

SOLANO COMMUNITY COLLEGE

Academic Senate
CURRICULUM COMMITTEE

UNADOPTED MINUTES

Tuesday, March 27, 2007
2:00 p.m., Board Room

ROLL CALL

Present: Sabine Bolz; Curtiss Brown; Marjorie Carson, Ed.D.; Karen Cook; Erin Farmer, Chair; Bob Johnson; Quentin Carter; Max Hartman; Carol Lilleberg; Brad Paschal; Kathy Rosengren; Kathleen Theobald; Donna Vessels; and Paris Watson.

Guests: Catherine Fites; Leslie Rota; and John Urrutia.

Excused: Mark Berrett; Ignacio Burgos; Don Johnson; Judy Spencer; Marie Morinec; and Scott Stover.

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 Kathy Rosengren 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 Quentin Carter to approve the minutes of November 28, 2006. It was moved by Sabine Bolz and seconded by Kathy Rosengren to approve the minutes of March 13, 2007. The motion carried unanimously.

NEW COURSES – None

COURSE MODIFICATIONS

- a. (CP-07-01) PSYCH 34 – Human Sexual Behavior – Change the method of instruction.
 - 1) Action on online & hybrid method of instruction

It was moved by Kathy Rosengren and seconded by Bob Johnson to approve action on online and hybrid method of instruction as presented. It was determined that the method of instruction should be listed in the present tense, not past. Donna Vessels will make the grammatical changes. The motion carried unanimously.

- 2) Action on course.

There was agreement that the action on the course is not necessary.

PROGRAM MAJOR MODIFICATIONS – None

REPORT FROM CHAIR

Chair Erin Framer gave time to Catherine Fites.

Catherine has brought the following information to the committee to request that a recommendation to be forwarded to the Academic Senate on the following issues.

1. Data conversion:
 - a. Catherine Fites discussed with the members the banner conversion. Catherine gave a handout of all the subject codes showing the new proposed banner conversion code. Catherine requested that any suggestions or recommendations for change be forwarded to her as soon as possible.
 - b. John Urrutia spoke to the members about the numbering system. In banner, there is a limit of 5 numeric digits. In trying to keep with the current numbering system, the existing numbering system has been modified to fit into the banner system. The first three digits will be numerical followed by a two digit alpha-numeric. This allows the ability to generate a new number when changes are made to the course curriculum. This enables the College the flexibility to modify the system to keep the original number and be able to increment the number by one or change the number as needed. The last two digits (the alpha-numeric) will be blank and will not show up on the reports or schedules; however, they are available so the numbering can be incremented if needed.

Catherine requested that the committee provide a recommendation on the numbering system within the next couple of weeks. Erin recommends this be brought to the Divisions as well.

2. Catherine recommended that the curriculum committee consider changing the catalog rights system that is currently in place at Solano Community College. Currently, the College has a system of using the entry or exit catalog when students change their major. There are still students receiving degrees that are outdated and not marketable due to technology changes, software upgrade changes, and changes to laws or industry standards. Suggest that if a student changes their major, should the college require the student to use the current catalog at the time they make the change to ensure the student has the most updated coursework when they graduate. Catherine clarified that this is only for those students who have already received a certificate in the past and now want to get a degree. If no certificate or degree was given in the past and the student has not taken classes consistently for more than one year, then if the student files for graduation, they will have to use the current catalog. Suggest a recency requirement that the catalog cannot be older than 10 years and that Academic Senate review the catalog rights to consider the recency requirement. It was recommended that the topic come back to the curriculum committee and a vote taken at that time. Then, the curriculum committee and make a recommendation to the Academic Senate.
3. The banner system was developed for a four year college model. There is a place to put the degree and the major. The college has a one-to-one link to all programs and courses; such as, an Associate of Arts in Marketing (all inclusive), not an Associates in Arts, with a major in Marketing. Catherine proposes for degrees only, not certificates, that the College uses a one-to-many approach for degrees that are no longer active; such as, an Associate in Science, with a major in Ship Building or Machine Tool Technology. Catherine also proposes using the one-to-one for certificates and the new degrees. Catherine would also like the committee to consider the use of letter generation to those students who are in a program that is planned for discontinuance; such as a two year notice in order to give students time to complete the program. Catherine requested that the committee provide a recommendation on this data conversion prior to the end of the spring 2007 semester.

REPORT FROM VICE PRESIDENT

The Accreditation Visitation Team will be coming to the College on April 18, 2007. Dr. Carson is requesting that the committee members make themselves as available as possible for the visitation team. There will be three Accreditation Review sessions held, March 28th, 4-5 p.m.; March 29th, 12-1 p.m.; and April 3rd, 12:30-1:30 p.m. A briefing sheet will be made available to provide information regarding each of the recommendations. An Annual Accreditation Report is due April 16th, 2007. The annual report will address various changes that have occurred with the College. Progress on SLO's is very good.

The CIO conference had sessions regarding Basic Skills. It is anticipated that more funding will be provided for Basic Skills next year as well as the following year. Dr. Carson also attended a non-credit workshop. Changes are coming for non-credit. The college has credit, community education courses, and then non-credit. Solano Community College has not been actively involved with non-credit. Dr. Carson shared with the members that there is anticipated changes with the funding reimbursement of non-credit courses. It is not determined whether or not the college will be engaging in offering these types of courses. There are provisions in the new rules, and Charles Shatzer is researching this information more thoroughly. The provisions state that if there are two or more related

courses, then those courses can constitute as a program and a certificate of completion can be given. The courses do not have to have the same TOP codes but the relationship has to be explained. The rigor in the courses would still have the same level as credit courses. A question of whether some students could be credit and some non-credit; the answer from the state was, yes. Non-credit reimbursement will be based on daily attendance. Dr. Carson urged the committee to consider the non-credit courses as an addition to the already offered courses.

OPEN DISCUSSION – None

ADJOURNMENT

There being no further business to come before the committee, it was moved by Quentin Carter and seconded by Bob Johnson to adjourn the meeting at 3:00 p.m., to meet again Tuesday, April 24, 2007, 1:30 p.m., in the Board Room.

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