



Solano Community College Academic Senate Curriculum Committee

Meeting Minutes - Draft
May 10, 2016

1. Roll Call

Curriculum Chair Curtiss Brown called the meeting to order.

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

Guests:

Jim DeKloe, Biotechnology
Mike Pelletti, Philosophy
Michael Wyly, English
Erin Farmer, English
Ferd Florence, Art
Belinda Silva-Attianese, Cosmetology (?)

Absent: John Yu; Michelle Arce

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: Deb motioned to move the Baccalaureate courses to the end

Seconded: Maire

Vote: not carried (5 yes; 4 no; 2 abstentions)

Motion: Marianne motioned to move the philosophy and English courses to be looked at first

Seconded: Erin

Vote: carried

Motion: Randy motioned to move the action items to the end

Seconded: Erin

Vote: Carried; action items to be discussed after agenda item #8

3. Consent Items

None

4. Approval of Minutes

– Minutes from October 12, 2015

– Minutes from October 27, 2015

Motion: Marianne motioned to approve both sets of meeting minutes

Seconded: Erin

Vote: motion carried; minutes approved

5. Action Items

Discussion regarding pre-requisite approval for BIOT courses:

- BIOT 405 (401)
- BIOT 409 (407)
- BIOT 410 (407)

Motion: Maire motioned to combine approval for all three courses

Seconded: Erin

Discussion: No discussion

Vote: approved

6. New Courses

a. (CP16-105) ART 048 Introduction to Animation

- i. Action on the course

Motion: Erin

Seconded: Teri

Discussion: Ferd advised that the department originally hoped to offer the course in fall; it has been moved to the spring 2017 schedule Very excited about extending graphic design to make it more robust and competitive with other colleges; will have tablets and software; branching into an area that is exciting to students

Vote: approved

b. (CP16-106) BIOT 401 Biomanufacturing Process Sciences and Engineering Principles

- i. Action on the pre-requisite

Motion: Erin

Seconded: Randy

Discussion: Per Jim, BIOT 401 (technical) and 407 (regulatory) will be taken in fall semester of junior year; both courses are foundation courses for entire program; serve as pre-requisites for further study

Vote: approved

- ii. Action on the course

Motion: Erin

Seconded: Marianne

Discussion: Curtiss wanted committee members to review the course content to insure that this course meets the upper division requirement.

Vote: approved

c. (CP16-107) BIOT 407 Advanced Topics in Quality Assurance and Regulatory Affairs

- i. Action on the pre-requisites

Motion: Maire

Seconded: Marianne

Discussion: Per Jim, BIOT 401 (technical) and 407 (regulatory) will be taken in fall semester of junior year; foundation courses for entire program; serve as pre-requisites for further study

Vote: approved

- ii. Action on the course

Motion: Maire

Seconded: Erin

Discussion: Curtiss wanted committee members to review the course content to insure that this course meets the upper division requirement.

Vote: approved

d. (CP16-108) BIOT 402 Design of Experiments for Biomanufacturing

- i. Action on the pre-requisites

Motion: Maire

Seconded: Erin

Discussion: Per Jim, BIOT 402, 403 and 404 will be taught in spring semester of junior year. BIOT 402 and 403 have a lower division pre-requisite. Senior level courses will have the junior level course as a pre-requisite.

Vote: approved

- ii. Action on the course

Motion: Maire

Seconded: Randy

Discussion: Per Jim, this course is a formal approach called design of experiments. Goal is to optimize a run in biotechnology and maximize the number of cells and yield protein. Alter multiple parameters simultaneously to determine synergies.

Vote: approved

e. **(CP16-109) BIOT 403 Design of Biomanufacturing Facilities, Critical Utilities, Processes, and Equipment**

- i. Action on the pre-requisites

Motion: Maire

Seconded: Erin

Discussion: Per Jim, BIOT 403 will be taught in spring semester of junior year, with lower division pre-requisites

Vote: approved

- ii. Action on the course

Motion: Erin

Seconded: Margherita

Discussion: Per Jim, gets into details of how to design a biotech facility and minimize risks such as cross-contamination; nuts and bolts of architectural design

Vote: approved

f. **(CP16-110) BIOT 404 Bioprocess Monitoring and Control**

- i. Action on the pre-requisites

Motion: Marianne

Seconded: Erin

Discussion: Pre-requisites include acceptance into BIOT program and successful completion of BIOT 401

Vote: approved

- ii. Action on the course

Motion: Erin

Seconded: Jose

Discussion: Per Jim, this course will cover engineering systems to monitor cell growth and controlling heat parameters such as temperature, and ph level. Marianne noted a typo on page 2 on the course work form (Jim will fix).

Vote: approved

g. **(CP16-111) BIOT 406 Supply Chain and Enterprise Resource Planning in Biomanufacturing**

- i. Action on the pre-requisites

Motion: Erin

Seconded: Floyd

Discussion: Pre-requisites are BIOT 402/403/404; successful completion and mastery of class will make student employable in supply chain and enterprise resource planning.

Vote: approved

ii. Action on the course

Motion: Erin

Seconded: Teri

Discussion: The course reviews the entire supply chain; successful completion will allow them to be eligible to obtain certification in supply chain

Vote: approved

h. **(CP16-112) BIOT 408 Six Sigma and Lean Manufacturing**

i. Action on the pre-requisite

Motion: Erin

Seconded: Marianne

Discussion: Junior level courses are the pre-requisites (BIOT 402/403/404)

Vote: approved

ii. Action on the course

Motion: Jose

Seconded: Erin

Discussion: Erin asked what “pokeyoke” is – Jim advised that it is an industry term that was adopted from Japan; experienced instructor will know what the term means

Vote: approved

i. **(CP16-113) BUS 400 Project Management**

i. Action on the pre-requisite

Motion: Erin

Seconded: Jose

Discussion: completion of lower division

Vote: approved

ii. Action on the course

Motion: Erin

Seconded: Floyd

Discussion: course was designed by Lavonne Slaton and her colleagues. Per Jim, the course is designed to accommodate an outside test (formal certification in project management).

Vote: approved

j. **(CP16-114) PHIL 400 Bioethics**

i. Action on the pre-requisite

Motion: Marianne

Seconded: Randy

Discussion: Jim advised that the students who enter the course will have completed an IGETC or CSU pre-requisite of Critical Thinking

Vote: approved

ii. Action on the course

Motion: Maire

Seconded: Marianne

Discussion: one of three GE courses for biomanufacturing; hope for it to become the GE requirement for a BS Nursing degree if CSU allows community colleges to do that. Maire inquired if course would be taught in Health Sciences or Philosophy; Mike Pelletti advised it would be taught in Philosophy, adding that the advantage of leaving it in Philosophy is that it serves as a GE requirement should there be a BS in Health Science offered by SCC. Marianne inquired if we are certain it will be acceptable in both programs; Mike advised that Respiratory Techs at other colleges have this as a GE requirement so he assumes it will be logical to work for nursing. Marianne asked if it was compared with CSU/UC; Mike advised that they are fairly standard.

Vote: approved

k. **(CP16-115) ENG 400 Advanced Technical Writing: Writing for the Sciences**

i. Action on the pre-requisite

Motion: Erin

Seconded: Randy

Discussion: modernized the pre-requisites for upper division general education; ENG 001

Vote: approved unanimously

ii. Action on the course

Motion: Erin

Seconded: Marianne

Discussion: Course designer, Michael Wyly advised that the course was modeled on courses that are housed in ENG at SFS, UCD and UCI technical writing programs, and necessitates an ENG specialty per ACCJC minimum qualifications. Additional comments/points of discussion:

- Deb proposed the possibility of cross-listing course since it is specialized (ENG 410/IT 410); best way to get an experienced technical writer in to teach the course. Often taught as a specialized course at other colleges; industrial technology is designed to be broader.
- Maire disagreed that only an ENG instructor can teach the course and is diminishing what a CTE-focus would bring to it.
- Per Jim’s experience with industry analysis, typically this type of course has an ENG instructor.
- Erin felt that as the course is written and per the biotech specialist, it should be housed in ENG.
- Michael further advised that it is modeled after UC courses and they advise housing it in English department for broader education and transferability.
- Maire concerned that because the students need to write at a technical level, they need a specialized instructor for course.
- Marianne proposed that it get approved as written and discuss with ENG and IT down the road for potential cross-listing.
- Erin Farmer advised that there is a misconception that English instructors can only write in their field; most are trained in writing across the curriculum, a core element of the community; have been asked to adapt courses to various subject matters over the years and have done so
- Jose feels that even with different focuses, there is still a core of composition in rhetorical strategies and writing; feels that IT side of writing is missing the academic side of the picture
- Deb – lower division technical writing class that was supposed to be CTE is cataloged in English and has not been taught for some time
- Michael explained that ENG 051 – which has been in multiple program review cycles – has not been offered because there is not a large demand; only CSU transferable resulting in lower appeal

Vote: Deb and Maire opposed; course approved

7. Course Modifications

- a. **(CP16-116) ENG 021 Introduction to Poetry** – Changes: instructional method, objectives, textbooks textbooks)

i. Action on the DE

Motion: Erin

Seconded: Jose

Discussion: No discussion

Vote: approved

ii. Action on the course

Motion: Erin

Seconded: Marianne

Discussion: no further discussion

Vote: approved

- b. **(CP16-123) COSM 100 Cosmetology I** – Changes: units, course advisory, assessments, content, textbooks

i. Action on the course

Motion: Maire

Seconded: Erin

Discussion: Per Maire, this course is the result of serious work by faculty to make the course Title V compliant; they revised the course content to bring it into 20th century, allowing students to complete course quicker.

Vote: approved

- c. **(CP16-124) COSM 101 Cosmetology II** – Changes: method of instruction, pre-requisite, units, catalog description, objectives, assessments, textbooks

i. Action on the pre-requisite

Motion: Erin

Seconded: Marianne

Discussion: must take COSM 100 as a pre-requisite

Vote: approved

ii. Action on the course

Motion: Maire

Seconded: Erin

Discussion: Per Maire, faculty was able to separate out the content so that the courses are three distinct courses; cosmetology instructor advised that it also eliminates the possibility of students enrolling in concurrent classes

Vote: result

- d. **(CP16-125) COSM 102 Cosmetology III** – Changes: units, catalog description, objectives, assessment, content, textbooks

i. Action on the pre-requisite

Motion: Deb

Seconded: Maire

Discussion: pre-requisite is COSM 101

Vote: approved

ii. Action on the course

Motion: Deb

Seconded: Erin

Discussion: Per Maire this is the last of the courses for full-time day students; in fall additional courses will be added to supplement hours to meet minimum for the board

Vote: approved

8. Curriculum Review – Course Modifications

- a. **(CP16-117) COUN 091 Foundations for College Success** – Changes: course number, course title, catalog description, objectives, course content, textbooks
 - i. Action on the course

Motion: Maire

Seconded: Deb

Discussion: Marianne advised that course will also be taught as DE; currently in DE review; would like it approved without DE. Course is a “mini course” half unit – 8 hours total duration; many CSU and UC campuses have these courses to orient students in the first semester.

Vote: approved

- b. **(CP16-118) COUN 102A Time Management and Goal Setting** – Changes: instructional method, catalog description, objectives, assessment, course content, textbooks
- c. **(CP16-119) COUN 102B Test Taking, Test Anxiety and Memory** – Changes: method of instruction, objectives, textbooks
- d. **(CP16-120) COUN 102C Study Systems** – Changes: method of instruction, objectives, textbooks
 - i. Action on the courses

Motion: Erin motioned to group the three courses together

Seconded: Jose

Discussion: Marianne advised that each course is a ½ unit with varying themes (based on title); courses have been used as summer bridge-connect classes; cleaned them up in curriculum review with minor changes

Vote: approved

- e. **(CP16-121) COUN 103 Disability and Success** – Changes: program title, TOPS code, instructional method, catalog, assessment, textbooks
 - i. Action on the course

Motion: Erin

Seconded: Floyd

Discussion: Course was written by former instructor Ron Nelson; focus on self-advocacy and success in utilizing the different tools in the DSP department; population strictly for DSP students. Ron, Candice and Marianne are co-contributors in case changes need to be made.

Vote: approved

- f. **(CP16-122) COUN 301 Transition to College for Students with Disabilities** – Changes: course number, program title, TOPS code, catalog, assessment, textbook
 - i. Action on the course

Motion: Erin

Seconded: Floyd

Discussion: Per Marianne, this is an outreach DSP program whereby the counselor goes out into the community and works to ensure a smooth transition for prospective DSP students to SCC.

Vote: approved

9. New/Revised Credit Programs or Certificate Programs

- a. **(CP16-123) Music ADT**
 - i. Action on the program

Motion: Erin

Seconded: Floyd

Discussion: Teri advised that the unit values of courses were adjusted because they were over the max; the program was changed to 38 units to meet GE ADT compliance; total value with GE and major is 60 units
Vote: approved

10. Major Deletions

None

11. Report from Chair

There will be changeover in the new academic year:

- **Departing:** Deb Berrett (Computer Science); John Yu (Math); Robert Gabriel (Health Sciences); Floyd Burnsed (Health Sciences)
- **Coming Aboard:** Kevin Anderson (Computer Science); Ginger Cain (Kinesiology);

12. Report from VP Academic Affairs

- Thanks to all members and congratulations to those retiring (Floyd)
- There will be training for new members early in the fall of 2016 and we are looking to members for feedback on the curriculum handbook
- New PCAW will be out later in the semester

13. Report from the Articulation Officer

- Thao advised that BIOT will not be articulated with any school; however, it will be put on the SCC website for advertisement to students who may be interested
- Thao thanked committee members for allowing her to participate in meetings

14. Other

- Marianne also wanted to give acknowledgement to Jim for efforts on the Bio tech program
- Curtiss thanked Thao for her efforts as interim articulation officer
- Curriculum specialist position – interviews held today; selection will go for board approval on 5/18 and on-board right after; in the interim, contact Curtiss for curriculum issues and an articulation office for articulation issues

15. Open Discussion

None

16. Adjournment

Motion: Erin

Seconded: Randy