



## Solano Community College Academic Senate Curriculum Committee

*Meeting Minutes - Draft*  
April 26, 2016

### 1. Roll Call

Curriculum Chair Curtiss Brown called the meeting to order.

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

**Guests:**

Jessica \_\_\_\_\_  
Jim DeKloe

**Absent:** Michelle Arce, Robert Gabriel, Glenn Burgess

### 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

**Seconded:** Maire

**Vote:** approved

### 3. Consent Items

Curtiss advised of the agreement to request the to change the course number for ENG 348D to ENG 310D

### 4. Approval of Minutes

None

### 5. Action Items

None

### 6. New Courses

a. **(CP16-091) PYSC 012 Psychology of Gender**

i. Action on the course

**Motion:** Marianne

**Seconded:** Maire

**Discussion:** course was discussed at last meeting; originally wanted a title change only from women to gender; Dr. Minor advised that this course is binary, discussed men and women all along; just updating the title. Erin advised that the content was gutted in last meeting which is why it was flagged for being a new course; course content had not been updated in over 20 years. New objectives, new outline, new everything. Committee loved the updated course. Dr. Minor advised that the course originator did not seem to understand why it was not

approved (and why it had to become a new course). Maire asked if the original course (PSYC 010) will continue to be offered; Dr. Minor advised no.

**Vote:** approved

b. **(CP16-102) BIOT 405 Emerging Biomanufacturing Technologies**

i. Action on the pre-requisite

**Motion:** tabled

**Seconded:** tabled

**Discussion:** Maire noted that the pre-requisite has not yet been approved. Jim DeKloe added the pre-requisite, but the courses are taken in sequence. If a student fails a course they must wait for the next cycle for the course. Thao advised that it is similar to a Mira Costa class with a pre-requisite of ENG 401; also requires technical writing (ENG 451) and ENG 001 which must be completed prior to taking; Jim advised that he will add 401 as a pre-requisite. Have 13 classes to present to curriculum. Started with the 3 easiest courses to justify upper division. Thao asked about articulation, and DeKloe said it cannot articulate with any college except Mira Costa.

**Vote:** will come back to the pre-requisites at next meeting

ii. Action on the course

**Motion:** Erin

**Seconded:** Jose

**Discussion:** Dr. Yu advised that this is a clear cut course for upper division. Jim DeKloe joined and introduced the program. AS developed the forms to be upper division. Jim handed out an outline of the courses; meets ASCCJC standards. Dr. Minor asked what makes it an upper division course. Developing through NSF technology grant of comparing single user disposal technology to traditional technology such as stainless steel. Current Biotech program focused on producing medicines (pharmaceutical biotechnology); Emerging biotech is designed for bio fuels and bio cells to make chemicals that are currently extracted via petrochemicals; will also get into stem cells. There is a current stem cell manufacturing plant that is FDA-approved in Sacramento; will be a huge technology. Will be looking at other cutting edge and leading edge technologies and having the students analyze and critique each other is upper division. Erin stated that according to the process for approval, to be an upper division course it must meet one or more of the following: depth/focus; specialization; refinement; preparation; cap-stone projects. Jim felt that it fulfills all. The courses will not articulate; the students are admitted as a cohort program and will stay together; non biotech students will not be able to take the course; only transferrable to Mira Costa.

**Vote:** approved

c. **(CP16-103) BIOT 409 Methods in Quality Improvements, Investigations and Audits**

i. Action on the pre-requisite

**Motion:** Erin moved to table the approval of the pre-requisites

**Seconded:** Randy

**Discussion:** has the same ENG 451 pre-requisite, which has not been approved. This is a capstone course for seniors to be taken in senior year. Prerequisites are 406, 407, and 408 (also not yet approved).

**Vote:** tabled until pre-requisites courses have been approved

ii. Action on the course

**Motion:** Erin

**Seconded:** Randy

**Discussion:** Per Jim, this is course covers how to investigate bio-manufacturing deficiencies, teaching the skills the FDA uses to conduct audits. Requires analysis, evaluation, decision-making, and technical reports written in the approved format. Thao wanted to know how many writing assignments; Jim advised 2-3 papers and each assignment will look at Bloom's taxonomy; read and review/critique.

**Vote:** approved

d. **(CP16-104) BIOT 410 Emerging Trends in Biomanufacturing Quality**

- i. Action on the pre-requisite

**Motion:** tabled

**Seconded:** tabled

**Discussion:** same issue as 405 and 409

**Vote:** tabled

- ii. Action on the course

**Motion:** Randy

**Seconded:** Erin

**Discussion:** Jim advised that this is the quality side of what was just approved; looking at how companies comply with FDA and international regulations. Students will formally respond to FDA comments to emerging issues in a way that a bio company would respond to the FDA and prepare a presentation on their findings in a seminar format. Thao asked if it should require COMM 001; Erin asked if there is money to put suggested books in library; Jim advised yes.

**Vote:** approved

**7. Course Modifications**

- a. **(CP16-090) OT 061 Health Insurance** – Changes: instructional method (online), assessments, objectives, textbooks

- i. Action on the DE

**Motion:** Maire

**Seconded:** Erin

**Discussion:** course will now be offered on-line

**Vote:** approved

- ii. Action on the course

**Motion:** Maire

**Seconded:** Marianne

**Discussion:** course will now be offered as DE; updated methodology; will it be transferrable? Maire advised yes. Thao asked if it is degree transferrable, why isn't numbered higher. Maire not sure if there is an applicable CSU course. Students use as an elective for transfer. Randy asked if the course will automatically update in the queue; Curtiss advised that it would need to be updated by originator.

**New Motion:** Maire motioned to approve course with new number (OT 161) pending receipt of the course's articulation agreement

**Seconded:** Deb

**Vote:** Approved

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

- i. Action on the course

**Motion:** Marianne

**Seconded:** Randy

**Discussion:** minor change in course content. Randy asked if having to complete a term paper denotes that they need to take ENG pre-requisite; was advised only for research papers

**Vote:** Approved

**8. Curriculum Review – Course Modifications**

- a. **(CP16-050) CHEM 001 General Chemistry I** – Changes: catalog description, assessments, assignments, content
- i. Action on the pre-requisite

**Motion:** Erin

**Seconded:** Marianne

**Discussion:** removed high school math course as a pre-requisite; must take college level math per C-ID; Curtiss advised that this was a C-ID mandate; Marianne said that it could delay graduation; Dr. Minor advised that the student must be able to demonstrate knowledge (pass a placement test - \$95) in lieu of taking college level pre-requisite just cannot list high school in catalog.

**Motion:** Marianne motioned that the 1 year of HS math or chemistry and amend with MATH 104 and CHEM 160 or equivalent

**Vote:** Approved

- ii. Action on the course

**Motion:** Randy

**Seconded:** Deb

**Discussion:** No discussion

**Vote:** approved

- b. **(CP16-092) CHEM 051 Chemistry for the Health Sciences** – Changes: assessments, textbooks

- i. Action on the course

**Motion:** Erin

**Seconded:** Marianne

**Discussion:** Thao was concerned about the course number in Section E of CurricUnet; not UC transferable, but is CSU transferable. Randy will take back to faculty for review and update of the IGETC

**Vote:** approved provided IGETC will be updated

- c. **(CP16-093) COUN 004 Life Management** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
- d. **(CP16-094) COUN 005 Career Life Planning** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
- e. **(CP16-095) COUN 006 University Transfer** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
- f. **(CP16-096) COUN 007 College Study Techniques** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
- g. **(CP16-097) COUN 008 MESA Enrichment** – Changes: Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
- h. **(CP16-098) COUN 009 Performance Enhancement** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks

- i. Action on the courses

**Motion:** Erin motioned to approve COUN 004-009 together since changes are similar and they are intended to be UC transferrable

**Seconded:** Margherita

**Discussion:** Thao advised that the approval process is different from school to school; some may accept it and another may not. Deb noted on at least one course, it was incomplete – no number of reading pages and the language should be updated. The committee reviewed the new content and provided suggested changes for each course for Marianne to request that the instructor correct.

**Vote:** approved

- i. **(CP16-099) COUN 015 Valuing Diversity** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
  - i. Action on the courses

**Motion:** Randy

**Seconded:** Deb

**Discussion:** Marianne wrote it and modeled it after a UC multi-cultural course; it will now be transferrable

**Vote:** approved

- j. **(CP16-100) COUN 023 Psychology of Modern Life** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
  - i. Action on the courses

**Motion:** Randy

**Seconded:** Deb

**Discussion:** Marianne removed “applied” from the title per UC request. Changed title and rearrange the content. Deb requested that Marianne change the objective to understand the dynamic of personal relations. DVC has the same course. Thao advised that the course was just approved for Area D and CSU approved it; it may need to be re-submitted; committee agreed.

**Vote:** approved

- k. **(CP16-101) COUN 062 Helping Skills: Creating Alliances and Facilitating Change** – Changes: course number, TOP code, catalog description, course advisory, assessments, content, textbooks
  - i. Action on the course

**Motion:** Deb

**Seconded:** Jose

**Discussion:** Marianne advised that the course description was updated to remove redundant content covered in another course (HS 051). This course was overdue for updating. Textbooks also updated.

**Vote:** approved

## 9. New/Revised Credit Programs or Certificate Programs

None

## 10. Major Deletions

None

## 11. Report from Chair

The new upper division courses for biomanufacturing and cosmetology will be reviewed at the next meeting; it is imperative that we have a quorum in attendance to review the courses. All committee member’s presence is vital; please avail yourselves.

## 12. Report from VP Academic Affairs

Nothing to report

## 13. Report from the Articulation Officer

- Courses for UC and CSU GE were submitted for approval. For option B, we have twelve new courses for 2016-2017. For the IGETC we have 12 courses and for CSU we have 16.
- Option A – wants to revise (students would take to get AS degree); wants to add CTE courses from 100 to 199. Examples of courses not currently in option A include biotechnology, drafting, engineering, and water treatment. ENG 004, 017, 030, and 045 in option A were approved for CSU and UC. Marianne thought it would be a good idea to see the language and rules of option A. Staff needs to be trained a bit more before getting on board, so they know the context and the future. Suggested a training session

with simple written materials. Dr. Minor advised we will need comprehensive training on the changes in Fall 2016.

#### **14. Other**

Maire concerned that the committee is approving courses with pre-requisites without actually approving the pre-requisite first; example ENG 451 has not been approved but is a pre-requisite for other courses and may be problematic. Dr. Minor advised that courses cannot be offered before the pre-requisites are approved, but the courses can be approved (just not offered).

#### **15. Open Discussion**

None

#### **16. Adjournment**

**Motion:** Deb

**Seconded:** Marianne