Solano Community College
Academic Senate
CURRICULUM COMMITTEE
Adopted Minutes

Tuesday, August 25, 2015
1:30 pm., Room 503

1. Roll Call

Present:

Curtiss Brown, Chair	Joshua Scott	Myra Kargbo
Debra Berrett	Maire Morinec	Nedra Park, Admin. Assist.
Erin Duane	Margherita Molnar	Neil Glines
Erin Moore	Marianne Flatland	Randy Robertson
Floyd Burnsed	Michelle Arce	

Absent:

Lavonne Slaton	Myra Kargbo	Sandra Moore
Terri Yumae		

Guests

Michael Wyly	Leslie Minor	Robert Gabriel
Jocelyn Mouton		

2. Approval of Agenda

The minutes of May 2, 2015 were approved.

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: Debbie Berrett

S: Randy Robertson

A: Passed Unanimously

3. Consent Items

3.1 Remove "within the last three years" from the prerequisite for the following ENGL courses:
   001, 350, 350L, 355, 355L, 360, 370, 370L, 380

3.2 Add MATH 011 to the psychology AA to meet the 51% articulation agreement with the Chancellor's Office
   Discussion: Marianne Flatland asked why another math course was being added. Erin Moore responded that the Chancellor's Office requires a minimum of 51% of the units to articulate with a UC or CSU at the major level. The Psychology AA is missing 2 units to make the 51%. Since PSYC 004, part of the AA degree, requires MATH 011 as a prerequisite, it makes sense to add it to Psychology degree which makes the total units 22. We have an articulation agreement with Cal Poly Pomona that meets the 51% unit requirement with MATH 011.

4. Approval of May 12, 2015 Minutes

  M: Joshua Scott

  S: Erin Duane

  A: Passed Unanimously

5. Action Items

  5.1 Approval of the AY 2015-16 Curriculum Committee Calendar

  M: Debra Berrett

  S: Margherita Molnar

  A: Passed Unanimously

   Discussion: Erin Duane questioned the December 21 and 22 Flex-Cal days on the calendar and wondered if people would attend activities on those days. Some thought it was to give teachers time to work on grades. Erin Duane noted this was contrary to the contract, as it is part of the regular work load. Academic Senate President, Michael Wyly thought those days were to allow time for end of term assessments to be done, but he will investigate further. He noted that there is no senate representation on the Calendar Committee. The Calendar Committee designated the days and Erin Moore noted that the Curriculum calendar is based on the Academic Calendar. Chairman Curtiss Brown suggested that whether or not it is valid Flex Cal activity is a matter for the Academic Senate. Erin Duane noticed that the calendar legend also listed the semester as ending Friday, Dec. 20 and should be Sunday, Dec. 20.

6. New Courses

   None

7. Course Modifications

   None

8. Curriculum Review – Course Modifications

   None

9. New/Revised Credit Programs or Certificate Programs

   None

10. Major Deletions

    None

11. Report from the Chair

    11.a   Associate Degree for Transfer (ADT) Update – Curtiss Brown

         Transfer Model Curriculum (TMC) is now available for Biology, Chemistry, Film, Television and Electronic Media. Erin Moore reported that the courses for the Film, Television, and Electronic Media degree are all built and waiting for faculty, Curriculum Committee Representative, and dean approvals in CurricUNET. Once the courses have Curriculum Committee approval, they need to be submitted to C-ID. Chemistry is exceeding the required degree units. Chairman Curtiss Brown is checking with other colleges to gather more information on handling this situation.

Discussion: Dean Maire Morinec asked if Film, Television, Media was also going to be a CTE degree. Erin Moore said that the ADT must be done or we will lose the A.S. degree. A CTE degree may be a possibility in the future. Dean Maire Morinec asked for an update on Computer Science AST, another high unit program that has been in the approval que for a year. Erin Moore is working with faculty to get CSI 001 modified and approved for General Education so that it counts toward the degree and GE which will allow the degree to meet the total degree requirements. Chairman Curtiss Brown noted that courses in a TMC with a corresponding C-ID descriptor need C-ID approval before the degree can move forward with the state. This process change became effective July 1, 2015. He also said the lack of an Articulation Officer is also slowing down the process. Marianne Flatland asked if a list of approved courses with a C-ID number is available online. Erin More responded C-ID.net shows courses that are C-ID approved for current and previous terms.

11.b Curriculum Review Update
Postponed to next meeting

11.c Curriculum Committee Representatives
Chairman Curtiss Brown said that curriculum committee representatives are needed for various areas. If you know any faculty that might be interested please refer them to Chairman Curtiss Brown.

11.d Removing Courses from the Catalog – Michael Wyly, AS President
Chairman prefaced the presentation by reminding everyone of the course list that was sent out. Courses in red are not assessed and ACCJC is concerned that the catalog is not 100% representative of the courses that are offered or assessed. President Wyly reported that about 67% of the courses have been assessed based on SLO assessment data. Per Gene Thomas, Assessment Committee Chair, this number may be higher, as new courses have not been assessed and some assessments haven't been uploaded. This going to be a focus of ACCJC at our next accreditation review, as ACCJC has stated that 100% of courses must be assessed to be in compliance. Faculty has been asked to delete courses that are not offered or not planned to be offered. He noted that the Curriculum Committee has been the most proactive to work on this problem and it is in this committee's purview. President Michael Wyly asked the committee how they want to approach this problem. The senate would like the committee to work with their discipline colleagues to find a solution. One suggestion President Michael Wyly offered for consideration is reaching out to faculty for ideas about creating an apparatus to determine a plan for a course or develop criteria a course must meet to persist. It may ultimately come down to the committee simply removing a course if the faculty are unable to determine a plan or meet a set criteria. Erin Duane asked about classes that aren't offered because of space or funding. President Wyly mentioned Joshua Scott's suggestion of finding a tool to evaluate classes that aren't offered in the next year, but are planning to be offered. For example the tool could include: 1) criteria the course must meet to persist, 2) show through an assessment process the course is undergoing changes. This will be essential as the committee plans curriculum for the bachelor degree programs in spring even though the courses will not be offered for a few years. Chairman Curtiss Brown encouraged the committee to discuss this matter with their colleagues.

12. Report from the VP of Academic Affairs
No report

13. *Report from the Articulation Office*

No update

14. *Other*

14.1 CurricUNET Upgrade Status

Erin Moore announced that CurricUNET is being updated, and moving toward CurricUNET Meta. Some problems that are encountered in the old version have been corrected in the Meta program. The company has started building the college's Meta site and will data dump this semester with a plan to test later this fall. Erin Moore noted that Meta is more user friendly with useful new features. She would like to phase in the Meta program gradually, starting with committee members, then train the rest of the faculty depending on Governet.

15. *Curriculum Committee Basics*

The purpose of this training is to help veteran and new committee members learn about the committee. Chairman Curtiss Brown covered the charge of the committee, voting and nonvoting committee representation, and the committee's function. He included typical items that the committee votes on, meeting operations and member responsibilities. He also included the proposal and the approval processes, and a list of resources for all members. This presentation will be available as an attachment to the minutes. The material was taken from the "Curriculum Committee Handbook". In a discussion of member responsibilities, the point of course/proposal originator or their designee attending to present the course on the agenda to the committee was brought up. Committee members Joshua Scott and Marianne Flatland wanted this to be the standard procedure. Erin More pointed out that as representatives on this committee, the task is to ensure the proposal meets the Curriculum Committee standards, regardless of how individuals may feel about the actual course itself. The need for dean approval was also discussed. Chairman Curtiss Brown pointed out that while the committee is faculty driven, and technically a course could be brought to the committee without a dean's approval, this should not be done, the dean should be consulted. Chairman Curtiss Brown said that in the situation where the dean opposes the course, the dean of the specific area and the course originator would be invited to state their cases to the committee. However, all this should be resolved before it comes to the committee. Dean Maire Morinec asked if a faculty could submit a course without having the minimum qualifications to teach it. Erin Moore noted that faculty creating courses need to be set up in CurricUNET upon dean's request; therefore, faculty should have the minimum qualifications to teach the course in development. Dean Maire Morinec asked what if a course that was approved, was passed by the committee, but the dean objects because of costs. Chairman Curtiss Brown said it would go to the Dean of Academic Affairs and then it could go to the board. Dean Maire Morinec stated that she has nothing in CurricUNET to show she doesn't approve, she can only put a course on hold. She stated that there is no "disapprove" option in CurricUNET. Chairman Curtiss Brown, said that the dean's approval should be done prior to the tech review. If there is no approval from the dean, the committee would stop the approval process to investigate why the course was not approved by the dean before it moves forward. He also offered to send a copy of the course process outlined in the presentation.

16. *Adjournment*

Erin Duane moved to adjourn the meeting and Randy Robertson seconded the motion. The meeting was adjourned.