



Solano Community College Academic Senate Curriculum Committee

Meeting Minutes - Draft
April 12, 2016

1. Roll Call

Curriculum Chair Curtiss Brown called the meeting to order.

In Attendance: Curtiss Brown (Chair), Deb Berrett, Erin Duane, Floyd Burnsed, Jose Cortes, Leslie Minor (ex-officio), Lisa Abbott (ex-officio), Maire Morinec, Marianne Flatland, Margherita Molnar, Michelle Arce, Randy Robertson, Sandra Moore, Sandy Lamba, Teri Yumae, Thoa Brabender

Guests:

Kevin Anderson, CIS
Fernanda Flores, Art
Rachel Smith, Visual Communications

Absent: Glenn Burgess, Robert Gabriel, 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.

Motion: Teri

Seconded: Marianne

Vote: approved

3. Consent Items

None

4. Approval of Minutes

None to approve

5. Action Items

Review of Distance Education forms for the following courses:

- **BIO 020 – Infectious Diseases, Plagues and Public Health**
- **BIO 025 – Human Genetics**
- **BIO 101 – How to Study Science**

Motion: Erin moved to combine approval of BIO 020, BIO 025 and BIO 101 DE forms.

Seconded: Teri

Discussion: Courses previously approved as face to face only, lacking DE component, which was added to the course descriptions. The sample assignment for BIO 101 was not attached. Curtiss will forward the sample to all committee members, who can review the queue and individually approve the form.

Vote: The motion to approve the DE sections for BIO 020 and BIO 025 were unanimously passed; BIO 101 was tabled due to the missing sample assignment.

6. New Courses

None to approve

7. Course Modifications

- a. **(CP16-056) ACCT 176 Intermediate Accounting** – Changes: pre-requisites, units, hours, assessments, assignments, content, textbooks
- i. Action on the pre-requisite

Motion: Deb

Seconded: Maire

Discussion: pre-requisite changed from ACCT 002 to ACCT 001 with a C or better; no additional discussion.

Vote: approved

- ii. Action on the course

Motion: Maire

Seconded: Marianne

Discussion: Maire advised that Les Hubbard submitted the course last year to meet the CID compliance and due to pre-requisite changes for ACCT 001 and 002. Original hours submitted were incorrect, hours similar to the drafting classes in the past.

Vote: approved

- b. **(CP16-057) BIO 005 Human Physiology** – Changes: textbooks
- i. Action on the course

Motion: Marianne

Seconded: Deb

Discussion: The only changes to the course are textbooks and the courses' transferability. It was not submitted as a curriculum review item; Deb noted that section J needs to be completed; Curtiss will notify the instructor about the needed adjustments.

Vote: approved

- c. **(CP16-060) CIS 106 Computer Literacy** – Changes: course name, catalog description, assessments, textbooks
- i. Action on the course

Motion: Maire

Seconded: Deb

Discussion: part of the new business certificate program; developed by the Bay Area Community Collaborative. Guest faculty member, Kevin Anderson advised that it has been enhanced so that students who need basic skills would not have to take CIS 001; course will provide basics that local businesses desire such as email, intro to spreadsheet software, etc. There was discussion on whether this course could be used as a GE option D3 or D4 for the AA degree. Kevin advised that it satisfies the requirement for the Gen Ed, but could be altered in the future to a transfer course, but as it stands it is not a transferable. Chairman Brown said he would add a note for option A.

Vote: approved

- d. **(CP16-063) MUSC 009 Wind Ensemble** – Changes: units, hours
- e. **(CP16-064) MUSC 010 Concert Band** – Changes: units, hours
- f. **(CP16-065) MUSC 011 Symphonic Band** – Changes: units, hours
- g. **(CP16-066) MUSC 014 Jazz Ensemble** – Changes: units, hours
- h. **(CP16-067) MUSC 015 Stage Band** – Changes: units, hours
- i. **(CP16-068) MUSC 016 Symphony Orchestra** – Changes: units, hours
- j. **(CP16-069) MUSC 017 Chamber Music** – Changes: units, hours

- k. **(CP16-070) MUSC 020 Choir** – Changes: units, hours
- l. **(CP16-071) MUSC 021 Chorus** – Changes: units, hours
- m. **(CP16-072) MUSC 024 Master Works Chorale** – Changes: units, hours
- n. **(CP16-073) MUSC 025 Chamber Choir** – Changes: units, hours
- o. **(CP16-074) MUSC 026 Vocal Jazz Ensemble** – Changes: units, hours

- i. Action on the courses

Motion: Erin moved to combine approval of Music courses as the course changes are unit and hour changes only

Seconded: Deb

Discussion: Teri advised that the units in all of the courses were too high for a transfer degree; hours were adjusted to reflect a 1-unit class instead of 2-unit courses.

Vote: approved

- p. **(CP16-075) PSYC 005 Abnormal Psychology** – Changes: catalog description, objectives, course content, textbooks

- i. Action on the course

Motion: Randy

Seconded: Erin

Discussion: Marianne said the course requires a term paper with APA format, the level of the writing assignment needs a minimum advisory to be in the class; this was raised in the tech review and the teacher stated that she is capable of teaching APA format to her students. Concern was expressed about what happens when the teacher isn't the instructor for the course. Additionally, Jose noted that ENGL 001 teaches how to do research, not necessarily APA format. Erin said if teaching APA format is being taught it should be included in the course objectives. Erin noted that somewhere students need to be taught APA format before being required to use it. Not requiring the APA format as a prerequisite or at least as minimum advisory requirement to be fair to students. Marianne suggested that ENGL 001, LR 010, ENGL 062 and SCC minimum Math be added as an course advisory due to the fact that the course requires a project paper in APA format. Deb noted that the instructor has 3 choices to correct the problem: 1) add the APA to the curriculum 2) add the suggested course advisories 3) remove the APA format requirement.

Vote: Maire motioned to table the course until the instructor can address the APA format issue

- q. **(CP16-076) PSYC 010 Psychology of Gender** – Changes: course title, course advisory, catalog description, objectives, assessments, assignments, content, textbooks

- i. Action on the course

Motion: Deb

Seconded: Erin

Discussion: Marianne inquired if this was a new course; the original subject was women, not gender. Michelle said that this is not a new course; instructor introducing new material. Marianne noted that the course content has been completely changed and needs to go through articulation as it is technically a new course due to extensive course modifications. Needs to be effective for teaching in fall 2016 (with permission to tech new content from VP Minor). Maire advised that it takes a year from approval until the course can be taught. Curtiss advised that original course content must be taught in fall 2016; new content if approved in spring 2017. The committee agreed that the course looks like a new course, and will send back to the originator. It could be taught as an experimental course in the fall, but wouldn't count for GE. The course does say ENGL 001 is a prerequisite so the term paper should not be a problem. Erin said while it is a great course, it needs to be tabled. She complement the author on how she wrote Section G 1, including all the textbooks the library needs to have, encouraged other faculty to follow suit

Motion: Erin motioned to table the course

Seconded: Maire

Vote: course was tabled

8. Curriculum Review – Course Modifications

- a. **(CP16-058) CHEM 003 Organic Chemistry I** – Changes: catalog description, assessments, assignments, content
 - i. Action on the course

Motion: Erin

Seconded: Marianne

Discussion: No discussion

Vote: approved

- b. **(CP16-059) CHEM 004 Organic Chemistry II** – Changes: catalog description, assessments, assignments, content, textbooks
 - i. Action on the pre-requisite

Motion: Randy

Seconded: Marianne

Discussion: no discussion

Vote: approved

- ii. Action on the course

Motion: Erin

Seconded: Marianne

Discussion: no discussion

Vote: approved

9. New/Revised Credit Programs or Certificate Programs

- a. **(CP16-077) Three Dimensional Art A.A.** – program description, courses, units
- b. **(CP16-078) Two Dimensional Art A.A.** – program description, courses, units
- c. **(CP16-079) Art History A.A.** – program description, courses, units
 - i. Action on the programs

Motion: Erin motioned to combine A.A. programs

Seconded: Teri

Discussion: guest Fernanda Flores advised that they changed program catalog descriptions to make them more dynamic; also had to reduce the units of courses and change and streamline the electives.

Vote: approved

- d. **(CP16-080) Art History A.A.T.** – units
 - i. Action on the program

Motion: Teri

Seconded: Erin

Discussion: no discussion

Vote: approved

- e. **(CP16-081) Automatic Transmissions and Transaxles Certificate** – New
 - i. Action on the program

Motion: Deb

Seconded: Maire

Discussion: The word “Automatic” has been added to the certificate name. The certificate courses are part of the degree as well. Maire advised that the certificate is one of many that has been revamped to meet the industry standards.

Vote: approved

- f. **(CP16-082) Automotive Electrical and Body Systems Certificate** – New

- i. Action on the program

Motion: Maire

Seconded: Teri

Discussion: Maire advised that this is part of the certificate revamping to meet the industry standards. A student can leave, work and come back to continue, lattice or stackable courses (courses within the certificate also count towards the degree).

Vote: result

- g. **(CP16-083) Maintenance and Light Repair Technician Certificate** – title, program description, outcomes, courses, units

- i. Action on the program

Motion: Maire

Seconded: Deb

Discussion: no discussion

Vote: approved

- h. **(CP16-084) Fire Technology A.S.** – program description, courses, units

- i. **(CP16-085) Fire Technology Certificate** – program description, courses, units

- i. Action on the programs

Motion: Maire

Seconded: Teri

Discussion: Maire advised the courses have been “cleaned up” and changes made to comply with requirements from the State Fire Marshall and remove courses which are no longer taught. Also EMT 128 & 112 were added as electives for the degree and/or certificate.

Vote: approved

- j. **(CP16-086) Graphic Design & Illustration A.A.** – program description, courses, units

- i. Action on the program

Motion: Erin motioned to combine A.A. programs

Seconded: Teri

Discussion: guest Fernanda Flores advised that they changed program catalog descriptions to make them more dynamic; also had to reduce the units of courses and change and streamline the electives.

Vote: approved

- k. **(CP16-087) Studio Arts A.A.T.** – courses, units

- i. Action on the program

Motion: Erin

Seconded: Marianne

Discussion: it’s a new program and the units have been adjusted

Vote: approved

- l. **(CP16-088) Visual Communication Certificate** – New

- i. Action on the program

Motion: Erin

Seconded: Deb

Discussion: guest faculty Rachel Smith advised that the Visual Communication certificate is being expanded to include skills beyond commercial screen printing and print blocks, like animation and provides a foundation for graphic design curriculum.

Vote: approved

- m. **(CP16-089) Business Information Worker** – New

- i. Action on the program

Motion: Erin

Seconded: Marianne

Discussion: guest Kevin Anderson provided a fancy flyer on the new certificate

Vote: approved

10. Major Deletions

- a. (CP16-061) FIRE 132 Pump Operation and Fire Hydraulics – not degree required
- b. (CP16-062) FIRE 153 Rescue Systems I – not degree required
 - i. Action on the courses

Motion: Maire

Seconded: Erin

Discussion: Maire advised that these courses are not being taught; they are for active personnel and SCC is not teaching these courses

Vote: approved for deletion

11. Report from Chair

Upper division Biomanufacturing courses will be coming through. Tech Review will be reviewing courses. Courses for the degree scheduled for last AY meetings; important for all committee members to be present

12. Report from VP Academic Affairs

None

13. Report from the Articulation Officer

None

14. Other

None

15. Open Discussion

None

16. Adjournment

Motion: Marianne

Seconded: Erin