Solano Community College

Academic Senate
CURRICULUM COMMITTEE

MINUTES

Tuesday, April 24, 2007
2:00 p.m., Board Room

ROLL CALL

Present:　　　　Erin Farmer (Chair); Sabine Bolz, Marjorie Carson, Ed.D.; Quentin Carter, Karen Cook, Amy Gaylor (replacing Carol Lilleberg); Robert Johnson, *Sam Martin, Maire Morinec, Brad Paschal; Kathy Rosengren, Donna Vessels, Paris Watson, and Ann Willer

Excused:　　　 Carol Lilleberg and Scott Stover

Guests:　　　　Mark Berrett, Marylou Fracisco, Don Hoggan; Ron Nelson, Roy Pike, and John Urrutia

*Sam Martin, Academic Student Representative, replaced Jack Hooper

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

Minutes from the meeting held March 27, 2007, will be approved at a future meeting. There was no meeting held April 10, 2007, due to the campus being closed for spring break.

NEW COURSES

　　a.　(CP-07-15) COUN 148C – Disability and Success
　　　　　1)　Action on advisories: SCC minimum English and math standards; primarily for students with disabilities.
　　　　　2)　Action on course.

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

The motion carried. Paris Watson abstained.

It was moved by Kathy Rosengren and seconded by Sabine Bolz to approve action on the course.

The question was raised if this course can begin in fall 2007. Donna Vessels advised she will clarify this and report back to the committee.

The motion carried. Paris Watson abstained.

　　b.　(CP-07-06) ECTRN 148A – Home Technology Integration Instructional Strategies
　　　　　1)　Action on advisories: SCC minimum English and math standards.
　　　　　2)　Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

c. <u>(CP-07-07) ECTRN 148B – Digital Home Technology Integration</u>
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

It was moved by Maire Morinec and seconded by Ann Willer to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Ann Willer to approve action on the course.

The motion carried unanimously.

d. <u>(CP-07-08) FIRE 148BB – Introduction to Homeowner Inspections</u>
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

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

The motion carried unanimously.

It was moved by Bob Johnson and seconded by Karen Cook to approve action on the course.

There was discussion about whether it was intended to be an online or hybrid course or both. The author indicated it was never intended to be a straight online course. There was agreement to remove the online portion and add it later if appropriate. Therefore, action was taken for all of the fire courses being considered for approval on this agenda are to be hybrid only.

The motion carried unanimously with the noted change.

e. <u>(CP-07-09) FIRE 148CC – Introduction to Pre-Fire Instruments and Defensible Space Design</u>
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

It was moved by Amy Gaylor and seconded by Karen Cook to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Quentin Carter and seconded by Karen Cook to approve action on the course.

The motion carried unanimously.

f. <u>(CP-07-10) FIRE 148DD – Introduction to Pre-Fire Engineering</u>
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

It was moved by Maire Morinec and seconded by Karen Cook to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Amy Gaylor and seconded by Kathy Rosengren to approve action on the course.

The motion carried unanimously.

g. <u>(CP-07-11) FIRE 148EE – Pre-Fire Fuels Management</u>
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

It was moved by Quentin Carter and seconded by Karen Cook to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Bob Johnson and seconded by Karen Cook to approve action on the course.

    h.   (CP-07-12) FIRE 148FF – Fire Operations in the Wildland Urban Interface
        1)   Action on advisories: SCC minimum English and math standards.
        2)   Action on course.

It was moved by Bob Johnson and seconded by Karen Cook to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Quentin Carter and seconded by Karen Cook to approve action on the course.

The motion carried unanimously.

    i.   (CP-07-13) FIRE 148GG – Pre-Fire Silvicultural Practices
        1)   Action on advisories: SCC minimum English and math standards.
        2)   Action on course.

It was moved by Maire Morinec and seconded by Quentin Carter to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Maire Morinec and seconded by Karen Cook to approve action on the course.

The motion carried unanimously.

    j.   (CP-07-14) FIRE 148HH – Wildland Fire Investigation
        1)   Action on advisories: SCC minimum English and math standards.
        2)   Action on course.

It was moved by Bob Johnson and seconded by Maire Morinec to approve action on the advisories as presented.

The motion carried unanimously.

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

There was discussion if 56 total weekly hours was a reasonable expectation for this one-week course. Action was taken to change the course format and duration from one week to two weeks, (24 lecture + 4 labs) and to add to 9b. Other Catalog Information, a pre-reading component, e.g., **A pre-reading course assignment will be required**. It was clarified that students will get the pre-reading assignment in their pre-course meeting for the course.

There was agreement to change 11. Methods of Evaluating Student achievement as follows: ~~Students will be evaluated by traditional testing methods.~~ Given a scenario by the instructor, students will also be evaluated on their ability to use critical thinking skills to conduct certain surveillance techniques to develop an arson suspect.

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

Roy Pike advised this course has not been offered before; therefore, Section F. Articulation Information (c.) will be changed as follows: ~~Yes, Colleges~~; **Has not been offered.**

COURSE MODIFICATIONS

    a.   (CP-07-02) CRIMJ 90-Vocational Work Experience-Law Enforcement – Change the prerequisites, course advisory, catalog description, other catalog information, content outline and textbooks.
        1) Action on prerequisites/advisories: Prerequisites = deleted; Advisory = CRIMJ 1.
        2) Action on course.

It was moved by Quentin Carter and seconded by Kathy Rosengren to approve action on the prerequisites/advisories as presented.
The motion carried unanimously.

It was moved by Maire Morinec and seconded by Kathy Rosengren to approve action on the course.

The motion carried unanimously.

b. (CP-07-03) CRIMJ 91-Vocational Work Experience-Corrections – Change the prerequisites, course advisory, catalog description, other catalog information, content outline and textbooks.
   1) Action on prerequisites/advisories: Prerequisites = deleted; Advisory = CRIMJ 1.
   2) Action on course.

It was moved by Amy Gaylor and seconded by Ann Willer to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

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

The motion carried unanimously.

c. (CP-07-04) OT 56-Advanced Keyboarding/Word Processing – Change the prerequisites, catalog description, performance objectives and methods of evaluation.
   1) Action on prerequisites/advisories: Prerequisites = Completion of all modules of OT 55 with a grade of "C" or "CR" or better or pass the placement test; Advisories = SCC minimum English and math standards.
   2) Action on course.

It was moved by Ann Willer and seconded by Maire Morinec to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

It was moved by Ann Willer and seconded by Kathy Rosengren to approve action on the course.

The motion carried unanimously.

PROGRAM MAJOR NEW - (None)

PROGRAM MAJOR MODIFICATIONS

a. (CP-07-16) Agriculture Business – Delete program.

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

The motion carried unanimously.

b. (CP-07-05) OT Job Direct Certificate: Medical Office Assistant – Change the title, deleting 3 required courses, adding 6 required courses and changing the total unit value from 14.5 to 17 units.

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

The motion carried unanimously.

REPORT FROM THE CHAIR

Chair Erin Farmer advised she will be reviewing the changes to Title 5 affecting curriculum and reporting on them at a future meeting.

Chair Farmer reported on the curriculum updates from the Academic Senate Plenary, which took place this last weekend (April 21-22, 2007) in San Francisco. Erin advised she attended breakout sessions pertaining to curriculum, while Academic Senate President, Gail Kropp, attended those related to governance and basic skills.

For distance education courses, separate approval requirements are clarified in the new Title 5 language, a copy of which was distributed to the committee members. Separate approval applies to all courses in which distance education replaces any face-to-face time in the classroom, not just when 51% of the course is taught online. SLOs assessment will require meticulous attention to how methods of evaluation/assessment are adapted to online course delivery modes.

Erin reported she attended a breakout session on the range of types of courses (credit, noncredit, community service and contract education) and the curriculum processes appropriate to teach. Like distance education, noncredit is a rapidly growing area of curriculum, largely due to changes in the way the courses are funded. The committee will need to make sure that our curriculum processes keep up.

Chair Farmer concluded by saying she will be attending the Senate's Curriculum Institute this summer and will participate in intensive workshops on noncredit, distance education and SLOs. This year, because so much of the institute's offerings are SLOs related, the College's SLOs Coordinator, Tracy Schneider, will also attend. When appropriate, Tracy will be invited to a curriculum committee meeting to discuss SLOs.

REPORT FROM THE VICE PRESIDENT

There was no report from Dr. Marjorie Carson, Interim Vice President, Academic Affairs.

OPEN DISCUSSION

WebCMS still cannot be accessed from off campus. It currently does not interface with Banner. The question was raised about the research done on CurricuNet last year. Chair Farmer advised that, according to Vice President Field, this software does not interface well with Banner. The committee suggested that they might want to invite vendors of software that do interface well to a meeting after Banner has been implemented. It was also suggested that we contact other institutions using Banner to see what they use for their curriculum program.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Kathy Rosengren and seconded by Maire Morinec to adjourn at 3:05 p.m., to meet again Tuesday, May 8, 2007, 2:00 p.m., in the Board Room. This will be the last committee meeting for the spring 2007 semester.

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Attachment:
- Sections of New Title 5 Related to Distance Education, Academic Senate Presentation