

Solano Community College  
 Academic Senate  
 CURRICULUM COMMITTEE  
Adopted Minutes

Tuesday, October 13, 2015  
 1:30p.m., Room 503

1. ATTENDANCE

P= Present    A= Absent

Curtiss Brown, Curriculum Chairman	P	Margherita Molnar, Instructor	P
Debra Berrett, Instructor	A	Marianne Flatland, Counseling	P
Erin Duane, Librarian	P	Michelle Acre, Instructor	A
Floyd Burnsed, Instructor	P	Randy Robertson, Instructor	P
Joshua Scott, Instructor	P	Robert Gabriel, Dean of Health Sci	A
Maire Morinec Dean of Applied Technology and CTE Programs	P	Teri Yumae, Music Instructor	P
		Thao Brabander, Articulation Officer	P
Support Staff		Ex-Officio Members	
Leslie Hentzen	A	Leslie Minor, VP of Academic Affairs	p
Lisa Abbott	P		
Nedra Park	P		

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.

**Motion:** Erin Duane motioned to approve the amended agenda and consent items.

**Seconded:** Joshua Scott

**Discussion:** Marianne Flatland asked, "What is the criteria for a consent item versus an agenda item?" Erin Moore explained that in the example of the consent courses under Item 3.3 below there are minor semantic changes which qualifies the item as a consent item. If it is a change in the course content or the meaning of the language then it would have to be an agenda item.

**Vote:** The committee voted unanimously to approve the amended agenda and consent items.

3. CONSENT ITEMS

3.1 AERO Curriculum Review Completed

3.2 PHYS Curriculum Review Completed

3.3 Change the phrase "orientation" or "orientation meeting" to "mandatory information session" for the following courses: COSM 100; COSM 104A; COSM 105A; COSM 117; EMT 112; NURS 103.

3.4 Add the following statement to other catalog information for FIRE 140: Students enrolling in FIRE 140 are required to complete a mandatory information session prior to the course (see Schedule of Classes for the information session date and time)

#### 4. APPROVAL OF MINUTES - Deferred

#### 5. ACTION ITEMS - None

#### 6. NEW COURSES

##### 6.1 (CP15-88) ATHL 048 Intercollegiate Tennis

**Motion:** Marianne Flatland moved to approve the course.

**Seconded:** Erin Duane

**Discussion:** This course was offered previously in the 1970s and is now back as an experimental course; men's tennis will start in the spring. Next spring women's tennis will be offered in addition to men's tennis. A committee member asked what costs are associated with this course. Instructor Phil Solomon responded that items like uniforms and tennis balls are reoccurring costs. Instructor Solomon announced a men's tennis professional tournament with top professionals from around the world will begin this Friday through Sunday. If anyone need tickets, please see Instructor Solomon.

**Vote:** Approval of the course unanimously passed.

#### 7. COURSE MODIFICATIONS

##### 7.1 (CP15-89) ART 052 Typography - Units, contact hours, course advisory, catalog description, objectives, assessments, assignments, content, textbooks

###### 1. Action on the course

**Motion:** Erin Duane moved to approve the course modifications.

**Seconded:** Josh Scott

**Discussion:** Chairman Brown said the primary changes are the course description and the outline. Erin Moore said the college is trying to make course units fixed and it makes course scheduling easier. Erin Moore and others noted that the course content is unclear.

**Motion:** Erin Duane moved to table the vote on the course approval due to the need to clarify resource paper page requirements and address the lack of clear course content.

**Seconded:** Debra Berrett

**Vote:** The committee voted unanimously to table approval of this course and sent it back to the originator for improvement.

##### 7.2 (CP15-90) ENGL 370 English Fundamentals - corequisite, assessments

###### 1. Action on the corequisite

**Motion:** Erin Duane moved to approve the corequisite modifications and later withdrew the motion, see discussion below.

**Seconded:** Marianne Flatland

**Discussion:** Joshua Scott noted that originally ENGL 370 (3 units) had a corequisite lab, 370L (0.5 units). Two years ago changes were made to allow students to take ENGL 370L prior to or concurrently with ENGL 370. Sometimes the students needed both courses and others did not. Students had difficulty scheduling the labs and there seemed to be a "disconnect between the lab and the class" which frustrated students. Now the plan is for a student to sign up for the class and the lab will follow the class and both will be taught by the same instructor to keep continuity and ease scheduling problems. ENGL 370 will remain a prerequisite or concurrent course with 370L. But 370L

needs to be changed to become a corequisite instead of a prerequisite so the courses can be linked. Additionally if a student passed ENGL 370, but did not pass the 370L, they should be able to progress to ENGL 001 so the language was changed to remove the ENGL 370L as criteria to pass 370. Instructor Debra Berrett suggested that it would be more streamlined if the two courses be combined as one course. Joshua Scott responded that may be a consideration in the future. He also noted that the lab has its own curriculum and separate from the class. This also allows frustrated students to drop one or the other instead of both classes. Since there was no action needed on ENGL 370, Erin Duane withdrew her original motion and made the following motion:

**Motion:** Erin Duane moved to strike her earlier motion on the corequisite approval.

**Seconded:** Randy Robertson seconded the motion.

**Vote:** The motion to strike the corequisite approval motion was unanimously approved.

## 2. Action on the course

**Motion:** Erin Duane moved to approve the course modification.

**Seconded:** Marianne Flatland

**Discussion:** Josh Scott explained that in the past students could take the lab concurrently which proved to be too much. Students had difficulty scheduling labs. Frustrated students complained that the lab work didn't connect with the class work. The labs and classed are being scheduled to link them section to section with the same instructor to keep the lab and class aligned. Previously the courses could not be linked section to section because the two classes were not corequisites. Now if a student passed 370 without taking the lab, the student can move to next class. Debra Berrett asked, "why is it separate, wouldn't it be cleaner to make the lab part of the class, making it one course?" Josh Scott responded that they don't want to change it right now due to the fact that English is currently in program review and it could be combined in the future. Marianne Flatland noted it doesn't make sense that students can take the lab before the class. Joshua Scott explained the lab curriculum is separate from the class curriculum so it doesn't matter. The corequisite configuration gives students the option to drop one instead of both classes. This scheduling will take effect in the spring. The major change to the course description is deletion of the section requiring students to pass 370L, they just have to pass the course. Also the method of assessment was also changed.

**Vote:** Approval of the course modification unanimously passed.

### 7.3 (CP15-91) ENGL 370L English Fundamentals Lab - corequisite, assessments

#### 1. Action on the corequisite

**Motion:** Erin Duane moved to approve the corequisite modifications for 370L.

**Seconded:** Margherita Molnar

**Discussion:** Discussion of this corequisite was combined in the discussion of English 370. Students can enroll in 370 as a stand-alone course.

**Vote:** Approval of the corequisite modifications unanimously passed.

#### 2. Action on the course

**Motion:** Erin Duane moved to approve the course modifications.

**Seconded:** Margherita Molnar

**Discussion:** None

**Vote:** Approval of the course modifications unanimously passed.

## 8. CURRICULUM REVIEW – COURSE MODIFICATIONS

8.1 (CP15-92) ENGR 017 Introduction to Electrical Engineering -TOP Code, objectives, assessment, assignments, content

1. Action on the course

**Motion:** Erin Duane moved to approve this course modification.

**Seconded:** Debra Berrett

**Discussion:** Randy Robertson said changes to the course are very minor, just updating by adding some clarifications.

**Vote:** Approval of the course modification unanimously passed.

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

9.1 (CP15-93) Sports Broadcasting Certificate of Achievement

1. Action on the program

**Motion:** Marianne Flatland moved to approve the new certificate.

**Seconded:** Erin Duane

**Discussion:** Chairman Brown noted that it was a new program. Dean Neil Glines explained the program gives students an opportunity to be in front of and behind the camera. He noted that there are many jobs available in the field. Instructor Greg Poff created the program in response to community demands. MaxPrep (a high school sports media company) has hired some of our students. Awarding the certificate demonstrates that students have mastered some skills without a 4 year degree. All the student work is supervised by faculty, which is unique, and gives students work experience. Some of their work is on YouTube already. Marianne Flatland asked if it could be merged with other media courses such as TV broadcasting to create it an Associate degree and/or transfer degree program. Dean Glines this has been discussed, but not all the involved entities want to be folded in with sports. This option may be revisited in the future.

**Vote:** The approval of the certificate program unanimously passed.

*10. MAJOR DELETIONS*

10.1 (CP15-94) CDFS 039 School Years and Adolescent Development

1. Action on the course

**Motion:** Margherita Molnar moved to approve the deletion of the course.

**Seconded:** Erin Duane

**Discussion:** This course became obsolete and has not been offered for a while and has no articulation. CDFS 038 is accepted by CSU Sacramento and covers some of the same content as CDFS 039. Marianne Flatland expressed concern about deleting it. VP Minor said CDFS 039 would have to be revamped to be viable.

**Vote:** The motion to approve the course deletion unanimously passed.

*11. REPORT FROM THE CHAIR*

11.1 Policy Change for Hours and Units Calculations for Credit Courses

Historically the CORs shows the amount of hours in classroom the teacher is in contact with students. Effective immediately the outside of class hours/homework hours also must be included on the course outline. The new META program will include this as well.

Chairman Brown noted the Chancellor's Office is strongly recommending that colleges use the 18 week semester system to calculate the unit values for courses. Even if you

are not going the full 18 weeks, you are still meeting the minimum hours for a unit of credit. VP Minor said this change is still under discussion. There were no questions.

## 12. REPORT FROM VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

VP Minor declined to report and gave Curriculum Analyst, Erin Moore, the floor. Erin Moore reported that her last day will be Oct 27<sup>th</sup>. She accepted the position of Director of Professional Development & Innovation at Cañada College. It is a new position and she is very excited about this opportunity, but said she will miss SCC. She is working with VP Minor to plan a smooth transition for the next analyst. The committee members congratulated Erin More on this exciting move forward in her career and sadly noted that she will be missed.

## 13. REPORT FROM THE ARTICULATION OFFICER

Articulation Officer (AO), Thao Brabander reported that she submitted an American Sign Language course to CCTA for approval. It is not a new application, the title just changed. Biotechnology program requires GE course in limitation and communication. Need help I typed the closest thing that I could understand. For articulation purposes it would be helpful to have the AO involved in the process.

Chairman Brown said the baccalaureate committee is working on this. Erin Moore noted that she will resubmit her request for the AO to be on that committee.

## 14. OTHER

### 14.1 Report from the Course Deletion Subcommittee

Committee members: Erin Duane., Erin Moore, Josh Scott., Debra Barrett, Lisa Abbott

This subcommittee was tasked with developing a process to remove courses that have not been taught in a specified amount of time. If a faculty member wants to keep a course they can defend the course. The plan is to hold a "defend day" once or twice per year to accomplish this. The Curriculum Committee would judge if it should be deleted or remain. If the course is not defended by a faculty member then it is deleted. If it is successfully defended it has a year to be offered then it must be deleted or we need to determine a limit to the number of times a course can be defended before it can be deleted. The process provides transparency. Debra Berrett noted the rigorous process will reveal problems. The defense must be delivered in person, it can't be a written defense. Chairman Brown asked the committee for the criteria to defend a course. Erin Duane responded with the criteria considerations the committee has thus far discussed:

- 1) How the course fits into a student's 2 year educational plan
- 2) What is the course's impact to the degree or certificate program?  
An example of this is 51% of the units in an Associate degree program must articulate at the major level with 1 UC or 1 CSU. If a course is part of the percentage then it must be carefully considered.
- 3) How the course fits in the SCC institutional mission
- 4) Is it essential for success in the workplace or essential for transfer?
- 5) Some course are scheduled but fail to run.
- 6) Miscellaneous circumstances such as how or was the course even promoted.  
Was the course misprinted in the schedule?
- 7) Fill rates –How many students are enrolling tin the course, is it near or at capacity.

Chairman Brown asked the committee to write up their recommendations and present them at the next meeting.

#### *15. OPEN DISCUSSION*

Joshua Scott and Erin Duane wanted to be sure that Debra Berrett and Lisa Abbott were included as Course Deletion subcommittee members as they were omitted on the agenda.

Michelle Arce requested a copy of the Curriculum Committee schedule. Chairman Brown said it has not been approved by VP Minor yet. He will resend to VP Minor and will then move it forward. Erin Moore will send a digital Curriculum Committee handbook to Nedra Park for distribution.

#### *16. ADJOURNMENT*

**Motion:** Erin Duane

**Seconded:** Randy Robertson

**Vote:** The motion to adjourn passed unanimously.

Attachments:

Physics Review 2015-16

Aeronautics Review 2015-16

Hours & Units Calculation