

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, February 24, 2015
1:45 p.m., Room 505

1. ROLL CALL

Curriculum Committee Chair Curtiss Brown called the meeting to order at 1:48 pm.

Present: Michelle Arce, Robin Arie-Donch, Debra Berrett, Curtiss Brown (Chair), Floyd Burnsed, Myra Kargbo, Margherita Molnar, Randy Robertson, Josh Scott, John Yu, Teri Yumae, Support Staff - Lisa Abbott, Leslie Almonte, Connie Adams

Absent/Excused: Erin Duane, Marianne Flatland, Neil Glines, Erin Moore, Sandra Moore, Marvin Bolin (Student Rep),

Guests: Amy Obegi, Tina Abbate, Debbie Fischer

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.

To accommodate Amy Obegi's schedule, Curtiss requested modification of the agenda by moving Item 7a, CDSF 040 to later in the agenda.

M: Myra Kargbo

S: Randy Robertson

A: Passed unanimously as amended

3. CONSENT ITEMS

- a. Replace CIS 001, 022, and 023 with 050 in Business Administration in response to Chancellor's Office requested changes for degree approval.
- b. Move ANTH 001L from List A to List C in the TMC to meet Chancellor's Office guidelines
- c. Form G & J (Word document)

4. APPROVAL OF MINUTES - February 10, 2015 (attached)

M: Myra Kargbo

S: Debra Berrett

A: Passed unanimously

5. ACTION ITEMS

6. NEW COURSES

- a. (CP15-37) KINE 008D Advanced Tennis
 1. Action on the prerequisite

M: Robin Arie-Donch

S: Debra Berrett

A: Passed unanimously

2. Action on the course

M: Robin Arie-Donch

S: John Yu

Discussion: Robin asked for the redundancy under Section K for the transfer status reading “transfer to CSU; transfer to UC, CSU” to be corrected.

A: Passed unanimously

7. COURSE MODIFICATIONS

- a. (CP15-38) CDFS 040 Family Relationships - Articulation, Add Online and Hybrid Methods of Instruction, Methods of Evaluation, Textbook

1. Action on DE

M: Robin Arie-Donch

S: Floyd Burnsed

Discussion: Amy Obegi reported this course was initiated by Tasha Smith to expand online offerings and give flexibility to students. The plan is to offer the course online one semester alternating with face-to-face the next semester to give flexibility. Tasha currently teaches Child Development 038 online and Lifespan Human Development 070 online.

A: Passed unanimously

2. Action on the course

M: Robin Arie-Donch

S: John Yu

Discussion: Amy noted that CSU GE Area E requires that a course have physiological, sociological, and psychological components. In Course Content physiological is not specifically stated and it needs to be made clearer in the course outline that there are physiological components in the course that meet Area E requirements. The Committee suggested the course outline in 4.1 will be changed to “Physiological responses: basic and complex” and in 6.5 to “Pregnancy and childbirth including physiological processes”. The outline should state that it transfers to both CSU and UC. At least one comparable UC course should be included.

In summary, adjustments will be made: to include the physiological aspect; to add UC to course transferability under Section K, 4b; to include a comparable UC course.

M: Myra Kargbo

S: Teri Yumae

A: Passed unanimously contingent on stated adjustments.

- b. (CP15-39) NUTR 010 Nutrition - Articulation, Catalog Description, Objectives, Assignments, Content, Textbook

1. Action on the course

M: Robin Arie-Donch

S: Josh Scott

Discussion: Robin pointed out a few items of concern: GE only shows option A and should also be in Area E for CSU GE. It is very important if any of the courses in area E are new or substantially modified that they cover physiological, sociological, and psychological aspects of the subject matter. Nutrition can clearly cover physiological but the other two aspects are not spelled out. Due to the many changes the course will have to be submitted to UC in the summer, Robin is concerned it could lose its CSU GE Area E status. She clarified that GE option A is a local decision and doesn't present a problem. Curtiss stated the changes to the course were made to fit the C-ID requirements. Robin noted that when a course is changed for C-ID, it often needs to be resubmitted for articulation and GE approval. Because the changes still needed are very small she could meet with Robin Sytsma to better ensure the GE status will

remain. Robin suggested approval be tabled until adjustments can be made for the GE status. There is also nothing in Section K for transfer status.

Tabled for appropriate adjustments.

- c. (CP15-40) SOC 001 - Articulation, Add Hybrid to Methods of Instruction, Methods of Evaluation, Textbook

- 1. Action on the course

M: Robin Arie-Donch

S: Josh Scott

Discussion: Robin noted there is no transfer status in Section K and in Section E under GE information it should show CSU applicability is Area D. Debra questioned if the research would be from materials provided or from outside research. Josh asked what the expectations are regarding criteria and depth of assignment which seem vague. Debra pointed out a sample is generally given showing modification for online courses but she's not seeing that here. There should be an example of work students would be submitting or the expectations. Josh asked what the weekly assignments are if contact is by submission of assignments. Committee recommendations included requests for an example for contact through weekly response and a type of rubric or explanation if that weekly response is to be the bulk of interaction.

M: to table for adjustments – Josh Scott

S: Debra Berrett

A: Tabled unanimously

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

- a. (CP15-41) Computer Aided Drafting Job Direct Certificate – New

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Debra pointed out the second #1 and the second #3 and need to be removed from Performance Outcomes.

A: Passed unanimously

- b. (CP15-42) Soft Skills for Technicians Job Direct Certificate – New

M: Josh Scott

S: Randy Robertson

Discussion: Robin had concern about how often courses are offered so that students can quickly complete this certificate. Debra explained all the courses are offered at least once per year, some courses are offered on alternate semesters, and Industrial Materials is the most important one to have available both semesters as it is currently offered.

A: Passed unanimously

- c. (CP15-43) Human Services A.A. Degree - Course sequence, Courses

M: Debra Berrett

S: Robin Arie-Donch

Discussion: John noted Human Services is not under his School and the dean's approval will need to be from Social and Behavioral Science and/or Counseling.

A: Passed unanimously

d. (CP15-44) Human Services Certificate of Achievement- Course sequence, Courses

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

No report

12. REPORT FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

13. REPORT FROM THE ARTICULATION OFFICER

The Committee received an email today with a link to CSU Guidelines for Reviewers. The Guidelines document includes what reviewers look for to approve CSU GE or IGETC submissions. It is a CSU document and is stronger on CSU GE but it also includes good information on what IGETC is looking for. If members have faculty in their area who are either modifying courses or creating new courses, the document will be very helpful if they want to ensure courses are eligible for CSU GE or IGETC (IGETC courses must be UC transferable). Robin noted the part of this very long document people can look for is where it shows the various reasons reviewers deny courses.

Robin brought a copy of the latest C-ID submissions update. Members can look at that copy or request an electronic excel spreadsheet to find the status of submissions.

In order to be UC transferable, Robin asked that instructors who are creating new courses or substantially modifying courses please find a UC with a similar or equivalent course. Sometimes they are hard to find and Robin can try to help if needed, but the first priority is for the course author to make a good effort.

Robin will be on leave starting next Tuesday for a week or two and she asked everyone to inform their colleagues to submit their courses as soon as possible.

14. OTHER

15. OPEN DISCUSSION

a. Due to a number of College reorganizations that also required reorganizations of the Committee, members' terms need clarification. Connie reviewed the Curriculum Committee Roster with members to confirm their terms. She will email the roster to the Committee to give members a reminder as to when they'll need to be reelected by their school or find a replacement representative.

b. Connie expressed her appreciation to everyone and announced she will be leaving the College and the area. She asked members to welcome Debbie Fischer who will be temporarily filling the Academic Senate Administrative Assistant position the remainder of this semester.

16. ADJOURNMENT

M: Myra Kargbo

S: Debra Berrett

Meeting adjourned at 2:59 pm