2:50 p.m.

CC Minutes 10.08.13/ca