

Solano Community College

Academic Senate CURRICULUM COMMITTEE

MINUTES

Tuesday, September 27, 2005
1:50 p.m., Faculty/Staff Lounge 1424

Chair Erin Farmer thanked the committee for making the room change adjustment. She also advised the acoustics in the faculty/staff lounge are not the best and to please speak loudly enough to be recorded. Chair Erin Farmer welcomed and announced that Kevin Anderson will be filling in for Ann Willer from the Business and Computer Science Division until further notice. Carol Lilleberg introduced Erma Hernandez from Counseling who will be Carol's alternate when she cannot attend a meeting.

ROLL CALL

Present: Erin Farmer, Chair; Kevin Anderson, Sabine Bolz, Curtiss Brown, Glenn Burgess; Quentin Carter, J. Laurel Jones, Carol Lilleberg, Bob Myers; Francis O'Donovan, Kathy Rosengren, Judy Spencer, and Donna Vessels

Excused: Megan Bradshaw, Lillian Nelson, and Brad Paschal

Guests: Anne Bevilacqua, Erma Hernandez, Robert Johnson, Gail Kropp, and Jeanette McCarthy

Chair Farmer advised that Dr. Jones wished to speak before the committee regarding a point of clarification for Step 6 of the Curriculum Process, e.g. *Proposal is presented to the Vice President of Academic Affairs and Articulation Officer for approval*. Dr. Jones advised she interpreted step 6 to mean if she did not agree with the new course proposal that she should send it back to the division. In reality it was clarified that if she does not agree that she can ask the division to make the recommended change and if agreed to may sign, and/or she can move the course proposal forward through the usual process with the notation that she does not recommend approval. The course could pass without the approval of the Vice President or Articulation Officer; however, the final approval is given by the Governing Board.

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 Bob Myers and seconded by Curtiss Brown to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Kathy Rosengren and seconded by Carol Lilleberg to approve the minutes of September 13, 2005, as presented. The motion carried unanimously.

Chair Farmer apologized for beginning the September 13 meeting a few minutes early which resulted in a few committee members being noted as arriving after roll call.

Chair Farmer advised that the Curriculum Committee minutes are summary (not verbatim) minutes only, which is the College standard. Only substantive questions on accuracy will be discussed. Punctuation and/or misspelled words should be directed to Judy Spencer for change.

NEW COURSES – (None)

COURSE MODIFICATIONS

- a. (CP-05-13) OT 63 – Introduction to ICD-9-CM Coding – Change method of instruction to include Online and Online/Hybrid.

- b. (CP-05-14) OT 100 – Skill Building on the Computer Keyboard – Change method of instruction to include Online and Online/Hybrid.
- c. (CP-05-15) OT 101 – Study of Human Diseases for Medical Assistants – Change method of instruction to include Online and Online/Hybrid.
- d. (CP-05-16) OT 102 – Health Unit Assistant Procedures – Change method of instruction to include Online and Online/Hybrid.
- e. (CP-05-17) OT 121 – Medical Transcription I – Change method of instruction to include Online and Online/Hybrid.
- f. CP-05-18) OT 122 – Medical Transcription II – Change method of instruction to include Online and Online/Hybrid.
- g. CP-05-19) OT 123 – Medical Transcription III – Change method of instruction to include Online and Online/Hybrid.
- h. CP-05-20) OT 124 – Medical Transcription IV – Change method of instruction to include Online and Online/Hybrid.
- i. CP-05-21) OT 131 – Legal Machine Transcription – Change method of instruction to include Online and Online/Hybrid.
- j. CP-05-22) OT 132 – Administrative Law and Procedure – Change method of instruction to include Online and Online/Hybrid.
- k. CP-05-23) OT 133 – Introduction to Legal Assisting – Change method of instruction to include Online and Online/Hybrid.

l. CP-05-24) OT 151 – Office Systems & Procedures – Change method of instruction to include Online and Online/Hybrid. – Removed from motion for further discussion.

It was moved by Bob Myers and seconded by Curtiss Brown to approve the course modification as presented.

Jeanette McCarthy advised the committee that in her opinion this course did not have adequate discussion before moving forward to the Curriculum Committee. She stated this course requires a high degree of interaction between the instructor and student; is very process oriented and feels it should be an onsite or hybrid course only. She also has concerns about issues in the workplace. There was also discussion about concerns of the face-to-face class not filling if the course becomes an online/hybrid class.

After discussion, it was moved by Bob Myers and seconded by Curtis Brown to TABLE further discussion of the course modification by sending it back to the division for review and resubmission for approval. Kevin Anderson offered to participate and facilitate in the meeting with the OT faculty if desired.

The motion carried unanimously with the noted recommendations.

- m. CP-05-25) OT 159 – Filing and Records Management – Change method of instruction to include Online and Online/Hybrid.
- n. CP-05-26) OT 160 – Business Transcription – Change method of instruction to include Online and Online/Hybrid.
- o. CP-05-27) OT 162 – Ten Key – Change method of instruction to include Online and Online/Hybrid.
- p. CP-05-28) OT 164 – College Shorthand-Level I – Change method of instruction to include Online and Online/Hybrid.
- q. CP-05-29) OT 165 – Shorthand Vocabulary and Speed Building – Change method of instruction to include Online and Online/Hybrid.
- r. CP-05-30) OT 107 – Medical Insurance Coding – Change method of instruction to include Online and Online/Hybrid.
- s. CP-05-31) DRAFT 45 – Introduction to Computer-Aided Drafting (CAD) – Change method of instruction to include Online and Online/Hybrid.
- t. CP-05-32) DRAFT 79 – Blueprint Reading – Change method of instruction to include Online and Online/Hybrid.
- u. CP-05-33) DRAFT 125 – Solid Modeling – Change method of instruction to include Online and Online/Hybrid.
- v. CP-05-34) WATER 100 – Introduction to Wastewater Treatment – Change method of instruction to include Online and Online/Hybrid.
- w. CP-05-35) WATER 102 – Sanitary Chemistry – Change method of instruction to include Online and Online/Hybrid.
- x. CP-05-36) WATER 104 – Introduction to Water Supply and Treatment – Change method of instruction to include Online and Online/Hybrid.
- y. CP-05-37) WATER 105 – Water Treatment – Change method of instruction to include Online and Online/Hybrid.
- z. CP-05-38) WATER 106 – Instrumentation and Controls – Change method of instruction to include Online and Online/Hybrid.
- aa. CP-05-39) WATER 107 – Mathematics of Water and Wastewater Treatment – Change method of instruction to include Online and Online/Hybrid.

- bb. CP-05-40) WATER 120 – Distribution Systems Maintenance – Change method of instruction to include Online and Online/Hybrid.
- cc. CP-05-41) WATER 121 – Collection Systems Maintenance – Change method of instruction to include Online and Online/Hybrid.

It was moved by Kathy Rosengren and seconded by Quentin Carter to approve all of the course modifications as presented, with the exception of OT 151 – Office Systems & Procedures.

It was noted that a number of the courses have older textbooks. It was agreed the updating of texts could be completed in the curriculum review process. A number will also have additional course modifications at time of review. Chair Farmer stated that these courses were rushed forward so they can be placed into the spring schedule and are expected to increase enrollments.

The motion carried unanimously.

PROGRAM MAJOR MODIFICATIONS

None

DISCUSSION OF CURRICULUM REVIEW SCHEDULE BY DIVISION

The curriculum review schedule by divisions was discussed. In order to accommodate the Humanities Division who will be moving to swing space in the summer of 2006, there was agreement to honor their request to switch with Health Occupations scheduled in fall 2007 or join Counseling, Special Services, LRC in spring 2008. The Health Occupations Division will be contacted regarding this request. Kathy Rosengren, Dean of Humanities, thanked the committee for their consideration.

REPORT FROM THE CHAIR

Chair Farmer requested that when curriculum concerns or issues outside of the meeting warrant discussion via e-mail that these e-mails be directed to her alone and she will decide when it is appropriate to move concerns forward to others who may need to become involved.

Chair Farmer introduced Gail Kropp, Academic Senate President, and Anne Bevilacqua, Senator-at-Large, who were visiting as a result of the report given to the Academic Senate on the vote taken by the Curriculum Committee regarding the GE process.

Gail Kropp asked the committee if the Curriculum Committee's vote on the proposed process for changes to the structure of General Education or to local district requirements for the Associate degree was an outright rejection or if the committee was open to considering an amendment of the GE process, and if not why. Gail stated the Academic Senate has concerns that not all divisions were present at the time the vote was taken and why the committee voted down a process after a task force was constituted to create a better process. There was also concern that perhaps with the turnover of new representatives on the Curriculum Committee that possibly individuals voted on something they didn't fully understand.

Various Curriculum Committee members responded by saying the position of the committee is that there is a GE process in place and that it has sufficed for a very long time. After months of discussing the proposal it was felt that the vote reflected the consensus of the majority. It was also stated that the last GE revision came from the Counseling Division and the process worked well with no indication of need to change the process. It was also stated that the proposed process is far too cumbersome. A committee member asked if the Academic Senate doesn't like the vote if this is their way of starting the process all over again. As to the concern that not all divisions were present at the time the vote was taken, the committee was clear that it is every division's responsibility to have their representative present or someone to stand in as a replacement as needed. A committee member asked the Academic Senate representatives why they are asking the Curriculum Committee to circumvent their process. There was consensus that the Curriculum Committee operated according to the rules and took a vote which stands.

There was agreement that perhaps the lines of communication between the Academic Senate representatives and Curriculum Committee representatives are not optimum. The Academic Senate President suggested that all division meeting agendas have reports from the Curriculum Committee and Academic Senate representatives.

The discussion was concluded by agreeing that a joint meeting of the Academic Senate and Curriculum Committee could be helpful; not to change anything, but to understand the rationale behind the decision made. Gail Kropp will inquire if the Academic Senate wishes to pursue further conversations and meet with the Curriculum Committee. The committee responded by saying they have never said no to a joint meeting.

REPORT FROM THE VICE PRESIDENT

Kathy Rosengren reported on behalf of Dr. Jones, who must excuse herself from the Curriculum Committee meetings early for the remainder of the semester due to her involvement with the Bond Steering Committee, that she received information from Patrick Perry's office that reflects the number of California Community College transfers by CSU campus. A copy will be in the Curriculum Office for review by anyone who is interested in the results.

OPEN DISCUSSION

None

ADJOURNMENT

There being no further business to come before the committee, it was moved by Quentin Carter and seconded by Bob Myers to adjourn at 3:02 p.m., to meet again October 11, 2005, 1:50 p.m., in the Board Room (626).

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Attachments: (5)

- SCC Curriculum Process
- Course Modification Proposal OT 151
- Curriculum Review Schedule of Divisions
- Application for Modification to the General Education Structure of the Solano College Graduation Requirements (Current)
- California Community College Transfers by CSU Campus