

Solano Community College

Academic Senate CURRICULUM COMMITTEE

MINUTES

Tuesday, November 22, 2005

1:50 p.m., Board Room

ROLL CALL

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

Excused: Lillian Nelson

Guests: Kevin Anderson, Mark Berrett, Fran Brown, Sal Codina, Marylou Fracisco, Mary Ann Harris, Dorothy Hawkes, Don Hoggan, Mike Jacobs, Gary Martin, Jeannette McCarthy, Cheryl McDonald, Charlotte McKeown, Maureen McSweeney, Barbara Pavão, David Redfield, Genele Rhoads, Leslie Rota, Jane Thompson, John Urrutia, Diane White, Earl Wylie, and Ron Zak

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 Quentin Carter and seconded by Ann Willer to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Bob Myers and seconded by Ann Willer to approve the minutes of the meeting held October 25, 2005, as presented. The motion carried unanimously.

It was moved by Bob Myers and seconded by Kathy Rosengren to approve the minutes of the meeting held November 8, 2005, as presented. The motion carried unanimously.

NEW COURSES

a. (CP-05-196) ASTR 20-Astronomy Laboratory

- 1) Action on prerequisites/advisories: Prerequisites = ASTR 10, 30, or 40 (they may be taken concurrently); Advisories = SCC minimum English and math standards.

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

There was agreement to change 9a. Catalog Description as follows: Students will gain familiarity with the sky, telescopes, and other astronomical equipment. They will do experiments in ~~P~~physics related to ~~A~~astronomy. Topics will cover the moon, planets, stars, galaxies, and cosmology. ~~Written lab reports, essays, and examinations will be used to evaluate student success.~~

There was agreement to change 11. Methods of Evaluating Student Achievement as follows: ~~Student will write lab reports in which they will answer questions in the lab manual, evaluate observations and measurements, and critically analyze them. They will be graded. Both expression and results will be evaluated. There will also be a written objective test on astronomical observation, and students may be required to write essays on astronomical phenomena and report on field trips with written essays.~~ **Students will be evaluated by lab reports, projects, essays and objective tests.**

The motion carried with one no vote with the noted changes.

After the motion, there was additional discussion and agreement to add hybrid to the course.

It was moved by Ann Willer and seconded by Brad Paschal to approve the prerequisites and advisories as further amended.

The motion carried with one no vote with the noted changed.

- 2) Action on course.

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

The motion carried unanimously.

b. (CP-05-189) BUS 70 - Introduction to Insurance

- 1) Action on advisories: Eligibility for ENGL 1; SCC minimum math standard.
- 2) Action on course.

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

The author was asked to write the student performance objectives in a clearer format. This information will be sent to Donna Vessels.

The motion carried unanimously with the noted request for change.

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

The motion carried unanimously.

c. (CP-05-190) BUS 71-Principles of Property and Liability Insurance

- 1) Action on advisories: Eligibility for ENGL 1; SCC minimum math standard.
- 2) Action on course.

d. (CP-05-191) BUS 72-Personal Insurance

- 1) Action on advisories: Eligibility for ENGL 1; SCC minimum math standard.
- 2) Action on course.

e. (CP-05-192) BUS 73-Commercial Insurance

- 1) Action on advisories: Eligibility for ENGL 1; SCC minimum math standard.
- 2) Action on course.

f. (CP-05-193) BUS 74-Insurance—Code & Ethics

- 1) Action on advisories: Eligibility for ENGL 1; SCC minimum math standard.
- 2) Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

g. (CP-05-199) BUS 119-Project Management (same as CIS 119)

- 1) Action on prerequisite & advisories: Prerequisites = CIS 1 or CIS 50 and BUS 5; Advisories = ECON 2, ACCT 2, CIS 91, BUS 92; SCC minimum English and math standards.
- 2) Action on course.

h. (CP-05-198) CIS 119-Project Management (same as BUS 119)

- 1) Action on prerequisite & advisories: Prerequisites = CIS 1 or CIS 50 and BUS 5; Advisories = ECON 2, ACCT 2, CIS 91, BUS 92; SCC minimum English and math standards.
- 2) Action on course.

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

There was agreement to make the following change in 10. Student Performance Objectives for both courses: Describe and understand project management. They should be able to apply and use the concepts of the following **6 11** areas of project management using Project Management software tools and case studies.

The motion carried unanimously.

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

The motion carried unanimously.

- i. (CP-05-186) CIS 106-Fast Track Computer Literacy
 - 1) Action on advisories: SCC minimum English and math standards.
 - 2) Action on course.
- j. (CP-05-184) CIS 110-Wireless LANs
 - 1) Action on advisories: CIS 1 with a grade of C or CR or better; SCC minimum English and math standards.
 - 2) Action on course. – **See below for additional discussion.**
- k. (CP-05-185) CIS 111-Web Design with Cascading Style Sheets
 - 1) Action on advisories: CIS 61 with a grade of C or CR or better; SCC minimum English and math standards.
 - 2) Action on course.

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

There was agreement to change 12. Student Assignments (Homework) a. Required Reading Assignments, for CIS 106 only, as follows: Approximately 50 pages **per week**.

The motion carried unanimously as amended.

It was moved by Ann Willer and seconded by Quentin Carter to approve action on the courses.

The motion carried unanimously.

A committee member requested the ability to hold further discussion of CIS 110 after the motion was voted on. Chair Farmer allowed this discussion to take place, but announced that in the future after she calls for more discussion, if there is no discussion at the point in time, the motion will stand and a vote taken.

The question was raised how CIS 110 compares to the Electronics 113 Wireless Technology course. The author clarified that they essentially are the same course.

- l. (CP-05-184) CIS 110-Wireless LANs
 - 1) Action on advisories: CIS 1 with a grade of C or CR or better; SCC minimum English and math standards.
 - 2) Action on course.

It was moved by Carol Lilleberg and seconded by Quentin Carter to rescind (reconsider) the vote taken for CIS 110 and to submit this information to the Electronics Department for their review and collaboration with the Business Division and appropriate signature for approval or disapproval on the signature page.

The motion carried with one abstention. The course was not approved by the committee.

There was agreement that we need to look at this process closer at a future meeting and capture possible duplication of courses which would ensure that divisions have dialogue before submission to the Curriculum Committee.

- m. (CP-05-210) MATH 198B-Probability & Statistics for Teachers
 - 1) Action on advisories: Eligibility for ENGL 1; successful completion of intermediate algebra.
 - 2) Action on course.

It was moved by Bob Myers and seconded by Quentin Carter to the advisories as presented.

There was agreement to change the following sentence in the background and justification for adding this course to the curriculum, even though this portion of the proposal is an internal document and is not viewed online: This class would give local teachers (or prospective teachers) a convenient and inexpensive opportunity to increase their knowledge of the math standards that they must teach and **of** the standards of other grades levels, and **will** improve their pedagogy.

The motion carried unanimously.

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

The motion carried unanimously.

- n. (CP-05-217) PHOTO 151-Professional Photography: Introduction
 - 1) Action on prerequisite & advisories: Prerequisite = PHOTO 30; Advisories = SCC minimum English and math standards.
 - 2) Action on course.
- o. (CP-05-216) PHOTO 152-Professional Photography: Portraiture
 - 1) Action on prerequisite & advisories: Prerequisite = PHOTO 30; Advisories = SCC minimum English and math standards.
 - 2) Action on course.
- p. (CP-05-218) PHOTO 153-Professional Photography: Product and Advertising
 - 1) Action on prerequisite & advisories: Prerequisite = PHOTO 30; Advisories = SCC minimum English and math standards.
 - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve the prerequisites and advisories as presented.

The motion carried unanimously.

It was moved by Bob Myers and seconded by Kathy Rosengren to approve action on the courses.

It was recommended that a dollar value not be included in 9b. Other catalog information to avoid having to bring the course before the committee every time the dollar value changes. There was agreement to remove the following sentence from each course in 9b. ~~Student will be required to purchase approximately \$200 in photographic materials.~~

There was agreement to add the standard critical thinking statement to the courses.

The newer edition of 2002 will be identified and replace the 1995 textbook by Roger Hicks, Francis Schultz, *Still Life and Special Effects Photography: A Guide to Professional Lighting Techniques* for Photo 153.

There was agreement to add the repeatability statement to the course content outline which would benefit students. There was agreement to add the repeatability statement to future course outlines from this point forward.

The motion carried unanimously with the noted changes.

It was moved by Bob Myers and seconded by Kathy Rosengren to approve action on the courses.

The motion carried unanimously.

- q. (CP-05-219) PHOTO 154-Professional Photography: Interior & Exterior
 - 1) Action on prerequisite & advisories: Prerequisite = PHOTO 30; Advisories = SCC minimum English and math standards.
 - 2) Action on course.
- r. (CP-05-206) PHOTO 155-Professional Photography: Travel Photography
 - 1) Action on advisories: PHOTO 30 or 35; SCC minimum English and math standards.
 - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve the prerequisites and advisories as presented.

It was recommended that a dollar value not be included in Photo 154 9b. Other catalog information to avoid having to bring the course before the committee every time the dollar value changes. There was agreement to remove the following sentence from each course in 9b. ~~Student will be required to purchase approximately \$200 in photographic materials.~~

The motion carried unanimously with the noted change for Photo 154.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve action on the courses.

The motion carried unanimously.

COURSE MODIFICATIONS

- a. (CP-05-197) COSME 175-Cosmetology Education Practicum – Change the units, course length, total weekly hours, other catalog information and content outline.

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

There is a problem for students who take Cosmetology courses and fail because they don't complete their hours. They make up for it by taking this course. There was discussion regarding remediation of the "F" grade. It was recommended this policy should be discussed at the division level.

The motion carried unanimously.

- b. (CP-05-12---RESUBMITTED) ECTRN 175-Home Technology Integration Techniques – Change the prerequisites, performance objectives, content outline and textbooks.

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

The motion carried unanimously.

- c. (CP-05-211) EMT 212-Emergency Medical Technician I – Change the course title, total weekly hours, prerequisites, catalog description, performance objectives, methods of evaluation, reading & writing assignment, content outline, textbook level and textbooks. .
 - 1) Action on prerequisite & advisories: Prerequisite = Current BLS/CPR for Healthcare course completion card. Advisories = SCC minimum English and math standards; must be 18 years of age or older for certification (Title 22, Division 9, Chapter 2, California Code of Regulations).
 - 2) Action on course.

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

The motion carried unanimously.

It was moved by Carol Lilleberg and seconded by Bob Myers to approve action on the course.

The motion carried.

- d. (CP-05-212) EMT 213-Emergency Medical Technician I Refresher – Change course title, catalog description, performance objectives, methods of evaluation, reading & writing assignments, content outline, and textbooks.

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

The motion carried unanimously.

- e. (CP-05-213) HU DV 39-School Years and Adolescent Development – Change method of instruction and textbooks.
- f. (CP-05-214) HU DV 50-Child, Family and Community – Change method of instruction, methods of evaluation, other assignments and textbooks.

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

The motion carried unanimously.

- g. (CP-05-215) HU DV 52-Issues in Aging – Change method of instruction, course advisories, methods of evaluation, other assignments and textbooks. .
 - 1) Action on advisories: Eligibility for ENGL 1.
 - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve the advisories as presented.

The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

- h. CP-05-209) MT 162-Robotic Manufacturing Systems – Change method of instruction, prerequisites, catalog

description, methods of evaluation and content outline.

1. Action on prerequisites & advisories: Prerequisites = MT 160 or ECTRN 61. Advisories = SCC minimum English and math standards.
2. Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

- i. (CP-05-220) PHOTO 168-Portfolio Development – Change course number to PHOTO 156, prerequisites, catalog description, other catalog information, methods of evaluation, reading/writing/other assignments, content outline and textbooks.
 1. Action on prerequisites & advisories: Prerequisites = PHOTO 151 and one of the following: PHOTO 31, 58, 152, 153, or 154. Advisories = SCC minimum English and math standards.
 2. Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

PROGRAM MAJOR--NEW

- a. (CP-05-99) Business Insurance – New 31-unit major with Certificate of Achievement and Associate in Science Degree. *Contingent upon approval of #5.b, c, d, e & f above.*

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

The motion carried unanimously.

PROGRAM MAJOR MODIFICATIONS

- a. (CP-05-223) Electronic/Computer Servicing Technology – Change title, units from 40 to 35, removed 2 & added 1 course from required courses and changed recommended electives.
- b. (CP-05-207) Job Direct-Computer Servicing Technician – Change title, units from 11 to 16, removed 1 & added 2 courses.
- c. (CP-05-208) Job Direct-Computer Investigations – Change units from 13 to 13.5, removed 1 & added 2 courses.

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

The motion carried unanimously.

COURSE DELETIONS

- a. (CP-05-202) PHOTO 164 Introduction to Professional Photography
- b. (CP-05-203) PHOTO 165 Applied Professional Photography
- c. (CP-05-204) PHOTO 166 Advanced Technique: Professional Photography
- d. (CP-05-205) PHOTO 167 Specialization: Professional Photography

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

The motion carried unanimously.

BUSINESS AND COMPUTER SCIENCE DIVISION CURRICULUM REVIEW (final)

Program Major Modifications

- a. (CP-05-157) Computer Information Science: Web/Network Administration – Changed title, added 1 new Job Direct Certificate:
 - Web Programmer (15 units)
- b. (CP-05-201) Office Technology: Legal Specialist – Changed units from 30.5 to 31.5, removed 2 & added 2 courses to the required courses and changed the recommended electives.
- c. (CP-05-200) Office Technology: Medical Office Specialist – Changed units from 32 to 33, added 1 course to the required courses and changed the recommended electives.
- d. (CP-05-187) Office Technology: Medical Transcription Specialist – Changed the recommended electives. No change to the units.
- e. (CP-05-188) Office Technology: Administrative Assistant – Changed the recommended electives. No change to the units.

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

There was discussion regarding the rationale for each change relative to the Legal Specialist. Agreed to change the following required language for OCCED 90 as follows: OCCED 90 will correct the catalog to reflect the ~~33~~ **31.5** units needed.

The motion carried unanimously with the noted change.

Course Modifications

- f. (CP-05-142) CIS 62 -Creating Web Interactivity with Flash – Change method of instruction, course advisory and textbooks.
 - 1) Action on advisories: CIS 1 with a grade of C or CR or better; CIS 61 with a grade of C or CR or better; SCC minimum English and math standards.
 - 2) Action on course.

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

There was discussion regarding what constitutes a passing grade. To strengthen a prerequisite, there needs to be support documentation to show that students with lower grades do not do well in the class with proper validation. There was agreement this is a philosophical problem which needs to be pursued at a future meeting, e.g. to successfully identify what is a passing grade to avoid being in violation of Title V.

The motion carried unanimously.

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

The motion carried unanimously.

- g. (CP-05-143) CIS 68 – Object Oriented Game Programming with Flash – Change method of instruction, prerequisites and advisories.
 - 1) Action on prerequisites/advisories: Prerequisites = CIS 62 with a grade of C or CR or better. Advisories = CIS 1 with a grade of C or CR or better; SCC minimum English and math standards.
 - 2) Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

- h. (CP-05-144) CIS 69 – Multimedia for the Web – Change method of instruction and textbooks.
- i. (CP-05-145) CIS 75 – Client-Side Web Programming – Change method of instruction, performance objectives and textbooks.
- j. (CP-05-146) CIS 81 – Server-Side Web Programming – Change method of instruction and content outline.

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

The motion carried unanimously.

- k. (CP-05-147) CIS 89 – Essential Networking Technologies – Change course advisory, methods of evaluation 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 course.

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

The motion carried unanimously.

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

The motion carried unanimously.

- l. (CP-05-160) CIS 148.49 – Fast Track Quicken for Windows – Change course number to CIS 109, method of instruction, catalog description, performance objectives, methods of evaluation and textbooks.
- m. (CP-05-159) CIS 148.73 – Fast Track Excel – Change course number to CIS 105 and textbooks.

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

The motion carried unanimously.

- n. (CP-05-161) OT 54 – Beginning Keyboarding – Change method of instruction, catalog description, other catalog information, methods of evaluation, writing assignments, content outline and textbooks.

It was moved by Ann Willer to approve the course modifications as presented with the exception of adding “online” back into the course.

After discussion by the committee, the motion was withdrawn.

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

The following roll call vote was taken:

AYES – Brad Paschal, Francis O’Donovan, Carol Lilleberg, Megan Bradshaw; Quentin Carter, Sabine Bolz, and Kathy Rosengren
NOES – Bob Myers, Ann Willer, Glenn Burgess, and Curtiss Brown

The motion carried.

After further discussion, it was moved by Carol Lilleberg and seconded by Kathy Rosengren to rescind (reconsider) the vote taken and return this course to the division for more discussion and consensus.

The motion carried unanimously.

- o. (CP-05-162) OT 55 – Intermediate Keyboarding/Word Processing – Change method of instruction, catalog description, other catalog information, performance objectives, methods of evaluation, writing/other assignments, content outline and textbooks.

It was moved by Carol Lilleberg and seconded by Bob Myers to return this course to the division for more discussion and consensus.

The motion carried unanimously.

- p. (CP-05-163) OT 56 – Advanced Keyboarding/Word Processing – Change method of instruction, catalog description, performance objectives, writing assignments, content outline and textbooks.

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

The motion carried unanimously.

- q. (CP-05-164) OT 57 – Legal Keyboarding/Word Processing – Change method of instruction, content outline and textbooks.
- r. (CP-05-165) OT 59 – Medical Keyboarding and Computer Applications – Change method of instruction and textbooks.
- s. (CP-05-169) OT 63 – Introduction to ICD-9-CM Coding – Change method of instruction, performance objectives, methods of evaluation, reading assignments, content outline and textbooks.
- t. (CP-05-166) OT 64 – Intermediate ICD-9-CM Coding – Change method of instruction, catalog description, performance objectives, methods of evaluation, reading assignments, content outline and textbooks.
- u. (CP-05-167) OT 66 – CPT-IV Coding – Change method of instruction, performance objectives, methods of evaluation, content outline and textbooks.

It was moved by Ann Willer and seconded by Kathy Rosengren to return this course to the division for more discussion and consensus.

The motion carried unanimously.

- v. (CP-05-168) OT 100 – Skill Building on the Computer Keyboard – Change units, total weekly hours, method of instruction, repeatability, performance objectives, reading assignments and textbooks.
- w. (CP-05-170) OT 101 – Study of Human Diseases for Medical Assistants – Change method of instruction and textbooks.
- x. (CP-05-173) OT 121 – Medical Transcription I – Change method of instruction, catalog description, content outline and textbooks.

It was moved by Ann Willer and seconded by Bob Myers to return this course to the division for more discussion and consensus.

The motion carried unanimously.

- y. (CP-05-174) OT 131 – Legal Machine Transcription – Change course title and method of instruction.

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

The motion carried unanimously.

- z. (CP-05-194) OT 148.54 – Fast Track Computer Keyboard – Change course number to OT 154, title, units, course length, total weekly hours, method of instruction, catalog description, performance objectives, methods of evaluation, content outline and textbooks.

It was moved by Ann Willer and seconded by Bob Myers to return this course to the division for more discussion and consensus.

The motion carried unanimously.

- aa. (CP-05-177) OT 148.159 – Fast Track Records Control/Filing – Change course number to OT 109, method of instruction and textbooks.

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

There was agreement to change 12. Student Assignments (Homework) a. required reading assignments, as follows: Approximately 50 pages **per week**.

The motion carried unanimously with the noted change.

- bb. (CP-05-178) OT 151 – Office Systems & Procedures – Change total weekly hours, method of instruction and textbooks.

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

The motion carried unanimously.

- cc. (CP-05-179) OT 159 – Filing and Records Management – Change method of instruction, performance objectives, methods of evaluation, writing assignments and textbooks.

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

The motion carried unanimously.

dd. (CP-05-180) OT 160 – Business Transcription – Change method of instruction.

It was moved by Ann Willer and seconded by Bob Myers to return this course to the division for more discussion and consensus.

The motion carried unanimously.

ee. (CP-05-181) OT 162 – Ten-Key – Change method of instruction, methods of evaluation and textbooks.

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

The motion carried unanimously.

ff. (CP-05-88 RESUBMITTED) MGMT 188 – Computers in Small Business – Change method of instruction, performance objectives and textbooks.

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

There was agreement to change 10. Student Performance Objectives as follows:

1. a letters and memos
2. a financial reports and statements
3. a marketing plans and reports; and
4. a flyers, advertisements, and brochures

The motion carried unanimously with the noted changes.

Course Deletions

- gg. (CP-05-148) CIS 91.560 – NetWare 5 Administration
- hh. (CP-05-149) CIS 91.570 – NetWare 5 Advanced Administration
- ii. (CP-05-150) CIS 95.1 – Windows 2000 Professional
- jj. (CP-05-151) CIS 95.2 – Windows 2000 Server
- kk. (CP-05-152) CIS 95.3 – Windows 2000 Network Infrastructure
- ll. (CP-05-153) CIS 95.4 – Windows 2000 Active Directory Services
- mm. (CP-05-154) CIS 95.152 – Supporting Microsoft Windows 2000 Professional and Server
- nn. (CP-05-155) CIS 95.153 – Supporting a Microsoft Windows 2000 Network Infrastructure
- oo. (CP-05-156) CIS 95.798 – Supporting Microsoft Windows 95/98
- pp. (CP-05-171) OT 102 – Health Unit Assistant Procedures
- qq. (CP-05-172) OT 107 – Medical Insurance Coding
- rr. (CP-05-175) OT 132 – Administrative Law and Procedure
- ss. (CP-05-176) OT 133 – Introduction to Legal Assisting
- tt. (CP-05-182) OT 164 – College Shorthand-Level 1
- uu. (CP-05-183) OT 165 – Shorthand Vocabulary and Speed Building

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

The motion carried unanimously.

Curriculum Review Verification Forms

- vv. (CP-05-158) Computer and Information Science- Web/Network Administration Curriculum Review Verification Form
- ww. (CP-05-195) Office Technology Curriculum Review Verification Form

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

The motion carried unanimously.

Revalidation of Prerequisites and/or Co requisites Only – (no changes)

- xx. (CP-05-224) OT 122 – Medical Transcription II – Revalidate prerequisite of OT 121
- yy. (CP-05-225) OT 123 – Medical Transcription III – Revalidate prerequisite of OT 122
- zz. (CP-05-226) OT 124 – Medical Transcription IV – Revalidate prerequisite of OT 123

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

The motion carried unanimously.

REPORT FROM THE CHAIR

Chair Erin Farmer wished the committee best wishes for a very Happy Thanksgiving and deferred her report to the next meeting.

REPORT FROM THE VICE PRESIDENT

There was no report from the Vice President.

OPEN DISCUSSION

There was discussion regarding whether or not signatures on courses by full-time faculty versus adjunct faculty carry more weight. The question was raised as to what the committee is looking for in regard to signatures on the signature page. Donna Vessels clarified that three signatures are required and it is preferred that they be three full-time signatures in the discipline. If there are no full-time signatures in the discipline, then part-time signatures may be used. If there are not three instructors in the discipline, then like-disciplines may sign. Chair Farmer advised that it is unprecedented to have the discontent that is currently being experienced in the Business and Computer Science Division. The precedent is unknown at this time and the committee is trying to be careful in their efforts to approve courses. The committee recommended that the division sit down as a whole group and communicate their differences.

Dean John Urrutia thanked the committee for their hard work on the Business and Computer Science Division curriculum review. He stated he feels the College will end up with a better curriculum process in the future as a result of the debates and discussions that have been held.

The Business and Computer Science Division was commended on their hard work, and special thanks were extended to Mary Ann Harris, Donna Vessels and Judy Spencer for their efforts through this process.

Chair Farmer distributed a copy of a letter over the signature of Gail Kropp, Academic Senate President, advising that until such time that the Senate and Curriculum Committee have agreed on a new process for considering modifications to the GE structure, they are declaring a moratorium on new proposals to change the GE structure. The timeline given to vote to accept a new process or make suggestions for revisions until it is acceptable to both bodies is April 2006. The committee will begin discussions at a future meeting.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Francis O'Donovan and seconded by Ann Willer to adjourn at 4:14 p.m., to meet again Tuesday, December 13, 2005, 1:50 p.m., in the Board Room. The motion carried unanimously.

CCMinutes 11 22 05.js
Attachments: (1)

- Letter over the signature of Academic Senate President Gail Kropp, regarding proposals to change the GE structure