

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, January, 27, 2015
1:45 p.m., Room 505

1. ROLL CALL

Curriculum Chair Curtiss Brown called the meeting to order at 1:53 pm.

Michelle Arce, Robin Arie-Donch, Debra Berrett, Curtiss Brown (Chair), Floyd Burnsed, Marianne Flatland, Neil Glines, Erin Moore, Randy Robertson, Josh Scott, John Yu, Teri Yumae, Marvin Bolin (Student Rep), Support Staff - Lisa Abbott, Leslie Almonte, Connie Adams

Absent/Excused: Erin Duane, Myra Kargbo, Margherita Molnar, Sandra Moore

Guests: Gale Anderson, Karen Cook, Melissa Reeve

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.

Curtiss reported Item 8 courses will be tabled until requested changes are made.

M: Debra Berrett

S: Teri Yumae

A: Passed unanimously

3. CONSENT ITEMS

- a. Change MUSC 062 Introduction to Pro Tools to MUSC 067A
- b. Change MUSC 063 Pro Tools Production to MUSC 067B
- c. Remove IR 001 from PLSC AA-T (the course was not revised for C-ID)
- d. Update PLSC AA-T units to 18-19 total units (changed from 18 units)
- e. Make FIRE 128 Active

4. APPROVAL OF MINUTES – December 9, 2014

M: Josh Scott

S: Robin Arie-Donch

A: Passed unanimously

5. ACTION ITEMS

6. NEW COURSES

- a. (CP15-1) ESL 074 Intermediate Integrated ESL Skills

1. Action on the prerequisite

Curtiss explained action on the prerequisite for ESL 074, 074A are the same and course 074B adds 334A and 334B prerequisites. Melissa Reeve reported that ESL 074A & ESL 074B are evening offerings for students attending one night per week and both courses combined cover ESL 074 content. To resolve the challenge for students who start in January and wouldn't have the opportunity to take the 074A course, 074B would be available for students. If a student is out of college for a semester, the options avoid a situation where students might try to skip 074A and just take 074B. Assessment clears students for the first level. The A and B options are subsequent levels. If a student completes 334B they can

continue to 074A. If they complete only 334B, we don't want them to skip fall again and take 074B.

M: to group 6a, 6b, and 6c – Debra Berrett

S: John Yu

A: Passed unanimously

2. Action on the course

M: Robin Arie-Donch

S: John Yu

Discussion: Melissa explained the rationale for new ESL courses: the ESL program is being restructured into integrated skills; it had three levels of courses divided by language skills; 074 is entry level, replaces two courses and adds a writing component that wasn't in the intermediate level. ESL 074A & ESL 074B are both 3-unit one semester courses. ESL 074 and 094 are 6-unit courses.

A: Passed unanimously

b. (CP15-2) ESL 074A Intermediate Integrated ESL Skills Part 1

1. Action on the prerequisite

A: Passed – see 6a-1

2. Action on the course

M: group 6b and 6c – Josh Scott

S: Robin Arie-Donch

A: Passed unanimously

c. (CP15-3) ESL 074B Intermediate Integrated ESL Skills Part 2

1. Action on the prerequisite

A: Passed – see 6a-1

2. Action on the course

A: Passed – see 6a-1

d. (CP15-4) ESL 094A Advanced ESL Integrated Skills Part 1

1. Action on the prerequisite

Curtiss stated 6d-6f have the same prerequisites: ESL 078, 079, or 074, 074B

M: group 6d, 6e, and 6f – Marianne Flatland

S: John Yu

A: Passed unanimously

2. Action on the course

M: group 6d and 6e – Marianne Flatland

S: John Yu

Discussion: The Tech Review Committee noticed ESL 094A and 094B should be roughly equivalent to half of a full course but showed much more coursework than ESL 094. Reading is done in class and independently but the independent reading in ESL 094 was inadvertently omitted. An ESL 094 course modification reflecting the correct assignments will be forthcoming. Erin Moore noted the courses are in the system and will be placed in the fall catalog, if the Vice President of Academic Affairs approves accelerating the timeline.

A: Passed unanimously

e. (CP15-5) ESL 094B Advanced ESL Integrated Skills Part 2

1. Action on the prerequisite

ESL 078, ESL 079 or ESL 074A or B as prerequisite and ESL 094A with a minimum grade of C as a course advisory due to students entering in January

M: Josh Scott

S: Robin Arie-Donch

A: Passed unanimously

2. Action on the course

A: Passed – see 6d

f. (CP15-6) ESL 373L ESL 373 Lab

1. Action on the corequisite

M: Marianne Flatland

S: Debra Berrett

Discussion: Melissa explained ESL 077L has been a lab corequisite for a long time but not for this beginning course. Faculty believe it is a valuable supplemental class for students to promote greater success. Melissa asked if it could be made date specific. Erin Moore said Banner would not allow that. It would need instructor and dean approval. In response to questions about the difference between a corequisite and a concurrent course, Erin explained that corequisites have to be taken simultaneously. Courses that can be taken at the same time or one before the other should be set up as prerequisite with concurrency.

A: Passed unanimously

2. Action on the course

M: Marianne Flatland

S: John Yu

A: Passed unanimously

g. (CP15-7) NURS 104 Home Health Aide

1. Action on the prerequisite

NURS 103 is the prerequisite

M: Josh Scott

S: Robin Arie-Donch

A: Passed unanimously

2. Action on the course

M: Robin Arie-Donch

S: Debra Berrett

Discussion: Erin Moore reported: the course is non-transferable; it was submitted in October; TRC requested some changes; because the School of Health Sciences is planning on offering it in March, Erin will send it to Leslie to request approval for accelerating the timeline; the prerequisite was added and content was aligned. Students who take this course must also take a State test to become a CNA and home health aide. Robin pointed out that every course has to have minimum standards. A minimum English standards course advisory will be added.

A: Passed unanimously contingent on the addition of the minimum English standards course advisory.

7. COURSE MODIFICATIONS

- a. (CP15-8) OT 100 Skill Building on the Computer Keyboard - Units, Contact hours, Other catalog information,
2. Action on the course

M: Marianne Flatland

S: John Yu

A: Passed unanimously

- b. (CP15-9) OT 162 Ten-Key - Contact hours, Other catalog information, textbook
1. Action on the course

M: Marianne Flatland

S: Debra Berrett

Discussion: Erin Moore explained the course was changed to 8 weeks and open entry/open exit was removed.

A: Passed unanimously

- c. (CP15-21) MUSC 008 Music Appreciation - Methods of instruction, assignments, textbook
1. Action on the course

M: Debra Berrett

S: Teri Yumae

Discussion: Teri reported a correspondence course option was added. This course modification was based on the current version of the course and will only be taught this semester. The course modified by Teri in the fall 2014 will have updated material for the Fall 2015. Dean Neil Glines recommended passing this version for the semester, to be replaced by the new course after that. Erin Moore will add that it is UC/CSU transferable.

A: Passed unanimously

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

- a. (CP15-10) FIRE 050 Principles of Emergency Services - Catalog description, Objectives, Assignments, Content, Textbook
1. Action on the course

Tabled

- b. (CP15-11) FIRE 051 Fire Behavior & Combustion - Objectives, Methods of instruction, Assignments, Content, Textbook
1. Action on the course

Tabled

- c. (CP15-12) FIRE 053 Fire Prevention Applications - Title, Objectives, Assignments, Content, Textbook
1. Action on the course

Tabled

- d. (CP15-13) FIRE 054 Fire Protection Systems - Objectives, Assignments, Content, Textbooks
1. Action on the course

Tabled

- e. (CP15-14) FIRE 056 Building Construction as it Relates to the Fire Service - Title, Catalog description, Objectives, Assignments, Content, Textbooks
1. Action on the course

Tabled

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

a. (CP15-16) Music Associate in Arts for Transfer Degree

2. Action on the program

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

b. (CP15-17) Drafting and Design Technician A.S. Degree

1. Action on the program

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Karen Cook explained the main revisions were adjustments to a drafting class that was more like hand drafting and some classes were added as electives, e.g. engineering, drawing, occupational education.

A: Passed unanimously

c. (CP15-18) Drafting and Design Technician Certificate of Achievement

1. Action on the program

M: Debra Berrett

S: Floyd Burnsed

A: Passed unanimously

d. (CP15-19) Survey and Civil Drafting Technician A.S. Degree

1. Action on the program

M: Debra Berrett

S: Robin Arie-Donch

Discussion: John questioned why there was only one survey course included in the degree and he felt there might be people from the survey field who would have issues with that. He suggested "survey" be removed from the title. Karen replied the program isn't new and the county surveyor and other surveyors were in the advisory group to help put together the program. The only change was the removal of the obsolete Drafting 050 course. Marianne clarified the degree is just a modification of the existing major by the removal of Drafting 050.

A: Passed unanimously

e. (CP15-20) Survey and Civil Drafting Technician Certificate of Achievement

1. Action on the program

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

a. Course modifications must review sections G and J; Library & Division Planning
Sections G and J both relate to planning we do with work we carry out. Aligning needed research with library resources will help with both facilities and educational master planning (FMP and EMP) to integrate the whole picture and have a better view of how everything is aligned in order to assess SLOs, update educational and facilities plans, etc. The library and divisions need to know if a course is being created or

modified and does the course fit with the program, new certificate etc. Auditors want to see planning and process and what they're tied to. Leslie explained the proposal is to fill in Sections G and J as faculty members modify or create courses. Erin Moore submitted a request to CurricUNET to enable editing which can now only be done in new courses. While waiting for the CurricUNET update, Leslie said forms could be distributed to faculty.

Robin suggested it would be good to check for transfer in Articulation Section F when modifying courses because some have been transferable for 30 years and may not have had criteria and scrutiny as rigorous as it is now. Erin Moore said electronic articulation records were wiped out when SCC moved to CurricUNET. She can access hard copy files and agreed some are very old and need to be modified. Robin added there are new regulations and things are being examined much more carefully now and she asked everyone to inform their colleagues.

b. CurricUNET Meta

Erin Moore announced the College is getting CurricUNET Meta, a curriculum system upgrade. She received a huge spreadsheet of all current CurricUNET functions and she was asked what to keep, delete, add etc. Erin will review the spreadsheet and report to the committee to get feedback on recommendations. Plans are to move into Meta over the summer and have it ready at the beginning of next academic year. Committee members will need to attend training once the new system is running. It looks similar to the Chancellor's inventory with the ability to filter and sort items. Erin will send a link to the Chancellor's Office inventory for public view. Hopefully this update will be more user friendly. Erin, as the lead person working on this change, will bring information to the Committee.

c. Course deletions, March '15

The catalog should be completed in March. Committee members should double check with colleagues for courses that haven't been offered or assessed to have them stricken from the catalog. Curtiss has asked Gene Thomas to send a list of the courses that have not been assessed.

12. REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

13. REPORT FROM THE ARTICULATION OFFICER

Robin announced she will send State guidelines that have to be followed for course modifications to articulate transferable courses with CSUs. The idea will be that the College develops its own criteria by sampling from other colleges that have taken guidelines and made clear, easy to follow handouts for their local approval. We have to conform to what CSUs and the Academic Senate have passed. Robin asked everyone to read the information once received and email her or bring questions to the meetings.

14. OTHER

Review of Curriculum Committee resources

15. OPEN DISCUSSION

Gale noted there are credit courses listed in the catalog course numbering system that do not apply to an AAS degree and asked if they do apply under any circumstance. Marianne replied that 300 level math and English courses are the exceptions. Robin pointed out guidelines state one level below per Title 5. Gale said Math 330 can be used in the rare instances when a student needs an additional course. In the catalog other courses were made one course below. Robin noted, although not technically one level below, in practice they are. Josh said instructors fill out a form for overriding to clear a student for English 001. Gale said the way it is written she'd give a student any one of the courses. One course below is 370. Robin has done that for students as well. She suggested reading Title 5 and maybe addressing this. Josh pointed out that State-wide more schools are using accelerated learning but Title 5 hasn't caught up with that yet. Robin said courses like Math 355 are really junior high level and the idea wasn't to give college credit for junior high level. Josh noted English is similar but the reasoning is to give students more support. Gale felt there should be more consistency. Robin suggested making a

recommendation to the Academic Senate to have consensus for a modification to follow Title 5. Curtiss will follow up.

16. ADJOURNMENT

M: John Yu

S: Robin Arie-Donch

Meeting adjourned at 3:13 pm.