

Solano Community College  
Academic Senate  
CURRICULUM COMMITTEE  
**Adopted Minutes**  
Tuesday, December 9, 2014  
1:30 p.m., Room 103

**1. ROLL CALL**

Curriculum Committee Chair Curtiss Brown called the meeting to order at 1:46 pm

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

Absent/Excused: Erin Duane, Margherita Molnar, Sandra Moore, Randy Robertson, Marvin Bolin (Student Rep),

**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: Myra Kargbo

S: Robin Arie-Donch

**A: Passed unanimously**

**3. CONSENT ITEMS**

- a. NURS 200 Certified Nursing Assistant will be NURS 103
- b. NURS 202 Acute Care Nursing Assistant will be NURS 105
- c. Update Writing Assignments for articulation purposes for MUSC 060, 061, 062, 063, 066A-E

**4. APPROVAL OF MINUTES - October 28, 2014**

M: Teri Yumae

S: Myra Kargbo

**A: Passed unanimously**

**5. ACTION ITEMS**

**6. NEW COURSES**

**a. (CP14-171) ESL 334 Introductory ESL Skills: Reading, Writing and Grammar**

1. action on the prerequisite

M: Robin Arie-Donch

S: Floyd Burnsed

**A: Passed unanimously**

2. action on the course

**b. (CP14-172) ESL 334A Introductory Integrated ESL Skills: Reading, Writing, and Grammar**

1. action on the prerequisite

M: group 6b and 6c – Debra Berrett

S: Robin Arie-Donch

**A: Passed unanimously**

2. action on the course

M: group 6b and 6c – Robin Arie-Donch

S: Teri Yumae

Discussion: Erin Moore pointed out that ESL instructors asked for ESL334A to be part one and ESL334B to be part two, shown on CurricUNET but not on the agenda.

**A: Passed unanimously**

c. (CP14-173) ESL 334B Introductory Integrated ESL Skills: Reading, Writing, and Grammar

1. action on the prerequisite

**A: Passed unanimously** (see 6b-1)

2. action on the course

**A: Passed unanimously** (see 6b-2)

d. (CP14-141) MUSC 066F Advanced Sound Recording - Studio Design and Equipment

1. action on the prerequisite

M: group 6d and 6e – Teri Yuma

S: Floyd Burnsed

**A: Passed unanimously**

2. action on the course

M: group 6d and 6e – Robin Arie-Donch

S: Teri Yumae

**A: Passed unanimously**

e. (CP14-142) MUSC 066G Sound Recording Project

1. action on the prerequisite

**A: Passed unanimously** (see 6d-1)

2. action on the course

**A: Passed unanimously** (see 6d-2)

f. (CP14-143) MUSC 071 Business of Music I

1. action on DE

M: group 6f, 6g, 6h, and 6i – Robin Arie-Donch

S: John Yu

**A: Passed unanimously**

2. action on the course

M: group 6f, 6g, 6h, and 6i – Myra Kargbo

S: Robin Arie-Donch

Discussion: Robin pointed out there was a lot of discussion in Tech Review and asked if anything should be brought up to inform the Committee regarding writing and reading advisories. One concern was criteria and principles of criteria discussed in class look similar in these music courses and had to be changed to differentiate assignments between the courses. Erin Moore explained that MUSC 066F and 066G were part of a series the Committee began approving last year. Writing assignments were very specific in MUSC 071-074 and the instructor rewrote the assignments for more consistency and to allow a little more freedom for whoever might teach the course. He is also working on a music certificate program for music production in the long run with plans to package all the courses in the program. Eligibility for ENGL 001 is the advisory for these four music courses.

**A: Passed unanimously**

g. (CP14-144) MUSC 072 Business of Music II

1. action on DE

**A: Passed unanimously** (see 6f-1)

2. action on the course

**A: Passed unanimously** (see 6f-2)

h. (CP14-145) MUSC 073 Artist Management

1. action on DE

**A: Passed unanimously** (see 6f-1)

2. action on the course

**A: Passed unanimously** (see 6f-2)

i. (CP14-146) MUSC 074 Music Production

1. action on DE

**A: Passed unanimously** (see 6f-1)

2. action on the course

**A: Passed unanimously** (see 6f-2)

## **7. COURSE MODIFICATIONS**

a. (CP14-174) COUN 007 College Study Techniques - Method of Instruction for Correspondence

1. action on the course

M: Marianne Flatland

S: Robin Arie-Donch

**A: Passed unanimously**

b. (CP14-175) COUN 055 Valuing Diversity - Method of Instruction for Correspondence

1. action on the course

M: Marianne Flatland

S: Robin Arie-Donch

**A: Passed unanimously**

c. (CP14-176) COUN 083 Applied Psychology - Method of Instruction for Correspondence

1. action on the course

M: Myra Kargbo

S: Robin Arie-Donch

**A: Passed unanimously**

d. (CP14-177) COUN 101 Orientation for College Success - Method of Instruction for Correspondence

1. action on the course

M: Myra Kargbo

S: Marianne Flatland

Discussion: In response to questions Marianne stated that all the courses will not be taught by just one instructor and Dale Crandall-Bear has all the proper information and forms that were reviewed by the Distance Education Committee. Erin Moore noted there is a lot of overlap in terms of instructor contact. Josh suggested that, if course content is different, issues would probably be similar and instructor collaboration on a regular basis will be helpful. Marianne pointed out the process is very similar to online classes but the delivery and documentation will be different. It is currently unknown what correspondence courses will be initially offered besides orientation. Curtiss noted the Assessment Committee is putting together an assessment form. Erin Moore added that these courses will be offered as short term for Spring 2015. Counseling 101 is typically scheduled for a week as a half-unit course and she questioned how students could get feedback within a week. Marianne replied there will be daily delivery. Erin Moore wondered if daily feedback would be reasonable and emphasized the need to ensure instructor initiated contact is being met and explained that when a standard term for a DE course is shortened, the instructor increases the contact from once to twice a week. Marianne will follow-up with the instructor about the viability of one week for this course. **Marianne will check with the instructor if the contact needs to be done three times within the week.**

**A: Passed unanimously**

e. (CP14-170) KINE 055B Sports Medicine - Athletic Training Practicum - TOP Code, SAM Code, articulation, units, contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

Curtiss reported there is no prerequisite for this course.

M: to remove "action on prerequisite" from agenda Item 7e – Myra Kargbo

S: Robin Arie-Donch

**A: Passed unanimously**

2. action on the course

M: Marianne Flatland

S: Debra Berrett

Discussion: Robin commented that more critical thinking verbs should be under the first objective following "identify". Members suggested verbs such as recognize, apply, evaluate, create, develop, incorporate, and assess. Allison Aubert, the course instructor, stated it's a very hands-on class. Curtiss suggested adding "and apply" to operating equipment. Following more discussion about course expectations, Allison agreed to add "assess and evaluate injuries and apply appropriate equipment" to the objective.

**A: Passed unanimously**

f. (CP14-178) MUSC 025 Chamber Choir - SAM Code, course advisory, prerequisite, objectives, assessment, assignments, content, textbooks

1. action on prerequisite

M: Teri Yumae

S: Debra Berrett

**A: Passed unanimously**

2. action on the course

M: Teri Yumae

S: Marianne Flatland

Discussion: Robin pointed out "public performance" should only be stated once in the catalogue description under "other" and a text date is needed. Teri will correct both items.

**A: Passed unanimously**

g. (CP14-179) MUSC 026 Vocal Jazz Ensemble - SAM Code, course advisory, objectives, assignments, content

1. action on the course

M: Teri Yumae

S: Robin Arie-Donch

Discussion: Teri will add the text date.

**A: Passed unanimously**

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

1. action on the course

M: group 7h, 7i, 7j, and 7k – Marianne Flatland

S: Teri Yumae

Discussion: Erin Moore explained this is ultimately the same course reviewed in spring with a minor adjustment to the content and the catalogue description to reflect contact hours as needed for C-ID (Course Identification Numbering System) and Chancellor's Office submission.

**A: Passed unanimously**

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

1. action on the course

**A: Passed unanimously** (see 7h)

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

1. action on the course

**A: Passed unanimously** (see 7h)

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

1. action on the course

**A: Passed unanimously** (see 7h)

l. (CP14-180) SOCS 053A Civil Rights, Non-Violence and Race Relations - South - course number, title, method of instruction, catalog description, content, textbooks

1. action on DE

M: Marianne Flatland

S: John Yu

Discussion: Erin Moore explained SOCS 053A is the same or similar to SOCS 053B dividing the Social Science travel course into A and B (two areas of study) and DE was added to both so students who can't travel could have a virtual travel experience.

**A: Passed unanimously**

2. action on the course

M: Josh Scott

S: Robin Arie-Donch

**A: Passed unanimously**

## **8. CURRICULUM REVIEW – COURSE MODIFICATIONS**

a. (CP14-148) DRFT 050 Basic Drafting - SAM Code, units, contact Hours, catalog description, objectives, assessment, assignments, content

1. action on the course

M: Debra Berrett

S: John Yu

Discussion: Erin Moore reported that DRFT 050 was decreased to 1.5 units by removal of some content that was placed in other drafting courses due to a lot of overlap. It will now be more basic and be kept as an elective.

**A: Passed unanimously**

b. (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: Marianne Flatland

S: Debra Berrett

Discussion: Debra explained the remaining Drafting courses on the agenda had some revisions based on curriculum reviews and lab hours were changed to what they are supposed to be.

**A: Passed unanimously**

c. (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: Marianne Flatland

S: Floyd Burnsed

Discussion: Debra reported a couple additions were made to DRFT 058 to make it consistent with other courses to now be a transfer course.

**A: Passed unanimously**

d. (CP14-152) DRFT 060 Architectural Drafting I - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

M: group 8d and 8f– Josh Scott

S: Debra Berrett

**A: Passed unanimously**

2. action on the course

M: group 8d and 8f – Myra Kargbo

S: Debra Berrett

**A: Passed unanimously**

e. (CP14-153) DRFT 065 Architectural Drafting II - contact hours, course advisory,, catalog description, objectives, assessment, assignments, content

1. action on the course

M: Marianne Flatland

S: Debra Berrett

**A: Passed unanimously**

f. (CP14-155) DRFT 075 Electronic Drafting - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

**A: Passed unanimously** (see 8d-1)

2. action on the course

**A: Passed unanimously** (see 8d-2)

g. (CP14-156) DRFT 079 Blueprint Reading - contact hours, catalog description, objectives, assessment, assignments, content

1. action on the course

M: group 8g, 8h, 8i, 8j, and 8k – Debra Berrett

S: Robin Arie-Donch

**A: Passed unanimously**

h. (CP14-157) DRFT 080 Civil Drafting I - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

M: Debra Berrett

S: Myra Kargbo

**A: Passed unanimously**

2. action on the course

**A: Passed unanimously** (see 8g-2)

i. (CP14-158) DRFT 085 Civil Drafting II - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

M: group 8i and 8k – Debra Berrett

S: Floyd Burnsed

**A: Passed unanimously**

2. action on the course

**A: Passed unanimously** (see 8g-2)

j. (CP14-159) DRFT 130 Advanced Printed Circuit Board Design - contact hours, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

M: Debra Berrett

S: Teri Yumae

**A: Passed unanimously**

2. action on the course

**A: Passed unanimously** (see 8g-2)

k. (CP14-160) DRFT 140 Surveying - contact hours, course advisory, prerequisite, catalog description, objectives, assessment, assignments, content

1. action on prerequisite

**A: Passed unanimously** (see 8i-1)

2. action on the course

**A: Passed unanimously** (see 8g-2)

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

a. (CP14-181) Political Science A.A.-T

1. Action on the program

M: Robin Arie-Donch

S: Debra Berrett

Discussion: Robin questioned the description to make sure it is consistent with other ADTs. Erin Moore noted there will be a little language inconsistency between degrees approved before and after the most recent edition and guidelines of the PCAH (Program Course Approval Handbook). Erin Moore explained the information will appear in the catalogue statement and Marianne added that it comes up on Course Compare. Erin Moore also explained the Political Science ADT will replace the Political Science A.A. degree. Some other departments opted to have both a standard degree and an ADT.

**A: Passed unanimously**

## **10. MAJOR DELETIONS**

a. (CP14-182) CDFS 067 Early Childhood Education Field Practice

1. Action on the course

M: group 10a – 10g – Josh Scott

S: Debra Berrett

**A: Passed unanimously**

b. (CP14-183) CDFS 200 ECE Mentor Teacher Seminar

1. Action on the course

**A: Passed unanimously** (see 10a)

c. (CP14-184) CDFS 550 Positive Parenting Practices

1. Action on the course

**A: Passed unanimously** (see 10a)

d. (CP14-185) FIRE 055 Fundamentals of Fire Service Operations

1. Action on the course

**A: Passed unanimously** (see 10a)

e. (CP14-186) FIRE 057 Fire Service Safety and Survival Practices

1. Action on the course

**A: Passed unanimously** (see 10a)

f. (CP14-187) FIRE 060 Wildland Pyrophyte Taxonomy

1. Action on the course

**A: Passed unanimously** (see 10a)

g. (CP14-188) FIRE 083 Fire Candidate Physical Fitness

1. Action on the course

**A: Passed unanimously** (see 10a)

**11. REPORT FROM THE CHAIR**

- a. Catalog courses with no current assessments

Curtiss requested Curriculum reps to bring up in the January Flex meetings that old courses that aren't being assessed and/or being offered should be removed from the catalogue.

- b. ADT Theatre Arts approved by Chancellor's Office

Theatre Arts was the 14<sup>th</sup> ADT to be approved by the Chancellor's Office. Political Science will be the 15<sup>th</sup> and Business Administration will be the 16<sup>th</sup> ADT from SCC.

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

No report

**13. REPORT FROM THE ARTICULATION OFFICER**

Robin asked everyone to please make sure adjuncts in their schools are kept apprised of what is going on in the Curriculum Committee. She recently received an email from an adjunct who never heard of a C-ID.

**14. OTHER**

Curtiss asked everyone to inform their colleagues about the CurricUNET training that will be held during Flex Cal on Thursday, January 8<sup>th</sup> from 10 am to noon.

**15. OPEN DISCUSSION**

Marianne asked, when prerequisites are to be voted on at meetings, to have the specific prerequisites listed on the agenda and in the minutes. She also requested old and new course number notations be added to agendas and minutes when there are course number changes. Robin suggested also identifying specific unit changes. Erin Moore replied that the agenda always shows general changes and Course Compare can be used to review them. Josh recommended the course proposers submit a summary and thought there might be some way to have a sense of what are minor compared to what are major, impactful items. Myra agreed, noting it can be difficult to carefully go through all the items to make the most educated decisions. It would be good to know what is and isn't impacting students. Curtiss asked if it would be helpful in Tech Review to place an asterisk or mark by a course that has those types of changes to be noted on the agendas as an alert for Curriculum members to items that may need more attention. Neil said Curriculum is one of his favorite committees as it controls what students get access to and what impacts them. To have more eyes reviewing everything is important and to ask questions for students is beneficial. Having someone add red flags to items they decide is most important would defeat the purpose of the Committee. The campus entrusts Committee members to ensure curriculum is meaningful for students to enrich their educational endeavors here.

Curtiss pointed out it would be helpful if more people would be involved in Tech Review. Mainly it has been Robin, Erin Moore, Debra, and Curtiss at Tech Review meetings. They all have strengths and do a great job but things can be missed when there are only a few involved in reviews. Erin Moore explained that faculty originators are invited to attend, especially when there are multiple courses from a division. Rep attendance would also be very helpful so if you notice multiple courses from your school, please attend. Neil stated it is expected that authors show up to advocate for their courses to answer questions that come up in Tech Review and in the CC meeting. Their attendance can allow the Committee to dig



deeper rather than tabling items until the next meeting. Josh suggested more rationale could be added to the agenda in case they can't attend. Erin stated that when faculty are able to make changes at the meetings it saves time and emails. Curtiss concluded the discussion, emphasizing more people helping with Tech Review would be most helpful.

**16. ADJOURNMENT**

M: John Yu

S: Robin Arie-Donch

Meeting adjourned at 3:11 pm.