

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, November 18, 2014
1:45 p.m., Room 503

1. ROLL CALL

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

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 the following incomplete items will be tabled: 6b, 6c, 7c, 7d, 7e, and 7f, and minutes tabled to Dec. 9.

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

3. CONSENT ITEMS

General Science A.A. - Add BIO 016L

Emergency Medical Technician Job Direct Certificate - change course number from EMT 212 to EMT 112 to reflect curriculum changes effective Spring 2014

4. APPROVAL OF MINUTES - October 28, 2014

Tabled

5. ACTION ITEMS

6. NEW COURSES

a. (CP14-138) ATEC 136 Automotive Manual Drivetrain and Axles

1) Action on prerequisite

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

2) Action on the course

M: Debra Berrett

S: Marianne Flatland

Discussion: Erin Moore reported faculty are working on updating auto tech courses and the intention is to offer this course in the spring.

A: Passed unanimously

b. (CP14-139) ENGR 026 Mathematics and Engineering Problem Solving Using Matlab - same course as MATH 026

1) Action on prerequisite

2) Action on the course

A: Tabled (see Item 2)

- c. (CP14-140) MATH 026 Mathematics and Engineering Problem Solving Using Matlab - same course as ENGR 026
 - 1) Action on the prerequisite
 - 2) Action on the course

A: Tabled (see Item 2)

- d. (CP14-169) NURS 202 Acute Care Nursing Assistant
 - 1) Action on the prerequisite

M: Marianne Flatland

S: Debra Berrett

Discussion: Marianne pointed out that students are not eligible to receive financial aid or veterans benefits for any 200-level course. Several months ago the Committee reversed a decision about EMT and changed it from 212 to 112 for the same reason. If 200-level courses are changed to 100-level, they can be degree applicable. Marianne gave an example how a student might use this course as an elective towards their major and also be able to receive financial aid. Most importantly she noted the academic rigor of this course is no less than other 100 courses offered. Erin Moore has been working with Myra Kargbo who is putting these courses together. Erin didn't think Myra would be opposed to changing numbers. Erin will email the number change request to Myra Kargbo, the dean, Curtiss, and will include Marianne for clarification. These courses were modified specifically as State Board requirements to be in place for spring. For future agendas, Marianne recommended the Committee consider this concern for 200 courses. Curtiss confirmed, if passed and there is faculty and dean agreement to change the number, the course number change can be added as a Consent Item to the December 9th agenda.

A: Passed unanimously

- 2) Action on the course

M: Robin Arie-Donch

S: Debra Berrett

Discussion:

A: Passed unanimously

- e. (CP14-147) OCED 071 Occupational Portfolio Development
 - 1) Action on DE

M: Robin Arie-Donch

S: Marianne Flatland

A: Passed unanimously

- 2) Action on the course

M: Robin Arie-Donch

S: Marianne Flatland

Discussion: Debra explained this portfolio course is the sister course to OCED 070 and would run the second eight weeks. The Chancellor's Office said there is too much in what we were doing in OCED 090 and 091 so we're pulling some things out of those courses that students really found valuable and moving to OCED 070 and 071. Robin suggested one change under both reading and writing assignments: "pertinent to their completion of the portfolios", change "their" to "student's". Debra made the suggested changes.

A: Passed unanimously

7. **COURSE MODIFICATIONS**

- a. (CP14-170) KINE 055B - TOP Code, SAM Code, articulation, units, contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) Action on prerequisite

M: Robin Arie-Donch

S: Teri Yumae

Discussion: Curtiss confirmed with the instructor via phone that the modification to the prerequisite is that it has been removed.

A: Passed unanimously

2) Action on the course

M: Robin Arie-Donch

S: Teri Yumae

Discussion: Robin pointed out the content outline verb tense is inconsistent. Erin Moore made changes as suggested. The course is listed as a spring sport in the catalogue and Erin Moore suggested the title should include "spring" to be clear for students. Erin will ask the instructor which way she wants the title. Robin questioned, if this is just a spring course for upper body modalities or if there are four courses, upper extremities fall and spring and lower extremities fall and spring. Marianne, pointed out it's a revision and is being revised significantly. The course is in existence now as #055 only. Members agreed to table this item until the instructor arrives (per phone call) to answer questions later in the meeting.

A: Tabled for instructor's answers to questions. (Note: the meeting lost quorum before returning to this)

- b. (CP14-161) MUSC 015 Stage Band - GE, Articulation, Course Advisory, Objectives, Assessment, Assignments, Content

1) Action on the course

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Teri reported this is a jazz ensemble course and one of the department's performance ensembles that can be applied to the Associate Degree for Transfer (ADT) in Music. As a required course for jazz instrumentalists to take every semester, it is repeatable. Robin pointed out it is not a GE course and can't be used under Options B and C (Arts for IGETC or for CSU GE). Robin noted the course includes a lot of reading and she recommended removing "Skill demonstration is an appropriate substitute for required writing in a performance class" under Reading/Writing Assignments and "brief" under the 12b required writing. The text date also needed to be added. Erin Moore and Teri made the changes as stated.

A: Passed unanimously

- c. (CP14-162) MUSC 040A Applied Music I - update contact hours, catalog description and content from previous approval

1) Action on the course

A: Tabled (see Item 2)

- d. (CP14-163) MUSC 040B Applied Music II - update contact hours, catalog description and content from previous approval

1) Action on the course

A: Tabled (see Item 2)

- e. (CP14-164) MUSC 040C Applied Music III - update contact hours, catalog description and content from previous approval

1) Action on the course

A: Tabled (see Item 2)

- f. (CP14-165) MUSC 040D Applied Music IV - update contact hours, catalog description and content from previous approval

1) Action on the course

A: Tabled (see Item 2)

- g. (CP14-168) NURS 200 Certified Nursing Assistant Title, TOP Code, Units, Contact hours, Methods of Instruction, Prerequisite, Catalog Information, Assessment, Textbooks

1) Action on prerequisite

M: Debra Berrett

S: John Yu

A: Passed unanimously

2) Action on the course

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

Also want as 100 course as above; bring back as consent item to change to 100

- h. (CP14-166) was (CP14-135 10/28/14) PLSC 001 Introduction to American Government and Politics - update course advisory and writing assignments from previous meeting

1) Action on the course

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Erin Moore reported that Political Science instructors opted to revise writing requirements and place ENGL 001 in the course advisory rather than as a prerequisite. Curtiss noted PLSC 001 and 002 are part of the ADT and, once approved, can move forward with the ADT.

A: Passed unanimously

- i. (CP14-167) was (CP14-136 10/28/14) PLSC 002 Introduction to Comparative Government - update course advisory and writing assignments from previous meeting

1) Action on the course

Curtiss explained that this course, similar to PLSC 001, changes were made in assignments and ENGL 001 is an advisory. Robin asked to review how assignments were changed and was concerned the 10-12 page research paper could still be an option without ENGL 001 as a prerequisite. Curtiss noted the course was compared to history and other courses using the same amount of writing assignments. Erin Moore explained it is shown as "combined length" for all papers as set up in the course. It was changed to 3-5 short essays (2 pages) "and/or" Research paper of 10-12 pages. Marianne pointed out the initial reason for concern was that new students are drawn to it, may not know what an advisory means, and take it thinking there is not much writing. These students may not have adequate skills and knowledge of how to write research papers. Robin emphasized that many students are advised by parents or others to take history or government classes to start with. They can be taught a research paper style but not how to write one. Marianne suggested putting in the catalogue description that the course will require a research paper potentially up to 10-12 pages. That would give students the sense that it is a typical assignment. Erin Moore agreed that was a simple solution that the instructor could agree with. The course catalog description will be modified.

A: Passed unanimously

8. CURRICULUM REVIEW – COURSE MODIFICATIONS

- j. (CP14-149) DRFT 055 Mechanical Drafting - Level I - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1) action on prerequisite

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

2) action on the course

M: Debra Berrett

S: Marianne Flatland

A: Passed unanimously

- k. (CP14-150) DRFT 057 - Mechanical Drafting Level II - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1) action on prerequisite

M: Debra Berrett

S: Robin Arie-Donch

A: Passed unanimously

2) action on the course

M: Debra Berrett

S:

NOTE: Quorum lost at 3:09 PM; the remaining items will be carried over to the December 9, 2014 agenda.

- l. (CP14-151) DRFT 058 Solid Modeling with Solidworks - course number, SAM Code, contact hours, catalog description, objectives, assessment, assignments, content
 - 1) action on the course
- m. (CP14-152) DRFT 060 Architectural Drafting I - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course
- n. (CP14-153) DRFT 065 Architectural Drafting II - contact hours, course advisory, catalog description, objectives, assessment, assignments, content
 - 1) action on the course
- o. (CP14-155) DRFT 075 Electronic Drafting - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course
- p. (CP14-156) DRFT 079 Blueprint Reading - contact hours, catalog description, objectives, assessment, assignments, content
 - 1) action on the course
- q. (CP14-157) DRFT 080 Civil Drafting I - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course
- r. (CP14-158) DRFT 085 Civil Drafting II - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course
- s. (CP14-159) DRFT 130 Advanced Printed Circuit Board Design - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course
- t. (CP14-160) DRFT 140 Surveying - contact hours, course advisory, prerequisite, catalog description, objectives, assessment, assignments, content
 - 1) action on prerequisite
 - 2) action on the course

9. NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

10. MAJOR DELETIONS

11. REPORT FROM THE CHAIR

- a. Catalog courses with no current assessments
- b. ADT Theatre Arts approved by Chancellor's Office

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

13. REPORT FROM THE ARTICULATION OFFICER

14. OTHER

15. OPEN DISCUSSION

- a. Committee goals for 2015-17

16. ADJOURNMENT

Meeting adjourned at 3:09 PM – no quorum