

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

1. ROLL CALL

Curriculum Committee Chair Curtiss Brown called the meeting to order at 1:49 PM.

Present: Michelle Arce, Robin Arie-Donch, Debra Berrett, Curtiss Brown (Chair), Floyd Burnsed, Erin Duane, Marianne Flatland, Neil Glines, Margherita Molnar, Erin Moore, Sandra Moore, Randy Robertson, Josh Scott, John Yu, Teri Yumae, Marvin Bolin (Student Rep), Geff Freire (Student Rep), Support Staff - Lisa Abbott, Leslie Almonte, Connie Adams
Absent/Excused: Myra Kargbo,

Guests: Leslie Minor, Maire Morinec, Diane White, Michael Wyly

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. ENGL 310A - move the contact hours from ACT II By Arrangement to Lab II
- b. Add OCED 070 to the Recommended Electives for the following programs:

Aeronautics: Airframe Maintenance Technician
Aeronautics: Powerplant Maintenance Technician
Aeronautics: Airframe and Powerplant Maintenance Technician
Auto Body
Auto Tech
Criminal Justice: Law Enforcement
Criminal Justice: Computer Forensics
Criminal Justice: Corrections
Drafting Technician
Survey Technician/Civil Drafting Technician
Fire Technology
Mechatronics
Welding
Theatre
Cosmetology

4. APPROVAL OF MINUTES – September 23 and October 14, 2014

M: to group and approve as presented – Robin Arie-Donch

S: Marianne Flatland

A: Passed unanimously

5. ACTION ITEMS

- a. Addendum Form for Approval of Correspondence Courses

M: Erin Duane

S: John Yu

Discussion: Academic Senate President Michael Wyly recapped the DE/Correspondence pilot process in emails sent to the Academic Senate and Curriculum Committee this week and he presented the highlights at this meeting. Since the last Curriculum Committee meeting, a group (Michael, Curtiss, Dale Crandall-Bear (DE Coordinator), LaNae Jaimez (Senate VP), and Dean Leslie Minor) has met regularly to address faculty concerns with respect to pedagogy, Title 5 compliance, best practices to start with, and the breadth of the project. Michael noted faculty are very cautious about putting forth a full load without evaluation or knowing if the College is equipped to serve prison students well and in parallel ways

students are served on campus. As a result of those conversations, the group came up with the following ideas to address many of those concerns.

- Begin as a pilot program limited in scope.
- The Curriculum and Assessment Committees commit to assessing the success of the apparatus put in place.
- For a good, sound assessment to happen, the committees will need to decide goals and outcomes to determine if the program is working and how to make it better.
- The proposed form is more robust to ensure best practices.
- A positive move is needed for direction regarding instructor initiated contact.

Leslie reported three courses are in development and a couple others are waiting. Approximately 150 inmate students are interested but it is unknown how they will assess in terms of their levels and what they will want to take. Requests to join the scheduled November 10th visit to the prison need to be sent to Leslie today for interested parties to be included in the gate clearance. Diane agreed running the program as a pilot is important and assessing it is critical. The Curriculum DE, and Assessment Committees could take part in designing an assessment protocol. Any pilot needs to run a few times, so scheduling courses in a cycle to allow for meaningful assessment might be really important. As your Academic Liaison Officer (ALO), Diane and S/P Laguerre will be in communication with ACCJC to get a pre-review from the accreditation agency first. There is a lot of attention to outcomes regardless of the modality.

Debra liked the changes but the information only came out yesterday without time to get feedback from constituents. John pointed out Committee members represent the faculty in their departments and are entrusted to make these decisions. Other members argued that point considering these were substantive changes with short notice and asked how the spring timeline would be affected if this vote were delayed until the next meeting. Erin Moore replied that instructors interested in teaching spring courses would have a more tightened deadline to submit anything to the Curriculum Committee. Marianne pointed out the form now delineates initial concerns about instructor initiated contact and members all have authority from their divisions to approve courses on a regular basis without consulting them. As John noted, we have been entrusted to make these decisions and should vote today. Michael agreed the document was adjusted to meet concerns and it would be safe to vote with each member's conscience dictating their vote. This discussion is looking at the ability to structure the idea of course approval, building the bridge that no one is compelled to cross and courses have to be vetted before crossing that bridge. The vetting process can be addressed once this form is approved. DE will be tasked to ensure course packets meet Title 5. Michael reiterated that no one is compelled to do this. Diane acknowledged the concern about not having enough dialogue but, at the same time as members of the community, everyone has the responsibility to engage in dialogue. This information hasn't been hidden but no matter how many times it is sent out, it wouldn't be discussed by everyone. Diane encouraged action today and added that losing timelines and opportunities to serve the community happens too often. As described on October 14th, this Committee is the gatekeeper and has the authority to give and to take away. An assessment report will help direct the Committee's future decisions. Erin Duane noted the form is a modification of the form already used and members are endowed with the power from their **constituents** to make decisions on their behalf. As Diane stated, we hold the reigns and can also pull them back. Curtiss called for the vote on this addendum form and the process by which the form will be used and handed to DE for approval, as described in Michael Wyly's email.

A: Passed with one abstention. Ayes: Robin Arie-Donch, Erin Duane, Marianne Flatland, Neil Glines, Margherita Molnar, Sandra Moore, Randy Robertson, Josh Scott, John Yu, Teri Yumae. Abstention: Debra Berrett

6. **NEW COURSES**

a. (CP14-130) JOUR 003 Intermediate Newswriting and Reporting

1) Action on the prerequisite

M: Erin Duane

S: Robin Arie-Donch

A: Passed unanimously

1) Action on the course

M: Robin Arie-Donch

A: Erin Duane

Discussion: As a potential UC transferable course Robin pointed out a couple of issues. Many colleges have advanced newswriting and reporting but none of them are transferable. One of the unusual things about journalism for transfer to UCs is only one journalism writing course is transferable and we already have two that have been approved for UC transfer, which means students taking Jour 1 and 2 will only get UC credit for one of them. Although she would submit the course and UC would probably approve the course, we could be doing a disservice to our students. If they take three

courses that they think will all transfer to the UC and UC will only accept one of the three for units toward transfer/graduation. Erin Moore noted the instructor wants it to begin in spring, but she doesn't have information to receive approval from Diane if they are accelerating the timeline; therefore, the course will not be active until the Fall 2015. Robin acknowledged the course was created with rigor to be UC transferable, but it seems to have a lot stacked against it for being approved for UC transfer. Marianne opined there is no point approving it with UC number; it should be #50 or above to not send the wrong message as explained above. CSU transferability is fine. Marianne added that UC tends to value theory courses and CSU goes into broader practical courses.

M: to approve contingent on changing the course to a CSU number – Debra Berrett

S: Erin Duane

A: Passed unanimously

b. (CP14-131) SOCS 053B Civil Rights, Non-Violence, and Race Relations North

1) Action on DE

Sandra reported this is part of a series of courses already in place. The course was initially set up requiring students to travel but the modification offers options for participation: travel, online, and hybrid with some in-person meeting time together. It focuses on different aspects of the Civil Rights movements of the 1950s and 1960s. Erin Duane asked about the DE portion of the course. Sandra clarified online is an option for students in place of travel and it is best to have the online option even though not totally an online course. Erin Duane noted the library can offer services for students to see subject matter online.

M: Erin Duane

S: Robin Arie-Donch

A: Passed unanimously

2) Action on the Course

M: Erin Duane

S: Robin Arie-Donch

Discussion: Michelle noted the book listed is not a traditional textbook and she felt the reading assignment was somewhat brief for a 3-unit course and suggested addition of more reading assignments. Sandra replied there are two other textbooks used and Erin Moore pointed out the textbooks in the COR are representative and doesn't mean that is all that is used. Since the course is CSU transferable, Michelle wondered if CSU would see this as the only text listed and have the same concerns. Robin said it is not a UC course, which would require more rigor. Sandra will add the two other books to the list of course assignments. We have other courses with this amount of reading transferable to CSU.

A: Passed unanimously

7. COURSE MODIFICATIONS

a. (CP14-132) MUSC 016 Symphony Orchestra

Articulation information, units, contact hours, course advisory, catalog description, assessment, assignments, content, textbook

1) Action on the course

M: Erin Duane

S: Debra Berrett

Discussion: Teri explained this is one of the large ensemble courses, playing with the orchestra, students take as part of the music Transfer Model Curriculum (TMC). At Tech Review the decision was made to change it from a variable unit course.

A: Passed unanimously

b. (CP14-133) MUSC 017 Chamber Orchestra

Articulation, course advisory, catalog description, objectives, assessment, textbook

1) Action on the course

M: Erin Duane

S: John Yu

A: Passed unanimously

c. (CP14-134) NUTR 010 Nutrition

Objectives, content, textbook

1) Action on the course

Tabled – the dean hasn't signed off

d. (CP14-135) PLSC 001 Introduction to American Government and Politics (see 11/18/14 agenda change to CP14-166)

Articulation, content, textbook

1) Action on the course

M: Debra Berrett

S: Erin Duane

Discussion: This course has 8-18 pages of writing combined among multiple writing assignments and Josh recommended ENGL 001 should be a requirement instead of an advisory. Erin Duane said there have been many conversations like this and, for students' benefit, courses need to be set up for them to succeed. She queried what the Committee should do about this issue. Josh spoke with the instructor some time ago who seemed amenable to ENGL 001 as a prerequisite. Erin Moore pointed out the number of pages is the total combined length of all essays. Josh still felt the point holds if it is even an option to assign a research paper. When students come into the writing lab after the drop date as often happens, they can't learn enough in a short time. Robin added the subject matter of the paper has more depth than an opinion piece. Erin Moore explained that this course and PLSC 002 need Curriculum approval in order to move through for C-ID; the transfer degree will be on an upcoming agenda, and this prerequisite will hold up the program. Josh asked if the course could be approved contingent on addition of the prerequisite as discussed. Robin asked how PLSC 003 and 004, both UC transferable, were handled. If we start making it less rigorous to satisfy C-ID requirements, UC could disprove and send it back but, whatever was done for 003 and 004 worked for UC. Erin Moore answered the written assignment was changed to options of a term paper, extended research project, in class or take home essay. PLSC 004 has a maximum of 11 total pages. Erin Duane felt this should be an easy conversation between English and Political Science faculty to discuss before the next meeting. Erin Moore noted it can't be on the Board of Trustees agenda if not approved today. Robin noted that a lot of parents tell students to take political science or history their first semester without talking to counselors so more information needs to get to students about what is really required. At least if they look at the online description and outline they will see the pages required. Josh said in practice these are research pages. Erin Duane pointed out that, with the recent statistical validation requirement changes, we can more easily make students' experience better. Erin Moore reiterated that the Political Science transfer degree will be stalled if this course approval is deferred. It was last approved five years ago and can't be submitted as-is.

Josh sent a text to the instructor/author, who does assign a research paper. Josh received a text reply with agreement to changing ENGL 001 to a prerequisite or concurrent. Members agreed to vote on approval based on the amendment as stated and the subsequent notification to Erin Moore as soon as the change is made. PLSC 003 and 004 will have to come back to the Committee as well.

M: approve contingent on the stated amendment: change the ENGL 001 advisory to ENGL 001 requirement as a prerequisite or concurrent enrollment requirement of English 001 as the prerequisite or concurrent enrollment.

A: passed unanimously contingent on stated prerequisite addition

e. (CP14-136) PLSC 002 Introduction to Comparative Government (see 11/18/14 agenda change to CP14-167)

Articulation, content

1) Action on the course

M: approve contingent on the addition of requirement for English 001 as the prerequisite or concurrent enrollment - Erin Duane

S: Robin Arie-Donch

Discussion: This has the same issue as PLSC 001. Erin Duane suggested PLSC 001 could remain as the course advisory.

A: Passed unanimously contingent on stated prerequisite addition

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

a. (CP14-137) Business General A.S. - T

1) Action on the program

Erin Moore reported the title of the degree has to be changed from Business General to Business Administration, the official title at the Chancellor's Office. It will replace the current Business (Transfer) degree.

M: approve with title change - Debra Berrett

S: Erin Duane

Discussion: In order to transfer students have to meet the quantitative reasoning requirement that would be in transferable math. MATH 011, 030, or 020 should be required rather than as an elective choice. Erin Moore replied that the Transfer Model Curriculum (TMC) has required courses at the top and, except for CIS 001, they will be moved to list B. Computer Science can go under List B without being a requirement. Erin will work with Kevin Anderson to separate courses to ensure it matches TMC. Marianne said it would suffice to simply list MATH 011, 020, or 030. It has to follow the TMC script and Erin Moore will amend to show BUS 005 "Or" BUS 018.

A: Passed unanimously with the contingency that Erin Moore, Kevin Anderson, and Curtiss Brown ensure changes are made as discussed.

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

a. Update of ADT's

With the acceptance of History, 13 of the 16 ADTs are officially complete. We're now waiting on Music, Political Science, Anthropology, and Theatre Arts.

b. Deletion of courses not being scheduled, still in catalog

Curtiss announced that it was brought to his attention that reps need to inform their constituents that courses not taught need to be removed from the catalog and find out if faculty wish to delete them. Erin Moore clarified that deletion means the course is made inactive and can be brought back if necessary. The paperwork, hardcopy and electronic, is retained.

c. Tech Review Committee – faculty attendance needed to see their courses through

Curtiss would like the people responsible for their courses to come to the Tech Review Committee (TRC) and to RSVP by noon on the Monday before TRC. Reps should deliver this message to their constituents. Robin added there is a time constraint and it is helpful to know what to read in preparation based on what will be discussed. Debra said she hasn't been receiving the TRC list.

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

13. REPORT FROM THE ARTICULATION OFFICER

A link provided by Robin was emailed to the Committee today. Robin asked members to share it with constituents to inform faculty of requirements in certain discipline areas for UC transferable courses.

At the last meeting Robin mentioned that C-ID approvals seemed to be stopped without any activity; however, notifications of approval and rejections were just being sent without showing up in the Articulation Officers' email inboxes. Robin sent an email immediately to C-ID, as requested, to inform them that she hadn't received anything in September or October. To date she hasn't heard back.

14. OTHER

15. OPEN DISCUSSION

16. ADJOURNMENT

M: Erin Duane

S: Marianne Flatland

Meeting adjourned at 3:16 PM.