

Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes
Tuesday, September 9, 2014
1:45 p.m., Room 503

1. ROLL CALL

Curriculum Chair Curtiss Brown called the meeting to order at 1:54 pm.

Present: Robin Arie-Donch, Debra Berrett, Curtiss Brown (Chair), Erin Duane, Neil Glines, Myra Kargbo, Margherita Molnar, Erin Moore, Sandra Moore, Randy Robertson, Josh Scott, John Yu, Teri Yumae, Marvin Bolin (Student Rep), Geff Freire (Student Rep), Support Staff - Lisa Abbott, Leslie Almonte, Connie Adams

Absent/Excused: Marianne Flatland

Guests: Marylou Fracisco, Mary Gotch, Leslie Minor

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: Robin Arie-Donch

S: Teri Yumae

A: Passed unanimously

3. CONSENT ITEMS

a. Deletion of programs that do not meet minimum degree requirements resulting from bulk course deletions:

Hazardous Substance and Waste Handling Technician - Certificate of Achievement

Home-Based Computer Processor - Job Direct Certificate

Bank Operations - A.S. and Certificate of Achievement

Wildland Fire Technology - Job-Direct Certificate (courses in degree are no longer available)

Studio Arts A.A.-T - re-add ART 012 to List B (not deletion)

4. APPROVAL OF MINUTES – May 13 & August, 26 2014 (Attachments)

M: Josh Scott

S: Margherita Molnar

Discussion: Robin pointed out her edits (presented on screen).

A: Passed as amended unanimously.

5. ACTION ITEMS

a. Updated Program Review/Curriculum Review Schedule

Curtiss reported this item will remain in the queue until he hears back from the Interim Vice President.

b. Curriculum Committee representatives – additional Health Sciences rep

Curtiss reminded members the purpose of this item is to add one representative from the School of Health Sciences so that all schools will have equal representation of two faculty members.

M: Neil Glines

S: Myra Kargbo

A: Passed unanimously

c. Curriculum committee calendar (Attachment) Possible change of meeting date in November – 18th or 25th.

Only one meeting date was set for November, due to the 2nd Tuesday being a holiday. Because the 4th Tuesday meeting date of November 25th is during Thanksgiving week, Curtiss suggested moving the meeting to November 18 to ensure quorum and to allow time to move items through the Committee for the Course Identification Number (C-ID) deadline.

M: to amend the calendar: change the November meeting to the 18th – Josh Scott

S: Robin Arie-Donch

A: Passed unanimously

Erin Moore will update and email the calendar.

6. **NEW COURSES**

7. **COURSE MODIFICATIONS**

a. (CP-97) HUMN 001 What it Means to be Human

Prerequisite, Content, Textbooks

1) Action on the prerequisite

M: Erin Duane

S: Debra Berrett

A: Passed unanimously

2) Action on the course

M: Erin Duane

S: Josh Scott

A: Passed unanimously

b. (CP14-98) JOUR 062 Publications Laboratory III

Prerequisite

1) Action on the prerequisite

M: Erin Duane

S: Debra Berrett

A: Passed unanimously

2) Action on the course

M: Erin Duane

S: Robin Arie-Donch

A: Passed unanimously

c. (CP14-99) JOUR 064 Publications Portfolio

Prerequisite

1) Action on the prerequisite

M: Erin Duane

S: Josh Scott

A: Passed unanimously

2) Action on the course

M: Erin Duane

S: Robin Arie-Donch

A: Passed unanimously

d. (CP14-100) KINE 020W Biology of Exercise

Course title, SAM Code, GE Information, Assignments, Content, Textbooks

1) Action on the course

M: to approve 7d and 7e - Erin Duane

S: Debra Berrett

Discussion: John asked about the name change. Curtiss explained it shows the course is more science based rather than just fitness.

A: Passed unanimously

e. (CP14-101) KINE 083 Tactical Fitness

Course title, GE. Units, Contact Hours. Catalog Description, Objectives, Assessment, Assignments, Content, Textbook

1) Action on the prerequisite

M: Erin Duane
S: Debra Berrett

A: Passed unanimously

2) Action on the course

A: Passed unanimously (see 7d)

f. (CP14-102) OT 054B Beginning Keyboarding B

Prerequisite

1) Action on the prerequisite

M: to approve 7f-1, 7g-1, and 7h-1 - Erin Duane

S: Debra Berrett

Discussion: Marylou clarified changes are to take place in spring.

A: Passed unanimously

2) Action on the course

Marylou explained the background: as open unit courses, students had to register for units and would sometimes drop and switch; courses changed to 1 ½ units but Banner won't let students sign up for the next eight-week course causing students to lose financial aid and have scheduling challenges. The prerequisites were updated to remove courses that are no longer active.

M: to approve 7f-2, 7g-2, and 7h-2 – Erin Duane

S: Debra Berrett

A: Passed unanimously

g. (CP14-103) OT 055A Intermediate Keyboarding/Word Processing A

Prerequisite

1) Action on the prerequisite

A: Passed unanimously – see 7f-1

2) Action on the course

A: Passed unanimously – see 7f-2

h. (CP14-104) OT 055B Intermediate Keyboarding/Word Processing B

Prerequisite

1) Action on the prerequisite

A: Passed unanimously – see 7f-1

2) Action on the course

A: Passed unanimously – see 7f-2

i. (CP14-105) PSYC 002 Biological Psychology

Prerequisite, Objectives, Content, Textbook

1) Action on the prerequisite

M: Debra Berrett

S: Robin Arie-Donch

Discussion: Mary Gotch explained the prerequisite is dictated by the C-ID. In 20 years she has never found data to show a prerequisite need and no data was given by the Chancellor's Office. Mary stated she has no desire to add prerequisites due to lack of data and concern about the impact on enrollment and student plans. She now plans to collect her own data. Robin noted she discussed this with someone very knowledgeable from C-ID who was very clear that it has to be this way. Erin Duane expressed her concern about imposed prerequisites. Geff queried how a prerequisite can be mandated if it will negatively affect our majors. Other members expressed their frustration as well. Robin pointed out that it is up to the public to comment during the time when Transfer Degrees (ADTs) and course descriptors are being vetted and she encouraged members to speak up at that time. This was a difficult vote for many Committee members who did not agree with the mandated prerequisite but also didn't want to lose the ADT.

A: Passed – Ayes: 7, Abstained: 4

Ayes: Robin Arie-Donch, Neil Glines, Margherita Molnar, Sandra Moore, Randy Robertson, John Yu, Teri Yumae, Abstained: Erin Duane, Myra Kargbo, Josh Scott, Debra Berrett

2) Action on the course

M: Erin Duane

S; Robin Arie-Donch

A: Passed unanimously

j. (CP-106) SOC 001 Introduction to Sociology

Content, Textbooks

1) Action on the course

M: Erin Duane

S: Josh Scott

Discussion: In response to concern that this course still has the old boilerplate course content outline when it should be moving towards more developed course content outline, Erin Moore responded it is automatic in CurricUNET for now and they are currently experiencing a change in staff. Robin stated the need for consistency and thought changes were to only be made going forward. Erin Duane noted, in past months, authors were to flush out course content with a higher level of Bloom's taxonomy, although the C-ID shouldn't be held up. Erin Moore pointed out the ADT already exists and asked members to consider that. Curtiss stated adjustments will be made during curriculum review to be more descriptive.

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. New courses need Articulation and library approvals. When should CC Reps approve new courses?

Curtiss provided background that, in the past, the course would come up and two faculty and the Curriculum rep would sign off, before going to the articulation officer and a librarian. The order was reversed to have it go to the rep after the librarian and articulation officer. Josh asked if reps can change when courses go into the queue. Erin Moore replied with CurricUNET reps might receive an email before articulation or library does. Curtiss encouraged Curriculum reps to communicate with faculty members to follow the steps before having their rep sign off on their course. Erin Moore stated the order on outline for approvals: originator; librarian and articulation officer (for new transferable courses 1-99); Distance Education coordinator (if needed); additional faculty;-Dean, Curriculum rep. Also, if anyone modifying a course is unsure if transferability could be lost, they should check with the articulation officer. When Curtiss and Erin Moore were putting together the Tech Review agenda, they noticed there were five or so new courses that didn't have librarian or articulation approval. Erin explained when you pull up a course to review, it will show if it is a new or modified course. She pointed out where the reps can check the status of proposals to see who has and hasn't completed the approvals and follow-up.

- b. New Degrees need Chancellor's Office paperwork

Erin Moore reported there are quite a few new degree proposals that don't need articulation or librarian approval but do need Chancellor's Office paperwork. As members see new degrees submitted in CurricUNET, let the authors know to contact Erin Moore regarding paperwork. Degrees won't go to Tech Review until she has paperwork. Erin added she is glad to help faculty with paperwork.

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

13. REPORT FROM THE ARTICULATION OFFICER

Robin reported she is on reduced workload this semester with hours on Tuesday, Wednesday and Thursday shared between articulation and counseling. Let faculty know to see Robin early in the process and not wait until the last minute to contact her as she may not be on campus. If possible, Robin may adjust her schedule as needed with advance notice.

14. OTHER

15. OPEN DISCUSSION

- a. Downsizing the catalog; deleting courses not being offered.

If deleting courses not offered the last couple of years or if SLOs are not done for those particular courses, let Erin Moore know. Courses are never actually deleted, but made inactive through the course deletion process. Inactive courses can be brought back, especially within a three-year timeline, but would need to go back to articulation.

- b. Can always use help in Tech Review. Students can come as well.

16. ADJOURNMENT

M: Erin Duane

S: Josh Scott

A: Passed unanimously

The meeting adjourned at 3:06 PM.

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