

# SOLANO COMMUNITY COLLEGE

Academic Senate  
Curriculum Committee

## Minutes

Tuesday, September 23, 2003  
1:30 p.m., Board Room

### **ROLL CALL**

Leslie Rota, Chair; Robin Arie-Donch, Debbie Berrett, Erin Farmer; Ruth Fuller; John Glidden, Cynthia Guggemos, Bob Myers; Esther Pryor; Jean Reyes, Kathy Rosengren, Ann Willer, Kathryn Campbell; Donna Vessels, and Judy Spencer

Excused: Brad Paschal

Guests: Sal Alcalá, Dolores Curiel, Jim Ignatieff, Roy Pike, and Victor Dusenberry

### **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.*

### **CONSENT ITEMS – (None)**

It was moved by Jean Reyes and seconded by Ann Willer to approve the agenda as presented.

The motion carried unanimously.

### **APPROVAL OF MINUTES**

It was moved by Robin Arie-Donch and seconded by Debbie Berrett to approve the minutes of September 9, 2003, with the corrected spelling of the vocational student committee member's name: Cynthia Guggemos. The motion carried unanimously with the correction.

### **NEW COURSE PROPOSALS – (None)**

### **COURSE MODIFICATIONS**

- a. (CP-03-71) CIS 1-Introduction to Computers – Change catalog description, methods of evaluation, writing assignments, and textbooks.

It was moved by Ann Willer and seconded by Kathy Rosengren to approve the course modifications as presented.

The motion carried unanimously.

- b. (CP-03-70) CIS 15-Programming in Visual Basic – Change catalog description, methods of evaluation, course outline, and textbooks.

It was moved by Ann Willer and seconded by Robin Arie-Donch to approve the course modifications as presented.

The motion carried unanimously.

- c. (CP-03-72) FIRE 131-Fire Control III – Change method of instruction, repeatability, methods of evaluation, reading assignments, course outline, and textbooks.

It was moved by Debbie Berrett and seconded by Jean Reyes to approve the course modifications as presented.

The author of this modification, Roy Pike, clarified the difference between written questions and written exams.

Under item 12. Student Assignments (homework), it was agreed to make the following change in (a.): Students will be required to read 18-20 pages ~~per week~~ from text, plus read 3-5 information sheets assigned ~~per week~~.

There was discussion relative to tracking students who take Fire 140 vs. Fire 131. Mr. Pike clarified that students sign a statement making a commitment that they will not take both courses. The tracking is done manually. The reason is because if a student is enrolled in the fire academy, they are not eligible to enroll in the modular classes.

It was agreed that Roy Pike will work with Donna Vessels in adding language to item 12. Student Assignments (homework) that adequately addresses what written assignments will be graded in (b.).

The motion carried unanimously with the noted changes.

- d. (CP-03-73) FIRE 155-Incident Command I – Change method of instruction, catalog description, methods of evaluation, course outline, and textbooks.

It was moved by Debbie Berrett and seconded by Bob Myers to approve the course modifications as presented.

It was agreed that Roy Pike will work with Donna Vessels in adding language to item 12. Student Assignments (homework) that adequately addresses what written assignments will be graded in (b.).

There was discussion of item 13. Course Content Outline. Donna Vessels will work with Roy Pike, for the sake of structure, in developing the proper outline format.

The motion carried unanimously with the noted changes.

- e. (CP-03-74) IT 140-Industrial Materials – Change assignments (writing & other), course outline, and textbooks.

It was moved by Robin Arie-Donch and seconded by Kathy Rosengren to approve the course modifications as presented.

The motion carried unanimously.

**PROGRAM MAJOR MODIFICATIONS** – (None)

### **DISCUSSION OF CHANGE TO THE GRADUATION REQUIREMENTS**

The committee discussed the application for modification to the General Education structure of the Solano College graduation requirements. It was noted that English 12 needs to be added to Option C. There was also discussion as to whether it would be more beneficial to students to combine Option B and C. The majority felt that it is prudent to keep the options as outlined.

Chair Rota asked the committee members to share this information with their Deans and division and students for discussion. The Curriculum Committee will discuss this modification at the November 25 meeting and a vote will be taken at the December 9 meeting. Deans Myers and Rosengren will discuss the modifications with the Division Deans at a future meeting.

The question was asked if the information could be sent electronically. Donna Vessels will distribute the information to the committee electronically as soon as it is available. Any questions can be directed to Dolores Curiel at ext. 443.

### **REPORT FROM THE CHAIR**

Chair Rota announced that she will be adhering to the timelines as outlined for submitting proposals to the Curriculum Committee for placement on the agenda. Donna Vessels will send to the committee members an electronic copy of the calendar for distribution as needed.

Chair Rota reminded the committee members that when a new course is being developed that the faculty member and Dean must meet with Dr. Campbell before it can be placed on the agenda. If the discussion happens to be last minute, it may not make the agenda.

### **REPORT FROM THE VICE PRESIDENT**

Dr. Campbell reported that we are continuing to work on the spring schedule.

Dr. Campbell asked Donna Vessels to report on the "new articulation officer" training she attended last week. Donna stated that textbooks are being discussed and we need to be very specific with dates as opposed to the "latest edition" which has been the policy of the committee in the past. It was noted that Barnes and Noble on the Web can be a good resource in identifying the actual latest edition dates of textbooks.

Chair Rota reminded the committee that change of textbook editions do not have to go before the committee. They can be updated in the system without approval by the committee.

Donna also indicated that timeframes are going to be needed on course outlines, even if it is a generic block of time (e. g. what will be covered the first week, the second week, etc.). More information will be available at a future date.

### ***OPEN DISCUSSION***

None

### ***ADJOURNMENT***

There being no further business to come before the Curriculum Committee, it was moved by Robin Arie-Donch and seconded by Bob Myers to adjourn at 2:20 p.m., to meet again Tuesday, October 14, 2003, 1:30 p.m., in the Board Room.

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#### Attachments

- Application for Modification to the General Education structure of the Solano College Graduation Requirements
- Curriculum Committee Calendar 2003-04