

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**UNADOPTED MINUTES**

Tuesday, March 11, 2008  
1:30 p.m., Board Room

**ROLL CALL**

Present: Robin Arie-Donch; Matt Borchert; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Erique Gigante; Laura Maghoney; Marc Pandone; Donna Vessels; and Wesley Wood.

Guests: Ron Nelson, DSPS.

Excused: Curtiss Brown; Karen Cook; Marianne Flatland; Bob Johnson; Maire Morinec; Leslie Rota; Dr. Robin Steinback; 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**

The transferability of CHEM 21 is denied by the UC system. The document changing the course number to CHEM 51 in order to comply with the College's course numbering system is attached for the Committee's information.

It was moved by Christine Ducoing and seconded by Matt Borchert to approve the agenda as presented. The motion carried unanimously.

**APPROVAL OF MINUTES**

It was moved by Marc Pandone and seconded by Christine Ducoing to approve the February 12, 2008 and February 26, 2008 minutes, as presented.

Ron Nelson requested the following changes to the minutes of February 12, 2008.

- Change first sentence in the second paragraph under New Courses to read, "It was noted that the course is designed to help high school students with disabilities transition to Solano..."
- Change the fourth sentence in the second paragraph under New Courses to read, "The student who is developmentally disabled is another population that is of concern..."
- Delete third sentence in the third paragraph under New Courses that said, "It is the intent to bring these courses forward as a "for credit" course in the future."

The motion, with stated changes, carried unanimously.

**NEW COURSES**

- a. (CP-08-03) COUN 148D – Wellness and Maintaining Good Health

It was moved by Laura Maghoney and seconded by Matt Borchert to approve action on the course.

Matt Borchert requested clarification as to whether or not the course would be a duplication of a regular PE course, and whether or not there would be a complete distinction that this course is for students with disabilities.

Ron Nelson clarified that at Solano Community College, all courses are open to all students; however, most likely, only the students with disabilities would enroll in this course because students with disabilities is the target audience.

The members present requested that Dr. Steinback be contacted about COUN 148D to determine whether or not this course would fit into the non-credit course category.

The motion carried unanimously.

It was moved by Marc Pandone and seconded by Christine Ducoing to approve action on the prerequisites/advisories as presented.

The motion carried unanimously.

b. (CP-08-04) COUN 348A – Personal Development Life Skills

It was moved by Matt Borchert and seconded by Marc Pandone to approve action on the course.

The motion carried unanimously.

**COURSE MODIFICATIONS** - None

**PROGRAM MAJOR MODIFICATION** - None

**STAND ALONE COURSE TRAINING**

Chair Farmer conducted the required stand alone course training that is consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs. Assembly bill 1943 offered a new regulation that would delegate authority to local districts, but has a series of requirements that must be met in order for the Curriculum Committee to have that authority. One, the Curriculum Committee has to complete the training. Two, the district has to send a certification with signatures, indicating that the training has occurred by September 30<sup>th</sup> of each year verifying the persons who will serve on the committee and others who will be involved in the Curriculum approval process at each college within the district for that academic year has received the training consistent with the guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs.

This training allows Solano Community College (SCC) to approve and offer locally, stand alone courses, without sending information to The Systems Office for approval. Therefore, once the Curriculum Committee approves the course, and it is approved by the Governing Board, the course may be offered the next semester. By the end of the first term in which the course is offered, the College must report to The Systems Office that the course has been approved, and a course control number will be assigned to the course, the number will be required in order to report enrollments at the end of the semester.

Chair Farmer gave four handouts pertaining to the training. Handout 1 is the full text of the new section 55100 of Title V which authorizes Solano Community College to have local approval. Handout 2 addresses frequently asked questions. Handout 3 gives some examples of courses that were denied by The Systems Office and why; sets and example of what to look for when approving courses. Handout 4 is a review of Standards and Criteria for Courses.

The Curriculum Committee does not have delegated authority to approve program applicable courses that are required for a Certificate or an Associates Degree, they are: a required course; restricted elective, which are courses that are specifically listed as optional courses from which students may choose to complete a number of units; as well as general education courses. All courses that belong to the following category must go to The Systems Office for approval; degree major, local general education, certificates with 18 or more units, and the new Certificates of Achievement.

Stand alone courses are credit courses designated by the Governing Board as not applicable to the Associate Degree, and at a minimum, is recommended by the College and or Curriculum Committee and is approved by the district Governing Board. Such courses include: non-degree applicable Basic Skills courses; courses designed to enable students to succeed in degree applicable credit courses; college orientation courses; guidance courses; discipline specific preparatory courses; courses that integrate Basic Skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills; can also include pre-collegiate career Tech Prep courses designed to provide foundation skills for students preparing for entry into a degree applicable credit career Tech

courses or programs; and any essential career technical instruction for which meeting the standards of the non-degree applicable Basic Skills courses, is neither necessary or required.

Another requirement of the Curriculum Committee is that the committee needs to ensure courses previously denied by The Systems Office must be modified before they can be approved locally. When a course is sent back, the Curriculum Committee needs to make sure that the problem is fixed. When 18 or more semester units, or 27 quarter units, are linked in a sequence of pre-requisite or co-requisite courses, those are considered a program, and still have to be submitted to The Systems Office. Students cannot piece together a degree by taking more than 18 units of stand alone courses.

Reporting of new courses will be done through The Systems Office course reporting Website using a user name and password that is given from The Systems Office. Training for the reporting Website is available through Meet and Confer feature of CCC Confer. The Curriculum Office completes the reporting and documents the date of local Board approval. The course may not be offered until Board approval has been finalized.

Chair Farmer reviewed Handout 1 – Quotations from the text of Title V, § 55100 regarding course approval and requirements; § 55100 also refers to handout no. 4 – text from Title V, § 55002 which Chair Farmer briefly discussed.

Handout 3 lists examples of courses that were denied by The Systems Office. The reason for denial is based on five criteria that The Systems Office uses for approving courses.

Handout 4 identifies standards and criteria for courses, for three types; degree applicable credit, nondegree applicable credit courses, and non credit courses. The requirements are outlined under the standards for approval section.

Chair Farmer asked the member to read the handouts. Chair Farmer brought to the attention of the members the Units standard and noted that the questions the committee members should be asking themselves as they evaluate courses, especially when offering compressed courses, “Can those hours be pro-rated, can they be condensed, can it actually physically happen within the designated time that the course is being offered?”

Mark Pandone asked whether or not the Curriculum Committee should be scrutinizing the resources. Donna Vessels shared that section J, equipment and expendable supplies, contains resource requirements for the division. The signature of the VP of Academic Affairs and the Division Dean means they have been made aware of and approve these requirements.

Chair Farmer encouraged the committee members to consider all the training information that has been given out and to continue to ask the “hard questions” on every course being presented.

Chair Farmer noted to the committee members, as a reinforcement, that California is one of the few states left in which the primacy of faculty is recognized in curriculum concern-the faculty is the prominent voice-and all the work done in the curriculum committee is done in order to preserve the autonomy of the curriculum developed; therefore, curriculum is not coming from the top down.

Chair Farmer mentioned that there will probably be additional training offered by CCCC Confer, and she will forward information as it comes available.

***REPORT FROM THE CHAIR - None***

***REPORT FROM THE VICE PRESIDENT - None***

***REPORT FROM THE ARTICULATION OFFICER***

Robin Arie-Donch continued with a discussion from February 26, 2008, regarding the curriculum changes to the Liberal Arts Degree and how it is going to be stated in the 2008-2009 catalog.

**Christine Ducoing moved and Marc Pandone seconded to approve the language of the catalog regarding to the Liberal Arts Degree.**

**It will be stated as follows:**

**“The Liberal Arts Degrees are currently under revision in order to comply with changes to Title 5 regulations. Please check the Solano Community College Website and consult with a counselor for further information.”**

**The motion carried unanimously.**

Robin Arie-Donch strongly recommended that a catalog addendum be published, once final approval on the Liberal Arts Degree has taken place, in order for students to be able to access documentation of their 2008-2009 catalog rights.

Robin Arie-Donch gave handouts of comments from Stephanie Low from The Systems Office, as well as examples of degrees that can be brought forward in place of the Liberal Arts Degree; General Studies and University Studies. Certain criteria/courses listed in the examples are there because they will be required by The Systems Office for approval of the degree. The three Liberal Arts degrees that are currently being offered are out of compliance with The Systems Office. The examples handed out are different approaches on how to modify the Liberal Arts degree. As an example, the draft of the General Studies degree would be for students who would do the equivalent to the option A plan now being offered. In addition to the degree, the student would complete an 18 unit area of emphasis (which meets The Systems Office requirement) that could then go toward the 60 unit degree option for a transfer student.

Robin Arie-Donch shared with the committee members that naming the degree Liberal Art would be less likely to be approved by The Systems Office, unless it is Liberal Arts with emphasis. Also, Liberal Studies is not a title that is encouraged unless it is going to be used for teacher preparation. Robin would also like to propose another area of emphasis, Liberal Studies for Teacher Preparation, which would basically consist of the courses the student would need to go to colleges like Sacramento State University to major in Liberal Studies for their multiple subject teaching credential.

Robin Arie-Donch requested that the committee members take the degree information back to the divisions for review and input. This is an opportunity to expand course offerings; however, the courses do need to relate to the point of the emphasis.

Discussion at the Curriculum Committee on the changes to the Liberal Arts Degree will be planned for April 8, 2008.

### ***OPEN DISCUSSION***

There was no open discussion.

### ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Matt Borchert and seconded by Erin Duane to adjourn at 3:42 p.m., to meet again Tuesday, April 8, 2008, 1:30 p.m., in the Board Room.

CCMinutes 3/11/08:km