

# **Solano Community College**

## **Academic Senate CURRICULUM COMMITTEE MINUTES**

Tuesday, March 13, 2007  
2:00 p.m., Board Room

### **ROLL CALL**

Present: Erin Farmer, Chair; Sabine Bolz, Marjorie Carson, Ed.D.; Karen Cook, Bob Johnson, Carol Lilleberg; Maire Morinec, Brad Paschal, and Ann Willer

Excused: Quentin Carter, Jack Hooper (Academic Student); Kathy Rosengren, Scott Stover, Donna Vessels, and Paris Watson (Vocational Student).

### **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 Maire Morinec and seconded by Brad Paschal to approve the agenda as submitted. The motion carried unanimously.

### **APPROVAL OF MINUTES**

The following Curriculum Committee meetings were cancelled; therefore, no minutes were taken for:

December 12, 2006; February 13, 2007 or February 27, 2007.

Minutes from the meeting held November 28, 2006, will be approved at a future meeting.

### **NEW COURSES - (None)**

#### **a. COURSE MODIFICATIONS -None**

### **PROGRAM MAJOR MODIFICATION - (None)**

### **REPORT FROM THE CHAIR**

#### **a. Guidelines for Completing and Evaluating Addendum Forms for Distance Ed Courses**

Chair Erin Farmer distributed again the forms used to submit online courses to the Curriculum Committee. Chair Farmer restated the rationale behind use of the addendum forms. These forms, when completed correctly, should demonstrate that when a course is taught online, course content, rigor, and instructor availability and contact are preserved. It is our job as a committee to make sure that we have carefully considered the proposals and have determined that the course meets the criteria before we sign off on them and approve them. We have all felt the pressure—whether subtle or blatant, to approve courses based on some kind of faith (in documentation unseen) but we can't just rubber stamp the course, however much we would like to avoid discontent of fellow faculty and management, or even because we just want to make the course approval process move quickly. We all want that, of course; but we can't sacrifice quality for expedience.

The committee was reminded the forms are a temporary measure and that there is an expectation that the Online Committee will develop more suitable forms for our needs. Chair Farmer was charged with asking the Online Committee for samples of good examples of online course paperwork. Erin also answered questions from the committee on how to hand out and fill out the forms correctly, as well as how to address concerns in the divisions. The Divisions are

encouraged to discuss the online course paperwork with the committee representative before it moves to the committee for approval. Chair Farmer advised she will also be screening the forms before they are submitted for approval by committee and requested that they be sent to her a few days before the curriculum office deadline.

b. Curriculum Calendar—Deadlines and Procedures for Course Proposals

The meeting calendar was distributed a while ago. Proposals are due in the curriculum office two weeks before the scheduled meeting, e.g., agenda deadline 3/12 for 3/27 meeting. All deadlines must be observed to be sure the proposal is in a quality final draft. Because of the difficulties encountered by WebCMS, new agenda items will be accepted for the April 24 meeting agenda, which is a one-time exception to our normal policy of only taking resubmitted courses. Chair Farmer will clarify if new proposals discussed at the April 24 meeting will also go into the 2008 schedule. The final meeting for the semester is May 8, 2007.

In order to facilitate the curriculum office, Chair Farmer will discuss with Donna the suggestion that the division offices or instructors make the corrections requested by the committee after each meeting. It was understood the technical review would still need to be done by the curriculum office and/or Chair.

Dr. Carson announced that Dyana Fuller has been replaced by Kathleen (Kathy) Theobald as our Scheduling Specialist, and that Max Hartman began March 13 as our full-time backfill person for Banner. We expect Max will stay with us through the end of the semester, or until further notice.

Chair Farmer reported the following divisions are scheduled for curriculum program review as follows:

- Humanities – Fall 2007
- Health Occupations – Fall 2007
- Counseling/Special Services/LRC - Spring 2008
- Fine and Applied Arts/Behavioral Sciences – Fall 2008
- Math/science – Spring 2009
- Physical Education/Athletics – Fall 2009
- Business and Computer Science – Fall 2010
- Career Technical Education – Fall 2011

**REPORT FROM THE VICE PRESIDENT**

Dr. Marjorie Carson, Interim Vice President of Academic Affairs, and Accreditation Liaison Officer, advised we can expect our return Accreditation Team Visit either April 18, 19 or 25, 2007. The 25<sup>th</sup> is outside of their normal visitation window and will significantly impact our response to them. The expectation is that two to three individuals will be a part of this visit, and hopefully they are former team members. The report is seventeen pages in length with hundred of pages of evidence. The Progress Report and sustaining evidences will be delivered to the WASC office on March 15. Dr. Carson advised that information on SLOs is less than expected, but we have made significant progress and we should be proud of our work completed thus far. Any division that still has SLOs that have not been submitted to the Research and Planning Department should do so as soon as possible. All information will be placed on the SCC Intranet after the Progress Report is delivered.

The Strategic Master Plan is almost completed.

Another Basic Skills Forum is scheduled March 22 in the back half of the cafeteria, 12:00 noon to 1:00 p.m. Announcements will be forth coming. Part of the opening recommendations by the Accreditation Team was on communications and engaging the College more so that we truly exchange information.

Three faculty have been given release time to serve as Basic Skills Coordinators.

Second interview dates for faculty have been scheduled.

The Vice President of Academic Affairs position is scheduled for first interviews this week. The Dean of Humanities position is scheduled for interviews in May.

It is expected we will be able to offer classes at the Vallejo Center in fall sooner than expected which is exciting. The *Fall 2007 Schedule of Classes* will reflect late start classes mid semester.

We will be working on the 2005-2006 Annual Fiscal Report, which includes a learning grid for those courses offered via a distance delivery mode for the first time in the 2006-07 academic year. There are also questions that require us to report on our institution's implementation of student learning outcomes. This report is due April 16. It appears SLOs are here to stay for a long time.

Chair Farmer expressed sincere thanks Dr. Carson for all of her hard work on behalf of Solano College.

### ***OPEN DISCUSSION***

An inquiry was made about where we are with the new math requirement. Chair Farmer responded by saying it is still being discussed in the Academic Senate. Erin stated what we know for sure is that the person who teaches the Math class will have to have the state required qualifications to do so. It is felt it is too soon for this information to appear in the *2007-2008 Catalog*.

Chair Farmer shared her vision for putting a Curriculum Handbook on line, as well as announcements for the committee, questions for the committee, etc. eCompanion may have this capability.

There was discussion, and an example given, where students have purchased the sample texts listed in the Section K which ultimately were the wrong textbooks for the classes. Discussion included whether or not certain data should be omitted from public access, and possibly adding a disclaimer if necessary. Chair Farmer agreed to investigate these concerns further and report back to the committee at a future meeting.

There was discussion about an on-going Accreditation Steering Committee so we keep track of what we do yearly and do not have to "scramble" for information during future accreditation years.

Dr. Carson reported that she visited Dixon High School last week with IS/P Gerry Fisher to identify ways we can encourage Dixon High School students to come to Solano Community College.

### ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Brad Paschal and seconded by Sabine Bolz to adjourn at 3:30 p.m., to meet again Tuesday, March 27, 2007, 2:00 p.m., in the Board Room (626).

CC Minutes 03 13 07:js

Attachments: (2)

- Documentation of Instructor Contact
- Addendum Form for Approval of Online Courses