

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
***Adopted MINUTES***  
Tuesday, August 26, 2014  
1:45 p.m., Room 503

**1. ROLL CALL**

CC Chair Curtiss Brown called the meeting to order at 1:54 PM

Present: Robin Arie-Donch, Debra Berrett, Curtiss Brown (Chair), Erin Duane, Josh Scott, Marianne Flatland, Erin Moore, Neil Glines, John Yu, Randy Robertson, Teri Yumae, Lisa Abbott, Leslie Almonte, Geff Freire, Connie Adams

Absent: Margherita Molnar

Guests: Kevin Anderson; Diane White

**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: Marianne Flatland

S: Erin Duane

**A: Passed unanimously**

**3. CONSENT ITEMS**

- a. FIRE 153 Rescue Systems I      Reactivate Course

**4. APPROVAL OF MINUTES** – May 13, 2014 (Attachment)

M: Table for further review – Marianne Flatland

S: Debra Berrett

**A: Tabled unanimously**

**5. ACTION ITEMS**

- a. Curriculum committee calendar (Attachment)      Possible change of meeting date in November, 18<sup>th</sup> or 25<sup>th</sup>

Deferred to next agenda

**6. NEW COURSES**

**a. (CP-92) ATEC 135 Automotive Engine Performance**

\_\_\_ New Course Proposal

- 1) Action on the prerequisite

M: Debra Berrett

S: Marianne Flatland

Discussion: Erin Moore responded to a few questions regarding the prerequisite, explaining the options: prerequisite validation is not needed for courses in sequence; a course is not called a corequisite if it can be taken at the same time, only if it is mandatory to take at the same time; although the prerequisite can be taken concurrently, "Completing with C or better . . ." was kept in the statement to be consistent with other related courses and Erin confirmed it can be set up in Banner that way.

**A: Passed unanimously**

- 2) Action on the course

M: John Yu

S: Marianne Flatland

**A: Passed unanimously**

## **7. COURSE MODIFICATIONS**

### **a. (CP14-93) BUS 018 Legal Environment of Business**

Objectives, assessment, assignments, textbooks

1) Action on the course

Kevin Anderson reported there were changes to course content, methods of evaluation, and objectives to comply with C-ID descriptors.

M: Marianne Flatland

S: Josh Scott

Discussion: Erin Moore stated that some objectives were not measurable as written and need revision. There were also a few typos. Professor Anderson will make the corrections per information Erin provided.

**A: Passed unanimously** - contingent on revision of student performance objectives as provided.

### **b. (CP14-94) CIS 001 Introduction to Computer Science**

Description, content

1) Action on the course

M: Debra Berrett

S: John Yu

**A: Passed unanimously** – contingent on revised student performance objectives (see 7a).

### **c. (CP14-95) MATH 020 Analytic Geometry and Calculus I**

Objectives, content

1) Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: In response to Geff's question about changes to objectives, Randy explained clarification was needed for some of the content to get the transfer degree but there were no changes to actual content.

**A: Passed unanimously**

### **d. (CP14-96) MATH 021 Analytic Geometry and Calculus II**

Objectives, content

1) Action on the course

M: Robin Arie-Donch

S: Debra Berrett

**A: Passed unanimously**

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

Curtiss reported he spoke with Kevin Anderson and Debra Berrett about a course modification that can be completed during Curriculum Review in each of their departments. Curtiss and Erin Moore have been meeting to look at the continuation of CTE curriculum review and they are revisiting departments that weren't able to complete their reviews. Debra noted she is encouraging faculty to begin working as soon as possible.

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

Erin Moore reported a couple of ADT programs are just waiting on paperwork before they go to Curriculum Committee.

## **10. MAJOR DELETIONS**

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

Curtiss reported main topics discussed at the Curriculum Institute he and other College staff attended this summer:

a. Brown Act

There have been some adjustments to the Brown Act including all committees/subcommittees under the Board of Trustees must post agendas on campus 72 hours in advance of meetings and in a place accessible 24/7. There is a new requirement for roll call voting.

b. ADT update

1. The Chancellor's Office is only approving Associate Degrees for Transfer (ADTs) - not other new degrees or programs  
Solano College has 8 ADTs solidly approved. Erin Moore reported there are 8 more ADTs in process, mostly for fine-tuning. She had been working with the Chancellor's Office, now closed during August, and will have to wait until next week to resubmit what is ready.
2. C-ID course approval needed on ADTs that were Chancellor's Office approved prior to Spring 2013  
Curtiss is working closely with Robin and Erin and will update the Committee as needed.
3. Submit courses that need C-ID approval to Curriculum Committee no later than Nov. 1, 2014  
Robin suggested moving the deadline up to October 9<sup>th</sup> so the courses can be at Tech Review on October 21<sup>st</sup> for the October 28<sup>th</sup> Curriculum Committee meeting. If that date is missed, the next meeting isn't until November 25<sup>th</sup>, making it too late to get Board of Trustees approval in time for her to send the courses in for Course Identification (C-ID) approval this fall. It is up to Committee reps to inform their faculty. The deadline is for courses from ADTs in existence that need modifications for C-ID and for courses for new ADTs we want to submit. The courses that need to be submitted for C-ID approval must first go to Tech Review, then to Curriculum Committee for approval, followed by submission to the Board of Trustees for approval. Curtiss has not heard back yet if the Board will be willing to grant approvals on both monthly agendas, rather than just once a month. Marianne recommended putting out an alert to all reps to make certain that any courses needing C-ID approval must be updated and reviewed by the deadline. Erin Moore noted not every school is currently represented. She will identify which ADTs were approved before June 30 as the courses involved now need C-ID approval. Robin emphasized the urgency to get this done and actions can't be based on thinking we'll get an extension. If any of our courses that need to have C-ID designations do not have them by June 30, 2015, we will lose the degrees, even ones we've had for years. It was stated at the Academic Senate meeting that the Chancellor's Office will not be allowing extensions for any reason. Robin added that more reviewers were to be solicited at State level, but, whether or not that will happen, we don't know. Curtiss agreed with Robin's recommendation to move the deadline up. Josh requested multiple reminders be sent out before the deadline. Curtiss will notify all faculty with an updated list.

c. Curriculum review update - new timeline in development

Curtiss reported, due to the elimination of the School of Human Performance & Development and other department changes, the review timeline needs revision. Interim Vice President (IVP) Diane White put out a cycle of comparison. Erin Moore and Curtiss will insert those into existing schools to keep Program Review and Curriculum Review in the same timeline as before. Kinesiology is going through program review this fall and Nutrition and other departments that moved will follow. In response to Erin Duane's question of where the Library fits in, it was agreed to be placed in the Liberal Arts timeline. Curtiss presented the timeline, showing Health Sciences will be going through Curriculum Review this year and also CTE for follow-up. Marianne noted next year will be heavy with math, counseling, and social science. Erin Moore added that nursing has to do a huge overhaul per the Board of Nursing. Curtiss will ask IVP White for the revised PR/CR cycle comparison document. CDSF moved to Social & Behavioral Sciences. Marianne suggested it would be helpful to have divisions under schools on the chart so that reps will know who they're in charge of.

d. Reorganization of committee to reflect new college reorganization - school reps needed

Representatives are needed from Kinesiology, Social & Behavioral Sciences, Business, and Nursing. Only assigned reps are counted for quorum. Faculty will be solicited to fill empty spots and terms need to be set. Addition of a second rep for Health Sciences (to be in line with the Academic Senate) will be voted on at the next meeting.

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

IVP White reported she had a good meeting with Curtiss last week and will try to put C-ID into tiers to space out through the year and not have a crush in the Curriculum Committee at once. That will be better

for departments involved as well. Diane recommended moving forward in that direction and suggested the Committee entertain formation of a subcommittee to help sort this out. Let Diane know if there is anything she can do to facilitate some kind of system for this work.

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

Robin has been consumed with C-ID work and just sent off UC transferability submissions yesterday. There are quite a few courses they will have to review. When she receives results of transferability, she will send the information to the schools and people involved.

### **14. OTHER**

The first Tech Review Committee meeting will be on September 22. Robin would like to be involved for C-IDs and transferable courses.

### **15. OPEN DISCUSSION**

a. Updated Curriculum Review Timeline  
See Items 11c and 12.

b. Reorganization of the committee to reflect college reorganization  
See Item 11d.

c. How long should a course or program sit in CurricUNET without approvals  
Josh opined it is good to clean things up but removing them could be shutting down the process. There should be a way to notify faculty and have a process for them to come forward to contest. Erin Moore explained a proposal can be removed but a course can remain to be edited. Regarding setting a timeline, Neil noted a few courses seem to be from 2010 and 2011 but most are from 2012 forward for the approval process, so it doesn't seem too many courses would be affected. Some courses had been entered without any approvals or missing some and haven't made their way to the Committee. Josh agreed that courses with no approvals are different than those further in the process. Erin Moore and Curtiss talked about keeping courses a year out. Courses could be removed from the proposal queue but not necessarily deleted. The author(s) could work on them and resubmit. Josh suggested reaching out to faculty to find out why they have courses sitting there. They might not understand the process. Curtiss will bring this item back to the Committee for further discussion.

#### **d. Other items**

*Catalog information:* Erin Moore reported on a topic discussed at Curriculum Institute. Last fall, the most recent edition of the Program and Course Approval Handbook (PCAH) was Board approved with the Chancellor's Office. During the Curriculum Institute in July, the Chancellor's Office informed schools that this edition of the PCAH included no guidelines for programs with local GE requirements. Rather than being able to add and revise the handbook as they thought, it has to be entirely revised. It doesn't affect ADTs but there were a number of degrees Erin submitted to the Chancellor's Office last year and put in the catalog prior to her maternity leave. Under normal circumstances, the degrees would easily be approved within six months but due to this recent issue, they won't approve them until the handbook is revised. The current State focus is on ADTs and there are few people reviewing. Erin needs to work with Graphics to divert degrees in the catalog back to AY 2013/14. An addendum will be included with distribution of the catalogs or shortly after. Erin is working with the deans to put in blanket waivers so that students can take updated degrees. It could become an accreditation issue if these steps aren't followed. Erin apologized for the early submissions, but she had no idea this would happen. She will email Robin and Marianne information to disseminate to counselors. She is working on a template so blanket waivers will look the same for all degrees and will be easy to use with students and Admissions and Records. A majority of the degrees were updated because of courses that were no longer available. Auto Tech will likely have to be updated as well, but updated degrees cannot be placed in the catalog until the Chancellor's Office completes the handbook revision.

Debra asked if there would be any exceptions to the addendum. Marianne noted catalog information is officially used for vets. Debra asked if faculty can put together something about what the degree will look like. Curtiss replied that it is unknown how long it will be before the handbook is revised. Debra continued that students won't know how to plan for courses. Erin stated that local approval can continue but will have to wait on the Chancellor's Office update of the PCAH before adding anything to the catalog which she anticipates could be AY 2016/17.

Robin reported that other things wrong with the PCAH were talked about at Curriculum Institute. It is unknown if those other issues will be worked on as well for the revision and how long it could take. We don't want students taking courses towards degrees that may not be in the catalog for years. Erin added there are also problems with degrees such as units not matching up. For example, the old English degree doesn't add up to 18 units. We're approaching things with waivers that can be used to make adjustments. Curtiss stated the Committee will put new courses and programs through the Curriculum process but we don't know how long it will be before they can be listed in the catalog. A statement made at Curriculum Institute was one to two years. At least it is best to have them in the queue. Erin added the upside is there will be time to ensure new courses and programs are done really well with everything in order. Robin noted that textbooks should normally be updated within two years so that could be a problem for items sitting in the queue very long. Erin stated programs are primarily affected. The local focus needs to be on C-IDs. She pointed out programs approved prior to this issue won't have approval taken away.

**16. ADJOURNMENT**

M: Robin Arie-Donch

S: Debra Berrett

The meeting adjourned at 3:16 PM

CC 08.26.14 Meeting Minutes/ca