

Solano Community College

Academic Senate
CURRICULUM COMMITTEE

UNADOPTED MINUTES

Tuesday, February 12, 2008
1:30 p.m., Board Room

ROLL CALL

Present: Robin Arie-Donch; Curtiss Brown; Karen Cook; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Marianne Flatland; Bob Johnson; Laura Maghoney; Maire Morinec; Marc Pandone; Leslie Rota; Dr. Robin Steinback; and Donna Vessels.

Guests: Ron Nelson, DSPS.

Excused: Frank Arreola; Erique Gigante; Jenn Branaman; and Janene Whitesell.

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 Christine Ducoing and seconded by Maire Morinec to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Robin Arie-Donch and seconded by Marianne Flatland to approve the minutes of November 13, 2007, as presented. The motion carried unanimously. It was moved by Marc Pandone and seconded by Robin Arie-Donch to approve the minutes of November 27, 2007, as presented. The motion carried unanimously.

NEW COURSES

a. (CP-08-01) COUN 148E – Transition to College for Students with Disabilities

It was moved by Robin Arie-Donch and seconded by Christine Ducoing to approve action on the course.

It was noted that the course is designed to help disabled high school students transition to Solano Community College or any other college experience. Other special classes will be brought forward to the Curriculum Committee in the future. There has been an increase in the number of students with psychological problems (grown by 300% in the State of California), there are more students with these types of disabilities who will be coming to Solano Community College. The developmentally disabled student is another population that is of concern, these are students who have a lower IQ and who are having problems functioning at normal levels.

It was asked whether or not students with Autism would be a focus for new curriculum. The DSPS Department is not currently considering the development of a course, but may in the future.

The members discussed what "special" classes are; the legal provision from the Chancellor's Office states: "Special classes are to be designated by the Curriculum Committee; and special class is a class mainly for students with disabilities (51% of the class-of course, all courses are open to all students.) There are five Horticulture classes (enhanced non credit classes) that should be designated as special courses, as well as Counseling 148C Disability and Success, that should be brought forward to the Curriculum Committee for the special course designation. It is the intent to bring these courses forward as a "for credit" course in the future. These special courses bring in additional funding.

It was recommended to have a special forum to discuss how the college receives extra funding and what the extra funding means.

The motion carried unanimously.

COURSE MODIFICATIONS - None

PROGRAM MAJOR MODIFICATION - None

REPORT FROM THE CHAIR

Chair Farmer informed the members that she will be forwarding an Internet Web site link that will provide documents that the members will need to review to prepare for a special training session. At least one of the documents are about 64 pages. The documents will cover subject matters such as; what a model course outline should look like, what the Curriculum Committee should be looking for in approving the course outlines, best practices for the Curriculum Committee, etc. Note: the web links are in the process of being updated to accommodate the changes to Title 5, however; most of the information is relevant. As the new documents are updated, Chair Farmer will forward that information to the committee members.

The turnover in the Curriculum Committee is creating a loss of institutional memory. Training will probably have to occur at least once a year, probably at the beginning of the fall semester. Also, it is recommended that the committee turn over only occur on a yearly basis instead of every semester.

Chair Farmer informed the committee members that Donna Vessels will be leaving to a new position and therefore will no longer be working in the Curriculum Office. The committee members acknowledge their appreciation and gratitude to Donna for everything she has done and wish her the best in her new position.

Follow up on CurricUNET discussion. The proposal for the cost of CurricUNET is approximately \$70,000. Because there is concern that the critical period for the purchase of the new software has more than passed, Chair Farmer suggested that President Fisher and any other committee member who is interested in viewing a demonstration of the program, work one-on-one with Steven Thyberg through a remote connection. This will enable the information dissemination to occur much quicker.

There was concern about the interface with Banner and how the program will work behind the scene and whether or not the IT department has reviewed the program. Dr. Steinback informed the committee that Jay Field has given his endorsement of the CurricUNET program, but a formal evaluation has not occurred, and Dr. Steinback will ask Jay for a formal evaluation.

The members agree that the purchase of a new program is beyond the critical point. Web CMS is no longer being supported and is obsolete. Steven Thyberg has informed the committee that CurricUNET does work with Banner and that any new innovation that Solano Community College may incorporate into the development of the program installation will become the intellectual property of Solano Community College.

Chair Farmer will work with some other committee members to discuss strategizing the cost and budget for the purchase of the software.

It was also noted that the same company produces a package called goveNET which is used for the Board Meetings; it may be time for the college to purchase a more complete package that can be used by both the Curriculum Office as well as the President's Office.

Motion - It was moved by Marc Pandone and seconded by Leslie Rota to endorse the purchase of CurricUNET as the new course management system for Solano Community College.

The motion carried unanimously.

Chair Farmer informed the members that she will be preparing informational sessions on curriculum and requested that the members ask their divisions if there were any questions or other items that needed discussion, so that Chair Farmer can address the issues at the sessions.

REPORT FROM THE VICE PRESIDENT

Dr. Steinback discussed the changes to Title 5 and gave a handout that simplified the changes. The following is a brief description of those changes.

- Section 55005 – Publication of Course Standards – Catalogs must provide all facts.
- Section 55007 – Multiple and Overlapping Enrollments – New Section – Students may not enroll in two or more sections of the same credit course unless they are not overlapping.
- Section 55022 – Pass-No Pass Options – All wording in this section changes credit-no credit to pass-no pass.
- Section 55023 – Academic Record Symbols and Grade Point Average AND Section 55030 – Probation and Dismissal– Added P and NP with descriptions, described FW as a symbol that can be used and NP will be treated just like NC, but NC must still be recognized because of cumulative academic records.
- Section 55024 – Withdrawal – Assignment or removal of a W when dealing with petition issues.
- Section 55025 – Grade Changes – Clarifies what constitutes a “mistake” on a grade submission and adds procedures for making grade changes.
- Section 55035 – Remedial Coursework Limit – No student shall receive more than 30 semester units of credit for remedial coursework.
- Section 55040 – District Policy for Course Repetition – Adds word *credit* course for which substandard academic work has been recorded; add FW and NP to substandard grade symbols; Emphasizes “extenuating circumstances” as reason for 3rd repeat and a petition is required.
- Section 55042 – Course Repetition in Activity Courses – Better defines activity courses.
- Section 55043 – Repetition of Variable Unit Courses – Better defines repetition of variable unit courses.
- Section 55044 – Academic Renewal without Course Repetition – Took current section 55764 and 55765 and merged without substantial changes.
- Section 55063 – Minimum Requirements for the Associate Degree – Changed reference from English 1A to Freshman Composition; courses counted toward the major or area of emphasis must be completed with a C or better.
- Section 55070 – Credit Certificates – course sequence of 18 units or more and approved by the CCCC may award a Certificate of Achievement; Programs less than 18 units do not need approval by the CCCC, but the certificate **may not** be referred to as a certificate of achievement, certificate of completion or a certificate of competency unless approved by the CCCC and these certificates may NOT be recorded on a transcript unless approved by the CCCC.
- Section 58161 – Apportionment for Course Repetition – Apportionment may be claimed for TWO repetitions of a course; courses can be claimed if a disabled students repeats as a special class and has a disability-related accommodation; repeats by petition allowed for max of 2 repetitions can be claimed; lapse of time – 1 repetition beyond prior enrollment can be claimed; variable unit repeats subject to 55043 can be claimed; any repetition beyond these limits **may not** be claimed for apportionment.
- Section 58161.5 – Apportionment for Re-enrollment after Withdrawal – Apportionment MAY NOT be claimed for the attendance of a student in a credit course if the “W” symbol has previously been assigned to the student for the same course at colleges within a district on FOUR or more occasions. **The fifth time apportionment must be removed.**

It was requested that Bob Johnson send a short statement to the Curriculum Committee apprising the members of the current steps that have been taken to meet the changes required by Title 5.

Dr. Steinback will forward to the members a URL link to the Title 5 Regulations document showing strike outs and changes/new language to the document.

Dr. Steinback informed the Curriculum Committee members that Solano Community College has been denied the delegated authority for stand alone courses because the Curriculum Committee and its staff have not completed the orientation training required by the State. Therefore, training needs to be completed by all members and staff by fall 2008. Chair Farmer will forward the training PowerPoint and the script to those who have already been trained so they then can train others in their division. The members are concerned about the approval completed today on the credit-no credit course. Dr. Steinback will contact The System Office for clarification.

REPORT FROM THE ARTICULATION OFFICER

Robin Arie-Donch informed the members that currently, all the courses that have been approved are being input into the database as well as the Banner prefix changes for the 2008-2009 academic year.

Robin Arie-Donch requested to please forward any new courses that require her review or signature, early enough to provide a lead time of at least one week, preferably two weeks.

OPEN DISCUSSION

There was no open discussion.

ADJOURNMENT

There being no further business to come before the committee, it was moved by Marc Pandone and seconded by Maire Morinec to adjourn at 2:49 p.m., to meet again Tuesday, February 26, 2008, 1:30 p.m., in the Board Room

CCMinutes 2/12/08:km