

Solano Community College

Academic Senate CURRICULUM COMMITTEE

MINUTES

Tuesday, March 23, 2004
1:30 p.m., Board Room

ROLL CALL

Chair Arie-Donch welcomed both committee members and guests to the meeting. Each person present introduced themselves to each other.

Present: Robin Arie-Donch, Chair; Debbie Berrett, Erin Farmer, Ruth Fuller, John Glidden; Cynthia Guggemos, Bob Myers, Glenn Burgess (for Jean Reyes); Leslie Rota (for Kathy Rosengren); Robin Sytsma, John Urrutia (for Ann Willer); Kathryn Campbell, and Donna Vessels

Excused: Floyd Burnsed, Brad Paschal, Jean Reyes, Kathy Rosengren, and Ann Willer

Guests: George Daugavietis, Jim Ignatieff, Melanie Lutz, and Dave Redfield

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.

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

Chair Arie-Donch, at the request of Melanie Lutz and George Daugavietis, moved to change the order of the agenda by discussing the Math and Science Division Curriculum Review at the beginning of the meeting.

There being no objection to the change in order, the agenda was approved as amended.

The motion carried unanimously.

CONSENT ITEMS

Course Modifications

- a. (CP-04-09) HIST 18 History of the United States from 1865 – Change the method of instruction to offer course online.
- b. (CP-04-10) OT 160 – Machine Transcription – Change the course title to 'Business Transcription' and change the textbooks.

APPROVAL OF MINUTES

It was moved by Erin Farmer and seconded by Bob Myers to approve the minutes of February 24, 2004, as presented.

Chair Arie-Donch was called by Brad Paschal advising he was reported as being excused when indeed he was present. The minutes will reflect that Brad Paschal arrived after roll call.

The motion carried unanimously with the noted change.

NEW COURSES

- a. (CP-04-11) FIRE 148W – Hazardous Materials Technician 1A
 - 1) Action on prerequisite/advisory: Prerequisite = FIRE 112. Advisory = Eligibility for ENGL 1.
 - 2) Action on course.

It was moved by Bob Myers and seconded by Debbie Berrett to approve the prerequisite/advisory as presented.

It was moved by Bob Myers and seconded by Debbie Berrett to approve action on the course.

Dave Redfield stated on behalf of Brad Paschal his concern that Fire 148W looks like a Chemistry course and asked if it should have a Chemistry prerequisite. He also asked if the instructor has an FSA in Chemistry. Debbie Berrett responded on behalf of the author stating a prerequisite is not necessary because everything that is needed is taught in the course. It is taught very specifically in regard to hazardous materials. There are hazardous material certificates required before being able to teach the components of the course. There is a difference between content that is being taught for a very specific and narrow vocational program as opposed to a general education course in Chemistry. Although the outline is very specific, (partially because the author was instructed to provide specific outlines, or high-level outlines) having a Master's Degree in Chemistry seems a "bit much" to be able to teach this course, which is what you would need. This course is not about a Master's level requirement—it is about a Hazmat requirement. The instructor is no doubt trained to teach these very narrow and direct components. Debbie Berrett stated that the Fire Marshall would not allow the course to be taught without the instructor having proper Hazmat certification which includes the Chemistry components found in this course. She further stated that the State Fire Marshall feels the information included in the course is appropriate training for the student. Bob Myers stated that General Chemistry would have a lot more detail and more depth than this class.

Dean Ignatieff stated this course is meant for a first response situation. The information enables individuals to be able to conduct themselves and situations safely. This course sets the stage for the other three new course proposals being presented. There is no intent to make the courses as intense as a Chemistry curriculum.

Dean Redfield reiterated his opinion and the opinion of the Math/Science Division that this course is an academic course. He stated they are teaching an academic course in Chemistry and the students should be prepared to take that level of course by having prerequisites and the instructor should be qualified to teach at the College level. The Math/Science Division believes the technical level of the course has been underestimated.

In the next two weeks, the local Fire Chiefs have been invited to the campus to be a part of the learning process of our curriculum, e.g. how we select new courses and propose new courses, etc. Dean Ignatieff advised he would be willing to share the concerns expressed today to the Fire Chiefs and indicate to them that with our academic standard that we need to come to some common ground.

There was brief discussion about using "148" numbers (temporary special-topics courses) and the intent to move these courses into the regular curriculum after they are no longer experimental, without repeating the 148 numbers.

The motion to approve the prerequisite/advisory carried unanimously.

The motion to approve action on the course carried unanimously.

b. (CP-04-12) FIRE 148X – Hazardous Materials Technician 1B

- 1) Action on prerequisite/advisory: Prerequisite = FIRE 148W. Advisory = Eligibility for ENGL 1
- 2) Action on course.

It was moved by Debbie Berrett and seconded by Leslie Rota to approve the prerequisite/advisory as presented.

It was moved by Debbie Berrett and seconded by Leslie Rota to approve action on the course.

There was discussion relative to the Hazmat Chemical Identification Kits costing \$250 each. Chair Arie-Donch made a suggested to put this information in the catalog in a more general format, e.g. students will be required to purchase a Hazmat identification kit (omitting the cost). The current cost could be placed in the schedule, which is subject to change each semester.

The motion to approve the prerequisite/advisory with the noted change carried unanimously.

The motion to approve action on the course with the noted change carried unanimously.

c. (CP-04-13) FIRE 148Y – Hazardous Materials Technician 1C

- 1) Action on prerequisite/advisory: Prerequisite = FIRE 148W & 148X. Advisory = Eligibility for ENGL 1
- 2) Action on course.

It was moved by Debbie Berrett and seconded by Leslie Rota to approve the prerequisite/advisory as presented.

Recorded by Judy Spencer

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

The motion to approve the prerequisite/advisory carried unanimously.

The motion to approve action on the course carried unanimously.

d. (CP-04-14) FIRE 148Z – Hazardous Materials Technician 1D

- 1) Action on prerequisite/advisory: Prerequisite = FIRE 148W, 148X, and 148Y. Advisory = Eligibility for ENGL 1.
- 2) Action on course.

It was moved by Erin Farmer and seconded by Debbie Berrett to approve the prerequisite/advisory as presented.

It was moved by Debbie Berrett and seconded by Leslie Rota to approve action on the course as presented.

The motion to approve the prerequisite/advisory carried unanimously.

The motion to approve action on the course carried unanimously.

COURSE MODIFICATIONS

a. (CP-04-07) HIST 2 – World History to 1750 – Change the methods of evaluation, writing assignments, and textbooks.

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

The motion carried unanimously.

b. (CP-04-08) HIST 3 – Modern World History – Change the methods of evaluation, writing assignments, and textbooks.

It was moved by Leslie Rota and seconded by John Glidden to approve the course modifications as presented.

The motion carried unanimously.

PROGRAM MAJOR MODIFICATION - (None)

MATH & SCIENCE DIVISION CURRICULUM REVIEW

- a. (CP-04-19) Astronomy Curriculum Review Verification Form
- b. (CP-04-23) Biotechnology Curriculum Review Verification Form
- c. (CP-04-15) Geography Curriculum Review Verification Form
- d. ((CP-04-30) Engineering Curriculum Review Verification Form
- e. (CP-04-28) Meteorology Curriculum Review Verification Form
- f. (CP-04-21) Physical Science Curriculum Review Verification Form

It was moved by Debbie Berrett and seconded by Bob Myers to approve the verification forms for items a. – f., as presented.

The motion carried unanimously.

MATH/SCIENCE DIVISION CURRICULUM REVIEW

Course Modifications

- g. (CP-04-20) ASTR 10–General Astronomy – Change the method of instruction and catalog description.
 - 1) Action on advisories: SCC minimum math standards and eligibility for ENGL 1.
 - 2) Action on other changes.

It was moved by Bob Myers and seconded by Erin Farmer to approve action on the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

It was agreed to remove "written library projects and" from 12. c. Other (Terms projects, research papers, portfolios, etc.) to read as follows: ~~Written library projects and~~ **Possible field trip to local observatory.**

There was discussion on the course content outline and possible more in-depth information. It was agreed the faculty member decides how much detail should be included. Future discussions of course content outlines in general could be how much depth is needed in order for all outlines to be the same.

There was discussion if there is a more current textbook (1997) for this course. Author Melanie Lutz will research and e-mail the information to Donna Vessels.

Ruth Fuller commented on the written Library project and stated she is excited that this will be a method of evaluating student achievement. She would appreciate being able to talk to the instructor before a project is developed to be sure the Library resources work for both the instructor and students.

The motion to approve action on the advisories carried unanimously with the noted changes.

The motion to approve action on other changes carried unanimously with the noted changes.

- h. (CP-04-25) BIOTCH 52 –Business and Regulatory Practices in Biotechnology – Change the content outline and textbooks.

- 1) Action on advisories: SCC minimum math standards and eligibility for ENGL 1.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

The motion to approve action on the advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

- i. (CP-04-26) BIOTCH 62–Cell Culture and Protein Recovery – Change the prerequisites and content outline.

- 1) Revalidate prerequisites/advisory: Prerequisites = BIOSC 14 or BIOSC 2. Advisory = Eligibility for ENGL 1.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Erin Farmer to approve revalidation of the prerequisites/advisory as presented.

It was moved by Bob Myers and seconded by Erin Farmer to approve action on other changes as presented.

There was discussion relative to no textbooks being used for the course. It was agreed to add in 14.b. language similar to **current industry manuals**. Dave Redfield agreed to e-mail Donna Vessels with the most appropriate language.

The motion to approve action on the prerequisites/advisory carried unanimously with the noted change.

The motion to approve action on other changes carried unanimously with the noted change.

- j. (CP-04-27) BIOTCH 63–Biotechnology Instrumentation: Quality Control & Genetic Engineering – Change the prerequisites, content outline, writing assignments, and textbooks.

- 1) Revalidate prerequisites/advisory: Prerequisites = BIOSC 14 or BIOSC 2. Advisory = Eligibility for ENGL 1.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve revalidation of the prerequisites/advisory as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

The motion to approve action on the prerequisites/advisory carried unanimously.

The motion to approve action on other changes carried unanimously.

- k. (CP-04-16) GEOG 1–Physical Geography – Change the method of instruction, methods of evaluation, writing and other assignments, and textbooks.

- 1) Action on advisories: SCC minimum English standard.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

There was discussion on the 1971 and 1987 textbooks. The committee was advised those particular textbooks have not been updated. Since there are two other current textbooks, it was agreed there should not be a problem with the reading resources.

The motion to approve the advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

- l. (CP-04-17) GEOG 2–Cultural Geography – Change the method of instruction, methods of evaluation, writing and other assignments, and textbooks.

- 1) Action on advisories: Eligibility for English 1.
- 2) Action on other changes.

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

It was moved by Bob Myers and seconded by Debbie Berrett to approve the action on other changes as presented.

It was agreed to add in 11. Methods of Evaluating Student Achievement, similar language reflecting two additional methods:

2. Research paper

3. Participation in a field trip experience

Dave Redfield agreed to e-mail Donna Vessels with the most appropriate language.

There was discussion of the overlap between GEOG 2 and GEOG 4. The author stated that issues from both cultural and world geography have common characteristics and appear in both courses from time to time.

The motion to approve the advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

- m. (CP-04-18) GEOG 4–World Geography – Change the method of instruction, methods of evaluation, writing and other assignments, and textbooks.

- 1) Action on advisories: Eligibility for English 1.
- 2) Action on other changes

It was moved by Bob Myers and seconded by Leslie Rota to approve the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

It was agreed to add in 11. Methods of Evaluating Student Achievement, similar language reflecting two additional methods:

2. Research paper

3. Participation in a field trip experience

Dave Redfield agreed to e-mail Donna Vessels with the most appropriate language.

A notation was made relative to the course outline. A correction will be made to Roman numeral IV and the letter "A" will be removed from the outline layout if there is only one topic listed (e.g. topics listed under II, III, and X).

The motion to approve the advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

n. (CP-04-31) ENGR 1–Introduction to Engineering – Change the method of instruction, catalog description, and textbooks.

- 1) Action on advisories: Eligibility for English 1 & SCC minimum math standard.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

The motion to approve the advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

o. (CP-04-32) ENGR 2–Engineering Graphics – Change the method of instruction and catalog description.

- 1) Revalidate prerequisite/advisory: Prerequisites = MATH 51. Advisory = SCC minimum English standard.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve the revalidation of prerequisites/advisory as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

There was discussion on textbooks (no textbooks used). Dave Redfield advised this is a course that has not been taught before, and as soon as an instructor is hired to teach the class a textbook will be selected. The name of the textbook will be e-mailed to Donna Vessels.

The motion to approve the prerequisites/advisory carried unanimously with the noted change.

The motion to approve action on other changes carried unanimously with the noted change.

p. (CP-04-34) ENGR 30–Engineering Mechanics: Statics – Change the catalog description and textbooks.

- 1) Revalidate prerequisites/advisories: Prerequisites = MATH 21, PHYS 6. Advisory = SCC minimum English standard.
- 2) Action on other changes.

It was moved by Leslie Rota and seconded by Bob Myers to approve the revalidation of prerequisites/advisories as presented.

It was moved by Leslie Rota and seconded by Bob Myers to approve action on other changes as presented.

The motion to approve the prerequisites/advisories carried unanimously.

The motion to approve action on other changes carried unanimously.

q. (CP-04-35) ENGR 45–Properties of Materials – Change the catalog description and textbooks.

- 1) Revalidate prerequisites/advisory: Prerequisites = PHYS 6, CHEM 1. Advisory = SCC minimum English standard.
- 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve the revalidation of prerequisites/advisory as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve the action on other changes as presented.

It was agreed to reverse **devoted is to is devoted** in 9.a. Catalog Description:Special emphasis **is devoted** to the relationship between microstructure and the mechanical properties of metals, polymers and ceramics, and the electrical, magnetic and optical properties of materials.

The motion to approve the revalidation of prerequisites/advisory was carried unanimously with the noted change.

The motion to approve the action on other changes as presented carried unanimously with the noted change.

- r. (CP-04-22) PHYSC 12–Introduction to the Principles of Physical Science – Change the method of instruction, catalog description, and textbooks.
 - 1) Action on advisories: Eligibility for ENGL nm 1 & SCC minimum math standard.
 - 2) Action on other changes.

It was moved by Bob Myers and seconded by Leslie Rota to approve the advisories as presented.

It was moved by Bob Myers and seconded by Leslie Rota to approve action on other changes as presented.

Ruth Fuller commented on the written Library project as a method of evaluating student achievement. She would appreciate being able to talk to the instructor before a project is developed to be sure the Library resources work for both the instructor and students.

The motion to approve the advisories carried unanimously.

The motion to approve the action on other changes carried unanimously.

Revalidation of Prerequisites and/or Corequisites Only

- s. (CP-04-24) BIOTCH 51-Principles of Biotechnology – Revalidate prerequisite of BIOSC 14 or BIOSC 2.
- t. (CP-04-33) ENGR 17 Introduction to Electrical Engineering – Revalidate prerequisite of PHYS 7 and corequisite of MATH 23.

It was moved by Leslie Rota and seconded by Bob Myers to approve the revalidation of prerequisites and/or corequisites only as presented.

It was noted there were no changes made.

The motion carried unanimously.

REPORT FROM THE CHAIR

Chair Arie-Donch reported she has been working with the Academic Senate on the Statewide Academic Senate Curriculum Committee's task this year, which is to prepare a paper addressing the question of Title V Associate Degree requirements in English and Mathematics. Chair Arie-Donch attended a colloquium in February. Information gathered from that colloquium was distributed to the committee for their review and discussion. Chair Arie-Donch referred the committee to the following Web site, with links that further addresses the work that is being done relative to this issue:

<http://www.academic.rccd.cc.ca.us/~rmahon/curcom/curcom.html>

The committee will be making a report to the Executive Council of the Academic Senate and that report will go to the Governing Board, recommending whether or not to change the requirement for the Associate Degree (statewide) to Intermediate Algebra or the equivalent. There is a lot of discussion going on relative to the definition or the equivalent. If voted in, Title V will change and all Associate Degrees will have to have the higher Math as a requirement and it will be taken out of our local control. They are also discussing raising the English requirement, but since Solano College has ENG 1 as an Associate Degree requirement, it doesn't affect us.

Chair Arie-Donch would like Solano College to be a part of this discussion. If we don't weigh in, it will be decided without us and we won't have a voice in the decision. Once the decision is made, it will definitely affect us. She asked the Curriculum Committee representatives to go to their divisions and work with their Academic Senate representatives to coordinate in the division's discussions and feedback on the pros and cons of the possible

changes. Chair Arie-Donch would like to have a forum on campus around the end of April (week of April 26-30, 2004). Details are still being discussed with the Academic Senate and more information will be provided at a later date.

If adopted, the changes would affect Option A (already in Option B and C).

Solano Community College's position for the state Curriculum Committee is estimated to be the week of May 10-14, 2004.

Dr. Campbell stated it is important for the committee members to take as much information as possible about the pros and cons to the divisions so we can have a more rich discussion. It is very difficult to explain to people what all the ramifications are in doing something like this.

Chair Arie-Donch encouraged Math instructors to involve themselves with the statewide discussions.

The final vote will be taken in November 2004.

REPORT FROM THE VICE PRESIDENT

Dr. Campbell announced that Chair Arie-Donch will be attending the Academic Senate Curriculum Workshop this summer.

The accreditation workshop was held during Flex Cal on March 16. Dr. Campbell encourages everyone to understand the changes and the role of the Curriculum Committee in the whole process. The faculty should be taking the lead in this area. Performance objectives and evidence needs to be addressed.

OPEN DISCUSSION

There was no open discussion.

ADJOURNMENT

There being no further business to come before the committee, Bob Myers moved and Debbie Berrett seconded the motion to adjourn the meeting at 2:40 p.m., to meet again Tuesday, April 27, 2004, 1:30 p.m., in the Board Room (626).

CCMIN 03 23 04

Attachments: (2)

- Curriculum Committee 2003-04 – Title V Associate Degree Requirements in English and Mathematics
- SCC Timeline for Input on Title V Changes to Math Requirements