Solano Community College

Academic Senate
CURRICULUM COMMITTEE

MINUTES

Tuesday, December 13, 2005
1:50 p.m., Board Room

The committee enjoyed homemade cookies provided by Dr. Laurel Jones.

ROLL CALL

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

Excused: Megan Bradshaw and Glenn Burgess

Guests: Mark Berrett, Marylou Fracisco, Mary Ann Harris, Robert Johnson; Donna Laroski, Gary Martin, John Urrutia, 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 Bob Myers and seconded by Quentin Carter to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

The minutes from the meeting held November 22, 2005, will be submitted for approval at a future meeting.

NEW COURSES

a. (CP-05-221) ECE 103-Environmental Rating Scale for Infant, Toddler and Preschool Childcare
    1)   Action on advisories: SCC minimum English standard.
    2)   Action on course.

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

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

After discussion, it was agreed that this course should be returned to the Division for more clarification of the following: expand the course outline, include page numbers per week for required reading assignments, verify the latest edition for textbooks, add the standard critical thinking statement, and make corrections of misspelled words

b. (CP-05-222) ECE 104- Environmental Rating Scale for Family Childcare Providers
    1)   Action on advisories: SCC minimum English standard.
    2)   Action on course.

There was no motion for approval of the advisories or action on the course.

It was agreed that this course should be returned to the Division for more clarification of the following: expand the course outline, include page numbers per week for required reading assignments, verify the latest edition for textbooks, add the standard critical thinking statement, and make corrections of misspelled words

c. (CP-05-184 RESUBMITTED) 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 Ann Willer and seconded by Bob Myers to approve action on the advisories as presented.

The motion carried unanimously.

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

The motion carried unanimously.

PROGRAM MAJOR MODIFICATIONS

a. <u>(CP-05-228) Computer Information Science-Web/Network Administration</u>– Added 1 course to required courses and changed total required units from 31.5 to 33.

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

It was noted the modification was not reviewed by other divisions because no other divisions are affected by this course.

Dr. Laurel Jones asked that another check box be added to the Vice President of Academic Affairs recommendation section on the signature page to include: ☐**NOT** APPLICABLE.

The motion carried unanimously with the noted change.

b. <u>(CP-05-227) Photography Professional</u>—Changed the required/elective courses and changed the total required units from 49 to 35.

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

The motion carried unanimously.

BUSINESS AND COMPUTER SCIENCE DIVISION CURRICULUM REVIEW (Resubmitted items only)

<u>Course Modifications</u>

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

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

The motion passed with one no vote.

The Chair advised that the author of the course modification proposal requested to have a statement read to the committee and to have the statement included in the minutes. It was noted that neither the Division representative or Division Dean were aware of the statement that was asked to be heard by the committee. The author was not able to attend to the meeting due to a doctor's appointment.

Chair Farmer asked Dean Bob Myers to read the statement to the committee.

It was moved by Carol Lilleberg and seconded by Quentin Carter to have the statement included in the minutes.

The motion carried as follows:
AYES – 7
NOES - 3

The motion passed.

The following is a statement made by Jeanette McCarthy:

"I, Jeanette McCarthy, have decided to neither support nor object to the Office Technology proposals which you are considering today, December 13, 2005. I concede and am submitting for the record this dissenting opinion regarding the proposals. If it will help

with collegiality, my comments may be construed as that of a private citizen and taxpayer. I want to thank the Curriculum Committee for the level of scrutiny you have afforded the Office Technology proposals.

I differ in thought and opinion from my colleagues and administrators who have authored and approved the OT proposals before you today for many reasons including the following:

1) *I believe it is a disservice to students and the workforce community to attempt to assess or validate skill-based learning outcomes without some instructor contact. Instructor observation/guidance and student workplace simulation interaction may be critical to employment readiness. Therefore, the Office Technology proposals which were submitted at the last curriculum meeting were written to provide instructor contact, at minimum, in the beginning and at the capstone levels of learning.*

2) *I believe the present proposals, with online as method of instruction, were written in conformity with a goal which was hastily conceived and implemented without sufficient scrutiny and consideration of the consequences to students.*

3) *I believe the methods/tactics utilized to implement the goal (all BCS courses must list "online" as a method of instruction) are not in conformity with the best goal implementation practices of the public or private sectors.*

4) *I believe the method of instruction has a direct bearing on student learning outcomes and, therefore, warrants more consideration than adoption by mandate or by checking a box on a form.*

5) *It seems counterproductive for Solano Community College to seek out and hire experts in a field and then disregard the best opinion and experience of those experts, when designing curriculum, in deference to the voting power of a group of individuals with little or no experience in the curriculum proposal subject matter. (For example, are we to override the opinion of the office technology medical coding instructor, also employed in the industry, who has stated that, in her experience, coding candidates who have "learned" coding online are <u>not</u> employable in coding?)*

6) *Teaching skill-based courses online may lead to unintended consequences. For example, a student may take the beginning keyboarding (touch typing) course online, complete all the work, and receive a passing grade; yet, there is little validation that student has actually acquired a skill necessary to become and remain employable. Consequently, SCC will receive income from state and federal funds intended for workforce development; yet, the student will not necessarily accomplish the outcome for which those funds were intended. Furthermore, since said keyboarding course is not repeatable (because the student received a passing grade), the student potentially pays to acquire a skill that he or she may or may not actually acquire. Ultimately, students earning an online certificate in any of the office technology majors may not acquire the skills necessary to be employable. Students who come to us for a second chance at attaining employability skills may instead expend much time, money and effort only to unknowingly dissipate their last or best chance.*

7) *I believe that human contact is in keeping with our community mission and is necessary to adequately assess and validate that a student has actually acquired employability skills. We are not an international online college; we are a community college located in Solano County charged with, among other things, educating, training and verifying a skilled and competent workforce.*

8) *I am concerned that the rush to place skill-based courses online has transformed, to the community's detriment, our college from outcome-based education to income-based education.*

In conclusion, I wish to thank the curriculum committee for your thorough deliberation on this issue."

b. <u>(CP-05-162-RESUBMITTED) OT 55 – Intermediate Keyboarding/Word Processing</u> – Change catalog description, other catalog information, performance objectives, methods of evaluation, writing/other assignments, content outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = Completion of all modules of OT 54 with a grade of 'C' or 'CR' or better or Passing the OT 55 placement test; concurrent enrollment or successful completion of CIS 63 or CIS 66. Advisory = SCC minimum English standard.
   2) Action on course.
c. <u>(CP-05-164-RESUBMITTED) OT 57 – Legal Keyboarding/Word Processing</u> – Change content outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = Completion of all modules of OT 55 with a grade of 'C' or 'CR' or better and the ability to keyboard at 50wpm. Advisory = SCC minimum English standard.
   2) Action on course.
d. <u>(CP-05-165-RESUBMITTED) OT 59 – Medical Keyboarding and Computer Applications</u> – Change textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = Completion of all modules of OT 54 with a grade of 'C' or 'CR' or better or Passing the OT 59 placement test; Nursing 111 (or concurrent enrollment) or successful completion of a medical terminology exam. Advisory = SCC minimum English standard.
   2) Action on course.

e. (CP-05-169-RESUBMITTED) OT 63 – Introduction to ICD-9-CM Coding – Change performance objectives, methods of evaluation, reading assignments, content outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = OT 101, NURSE 111 (or successful completion of the challenge test). Advisory = SCC minimum English standard.
   2) Action on course.
f. (CP-05-166-RESUBMITTED) OT 64 – Intermediate ICD-9-CM Coding – Change method of instruction, catalog description, performance objectives, methods of evaluation, reading assignments, content outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = OT 63 (or successful completion of a challenge test). Advisory = SCC minimum English standard.
   2) Action on course.
g. (CP-05-167-RESUBMITTED) OT 66 – CPT-IV Coding – Change performance objectives, methods of evaluation, content outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = OT 101, NURSE 111. Advisory = SCC minimum English and math standards.
   2) Action on course.

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

The motion carried with one no vote.

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

The motion carried with one no vote.

h. (CP-05-168-RESUBMITTED) OT 100 – Skill Building on the Computer Keyboard – Change units, total weekly hours, repeatability, performance objectives, reading assignments and textbooks.
i. (CP-05-170-RESUBMITTED) OT 101 – Study of Human Diseases for Medical Assistants – Change the textbooks.

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

The motion carried with one no vote.

j. (CP-05-173-RESUBMITTED) OT 121 – Medical Transcription I– Change the catalog description, course outline and textbooks.
   1) Revalidation of prerequisites/advisories: Prerequisites = Successful completion of OT 55 or OT 56 or a keyboarding speed of 40 wpm (to be verified by placement test) with microcomputer word processing skills; Nursing 111 (or concurrent enrollment) or successful completion of a medical terminology exam. Advisory = SCC minimum English standard.
   2) Action on course.

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

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.

Revalidation of Prerequisites and/or Co requisites Only

k. (CP-05-180-RESUBMITTED) OT 160 – Business Transcription – Revalidate prerequisite of OT 55 or 56; or keyboarding speed of 40 words per minute (verified by placement test) and CIS 63 or CIS 66 with a grade of "C" or better; revalidate advisory of SCC minimum English standard.

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

The motion carried unanimously.

REPORT FROM THE CHAIR

There will be a non-mandatory, informal, meeting of the Curriculum Committee on January 13, 2006, between 9:00-12:00 noon to discuss concerns, procedures, parliamentary procedures, goals, class sizes, and objectives for the future. The information will be included in the Flex Cal flyer. The location is to be determined.

REPORT FROM THE VICE PRESIDENT

There was no report.

OPEN DISCUSSION

Donna Vessels thanked the committee for their hard work over the fall semester. Chair Farmer thanked both Judy Spencer and Donna Vessels for their efforts during the semester as well. Ann Willer thanked the committee for their patience and help during the Business and Computer Science curriculum review process. The committee thanked Chair Farmer for the excellent job she did in presenting the work of the committee over the fall semester to the Governing Board in December. There was applause for everyone.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Quentin Carter and seconded by Ann Willer to adjourn the meeting at 2:40 p.m., to meet again Tuesday, February 14, 2006, 1:50 p.m., in the Board Room.

CCMinutes 12 13 05:js

Attachment: (1)
- Statement from Jeanette McCarthy