

# Solano Community College

## Academic Senate CURRICULUM COMMITTEE **MINUTES**

Tuesday, November 14, 2006  
2:00 p.m., Board Room

### **ROLL CALL**

Present: Erin Farmer, Chair; Mark Berrett, Sabine Bolz, Ignacio Burgos; Marjorie Carson, Bob Johnson, Don Johnson; Carol Lilleberg, Brad Paschal, Kathy Rosengren; Judy Spencer, Scott Stover, Donna Vessels, and Earl Wylie (for Ann Willer)

Excused: Quentin Carter, Maire Morinec and Ann Willer

Guests: Debbie Berrett, Karen Cook, Jim Mitchell, and John Urrutia

### **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 Johnson and seconded by Carol Lilleberg to approve the agenda as presented. The motion carried unanimously.

### **APPROVAL OF MINUTES**

The scheduled October 10, 2006, meeting was cancelled. The minutes from the meeting held October 24, 2006, will be approved at a future meeting.

### **NEW COURSES**

- a. (CP-06-94) CIS 120-Developing XML Web Services
  - 1) Action on prerequisites/advisories: Prerequisites = CIS 72; Advisories = SCC minimum English and math standards; CIS 1.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- b. (CP-06-95) CIS 121- PHP Programming with MySQL
  - 1) Action on advisories: SCC minimum English and math standards; CIS 1; CIS 61.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.

It was moved by Carol Lilleberg and seconded by Bob Johnson to approve the prerequisites/advisories as presented.

The motion carried unanimously.

It was moved by Bob Johnson and seconded by Brad Paschal to approve the online and hybrid methods of instruction as presented.

It was noted that the online forms were well filled out and the recommendation was made that Ann Willer's responses could be used as a model in terms of documentation.

The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Carol Lilleberg to approve action on the courses.

The motion carried unanimously.

- c. (CP-06-140) CIS 172-Computer Forensics: Evidence Recovery (same as ECTRN 172)
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on hybrid method of instruction.
  - 3) Action on course.
- d. (CP-06-141) CIS 173-Computer Forensics Investigations (same as ECTRN 173)
  - 1) Action on prerequisites/advisories: Prerequisites = CIS 1; Advisories = SCC minimum math standard; Eligibility for ENGL 1.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- e. (CP-06-142) CIS 174-Computer Forensics: Operating Systems Internals (same as ECTRN 174)
  - 1) Action on prerequisites/advisories: Prerequisites = CIS 173 with a grade of C or better or ECTRN 173 with a grade of C or better; Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- f. (CP-06-88) IT 1-Introduction to Technology
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on hybrid method of instruction.
  - 3) Action on course.

It was moved by Kathy Rosengren and Brad Paschal to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

It was moved by Brad Paschal and seconded by Bob Johnson to approve the online and hybrid methods of instruction as presented.

The committee noted that the series of addendum forms were filled out in a generic way for every course and no individual online adaptations for each method of instruction were listed. The general consensus was that there is no need for the form if the courses are not going to be individualized.

The motion was amended by Ignacio Burgos and seconded by Carol Lilleberg to return the online and hybrid methods of instruction to the Division for more course specific and customized language and proper backup documentation.

It was noted that the online documentation is not an in-house document and is for other audiences besides the Curriculum Committee.

The motion carried with one nay vote from Mark Berrett.

Dr. Carson, whose doctorate is in curriculum development, offered assistance to facilitate divisions whenever needed with the new online/hybrid methods of instruction.

It was moved by Kathy Rosengren and seconded by Brad Paschal to approve action on the courses.

There was discussion about the intent to make the IT 1-Introduction to Technology a science course in the future. There was agreement this could be discussed at a future meeting. Brad Paschal voted yes to approve action on the course if the intent, as indicated by Mark Berrett, is to use the course as an entry level IT class.

The motion carried unanimously.

## **COURSE MODIFICATIONS**

- a. (CP-06-89) CIS 15-Programming in Visual Basic.NET – Change the methods of evaluation, content outline and textbooks.
- b. (CP-06-90) CIS 22-Introduction to Programming – Change the catalog description.
- c. (CP-06-91) CIS 23-Data Structures & Algorithms – Change the catalog description.
- d. (CP-06-92) CIS 61-Creating Web Pages – Change the repeatability, content outline and textbooks.
- e. (CP-06-93) CIS 106-Fast Track Computer Literacy – Change the units and the total weekly hours.

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

The motion carried unanimously.

## **PROGRAM MAJOR MODIFICATIONS**

- a. (CP-06-86) Liberal Arts – Added ASTR 20, 30 & 40 to the Natural Science area. No change to the total unit value of the degree.
- b. (CP-06-87) Job Direct-Fitness Professional– Change the ‘additional units’ under required courses from 6 to 5. This changes the total unit value to 17.

It was moved by Bob Johnson and seconded by Kathy Rosengren to approve the program major modifications as presented.

The motion carried unanimously.

## **CAREER TECHNICAL EDUCATION DIVISION CURRICULUM REVIEW (PART II)**

### Program Major Modifications

- a. (CP-06-139) Drafting Technician – Removed the ‘elective selected from the list of recommended electives’ and added DRAFT 125. No change to total unit value.

It was moved by Bob Johnson and seconded by Kathy Rosengren to approve the program major modifications as presented.

The motion carried unanimously.

### Course Modifications

- b. (CP-06-96) AERO 102 – Airframe Maintenance I – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English standard; AERO 55.
  - 2) Action on course.
- c. (CP-06-97) AERO 103 – Aviation Maintenance Technician General II – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English standard; AERO 55.
  - 2) Action on course.
- d. (CP-06-98) AERO 105 – Airframe Maintenance II – Change the prerequisites to none.
- e. (CP-06-99) AERO 106 – Powerplant Maintenance I – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English standard; AERO 55.
  - 2) Action on course.
- f. (CP-06-100) AERO 107 – Powerplant Maintenance II – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English standard; AERO 55.
  - 2) Action on course.
- g. (CP-06-101) AERO 118 – FAA Airframe Test Review & Qualification – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English and math standards; AERO 55.
  - 2) Action on course.
- h. (CP-06-102) AERO 119 – FAA Powerplant Test Review & Qualification – Change prerequisites and course advisories.
  - 1) Action on advisories: SCC minimum English and math standards; AERO 55.
  - 2) Action on course.
- i. (CP-06-103) AERO 150 – FAA Special Projects and Course Enhancement – Change the repeatability, prerequisites, course advisories and content outline.
  - 1) Action on advisories: SCC minimum English and math standards; any Solano College Aeronautics course (AERO 55-119); or previous training/experience in aeronautics.
  - 2) Action on course.

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

A correction was made to the discipline name by author from ~~Aero-Nautics~~ to **Aeronautics**.

The motion carried unanimously with the noted change.

It was moved by Brad paschal and seconded by Bob Johnson to approve action on the courses.

The motion carried unanimously.

Course Modifications (continued)

- j. (CP-06-138) DRAFT 45 – Introduction to Computer-Aided Drafting (CAD) – Change prerequisites, course advisories, other student assignments, content outline and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards; DRAFT 50 or drafting experience helpful.
  - 2) Action on course.
- g. (CP-06-137) DRAFT 46 – Advanced CAD – Change prerequisites, course advisories, catalog description, performance objectives, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 45, DRAFT 50; Advisories = SCC minimum English and math standards.
  - 2) Action on course.
- k. (CP-06-153) DRAFT 50 – Basic Drafting – Change content outline and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- l. (CP-06-152) DRAFT 55 – Mechanical Drafting – Level I – Change method of instruction, prerequisites, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50, DRAFT 45 (may be taken concurrently); Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- m. (CP-06-151) DRAFT 56 – Descriptive Geometry– Change method of instruction, prerequisites, course advisories, performance objectives and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50, DRAFT 45, IT 151; Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- n. (CP-06-150) DRAFT 57 – Mechanical Drafting Level II– Change method of instruction, prerequisites, catalog description, performance objectives, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 55 with a grade of C or better, IT 151 (may be taken concurrently); Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- o. (CP-06-149) DRAFT 60 – Architectural Drafting I– Change method of instruction, prerequisites, course advisories, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50 (may be taken concurrently), DRAFT 45 (may be taken concurrently); Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- p. (CP-06-148) DRAFT 65 – Architectural Drafting II– Change method of instruction, prerequisites, course advisories, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 60 with a grade of C or better, and IT 151 (IT 151 may be taken concurrently); Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- q. (CP-06-147) DRAFT 70 – Technical Illustration and Design – Change method of instruction, prerequisites, course advisories, catalog description, performance objectives, methods of evaluation, writing assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50, DRAFT 45; Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.

It was moved by Carol Lilleberg and seconded by Scott Stover to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

No action was taken on the online and hybrid methods of instruction. The online and hybrid methods of instruction were returned to the Division for more course specific and customized language and proper backup documentation.

It was moved by Bob Johnson and seconded by Carol Lilleberg to approve action on the courses.

Karen Cook was commended on the increased course content.

There was agreement to add the standard critical thinking statement to each course outline where appropriate.

The motion carried unanimously with the noted changes.

- r. (CP-06-146) DRAFT 75 – Electronic Drafting – Change method of instruction, prerequisites, course advisories, catalog description, performance objectives, other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50 (may be taken concurrently), DRAFT 45 (may be taken concurrently); Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- s. (CP-06-166) DRAFT 79 – Blueprint Reading – Change units, weekly hours, catalog description, performance objectives, other assignments, content outline and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- t. (CP-06-163) DRAFT 80 – Civil Drafting I – Change method of instruction, prerequisites, course advisories, catalog description, performance objectives, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 50 (may be taken concurrently), DRAFT 45 (may be taken concurrently); Advisories = SCC minimum English and math standards, IT 151 recommended.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- u. (CP-06-162) DRAFT 85 – Civil Drafting II – Change method of instruction, prerequisites, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 80, IT 151; Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- v. (CP-06-160) DRAFT 125 – Solid Modeling – Change course title, prerequisites, course advisories, repeatability, catalog description, performance objectives, methods of evaluation, other assignments, content outline and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards; DRAFT 50 or knowledge of drafting concepts.
  - 2) Action on course.
- w. (CP-06-159) DRAFT 130 – Electronic Drafting with CAD – Change course title, method of instruction, prerequisites, catalog description, performance objectives, methods of evaluation, reading and other assignments, content outline and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 75; Advisories = SCC minimum English and math standards.
  - 2) Action on online & hybrid methods of instruction.
  - 3) Action on course.
- x. (CP-06-165) DRAFT 140 – Surveying – Change course advisories and textbooks.
  - 1) Action on prerequisites/advisories: Prerequisites = DRAFT 80, IT 151; Advisories = SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Brad Paschal to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

No action was taken on the online and hybrid methods of instruction. The online and hybrid methods of instruction were returned to the Division for more course specific and customized language and proper backup documentation.

It was moved by Brad Paschal and seconded by Bob Johnson to approve action on the courses.

There was agreement to add the standard critical thinking statement to each course outline where appropriate.

The motion carried unanimously with the noted changes.

- y. (CP-06-143) ECTRN 172 – Computer Forensics: Evidence Recovery (same as CIS 172) – Change other catalog information. (Contingent upon approval of 5c. above)
- z. (CP-06-144) ECTRN 173 – Computer Forensics Investigations (same as CIS 173) – Change other catalog information. (Contingent upon approval of 5d. above)
- aa. (CP-06-145) ECTRN 174 – Computer Forensics: Operating Systems Internals (same as CIS 174) – Change prerequisites and other catalog information. (Contingent upon approval of 5e. above)
  - 1) Action on prerequisites/advisories: Prerequisites = ECTRN 173 or CIS 173 with a grade of C or better; Advisories = SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Bob Johnson to approve the action on prerequisites/advisories as presented.

The motion carried unanimously.

It was moved by Carol Lilleberg and seconded by Bob Johnson to approve action on the courses.

The motion carried unanimously.

- bb. (CP-06-134) OCCED 90 – Occupational Work Experience – Change catalog description and textbooks.
  - 1) Action on revalidation of corequisite/advisories: Corequisite = Student must be enrolled in 7 units (including Occupational Work Experience). For Summer sessions the student must be enrolled in at least 1 other course. Student should be enrolled in at least one course in his/her major OR enrolled in at least one general education course required for graduation. Student must be available to work from 5 to 20 hours or more per week for a licensed business for a total of 75 hours per unit paid and 60 hours per unit unpaid. Duties must relate to student's major field; Advisories = SCC minimum English and math standards.
  - 2) Action on course.
- cc. (CP-06-135) OCCED 91 – General Work Experience – Change catalog description and textbooks.
  - 1) Action on revalidation of corequisite/advisories: Corequisite = Student must be enrolled in 7 units (including Work Experience). For Summer sessions the student must be enrolled in at least 1 other course. Student must be available to work from 5 - 15 hours or more per week for a licensed business for a semester total of 75 hours per unit paid and 60 hours per unit unpaid. Job does not need to be related to major; Advisories = SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Carol Lilleberg and seconded by Bob Johnson to approve action on the revalidation of corequisite/advisories as presented.

It was suggested that it would be appropriate if online and hybrid could be included in these courses in the spring semester.

The motion carried unanimously.

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

The motion carried unanimously.

- dd. (CP-06-104) WATER 100 – Introduction to Wastewater Treatment – Change course advisories and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- ee. (CP-06-105) WATER 104 – Introduction to Water Supply and Treatment – Change course advisories and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- ff. (CP-06-106) WATER 105 – Water Treatment – Change course advisories and textbooks.
  - 1) Action on revalidation of prerequisites/advisories: Prerequisites = WATER 100; Advisories = SCC minimum English and math standards.

- 2) Action on course.
- gg. (CP-06-107) WATER 106 – Instrumentation and Controls – Change course advisories and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- hh. (CP-06-108) WATER 120 – Distribution Systems Maintenance – Change course advisories and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.
- ii. (CP-06-109) WATER 121 – Collections Systems Maintenance – Change course advisories and textbooks.
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Ignacio Burgos and seconded by Kathy Rosengren to approve action on the advisories as presented.

A correction was made to the discipline by author from ~~Water-Waist-Water~~ to **Water Wastewater**.

The motion carried unanimously with the noted change.

It was moved by Carol Lilleberg and seconded by Kathy Rosengren to approve action on the courses.

The motion carried unanimously.

#### Course Deletions

- jj. (CP-06-154) DRAFT 47A – Introduction to CAD – Part I
- kk. (CP-06-155) DRAFT 47B – Introduction to CAD – Part II

It was moved by Kathy Rosengren and seconded by Brad Paschal to approve the course deletions as presented.

The motion carried unanimously.

#### Curriculum Review Verification Forms

- ll. (CP-06-110) Aeronautics Curriculum Review Verification Form
- mm. (CP-06-111) Automotive: Auto Body & Repair/Auto Technician Curriculum Review Verification Form
- nn. (CP-06-164) Drafting Curriculum Review Verification Form
- oo. (CP-06-112) Industrial Education (ACR/INDMG/IT/MT) Curriculum Review Verification Form
- pp. (CP-06-136) Occupational Education/Work Experience Curriculum Review Verification Form
- qq. (CP-06-113) Water/Wastewater Technology Curriculum Review Verification Form
- rr. (CP-06-114) Welding Curriculum Review Verification Form

It was moved by Kathy Rosengren and seconded by Scott Stover to approve the verification forms as presented.

The motion carried unanimously.

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

- ss. (CP-06-115) AERO 110 – Instrument Power Distribution and Flight Control Systems – Revalidate prerequisite of ECTRN 53, ECTRN 126
- tt. (CP-06-116) AERO 111 – Aircraft Communications Systems – Revalidate prerequisite of ECTRN 53, ECTRN 126
- uu. (CP-06-117) AERO 112 – Aircraft Navigation Systems – Revalidate prerequisite of ECTRN 53, ECTRN 126
- vv. (CP-06-118) AERO 113 – Aircraft Radar & Pulse Systems – Revalidate prerequisite of ECTRN 53, ECTRN 126
- ww. (CP-06-119) AUTOB 101 – Spray Paint Theory & Techniques – Revalidate prerequisite of AUTOB 100
- xx. (CP-06-120) AUTOB 102 – Automotive Body Panels and Frame Straightening – Revalidate prerequisite of AUTOB 100
- yy. (CP-06-121) AUTOB 103 – Advanced Auto Body Repair and Painting – Revalidate prerequisite of AUTOB 101, 102
- zz. (CP-06-122) AUTOB 110 – Special Projects – Revalidate prerequisite of AUTOB 103
- aaa. (CP-06-123) AUTOT 131 – Automotive Electrical Systems – Revalidate prerequisite of AUTOT 130
- bbb. (CP-06-124) AUTOT 132 – Automotive Brakes & Suspension Systems – Revalidate prerequisite of AUTOT 131
- ccc. (CP-06-125) AUTOT 133 – Internal Combustion Engines and Power Transmission – Revalidate prerequisite of

## AUTOT 132

- ddd. (CP-06-161) DRAFT 92 – Special Problems– Revalidate prerequisite of DRAFT 50
- eee. (CP-06-156) DRAFT 172 – AutoCad Drafting Technician II– Revalidate prerequisite of DRAFT 171
- fff. (CP-06-157) DRAFT 173 – AutoCad Drafting Technician III– Revalidate prerequisite of DRAFT 172
- ggg. (CP-06-158) DRAFT 174 – AutoCad Drafting Technician IV– Revalidate prerequisite of DRAFT 173
- hhh. (CP-06-126) IT 111 – Modern Welding– Revalidate prerequisite of IT 110
- iii. (CP-06-127) MT 161 – Advanced Manufacturing Technology– Revalidate prerequisite of MT 160
- jjj. (CP-06-128) MT 162 – Robotic Manufacturing Systems – Revalidate prerequisite of MT 160 or ECTRN 61
- kkk. (CP-06-129) WATER 102 – Sanitary Chemistry– Revalidate prerequisite of CHEM 160
- lll. (CP-06-130) WELD 101 – Welding Technology– Revalidate prerequisite of WELD 100
- mmm.(CP-06-131) WELD 102 – Welding Technology– Revalidate prerequisite of WELD 101
- nnn. (CP-06-132) WELD 103 – Welding Technology– Revalidate prerequisite of WELD 102
- ooo. (CP-06-133) WELD 500 – Special Welding Problems– Revalidate prerequisite of instructor permission

It was moved by Brad Paschal and seconded by Kathy Rosengren to approve the revalidation of Prerequisites and/or Co-requisites as presented.

The motion carried unanimously.

### **REPORT FROM THE CHAIR**

There was no report from the Chair.

### **REPORT FROM THE VICE PRESIDENT**

Dr. Marjorie Carson, Interim Vice President of Academic Affairs, reported that the Accreditation Progress Report is in the final draft stages and will go to the Governing Board as information at the meeting scheduled December 6, 2006. Dr. Carson thanked the committee and their constituencies for all the hard work and the thoughtful process that went into the development of the report. She also complemented the committee for their earnest way in addressing curriculum issues.

### **OPEN DISCUSSION**

Nuances of parliamentary procedures for new members, especially, were discussed. Chair Farmer stated that the degree in which the committee gets immersed into points of order is up to the committee. Carol Lilleberg has the name of a book that may be appropriate for the committee and will make that information available to Interim Vice President Carson for her review.

There was discussion about the use of abbreviations and acronyms in course descriptions. There was agreement that this may be a useful topic of discussion for purposes of clarity at a future meeting.

### **ADJOURNMENT**

There being no further business to come before the committee, it was moved by Ignacio Burgos and seconded by Bob Johnson to adjourn at 3:55 p.m., to meet again Tuesday, November 28, 2006, 2:00 p.m., in the Board Room.

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