

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
**Adopted Minutes**  
Tuesday, February 10, 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, Debra Berrett, Curtiss Brown (Chair), Erin Duane, Marianne Flatland, Neil Glines, Margherita Molnar, Erin Moore, Randy Robertson, John Yu, Teri Yumae, Marvin Bolin (Student Rep), Support Staff - Lisa Abbott, Leslie Almonte, Connie Adams

Absent/Excused: Robin Arie-Donch, Floyd Burnsed, Myra Kargbo, Sandra Moore, Josh Scott

Guests: Tina Abbate, Leslie Minor, Brooks "Rusty" Mayes, Richard MacKenzie

**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: Debra Berrett

S: Teri Yumae

**A: Passed unanimously**

**3. CONSENT ITEMS**

- a. Add MUSC 024 to the corequisite list for MUSC 040A, 040B, 040C, 040D
- b. Change title of MUSC 001 from Beginning Theory I to Theory 1
- c. Change title of MUSC 002 from Beginning Theory II to Theory 2
- d. Change title of MUSC 003 from Advanced Theory I to Theory 3
- e. Change title of MUSC 004 from Advanced Theory II to Theory 4
- f. Change title of KINE 055B from Sports Medicine - Athletic Training to Sports Medicine - Athletic Training Spring Sports
- g. Add the following statement to the catalog description for variable unit courses(AERO 118, AERO 119, AERO 150, AERO 151, ART 066B, BIO 047, BIO 049, BIO 099, BUS 099, BUS 181, CDFS 099, CHEM 097, CIS 049, CJ 090, CJ 091, COMM 099, DRFT 092, ENGL 049, ENGL 310, ENGL 320, FREN 049, GEOL 049, GRMN 049, IT 120, JOUR 062, JOUR 099, MUSC 049, MUSC 060, NURS 102, NUTR 012, PHOT 051, PHOT 099, PHOT 155, PLSC 049, PSYC 049, SOC 049, SOCS 049, SPAN 049, TV 099 : Students may take this course up to the maximum number of units over multiple semesters.

**4. APPROVAL OF MINUTES – January 27, 2015**

M: Marianne Flatland

S: Debra Berrett

**A: Passed unanimously**

**5. ACTION ITEMS**

**6. NEW COURSES**

- a. (CP15-22) KINE 055A Sports Medicine – Athletic Training Fall Sports
  1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Curtiss noted KINE 055A for fall sports deals with lower body injuries in addendum to KINE 055B for spring sports that deals with upper body injuries.

**A: Passed unanimously**

## 7. COURSE MODIFICATIONS

- a. (CP15-23) CDFS 038 Child Growth and Development - Method of instruction for Correspondence  
1. Action on the course

M: Marianne Flatland

S: Debra Berrett

Discussion: Erin Moore stated an additional correspondence course form, emailed with the meeting packet, goes with this 10-week course that will be taught at the prison. Curtiss confirmed someone at the prison also reviews courses before they go out to prisoners.

**A: Passed unanimously**

- b. (CP15-24) ENGR 017 Introduction to Electrical Engineering - Corequisite to prerequisite with concurrency

1. Action on the prerequisite

M: Erin Duane

S: Margherita Molnar

Discussion: Erin Moore explained that MATH 023 was listed as a corequisite for ENGR 017. If students had taken Math 023 already, they couldn't register for ENGR 017 because the courses had to be taken at the same time. To correct this mistake, Engineering wanted to add the prerequisite with the option to take MATH 023 concurrently. Marianne thought it was originally intended to be that way but it was a problem with Banner. To clarify, Tina explained that people often interchange the terms concurrency and corequisite. A corequisite has to be set up a certain way in Banner and that is when it creates the problem Erin was talking about. The Chancellor's Office also indicates that corequisite courses need to be taken at the same time. When listed as a prerequisite, MATH 023 can either be taken before or concurrently with ENGR 017 so it won't be a problem for students. A corequisite literally means it has to be taken at the same time.

**A: Passed unanimously**

2. Action on the course

M: Debra Berrett

S: John Yu

**A: Passed unanimously**

- c. (CP15-25) HS 054 Introduction to Group Processes - Course number, prerequisite, textbooks  
1. Action on the prerequisite

M: Marianne Flatland

S: Erin Duane

Discussion: Erin Moore reported Saki Cabrera renumbered the course to follow a certain sequence. Human Services 052 didn't meet up with the sequence. Saki also obtained information from Research & Planning that shows students do better when they have HS 051, the prerequisite being added to HS 052 that will now become HS 054.

**A: Passed unanimously**

2. Action on the course

M: Marianne Flatland

S: John Yu

Discussion: Erin Moore reported Saki is submitting modifications for both the degree and the certificate.

**A: Passed unanimously**

## 8. CURRICULUM REVIEW – COURSE MODIFICATIONS

- a. (CP15-26) AERO 055 Aviation Maintenance Technician General I - Objectives, Assessment, Textbooks

1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Erin Moore asked how approximately how many pages are expected under the writing assignment. Aeronautics instructor Brooks "Rusty" Mayes replied that around 2 pages are expected for each of the 4 labs per week for a total of 8-10 pages per week.

**A: Passed unanimously**

- b. (CP15-27) AERO 102 Airframe Maintenance I - TOP Code, Course Advisory, Objectives, Assessments, Textbooks

1. Action on the course

M: Debra Berrett

S: Teri Yumae

Discussion: The Committee noticed there were two versions of corrections. Erin Moore said they would have to be merged.

**A: Passed unanimously contingent on melding changes into one form.**

- c. (CP15-28) AERO 103 Aviation Maintenance Technician General II - Course Advisory, Objectives, Assessments, Textbooks

1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: All writing assignments will be corrected as in AERO 055.

**A: Passed unanimously**

- d. (CP15-29) AERO 105 Airframe Maintenance II - TOP Code, Objectives, Assessments, Textbook

1. Action on the course

M: Marianne Flatland

S: Margherita Molnar

**A: Passed unanimously**

- e. (CP15-30) AERO 106 Powerplant Maintenance I - Course Advisory, Catalog Description, Assessments, Textbooks

1. Action on the course

M: Marianne Flatland

S: Debra Berrett

Discussion: MATH 055 was removed as course advisory and minimum math standard was added. Following some discussion, Rusty clarified that references to turbine engines could remain because the systems taught can be used with reciprocating as well as turbine engines.

**A: Passed unanimously**

- f. (CP15-31) AERO 107 Powerplant Maintenance II - TOP Code, Course Advisory, Assessments, Textbooks

1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Erin Moore said the catalog description is not in complete sentences because Rusty wasn't able to get into the course to correct that but he now can. TRC also recommended when there is one subpoint in the content outline at least one more subpoint should be added to the topic.

**A: Passed unanimously**

- g. (CP15-32) AERO 118 FAA Airframe Test Review & Qualification - Contact Hours, Course Advisory, Objectives, Assessments, Textbooks
  - 1. Action on the course

M: Erin Duane

S: Marianne Flatland

Discussion: Erin Moore noted lecture needs to be removed as there are no lecture hours in the course. Reference to repeatable needs to be removed. A statement will be added to all the variable unit AERO courses to note that students can take the course in segments up to the maximum variable units.

**A: Passed unanimously**

- h. (CP15-33) AERO 119 FAA Powerplant Test Review and Qualification - Contact Hours, Course Advisory, Assessments, Textbooks
  - 1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Rusty clarified that both AERO 118 and 119 actually have no required writing assignments in this course so the statement will be removed. Erin Moore said lecture and repeatability will also be removed. Also the catalog description statement about student enrollment in the "aviation program" will be changed to "aeronautics program".

**A: Passed unanimously contingent on removal of writing assignments.**

- i. (CP15-34) AERO 150 FAA Special Projects – Airframe Enhancement - Objectives, Assessments, Textbooks
  - 1. Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Both AERO 150 and 151 are classes of self-directed make-up time for students to meet the required FAA hours. Writing assignments was removed. Marianne pointed out in content it does say students will write, basically making up in areas they missed. Rusty explained students complete assignments from class time missed, not new or different assignments. Students have to be clocked in to these classes to make up time but they are strictly study halls. Leslie agreed reference to assignments and exams don't need to be included. Marianne suggested it needs to be consistent throughout the document. AERO 150 and 151 are positive attendance. We're claiming the time each individual is there.

**A: Passed unanimously**

- j. (CP15-35) AERO 151 FAA Special Projects – Powerplant Enhancement - Objectives, Assessments, Textbooks
  - 1. Action on the course

M: Erin Duane

S: Debra Berrett

Discussion: AERO 151 is a study hall class for making up required hours as in AERO 150. All quizzes, testing, exams, writing assignments and repeatability will be removed from the description, Erin Moore will

check to make sure the TOP Code is accurate. Repeatability adjustments will be made under consent items on the next agenda.

**A: Passed unanimously contingent on changes as noted.**

- k. (CP15-36) AERO 176 Composite Materials Workshop - Prerequisite, Assessments,  
1. Action on the prerequisite

M: Marianne Flatland

S: Debra Berrett

Discussion: Rusty reported that AERO 170 is unavailable and was removed as the prerequisite. He added that AERO 176 is not currently being taught but instructors discussed keeping it available. Curtiss stated that courses that aren't being taught need to be removed from the catalog and made inactive. Rusty agreed and AERO 176 will be placed on the next agenda under course deletions, allowing it to be archived.

- 2. Action on the course

AERO 176 will be reauthorized under course deletions at the next meeting as noted above.

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

M: Debra Berrett

S: Randy Robertson

Discussion: Fire instructor, Richard MacKenzie, explained Fire is changing what was a more hands-on course to an introduction course which is how it should be presented. The book they used before, geared to hands-on, was changed to another text that works a lot better to prepare students for the academy and a career in fire service. It's the first class students take and helps them see if they like this line of work.

**A: Passed unanimously**

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

M: Debra Berrett

S: Marianne Flatland

**A: Passed unanimously**

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

M: Debra Berrett

S: Marianne Flatland

**A: Passed unanimously**

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

M: Debra Berrett

S: Marianne Flatland

**A: Passed unanimously**

- p. (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

M: Debra Berrett

S: John Yu

Discussion: Richard reported everything is being updated to stay up with current building codes.

**A: Passed unanimously**

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

**10. MAJOR DELETIONS**

**11. REPORT FROM THE CHAIR**

- a. The CO has removed the June deadline for C-ID approval for courses used in transfer degrees approved earlier than when approval was required.

Curtiss reported on the C-ID (course identification descriptor) update that was received. He emphasized that C-ID approval is still needed for courses submitted before the deadline was given but without pressure of the original June 30 deadline. However, courses with a C-ID number in any new or modified ADT need to have C-ID approval after June 30, 2015.

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

**13. REPORT FROM THE ARTICULATION OFFICER**

**14. OTHER**

**15. OPEN DISCUSSION**

**16. ADJOURNMENT**

M: Erin Duane

S: Randy Robertson

Meeting adjourned at 3:11 pm.