Solano Community College

Academic Senate
CURRICULUM COMMITTEE
<u>MINUTES</u>

Tuesday, October 24, 2006
2:00 p.m., Board Room

ROLL CALL

Present: Erin Farmer, Chair; Mark Berrett, Sabine Bolz, Ignacio Burgos, Marjorie Carson; Quentin Carter,
                    Bob Johnson, Don Johnson, Carol Lilleberg; Maire Morinec, Brad Paschal, Kathy Rosengren,
                    Judy Spencer; Scott Stover, Donna Vessels, and Ann Willer

Guests: Mary Ann Haley, Sarah Nordin, John Urrutia, and Earl Wylie

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 Ann Willer and seconded by Quentin Carter to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Kathy Rosengren and seconded by Carol Lilleberg to approve the minutes from meetings held September 12 and 26, 2006. It was recommended that grammatical and spelling errors be corrected in the September 12, 2006, minutes. These changes will be made before posting the minutes on the Web site.

The motion carried unanimously with the noted changes.

NEW COURSES

   a. <u>(CP-06-23) CIS 112-Introduction to Robotics Programming</u>
       1)   Action on pre/corequisites/advisories: Corequisite = MT 110; Prerequisite = CIS 1;
            Advisories = SCC minimum English and math standards.
       2)   Action on online & hybrid (methods of instruction)
       3)   Action on course.

It was moved by Kathy Rosengren and seconded by Carol Lilleberg to approve action on the pre/corequisities/advisories as presented.

After discussion, the following changes were made:

Course Title corrected: from ~~Intoduction to Robotics Progamming~~ to ***Introduction to Robotics Programming***

In the Section K – any references to ~~give an advantage~~ were changed to ***describe an advantage.***

Section K, VI. Quality Control, change ~~go no go~~ to ***go-no-go.***

12. Student Assignments (Homework): b. Required Writing Assignments - change ~~documation~~ to ***documentation.***

The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Carol Lilleberg to approve action on online and hybrid, subject to Chair Farmer reviewing the documentation for the hybrid addendum which was omitted from the course proposal. The implementation date changed from January 12, 2007, to summer 2007 at the earliest.

The motion carried unanimously with the noted changes and charge to the Chair.

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

The motion carried unanimously.

- b. (CP-06-80) COSME 105A – Fundamentals of Esthetics
    1) Action on prerequisite/advisories: Prerequisites = Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology; Advisories = SCC minimum English and math standards.
    2) Action on course.
- c. (CP-06-81) COSME 105B- Advanced Fundamentals of Esthetics
    1) Action on prerequisite/advisories: Prerequisites = Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology; completion of COSME 105A; Advisories = SCC minimum English and math standards.
    2) Action on course.

It was moved by Ann Willer and seconded by Quentin Carter to approve action on the prerequisites and advisories for both 105A and 105B as presented.

After discussion, the standard critical thinking statement will be added to both 105A and 105B, i.e., ***Students will be required to critically analyze, evaluate, and utilize the following concepts, characteristics, and techniques.***

COSME 105A – Fundamentals of Esthetics

In 9.a. Catalog Description for COSME 105A, language was changed as follows:

The first of a two-part class designed to introduce students to the basic knowledge and skills to qualify them to take the state licensing exam ***in esthetics***. ~~An intensive background into the world of work as an Esthetician~~. ***Topics include t***he treatments, facials, makeup, and hair removal processes as well as a ~~through~~ ***thorough*** understanding of the business aspects, general facial procedures, the human anatomy, chemistry, ingredients, electricity, sanitation and health and safety associate***d*** with this field.

In 11. Methods of Evaluating Student Achievement for COSME 105A, an additional method was added as follows:

> ***5.   Evaluation of written summaries of articles and information paper.***

In the course content outline for COSME 105A, change II. Health and Safety, D., ~~Hazards~~ Chemicals to ***Hazardous*** Chemicals and III. Bacteriology and Sanitation, B. ~~Desinfection~~ to ***Disinfection.***

COSME 105B- Advanced Fundamentals of Esthetics

In 9a. Catalog Description for COSME 105B, language was changed as follows:

This expands the knowledge of the practices, techniques, products, chemicals, laws, and advanced procedures used in the current field of Esthetics.

In 11. Methods of Evaluating Student Achievement for COSME 105B, an additional method was added as follows:

> ***5.   Evaluation of written summaries of articles and information paper.***

The motion carried unanimously with the noted changes.

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

The motion carried unanimously.

COURSE MODIFICATIONS

- a. (CP-06-22) SOCSC 30 – Peace, Nonviolence & Conflict Resolution – Adding to IGETC list, Area 4G.

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

The motion carried unanimously.

CAREER TECHNICAL EDUCATION DIVISION CURRICULUM REVIEW (Part 1)

Program Major Modifications

a. (CP-06-48) Horticulture Science – Delete and add required courses decreasing the total unit value to 23 units.
b. (CP-06-49) Ornamental Horticulture Job-Direct Certificate: Landscape Worker–Changed the required courses; total unit value is now 10.

It was moved by Kathy Rosengren and seconded by Ann Willer to approve the Program Major Modifications as presented.

The motion carried unanimously.

Program Major Deletions

a. (CP-06-50) Nursery Production – Delete program major.
b. (CP-06-51) Landscape Maintenance – Delete program major.
c. (CP-06-52) Landscape Practices – Delete program major.
d. (CP-06-53) Commercial Floral Practices – Delete program major.
e. (CP-06-54) Turf Management – Delete program major.
f. (CP-06-55) Job-Direct Certificate: Floral Worker – Delete job-direct certificate.

It was moved by Carol Lilleberg and seconded by Quentin Carter to approve the Program Major Deletions as presented.

Dr. Carson read sections from the proposed Program Discontinuance Policy. Within the context of the discussion, Dr. Carson stated it appears we are not close to getting the proposed policy approved; therefore, it was agreed the Curriculum Committee should take action on the deletions using the old processes in place.

It was recommended if at all possible to go back a few years to notify students who may have taken these courses in the past and accumulated credits, but have not finished their degrees, of the modifications.

The motion carried with one nay vote by Don Johnson.

Course Modifications

a. (CP-06-72) ECTRN 51 – AC Electronics Principles – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
b. (CP-06-73) ECTRN 53 – Communications and Operational Amplifiers – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English standard.
    2) Action on course.
c. (CP-06-74) ECTRN 60 – Basic Digital Fundamentals – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
d. (CP-06-75) ECTRN 132 – Mathematics for Electronics – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
e.   (CP-06-76) ECTRN 133 – Mathematics for Electronics – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
f. (CP-06-77) ECTRN 134 – Mathematics for Electronics – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
g. (CP-06-78) ECTRN 135 – Mathematics for Electronics – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.
h. (CP-06-79) ECTRN 141 – Mathematics for Electronics – Change course advisory and textbooks.
    1) Action on advisories: SCC minimum English and math standards.
    2) Action on course.

i. (CP-06-56) OHORT 6 – Identification and Ecology of Landscape Plant Materials – Change course advisory and textbooks.
   1) Action on advisories: SCC minimum English and math standards; OHORT 50 recommended
   2) Action on course.
j. (CP-06-57) OHORT 30 –Landscape Design I – Change course advisory.
   1) Action on advisories: OHORT 50 & SCC minimum English and math standards.
   2) Action on course.
k. (CP-06-58) OHORT 31 –Landscape Design II – Change course advisory and textbooks.
   1) Action on advisories: OHORT 50 & SCC minimum English and math standards.
   2) Action on course.
l. (CP-06-59) OHORT 50 – Introduction to Horticulture – Change course advisory and textbooks.
   1) Action on advisories: SCC minimum English and math standards.
   2) Action on course.
m. (CP-06-60) OHORT 61 –Plant Propagation– Change course advisory and textbooks.
   1) Action on advisories: OHORT 50 & SCC minimum English and math standards.
   2) Action on course.
n. (CP-06-61) OHORT 62 –Greenhouse Crops – Change course advisory and textbooks.
   1) Action on advisories: OHORT 50 & SCC minimum English and math standards.
   2) Action on course.
o. (CP-06-62) OHORT 67 – Landscape Equipment Operation and Planning – Change course advisory and textbooks.
   1) Action on advisories: SCC minimum English and math standards.
   2) Action on course.
p. (CP-06-63) OHORT 86 –Park Management Planning– Change course advisory and textbooks.
   1) Action on advisories: OHORT 50 & SCC minimum English and math standards.
   2) Action on course.
q. (CP-06-64) OHORT 168 – LandCAD Design – Change course advisory and textbooks.
   1) Action on advisories: SCC minimum English and math standards.
   2) Action on course.

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

The motion carried unanimously.

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

The motion carried unanimously.

Course Deletions

r. (CP-06-37) AGBUS 50 – Introduction to Agriculture Business
s. (CP-06-38) AGBUS 53 – Agriculture Economics
t. (CP-06-39) AGBUS 54 – Agriculture Finance
u. (CP-06-40) AGBUS 55 – Agriculture Business Management
v. (CP-06-41) AGBUS 56 – Agriculture Marketing
w. (CP-06-42) AGBUS 101 – Agriculture Mathematics
x. (CP-06-43) AGBUS 102 – Agriculture Records
y. (CP-06-44) AGBUS 107 – Agriculture Sales and Services
z. (CP-06-45) AGBUS 108 – Agriculture Law
aa. (CP-06-46) AGBUS 109 – Agricultural Supervision
bb. (CP-06-31) OHORT 171 – Introduction to Landscape Practices – REMOVED
cc. (CP-06-32) OHORT 172 – Introduction to Landscape Equipment – REMOVED
cc. (CP-06-33) OHORT 173 – Introduction to Landscape Irrigation
dd. (CP-06-34) OHORT 175 – Introduction to Flower Products Care & Handling
ee. (CP-06-35) OHORT 176 – Introduction to Retail and Seasonal Counter Sales
ff. (CP-06-36) OHORT 177 – Introduction to Display Area Setup and Maintenance

Dean Bob Johnson removed courses identified as items bb. and cc. from the course deletions.

It was moved by Ann Willer and seconded by Quentin Carter to approve the course deletions as presented with the noted courses removed.

The student representative expressed his concern about the deletion of programs and the potential effects of such deletions on students. Dean Johnson presented statistics to support the proposal to delete the noted courses.

The motion carried with one nay vote from Don Johnson, student.

Curriculum Review Verification Forms

    gg. (CP-06-65) Electronics Curriculum Review Verification Form
    hh. (CP-06-47) Ornamental Horticulture Curriculum Review Verification Form

It was moved by Ann Willer and seconded by Carol Lilleberg to approve the verification forms as presented.

The motion carried unanimously.

Revalidation of Prerequisites and/or Corequisites Only – (no changes)

    ii.   (CP-06-66) ECTRN 50 – DC Electronics Principles – Revalidate prerequisite of ECTRN 132 or ECTRN 140 (either may be taken concurrently)
    jj. (CP-06-67) ECTRN 52 – Semiconductor Devices and Circuits – Revalidate prerequisite of ECTRN 51 and ECTRN 134 or ECTRN 141 (ECTRN 134 or 141 may be taken concurrently)
    kk. (CP-06-68) ECTRN 61 – Digital Systems: Principles and Applications – Revalidate prerequisite of ECTRN 60 (may be taken concurrently)
    ll.   (CP-06-69) ECTRN 124 – Computer Security+ Technology – Revalidate prerequisite of ECTRN 122
    mm. (CP-06-82) ECTRN 133 – Mathematics for Electronics – Revalidate prerequisite of ECTRN 132
    nn. (CP-06-83) ECTRN 134 – Mathematics for Electronics – Revalidate prerequisite of ECTRN 133 with a grade of "C" or better
    oo. (CP-06-84) ECTRN 135 – Mathematics for Electronics – Revalidate prerequisite of ECTRN 134
    pp. (CP-06-85) ECTRN 141 – Mathematics for Electronics – Revalidate prerequisite of ECTRN 140 with a grade of "C" or better
    qq. (CP-06-70) ECTRN 173 – Computer Forensics Investigations – Revalidate prerequisite of CIS 1
    rr.   (CP-06-71) ECTRN 174 – Computer Forensics: Operating Systems – Revalidate prerequisite of ECTRN 173 with a grade of "C" or better
    ss.   (CP-06-24) OHORT 30 – Landscape Design I – Revalidate prerequisite of OHORT 6
    tt.   (CP-06-25) OHORT 31 – Landscape Design II– Revalidate prerequisite of OHORT 30
    uu. (CP-06-26) OHORT 61 – Plant Propagation – Revalidate prerequisite of OHORT 60
    vv. (CP-06-27) OHORT 62 – Greenhouse Crops – Revalidate prerequisite of OHORT 60 or 61
    ww. (CP-06-28) OHORT 67 – Landscape Equipment Operation and Planning – Revalidate prerequisite of OHORT 66
    xx. (CP-06-29) OHORT 86 – Park Management Planning – Revalidate prerequisite of OHORT 30 and 85
    yy. (CP-06-30) OHORT 168 – LandCAD Design– Revalidate prerequisite of OHORT 30, DRAFT 45

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

The motion carried unanimously.

REPORT FROM THE CHAIR

Chair Erin Farmer reported that the Academic Senate voted to lift the moratorium on new online courses imposed in May 2006 at their meeting held October 16, 2006. Chair Farmer distributed to the committee official confirmation over the signature of Gail Kropp, Academic Senate President.

For purposes of future reference, the letter is recorded in these minutes:

> *Dear Curriculum Committee Members:*
>
> *At its October 2nd and October 16th meetings, the Senate took the following actions in regard to the moratorium on new online courses imposed in May 2006:*
>
> 1. *Approved the Final Report of the Faculty Working Group on Distance Education at Solano College.*
> 2. *Voted to establish a Distance Education Committee as a standing sub-committee of the Senate.*
> 3. *Approved the SCC Regular Effective Contact Policy.*
> 4. *Voted to lift the moratorium on new online courses (see attached resolution 06-03).*

The policies and documents approved in the Final Report (instructor contact, separate course approval, documentation of instructor contact form, addendum form for approval of online courses) together with the newly adopted Regular Effective Contact Policy and the Guidelines for Curriculum Committee Separate Approval of Distance Education Courses at Solano College should govern Curriculum Committee deliberations as all DE course proposals are considered.

The Senate wishes the Curriculum Committee well in its endeavors to follow these new procedures.

Gail Kropp, Academic Senate President

Chair Farmer reported that she and Senate President Kropp will be attending the State Fall Plenary Session this weekend and that she will attend the following breakout sessions: Title 5 Curriculum Changes that Senates Need to Know About; Quality Standards for Noncredit in the Community Colleges; Transfer—Hot, Hot, Hotter topics; and Working with Administrators on all College Curricular Decisions.

Chair Farmer will report back to the committee on these meetings which are always informative and provide opportunities to compare problem-solving strategies and innovations.

REPORT FROM THE VICE PRESIDENT

Interim Vice President Carson reported that the draft of the Accreditation Progress Report (version 10-15-06) has been submitted to the Governing Board and was reviewed at their meeting held October 18, 2006 meeting. The committee was asked to be sure that their constituencies are aware that this information is available. Suggestions for change, revisions, and updates are due in the Office of Academic Affairs by <u>November 9, 2006.</u> It is expected that the final report will be submitted to the Governing Board in December. <u>Note</u>: This report may be viewed on the SCC Intranet (http://scc-intranet/) under Events and Activities → Accreditation.

Dr. Carson advised the committee that her assignment to research where other colleges house their SLOs is still in progress.

Dr. Carson reported that she and Senate Present Kropp are planning a SLOs Trainer Luncheon in November which will give the trainers opportunity to critique sample SLOs from each division and discuss plans for assessment training. The Trainers are doing a wonderful job and it is important to send support and resources their way whenever possible.

Dr. Carson offered to schedule a meeting with the former Program Discontinuance Task Force members, which was well received by the committee.

OPEN DISCUSSION

Donna Vessels advised the committee that the next couple of agendas will be extra large in order to accommodate the program review from the Career Technical Education Division.

ADJOURNMENT

It was moved by Kathy Rosengren and seconded by Dean Bob Johnson to adjourn the meeting at 3:37 p.m., to meet again Tuesday, November 14, 2006, 2:00 p.m., in the Board Room. The motion carried unanimously.

CC Minutes 10 24 06:js

Attachment: 1

- Lifting of Distance Education Moratorium Letter