

# SOLANO COMMUNITY COLLEGE

Academic Senate  
CURRICULUM COMMITTEE

## **MINUTES**

Tuesday, October 25, 2005  
1:50 p.m., Board Room

### **ROLL CALL**

Present: Erin Farmer, Chair; Kevin Anderson, Sabine Bolz, \*Curtiss Brown, Glenn Burgess, Quentin Carter; Carol Lilleberg; Bob Myers, Francis O'Donovan, Brad Paschal, Kathy Rosengren; and J. Laurel Jones Ed.D.

Excused: Judy Spencer, Donna Vessels and Ann Willer

Guests: Mary Ann Harris, Laura Mahoney, Jeanette McCarthy, John Urrutia, and Tom Watkins

### **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 Quentin Carter to approve the agenda as presented. The motion carried unanimously.

### **APPROVAL OF MINUTES**

It was moved by Carol Lilleberg and seconded by Bob Myers to approve the minutes of October 11, 2005, as presented. The motion carried unanimously.

### **NEW COURSES - None**

### **COURSE MODIFICATIONS**

- a. (CP-05-47) ECTRN 173 - Computer Forensics Investigations – Change the units, total weekly hours, method of instruction, prerequisites, catalog description, other catalog information, performance objectives, content outline and textbooks.
  - 1) Action on prerequisite: CIS 1

It was moved by Bob Myers and seconded by Carol Lilleberg to approve action on prerequisite as presented. The motion carried unanimously.

- 2) Action on other changes

It was moved by Bob Myers and seconded by Quentin Carter to approve action on the changes as presented.

There was agreement to change 14b in Catalog Description and Other Catalog Information, ~~Forensics~~ to Forensics

The motion carried unanimously as amended.

- b. (CP-05-44) JOURN 1- Newswriting and Reporting – Change the method of instruction and methods of evaluation.
- c. (CP-05-45) JOURN 2 – Newswriting and the Feature Story – Change course title, method of instruction, catalog description, performance objectives, methods of evaluation, reading and writing assignments, content outline and textbooks.

- d. (CP-05-46) JOURN 11- Introduction to Mass Communication – Change the method of instruction and methods of evaluation.

It was moved by Bob Myers and Seconded by Kathy Rosengren to approve the course modifications as presented.

There was agreement to change (CP-05-44) JOURN 1-Newswriting and Reporting, 12 b. Required Writing Assignments as follows: ~~Daily~~ **Frequent** written assignments.

There was agreement to change (CP-05-46) JOURN 11-Introduction to Mass Communication 11. 2. Methods of Evaluating Student Achievement as follows: Critical papers (3) of 3-5 pages on specific areas of interest. ~~or.~~

The motion carried unanimously with the noted recommended changes.

**PROGRAM MAJOR – NEW – None**

**COURSE DELETIONS – None**

**BUSINESS AND COMPUTER SCIENCE DIVISION CURRICULUM REVIEW (partial)**

Course Modifications

- a. (CP-05-60) BUS 5 – Introduction to Business – Change method of instruction, course advisory, methods of evaluation and textbooks.  
1) Action on advisories: Eligibility for ENGL 1 and SCC minimum math standard

It was moved by Carol Lilleberg and seconded by Bob Myers to approve the action on advisories as presented. The motion carried unanimously.

- 2) Action on other changes

It was moved by Quentin Carter and seconded by Bob Myers to approve action on the changes as presented.

There was agreement to change 11. 2 Methods of Evaluating Student Achievement as follows: **Review of a Current** current event journal of business and stock market news in which students evaluate how the economy is performing and relate current events to course topics and materials.

There was agreement to change 13. I. D. Course Content Outline as follows: **Corporate Social** ~~Social~~ social responsibility.

The motion carried unanimously with the noted recommended changes.

- b. (CP-05-61) BUS 18 – Legal Environment of Business – Change method of instruction, methods of evaluation and textbooks.  
c. (CP-05-63) BUS 60 – Introduction to International Business – Change method of instruction and textbooks.  
d. (CP-05-64) BUS 92 – Business Communication – Change method of instruction, performance objectives, methods of evaluation, content outline and textbooks.

It was moved by Bob Myer and seconded by Kathy Rosengren to approve the course modification as presented.

There was agreement to change (CP-05-61) BUS 18 – Legal Environment of Business, 11. Methods of Evaluating Student Achievement as follows: 1. Delete last sentence. 3. Add **Threaded discussions when taught online or hybrid.** as last sentence.

There was agreement to change (CP-05-64) BUS 92 – Business Communication, 10. Student Performance Objectives as follows: 7. Effectively use communication technology **such as**, email, voice mail, fax, text messaging, video and teleconferencing. Change, 12. Student Assignments (Homework) from ~~none~~ to: Written letters, memos and reports. Change Course Content Outline, section VIII Technology/E-Commerce Communication D as follows: Video and Teleconferencing, **Fax and Text Messaging**

The motion was carried unanimously with the agreed recommended changes.

- e. (CP-05-65) BUS 99 – Business Honors – Change method of instruction.
  - 1) Revalidate prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of “B” or better; an ability to work independently; and permission of the division Dean based on instructor availability.

It was moved by Bob Myer and seconded by Carol Lilleberg to approve the revalidation of the prerequisite. The motion carried unanimously.

- 2) Action on other changes

It was moved by Quentin Carter and seconded by Bob Myer to approve action on the changes. The motion carried unanimously.

- f. (CP-05-66) BUS 100 – Work Readiness – Change method of instruction, methods of evaluation and textbooks.
- g. (CP-05-67) BUS 181 – Business Mathematics – Change method of instruction and textbooks.
- h. (CP-05-68) BUS 182 – Small Business Mathematics – Change method of instruction and textbooks.
- i. (CP-05-69) BUS 191 – Investment Fundamentals – Change method of instruction.
- j. (CP-05-70) BUS 201 – Starting and Managing a Small Business – Change method of instruction.
- k. (CP-05-71) BUS 202 – Financing a Small Business – Change method of instruction.
- l. (CP-05-72) BUS 203 – Business Financial Management – Change method of instruction.
- m. (CP-05-73) BUS 204 – Managing Credit and Collections – Change method of instruction.
- n. (CP-05-74) BUS 205 – Business Budgeting – Change method of instruction.
- o. (CP-05-75) BUS 206 – Planning for Sales and Profit – Change method of instruction.
- p. (CP-05-76) BUS 207 – Recruiting and Selecting Employees – Change method of instruction.
- q. (CP-05-77) BUS 208 – Employee Relations and Personnel Policies – Change method of instruction.
- r. (CP-05-78) BUS 209 – Establishing a Home-Based Business – Change method of instruction.
- s. (CP-05-79) BUS 210 – Record Keeping for Small Business – Change method of instruction.
- t. (CP-05-80) BUS 211 – Marketing and Advertising – Change method of instruction.
- u. (CP-05-81) BUS 212 – Risk Management and Insurance – Change method of instruction.

It was moved by Bob Myer and seconded by Quentin Carter to approve the course modifications as presented.

There was agreement to change items j through u as follows: General Course Information 3. Units 0.5. The committee requested that section 14b. EXAMPLE texts, reading and resources, items j through u, delete ~~No text books used~~ and replace with a more specific listing of readings.

The committee recommended that Course Modification Proposals for BUS 182, BUS 191, BUS 203, and BUS 204 have all faculty votes listed under the Faculty Review Team Recommendations.

There was agreement to change (CP-05-77) BUS 208 – Employee Relations and Personnel Policies, 9a. Catalog Description as follows: ~~It's hard to find good help?~~

There was agreement to change (CP-05-75) BUS 206 – Planning for Sales and Profit, 10. Student Performance Objectives, 3. Estimate net profit ~~to so that you can~~ determine whether the projected return on ~~your~~ investment is satisfactory. 4. Analyze your balance sheet to determine where ~~your~~ cash has come from and where it has gone. 5. Determine a minimum cash balance required to meet ~~your~~ day-to-day working needs. 6. Determine the level of accounts receivable that will be created by ~~your~~ credit sales. 7. Estimate the inventory level required to support ~~your~~ expected sales volume.

The motion was carried unanimously with the agreed recommended changes.

- v. (CP-05-49) ECON 1 – Principles of Economics (Macroeconomics) – Change method of instruction, course advisory, performance objectives, writing & other assignments, content outline and textbooks.
  - 1) Action on advisories: Eligibility for ENGL 1 and SCC minimum math standard
  - 2) Action on other changes
- w. (CP-05-50) ECON 2 – Principles of Economics (Microeconomics) – Change method of instruction, course advisory, performance objectives, writing & other assignments, content outline and textbooks.
  - 1) Action on advisories: Eligibility for ENGL 1 and SCC minimum math standard
  - 2) Action on other changes

- x. (CP-05-82) MGMT 50 – Principles of Management – Change method of instruction, course advisories, methods of evaluation and textbooks.
  - 1) Action on advisories: Eligibility for ENGL 1 and SCC minimum math standard
  - 2) Action on other changes

It was moved by Bob Myer and seconded by Quentin Carter to approve the action on advisories as presented.

Carol Lilleberg recommends that the course advisory for MGMT 50 state: SCC minimum English standard instead of Eligibility for ENGL 1.

The motion was carried with Carol Lilleberg opposing the advisory on (CP-05-82) MGMT 50.

It was moved by Bob Myer and seconded by Quentin Carter to approve the course modifications as presented.

There was agreement to change (CP-05-49) ECON 1 and (CP-05-50) ECON 2, 11. Methods of Evaluating Student Achievement as follows: ~~“Outside assignments”~~ Assignments designed to enhance the student’s basic understanding of economic principles.

Bob Myers recommends that the Course Content Outline be more detailed and expanded.

The motion carried unanimously with the agreed recommended changes.

- y. (CP-05-85) MGMT 55 – Management/Leadership Skills – Change method of instruction and textbooks.
- z. (CP-05-86) MGMT 184 – Small Business Management and Planning – Change method of instruction and textbooks.
- aa. (CP-05-87) MGMT 186 – Small Business Marketing – Change method of instruction and textbooks.

bb. (CP-05-88) MGMT 188 – Computers in Small Business – Change method of instruction and textbooks. Removed from motion for further discussion. Changes to Student Performance Objectives is needed prior to resubmittal of course modification.

- cc. (CP-05-89) MGMT 191 – Human Relations – Change method of instruction and textbooks.
- dd. (CP-05-90) MGMT 193 – Human Resource Management – Change method of instruction and textbooks.
- ee. (CP-05-91) MGMT 194 – Personal Finance – Change method of instruction.
- ff. (CP-05-92) MKT 170 – Advertising – Change method of instruction and textbooks.
- gg. (CP-05-93) MKT 171 – Introduction to Marketing – Change method of instruction and textbooks.
- hh. (CP-05-94) MKT 172 – Market Management and Planning – Change method of instruction and textbooks.
- ii. (CP-05-95) MKT 173 – Principles of Selling – Change method of instruction and textbooks.
- jj. (CP-05-96) MKT 174 – Retail Merchandising – Change method of instruction and textbooks.

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

There was agreement to change (CP-05-85) MGMT 55, 6. Instructional methods used to present course content as follows: ~~Student Presentations/Class Exercises~~–Hybrid (Keep Hybrid). And change 12. Student Assignments (Homework) a. Required Reading Assignments as follows: Textbook and professional **articles**: 30/40 pages weekly. And, Add to 14b EXAMPLE texts, reading and resources as follows: **Specific journals such as, Wall Street Journal, Forbes, etc.**

Bob Myers recommends that the Course Content Outline be more detailed and expanded for MGMT 191, MGMT 194, MKT 171, MKT 172, and MKT 174.

Brad Paschal recommends that MGMT 184 change the Course Advisory to state Eligibility for ENGL 1

There was agreement to change (CP-05-87) MGMT 186 – Small Business Marketing, 9a. Catalog Description as follows: Delete the last sentence; ~~Course requirements include practice in conducting market research and preparation of a marketing plan.~~ And, change 12. b. Required Writing Assignment as follows: 2. Market research report based on library sources. ~~(Two weeks).~~

The motion carried unanimously with the agreed recommended changes.

- kk. (CP-05-51) RE 164 – Real Estate Principles – Change method of instruction and textbooks.
- ll. (CP-05-52) RE 171 – Real Estate Economics – Change method of instruction and textbooks.
- mm. (CP-05-53) RE 172 – Real Estate Practice – Change method of instruction, catalog description and textbooks.
- nn. (CP-05-54) RE 173 – Legal Aspects of Real Estate – Change method of instruction, methods of evaluation and textbooks.
- oo. (CP-05-55) RE 174 – Real Estate Finance – Change method of instruction and textbooks.
- pp. (CP-05-56) RE 175 – Principles of Appraisal – Change method of instruction, methods of evaluation and textbooks.

It was moved by Carol Lilleberg and seconded by Brad Paschal to approve the course modifications as presented.

There was agreement to change (CP-05-53) RE 172-Real Estate Practice, 9a. Catalog Description as follows: Spell out the acronym; ~~DRE~~ the Department of Real Estate.

There was agreement to change (CP-05-51) RE 164-Real Estate Principles, 13. Course Content Outline as follows: The scope of this course requires students to ~~evaluate~~ analyze sound historic, legal and economic analysis of real estate transactions.

The motion carried unanimously with the agreed recommended changes.

- qq. (CP-05-57) RE 176 – Advanced Residential Appraisal Practice – Change method of instruction, methods of evaluation and textbooks.
  - 1) Revalidate prerequisite: RE 175
  - 2) Action on other changes
- rr. (CP-05-58) RE 177 – Income Property Appraisal and Analysis – Change method of instruction, methods of evaluation and textbooks.
  - 1) Revalidate prerequisite: RE 175
  - 2) Action on other changes

It was moved by Kathy Rosengren and seconded by Kevin Anderson to approve the revalidation of prerequisites. The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Quentin Carter to approve action on other changes.

There was agreement to change (CP-05-57) RE 176 – Advanced Residential Appraisal Practice, 12. c. Other as follows: ~~None~~ **Team projects/reports, team presentations, and threaded discussion.**

The motion carried unanimously with the agreed recommended changes.

#### Course Deletions – (no attachments)

- ss. (CP-05-62) BUS 19 – Law of Business Transactions
- tt. (CP-05-83) MGMT 52 – Introduction to Total Quality Management
- uu. (CP-05-84) MGMT 53 – Quality Project Management

It was moved by Kevin Anderson and seconded by Brad Paschal to approve the course deletions. The motion carried unanimously.

#### Curriculum Review Verification Forms – (no attachments)

- vv. (CP-05-48) Banking & Finance, Economics, and Real Estate Curriculum Review Verification Form
- ww. (CP-05-59) Business, Management, and Marketing Curriculum Review Verification Form

It was moved by Kathy Rosengren and seconded by Brad Paschal to approve the curriculum review verification forms. The motion carried unanimously.

#### **REPORT FROM CHAIR**

There was no report.

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

Dr. Jones distributed a Memorandum of Understanding Between the California Community Colleges, Office of the Chancellor and The California State University, Office of the Chancellor for members to review.

### ***OPEN DISCUSSION***

Sabine Bolz asked for clarification as to whether or not it is a rule to list the author for author identification purposes. Chair Erin Farmer will review and provide a specific answer at a later meeting.

The committee discussed the depth of course content outline in non-transferable classes. Dr. Jones and Chair Erin Farmer will research with other curriculum committees to determine if there is a standard on course content.

### ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Kathy Rosengren and seconded by Quentin Carter to adjourn the meeting at 3:35 p.m., to meet again Tuesday, November 8, 2005, 1:50 p.m., in the Board Room.

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