

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
**Adopted Minutes**  
Tuesday, October 14, 2014  
1:45 p.m., Room 503

**1. ROLL CALL**

Curriculum Chair Curtiss Brown called the meeting to order at 1:49 p.m.

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

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

Guests: Karen Cook, Leslie Minor, Greg Poff, 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: Erin Duane

S: Robin Arie-Donch

Discussion: Curtiss reported Item 4 will be deferred and Item 7k will be tabled (to correct course outline).

**A: Passed unanimously**

**3. CONSENT ITEMS**

- a. Update contact hours and course description for OCED 090 and 091 per Chancellor's Office request after the most recent course modification.
- b. Make ART 046A, 046B, 047A, 047B inactive (courses changed number in Fall 2013)

**4. APPROVAL OF MINUTES** – September 23, 2014 (Attachment)

**Deferred** (see Item 2)

**5. ACTION ITEMS**

- a. Form for Approval of Correspondence Courses

Curtiss reported the Distance Education (DE) Committee tabled approval of the form. He asked Curriculum members if they wanted to move forward with a vote or suggestions about what to do with the form. In response to questions of why the DE Committee tabled it, Debra replied, per DE rep Laura Maghoney, they weren't comfortable accepting the form until vetted by the Curriculum Committee. Erin Moore added that DE wanted to see if any changes would be made or feedback given by the Curriculum Committee. Curtiss pointed out that, if the Committee chooses to vote, anyone voting nay should provide specifics on how to improve the form. A lengthy discussion ensued and the following comments were made.

- It is difficult to look at the form in isolation of the whole process.
- Some would feel more confident if DE vetted the form and stood behind it.
- Concern of higher standards for DE courses than correspondence courses.
- The form is steps ahead in conversation; more information should be gathered to know what to discuss.
- Buy-in from invested parties is needed.
- How does this fit into the Master Plan?
- Only a couple Committee members reported there was any discussion in their disciplines/departments.

- Departments haven't reached consensus.
- Approval of the form could open floodgates; what comes after is a concern.

Diane White stated that the campus is looking to Curriculum members to be the leaders as the gatekeepers for curriculum. Perhaps there hasn't been enough campus dialogue. The Committee could take leadership and help construct that dialogue. Different models from other schools could be reviewed. Leslie shared that DE isn't trying to distance itself, but sees the Academic Senate and the Curriculum Committee as the leaders before moving forward.

Curtiss summarized that the purview seems to fall on the Curriculum Committee to make it better. He suggested this item be tabled and a subcommittee formed to work on the form and ensure communication to everyone on how to move forward. Discussion continued.

- Find some way for more general discussion; direct conversation away from form; the right questions can't be asked without knowing more; a series of questions need to be addressed so faculty and administration have clarity about what we're doing
- Although it sounds like a good idea, a strong foundation is needed; look at what other schools are doing; allow a thoughtful planning period for implementation.
- Some faculty have expressed concern about articles in local newspapers that state we're already enrolling students. Where is that publicity coming from and why is it being reported that way?
- Methods of instructor initiated contact to meet requirements

John pointed out the College needs FTES and, if regulations are followed, this should work. He noted there were no immediate issues in his department. Leslie felt deadlines could be met and she confirmed there was an ultimatum by the prison that, if we don't meet the deadline, they'll use another college to provide these courses. We could work through approval this semester, have 12-week or 8-week sessions and have a little more time for dialogue. The prison is looking for a commitment on our part that we want to do this. If we can soon show we have a package of classes, we could have sufficient time to prepare to work through approval this semester and have 8 or 12-week sessions in the spring. Diane agreed we need FTES but noted since we are in stability this year, FTES won't show on this apportionment. Leslie stated she didn't hear opposition to the idea itself. It seems the timeline is the issue. She pointed out that it is voluntary to work with the prison population. Leslie stated instructor initiated contact would be required with fewer methods than those used in online classes and there are models that DE made available.

Curtiss again suggested tabling this item and members could bring ideas or issues back. Diane suggested placing the item on the next agenda as well as public comment. Margherita suggested the form should be circulated to all faculty for discussion in departments

M: to table Josh Scott

S: Erin Duane

**A: Tabled unanimously**

b. Updated Program Review and Curriculum Review Schedule

M: Erin Duane

S: Robin Arie-Donch

**A: Passed unanimously**

## 6. **NEW COURSES**

### a. (CP14-112) COMM 075A - Sports Broadcasting - Fall Sports

New Course Proposal

1) Action on the course

M: group 6a and 6b – Erin Duane

S: Robin Arie-Donch

Discussion: Robin noted all broadcasting and production courses are not UC transferable and are not GE courses. She asked for clarification if total text pages are split between the two texts listed. Greg Poff explained he will just require the first text and the second one is supplemental. He changed the assignment to say “20 pages a week from the course text” in COMM 075A and 075B. Erin Duane noted there was no librarian approval. Robin pointed out that one text is dated 2010 and Greg should keep in mind it will be going out of date very fast and if any changes are made to the course it will have to be updated. Greg replied there aren’t many texts available and he is always looking for new ones. Erin Duane reported the library can purchase books and DVDs to help facilitate students’ education.

**A: Passed unanimously**

### b. (CP14-113) COMM 075B - Sports Broadcasting - Spring Sports

New Course Proposal

1) Action on the course

**A: Passed** – see 6a

### c. (CP14-114) COMM 080A - TV Sports Production - Fall Sports

New Course Proposal

1) Action on the course

M: group 6c and 6d – Robin Arie-Donch

S: Teri Yumae

Discussion: Robin pointed out these courses don’t have traditional types of writing assignments and the range of writing needs to be clear. Greg Poff made adjustments as requested by adding “opening and closing paragraphs”.

**A: Passed unanimously**

### d. (CP14-115) COMM 080B - TV Sports Production - Spring Sports

New Course Proposal

1) Action on the course

**A: Passed** – see 6c

## 7. **COURSE MODIFICATIONS**

### a. (CP14-116) ACCT 001 Principles of Accounting -Financial

Objectives, Assessments, Content, Textbooks

1) Action on the course

M: Debra Berrett

S: Erin Duane

Discussion: Robin has heard from faculty teaching this course that it has a large writing workload. There are students who sign up for courses like accounting, computing, history etc. without understanding what is involved. Also, UCs look closely at out of class assignments. She requested something to indicate the course’s rigor and out of class assignments and suggested the Committee could approve the course pending clarification on these points under writing assignments. Clarification is needed so students who enroll without counseling guidance can be clear on what is involved and so UCs will know if exams are out of class assignments.

**M: Passed unanimously contingent on clarification of the two points as requested.**

b. (CP14-117) ACCT 002 Principles of Accounting - Managerial

Transferability, Objectives, Assessments, Content, Textbooks

1) Action on the prerequisite

M: Erin Duane

S: Debra Berrett

**A: Passed unanimously**

2) Action on the course

M: Debra Berrett

S: Erin Duane

Discussion: Robin noted this course needs the same two points clarified as ACCT 001.

**A: Passed unanimously contingent on the clarification of the points as requested in ACCT 001.**

c. (CP14-118) ART 060 Exhibition Design

Units, transferability, methods of instruction, catalog description, assessments, assignments, content, textbooks

1) Action on the course

M: Josh Scott

S: Robin Arie-Donch

Discussion: Erin Moore explained the course didn't really include 3 ½ total units and Ferdinanda Florence also wanted to make it more flexible.

**A: Passed unanimously**

d. (CP14-119) DRFT 045 Introduction to Computer-Aided Drafting (CAD)

Sam Code, articulation, lab contact hours, advisory, catalog description, objectives, assessment, content, textbook

1) Action on the course

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Karen Cook reported that Robin gave some examples from other schools and she basically added writing assignments that were already being done. This course and DRFT 046 are part of Curriculum Review.

**A: Passed unanimously**

e. (CP14-120) DRFT 046 Advanced CAD

Transferability, lab contact hours, advisory, prerequisite, remove repeatability, assessment, content, textbook

1) Action on the prerequisite

M: Debra Berrett

S: Robin Arie-Donch

**A: Passed unanimously**

2) Action on the course

M:

f. (CP14-121) MUSC 005 Music Fundamentals

Articulation, catalog description, objectives, assessment, assignments, content, textbooks

1) Action on the course

M: Erin Duane

S: Teri Yumae

Discussion: Teri reported the course outline, written long ago, was modified and brought into course descriptor (C-ID) compliance. It will be part of the Music Associate Degree for Transfer (ADT).

**A: Passed unanimously**

g. (CP14-122) MUSC 008 Music Appreciation

Articulation, transferability, catalog description, objectives, assessment, assignments, content, textbook

1) Action on the course

Teri noted course modifications were similar to MUSC 005.

M: Erin Duane

S: Josh Scott

**A: Passed unanimously**

2)

h. (CP14-123) MUSC 009 Wind Ensemble

Articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbook

1) Action on the course

M: to approve 7h, 7i, and 7j – Debra Berrett

S: Robin Arie-Donch

Discussion: Teri explained the same courses are offered at California community colleges, CSUs, and UCs.

**A: Passed unanimously**

i. (CP14-124) MUSC 010 Concert Band

Articulation, transferability, advisory, catalog description, objectives, assessment, assignments, content, textbook

1) Action on the course

**A: Passed unanimously** – see 7h

j. (CP14-125) MUSC 014 Jazz Ensemble

GE, articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbooks

1) Action on the course

**A: Passed unanimously** – see 7h

k. (CP14-126) MUSC 015 Stage Band

GE, articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbooks

1) Action on the course

**Tabled** – see Item 2

l. (CP14-127) MUSC 020 Choir

Articulation, transferability, methods of instruction, course advisory, repeatability info, catalog description, objectives, assessment, outline, textbook

1) action on the course

M: group 7l & 7m – Erin Duane

S: Josh Scott

Discussion: Teri explained she added a limitation on enrollment to make it stronger than course advisory; students have to do some type of audition on the first day of class to show they know how to play an instrument.

**A: Passed unanimously**

m. (CP14-128) MUSC 021 Chorus

Articulation, transferability, instructional methods, course advisory, catalog description, objectives, assessments, content, textbooks

1) action on the course

**A: Passed unanimously** – see 71

n. (CP14-129) MUSC 024 Master Works Chorale

GE, articulation, transferability, instructional methods, course advisory, prerequisite, catalog description, objectives, assessment, assignments, content, textbook

1) action on the prerequisite

M: Teri Yumae

S: Robin Arie-Donch

Discussion: Teri noted an audition is a prerequisite; students generally audition a semester or month before the course starts; this course has more demanding symphonic works.

**A: Passed unanimously**

2) action on the course

M: Erin Duane

S: Robin Arie-Donch

**A: Passed unanimously**

**8. CURRICULUM REVIEW – COURSE MODIFICATIONS**

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

**10. MAJOR DELETIONS**

**11. REPORT FROM THE CHAIR**

a. Status of ADT's in Chancellor's Office

Erin Moore announced the Chancellor's Office approved English, Psychology, Criminal Justice, Kinesiology, Geography, and History is in final review. To date 15 ADTs have been approved and Anthropology and Theatre are still waiting for Chancellor's Office approval.

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

**13. REPORT FROM THE ARTICULATION OFFICER**

Robin reported we're not receiving anything from the State C-ID approval process and she is hoping the courses are approved since all these ADTs have been approved. Certain fields like math aren't getting CSU volunteers to review. Erin Moore explained for degrees in process now, if C-ID courses are submitted and pending, that is all that is needed for Chancellor's Office approval of ADTs. All C-IDs need approval by June 30 2015.

**14. OTHER**

**15. OPEN DISCUSSION**

16. **ADJOURNMENT**

M: Erin Duane

S: Robin Arie-Donch

**A: Passed unanimously**

The meeting adjourned at 3:00 pm