Solano Community College

Academic Senate
CURRICULUM COMMITTEE

MINUTES

Tuesday, November 8, 2005
1:50 p.m., Board Room

ROLL CALL

Present: Erin Farmer, Chair; Sabine Bolz, Glenn Burgess, Quentin Carter, Carol Lilleberg; Bob Myers, Lillian Nelson, Francis O'Donovan, Brad Paschal; Kathy Rosengren, Judy Spencer, Donna Vessels, and Ann Willer

Excused: Curtiss Brown, Laurel Jones, Ed.D., and Megan Bradshaw

Guests: Kevin Anderson, Mark Berrett, Eric Engdahl, Florence Ferdinanda; Marylou Fracisco, Don Hoggan, Les Hubbard, Bob Johnson; Gary Martin, Diana Plant, and Rob Simas

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 Ann Willer to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

The minutes from the meeting held October 25, 2005, will be presented for approval at a future date.

NEW COURSES

a. (CP-05-102) ECTRN 122 – Computer Network+ Technology
   1) Action on advisories: SCC minimum English and math standards.
   2) Action on course.

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

It was clarified that this course is a hybrid course only.

It was noted that the Vice President of Academic Affairs recommendation was not included with the new course proposal. There was agreement to approve the course proposal pending approval by the Vice President.

The motion carried unanimously as amended.

It was moved by Carol Lilleberg and seconded by Quentin Carter to approve action on the course.

The motion carried unanimously.

b. (CP-05-105) ECTRN 124 – Computer Security+ Technology
   1) Action on prerequisites/advisories: Prerequisite = ECTRN 122; Advisories = SCC minimum English and math standards.
   2) Action on course.

It was moved by Ann Willer and seconded by Bob Myers to approve action on the prerequisites/advisories as presented.

It was clarified that this course is a hybrid course only.

It was noted that the Vice President of Academic Affairs recommendation was not included with the new course proposal. There was agreement to approve the course proposal pending approval by the Vice President.

The motion carried unanimously as amended.

It was moved by Carol Lilleberg and seconded by Francis O'Donovan to approve action on the course.

The motion carried unanimously.

    c.   (CP-05-101) ECTRN 172 – Computer Forensics: Evidence Recovery
        1) Action on advisories: SCC minimum English and math standards.
        2) Action on course.

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

It was clarified that this course is a hybrid course only.

It was noted that the Vice President of Academic Affairs recommendation was not included with the new course proposal. There was agreement to approve the course proposal pending approval by the Vice President.

The motion carried unanimously as amended.

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

The motion carried unanimously.

    d.   (CP-05-100) ECTRN 174 – Computer Forensics: Operating Systems Internals
        1) Action on prerequisites/advisories: Prerequisite = ECTRN 173 with a grade of C or better; Advisories = SCC minimum English and math standards.
        2) Action on course.

It was moved by Bob Myers and seconded by Ann Willer to approve action on the prerequisites/advisories as presented.

It was clarified that this course can be either an online or hybrid course.

In Section G: Resources, 1. Library, it was noted the Library will stock a desk copy of the course text (provided by the book vendor), ***and if possible, a desk copy of the course text will be provided by the department.***

A typographical error was noted in background and justification for adding this course to the curriculum, last sentence, second paragraph: They will also be able to find stegonographic (hide in plain ~~site~~ ***sight***) data and deleted and overwritten data.

Under 11. Methods of Evaluating Student Achievement, there was agreement to add ***Discussion.***

It was noted that the Vice President of Academic Affairs recommendation was not included with the new course proposal. There was agreement to approve the course proposal pending approval by the Vice President.

The motion carried unanimously with the noted changes.

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

The motion carried unanimously.

COURSE MODIFICATIONS

    a.   (CP-05-104) ART 1– Art History – Change the method of instruction.
    b.   (CP-05-103) ART 2 – Art History –Change the method of instruction.

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

The motion carried unanimously.

c. <u>(CP-05-106) THEA 10 – History of Theatre I</u> –Change the method of instruction.

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

It was noted that current dates were missing from textbooks, reading and resource material. There was agreement this information may be e-mailed to Donna Vessels.

The motion carried unanimously with the noted change.

<u>Program Major Modifications</u>

a. <u>(CP-05-127) Computer Information Science: Microcomputer Applications</u> – Added 3 Job Direct Certificates:
- Microsoft Office Master (9 units)
- Microsoft Office Specialist (13.5 units)
- Database Specialist (7.5 units)

It was moved by Ann Willer and seconded by Bob Myers to approve the application for program major modifications as presented.

The motion carried unanimously.

<u>Course Modifications</u>

b. <u>(CP-05-98) ACCT 1– Principles of Accounting-Financial</u> – Change method of instruction, course advisory, catalog description and textbooks.
  1) Action on advisories: Working knowledge of Excel helpful; SCC minimum English and math standards.
  2) Action on other changes.

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

The motion carried unanimously.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

c. <u>(CP-05-107) ACCT 2 – Principles of Accounting-Managerial</u> – Change methods of instruction, prerequisites, course advisories, catalog description and textbooks.
  1) Action on prerequisites/advisories: Prerequisite = ACCT 1 with a grade of "C" or "CR" or better; Advisory = Working knowledge of Excel helpful.

It was moved by Ann Willer and seconded by Bob Myers to approve action on the prerequisites/advisories as presented.

Under Course Preparation, 7b. Prerequisite(s), there was discussion on the definition of successful completion of a course, e.g. with a grade of "C" or "CR" or better. Rob Simas, Director of Research and Planning, presented definitions from the following sources:

PREREQUISITES, CO-REQUISITES, AND COURSE ADVISORIES 6023 PROCEDURES, in part --

2. Additional Rules

    <u>Title 5</u>, Section 55202 specifies additional rules which are to be considered part of this document as though reproduced here. (See attachment A.) -- not quoted by Director Simas, but referred to and included in these minutes for future reference.

A. Prerequisites and Corequisites

    1. Levels of Scrutiny

    Prerequisites and corequisites must meet the requirements of at least one of the following subsections:

a. The Standard Prerequisites or Corequisites

The College may establish satisfactory completion of a course as prerequisite or corequisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the Curriculum Committee as provided above, the College specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable of to satisfy this requirement.

Title 5. Education §55200. Definitions. (d): "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B. C. or "CR" as those symbols are defined in Section 55758 of this Division.

Title 5. Education §55202. Additional Rules, (c): The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures. Any assessment instrument used shall be selected and used in accordance with the provions of Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.

Title 5, Education §55500. Scope and Implementation. (a): This chapter implements and should be read in conjunction with the provisions of the Seymour-Campbell Matriculation Act of 1986, c. 1467, Stats. 1986, codified as Education Code Sections 78210, et seq. The purpose of this chapter is to further equality of educational opportunity and success for all students in the California Community Colleges, and (b) The requirements of this chapter apply only to districts receiving funds pursuant to Education Code Section 78216 for the period of time during which such funds are received. The Chancellor shall, in consultation with districts and other interested parties, adopt a schedule for implementing the provisions of this chapter as expeditiously as possible within the constraints of available funding. The schedule shall be coordinated with the implementation and funding of the systemwide management information system and the accountability mechanisms established pursuant to Education Code Section 71020.5.

It was noted that we do not have a statement in the College Catalog that defines a satisfactory grade. We do not tell our students what successful completion means. A substandard grade of "D" or "F" or "no credit" is defined in the Catalog.

It was recommended that a sub-committee of the Curriculum Committee recommend language for the Catalog and that this subject be discussed again by the Curriculum Committee at a future meeting. It has long been the assumption that the successful completion of a course would be with a grade of "C" or better.

The motion carried unanimously.

2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

d. (CP-05-108) ACCT 176 – Intermediate Accounting – Change method of instruction, prerequisites, course advisory and textbooks.
1) Action on prerequisites/advisories: Prerequisite = ACCT 2 with a grade of "C" or "CR" or better; Advisory = Working knowledge of Excel helpful.

It was moved by Quentin Carter and seconded by Bob Myers to approve action on prerequisites/advisories as presented.

There was agreement in 9a. Catalog Description, to amend the last sentence as follows: *The class* helps prepare the student for *an* entry-level position in professional accounting career.

There was agreement in 12. Student Assignments (Homework), a. Required Reading Assignments, to change ~~1-3 chapters/week from assigned text~~ to *approximately 30-60 pages per week*.

The motion carried unanimously with the noted changes.

2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

e. <u>(CP-05-109) ACCT 177 – Cost Accounting</u> – Change method of instruction, prerequisites and textbooks.
   1) Action on prerequisite: ACCT 2 with a grade of "C" or "CR" or better.

It was moved by Ann Willer and seconded by Bob Myers to approve action on the prerequisite as presented.

The motion carried unanimously.

   2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

f. <u>(CP-05-110) ACCT 180 – Introduction to Accounting</u> – Change method of instruction, catalog description and textbooks.

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

The motion carried unanimously.

g. <u>(CP-05-111) ACCT 183 – Principles of Income Tax</u> – Change method of instruction and textbooks.

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

There was agreement in 10. Student Performance Objectives to change 1. as follows: Comprehend the federal tax law as applied to~~o~~ individual**s** and corporation**s**.

The motion carried unanimously with the noted change.

h. <u>(CP-05-112) CIS 1 – Introduction to Computer Science</u> – Change method of instruction and textbooks.

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

The motion carried unanimously.

i. <u>(CP-05-130) CIS 10 – COBOL Programming</u> – Change method of instruction, prerequisites, course advisory, methods of evaluation, content outline and textbooks.
   1) Action on prerequisites/advisories: Prerequisite = CIS 22 or CIS 15 (either with a grade of "C" or "CR" or better); Advisories = SCC minimum English and math standards.
   2) Action on other changes.
j. <u>(CP-05-133) CIS 15 – Programming in Visual Basic</u> – Change the course title, method of instruction, course advisory, catalog description and textbooks.
   1) Action on advisories: CIS 1 with a grade of C or CR or better; SCC minimum English and math standards.
   2) Action on other changes.
k. <u>(CP-05-134) CIS 20 – Assembly Programming</u> – Change method of instruction and course advisory.
   1) Revalidation/action on prerequisites/advisories: Prerequisites = CIS 10 or 15 or 22 or 35 with a grade of "C" or "CR" or better; Advisories = SCC minimum English and math standards.
   2) Action on other changes
l. <u>(CP-05-135) CIS 22 – Introduction to Programming</u> – Change method of instruction, course advisory, methods of evaluation and textbooks.
   1) Revalidation/action on prerequisites/advisories: Prerequisites = CIS 1 with a grade of "C" or "CR" or better; Advisories = SCC minimum English and math standards.
   2) Action on other changes.
m. <u>(CP-05-136) CIS 23 – Data Structures and Algorithms</u> – Change method of instruction, course advisory, methods of evaluation and textbooks.
   1) Revalidation/action on prerequisites/advisories: Prerequisites = CIS 22 with a grade of "C" or "CR" or better; Advisories = SCC minimum English and math standards.
   2) Action on other changes.
n. <u>(CP-05-137) CIS 25 – FORTRAN Programming</u> – Change method of instruction, prerequisites, methods of evaluation and textbooks.
   1) Revalidation/action on prerequisites/advisories: Prerequisites = CIS 1 with a grade of "C" or "CR" or better; Advisories = SCC minimum English and math standards.

2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve the revalidation/action on prerequisites/advisories as presented.

The motion carried unanimously.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

o. (CP-05-138) CIS 35 – Introduction to Java Programming – Change method of instruction, prerequisites, course advisories, methods of evaluation, content outline and textbooks.
    1) Action on prerequisites/advisories: Prerequisites = CIS 22 or 23 or 15 with a grade of "C" or better; Advisories = SCC minimum English and math standards.
    2) Action on other changes.
p. (CP-05-139) CIS 49 – Computer and Information Science Honors – Change method of instruction and course advisories.
    1) Revalidation/action on prerequisites/advisories: Prerequisites = 3.3 GPA, completion of 24 college transfer units, a minimum of 5 units credit with a B or better in the discipline, ability to work independently, and permission of the Division Dean based upon instructor availability. Advisories = SCC minimum English and math standards.
    2) Action on other changes.
q. (CP-05-140) CIS 52 – UNIX Operating System (UNIX OPERATING SYST) – Change method of instruction, course advisories, methods of evaluation and textbooks.
    1) Action on advisories: SCC minimum English and math standards; CIS 55 with a grade of C or CR or better.
    2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve action on prerequisites/advisories as presented.

It was noted that current dates were missing from textbooks, reading and resource material for CIS 52. There was agreement this information may be e-mailed to Donna Vessels.

The motion carried unanimously with the noted change.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

r. (CP-05-113) CIS 55 – MS Windows Operating Systems – Change the method of instruction, reading and writing assignments and textbooks.
s. (CP-05-114) CIS 57 – Introduction to Microsoft Windows – Change the method of instruction.
t. (CP-05-115) CIS 60 – Introduction to the Internet – Change the method of instruction, methods of evaluation and textbooks.
u. (CP-05-116) CIS 63 – WordPerfect – Change the method of instruction, catalog description, methods of evaluation and textbooks.

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

The motion carried unanimously.

v. (CP-05-118) CIS 66 – Microsoft Word – Change the method of instruction, course advisory, performance objectives, other assignments and textbooks.
    1) Action on advisories: CIS 1 or 50 with a grade of C or CR or better and ability to keyboard at 30 wpm.
    2) Action on other changes.

It was moved by Ann Willer and seconded by Bob Myers to approve action on advisories as presented.

The motion carried unanimously.

It was moved by Ann Willer and seconded by Bob Myers to approve action on other changes.

The motion carried unanimously.

    w. (CP-05-119) CIS 73 – Microsoft Excel – Change the method of instruction and textbooks.
    x. (CP-05-121) CIS 90 – Introduction to PowerPoint – Change the method of instruction, methods of evaluation, other assignments and textbooks.
    y. (CP-05-122) CIS 91 – Microsoft Outlook – Change the method of instruction, methods of evaluation and textbooks.

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

It was noted that current dates were missing from textbooks, reading and resource material for CIS 90. There was agreement this information may be e-mailed to Donna Vessels.

The motion carried unanimously with the noted change.

    z. (CP-05-123) CIS 102 – Fast Track Microsoft Word – Change the method of instruction, other assignments and textbooks.
    aa. (CP-05-124) CIS 104 – Fast Track PowerPoint – Change the method of instruction and textbooks.
    bb. (CP-05-131) CIS 148.63 – Fast Track WordPerfect – Change the course number to CIS 108, the method of instruction, catalog description, performance objectives, methods of evaluation and textbooks.
    cc. (CP-05-125) CIS 148.92 – Fast Track Outlook – Change the course number to CIS 107, the method of instruction and textbooks.

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

The motion carried unanimously.

Curriculum Review Verification Forms

    dd. (CP-05-97) Accounting
    ee. (CP-05-126) Computer and Information Science--Microcomputer Applications
    ff. (CP-05-128) Computer and Information Science--Programming

It was moved by Ann Willer and seconded by Bob Myers to approve the verification forms as presented.

The motion carried unanimously.

Course Deletions

    gg. (CP-05-129) CIS 2 – Programming in QBASIC
    hh. (CP-05-117) CIS 65 – Word Processing Publishing
    ii. (CP-05-120) CIS 84 – PageMaker Publishing
    jj. (CP-05-132) CIS 148.73 – Fast Track Excel (error in including in this list)

It was moved by Ann Willer and seconded by Bob Myers to approve the course deletions as presented.

It was noted that *Fast Track Excel* should not have been included and was pulled from the list of course deletions.

The motion carried unanimously as amended.

FOR INFORMATION ONLY—PE PROPOSAL TO CHANGE THE GRADUATION REQUIREMENTS

The application for modification to the General Education Structure of the Solano College Graduation Requirements as proposed by the Physical Education and Athletics Division was discussed. The nature of the modification is to add a District PE requirement for graduation to Options B and C. Dean Bob Myers presented the rationale from the Physical Education Division for this change. After discussion there was agreement to vote on this proposed change at the first meeting in spring 2006 in order for the divisions to have adequate time to review the proposal before a vote is taken.

Carol Lilleberg distributed to the Curriculum Committee a handout used in the Counseling Division entitled "How Can I Graduate with an Associate Degree?" that advises students on graduation options with Option A plus B or C.

REPORT FROM THE CHAIR

Chair Erin Farmer reported on her recent attendance at the Statewide Academic Senate Plenary Session, together with Academic Senate President Kropp. They were presented with some new software programs that are designed to help curriculum committees cut down on their paperwork. Chair Farmer will be discussing the software applications with Vice President Jay Field.

Chair Farmer reported that most community colleges have a more rigorous online approval program than we have at Solano College. The Academic Senate is currently discussing how we approve online courses without demonstration of how courses fulfill the requirements of a regular course. Chair Farmer advised she has some approval forms from other community colleges and indicated that the committee may wish to refer to this information and discuss it at a future meeting. It was noted that whatever we do for online courses we have to do the same with our face-to-face courses.

REPORT FROM THE VICE PRESIDENT

There was no report from the Vice President.

OPEN DISCUSSION

Dean Myers reported that at a recent conference he attended there are ten community colleges that are going to online activity courses in Physical Education.

Donna Vessels reported that the last agenda of the semester will be very large and will complete the Business and Computer Science Division Curriculum Review. She asked that everyone attend this important meeting or make arrangements to send a representative if necessary.

ADJOURNMENT

There being no further business to come before the Curriculum Committee, it was moved by Kathy Rosengren and seconded by Bob Myers to adjourn the meeting at 3:10 p.m., to meet again Tuesday, November 22, 2005, at 1:50 p.m., in the Board Room. The motion carried unanimously.

CC Minutes 11 08 05:js

Attachments: (6)

- Excerpts from Board Procedures 6023
- Title 5 Education §55200
- Title 5 Education §55202
- Title 5 Education §55500
- PE Modification GE Change
- How Do I Graduate with an Associate Degree?