

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**UNADOPTED MINUTES**

Tuesday, April 8, 2008  
1:30 p.m., Board Room

**ROLL CALL**

Present: Matt Borchert; Karen Cook; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Marianne Flatland; Bob Johnson; Laura Maghoney; Marc Pandone; Leslie Rota; Dr. Robin Steinback; Donna Vessels; and Wesley Wood.

Guests: Jane Berger, Humanities; Ron Nelson, DSPS.

Excused: Robin Arie-Donch; Curtiss Brown; Erique Gigante; Maire Morinec; 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**

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 Matt Borchert and seconded by Marianne Flatland to approve the March 11, 2008 minutes, as presented. The motion carried unanimously.

**NEW COURSES**

- a. (CP-08-06) COUN 348B – Career Awareness and Disability Success  
1) Action on advisories: Primarily for students with disabilities.

It was moved by Marianne Flatland and seconded by Christine Ducoing to approve the advisories as presented. The motion carried unanimously.

- 2) Action on course.

Ron Nelson shared with the committee that this course is a stand alone course designed as an introductory course for students with disabilities. Some of the students with disabilities will continue to take courses after completion of the course, and some will move on to the job force. The committee thanked Ron for bringing this type of course to Solano Community College.

It was moved by Christine Ducoing and seconded by Laura Maghoney to approve action on the course. The motion carried unanimously.

- b. (CP-08-07) ESL 200 – Health Professionals: Exploring Career Goals in Health Care  
1) Action on prerequisites/advisories: Prerequisites = Eligibility for placement in Level II ESL courses; advisories = SCC minimum English and math standards.

It was moved by Leslie Rota and seconded by Marianne Flatland to approve the prerequisites/advisories as presented.

Leslie Rota inquired about the test scoring and the eligibility for the course. It was recommended that there is a more specific definition on the eligibility statement; such as, prerequisite allows the student to be eligible to take one of the courses; 77, 78, 79.

Marianne Flatland inquired about why the course is numbered 200 instead of 100 so that the course could be counted toward a degree; but not transferable. The committee also questioned about whether or not this course should be a stand alone course.

Vice President Steinback shared with the members that any course that is not part of the GE pattern or a required course, or an elective in an approved degree or certificate, is a stand alone course by definition. Solano Community College lost its delegated authority for stand alone courses due to the lack of completing the required Curriculum Committee training. For the current academic year, any course that the Curriculum Committee has approved that meets the criteria mentioned, the College cannot offer the course until it is approved by The Systems Office.

Vice President Steinback also shared that since the College has lost its delegated authority, and since the college has been put on warning by the ACCJC, The Systems Office has the right to put a hold on all of the approvals for all new programs, all new certificates, and stand alone courses. Therefore, the college does not know what The Systems Office will choose to do with the stand alone courses. There is a window for submitting all the stand alone courses. Those courses will go up to The Systems Office in May/June. By conducting the training this spring, shows The Systems Office that Solano College is actively working on addressing the training requirement.

The College will need to conduct training in the fall, and resubmit for delegated authority. For delegated authority the College has always had the responsibility of conducting annual training and for orienting the Curriculum Committee. Because of pressures from the US Department of Education through our accrediting commission, the training has now been standardized.

The motion carried unanimously.

2) Action on course.

It was moved by Christine Ducoing and seconded by Leslie Rota to approve action on the course. The motion carried unanimously.

It was moved by Marianne Flatland and seconded by Erin Duane to rescind the vote approving action on prerequisites/advisories and action on course. The motion carried unanimously. The committee requested resubmittal of the proposal with the course number changed to 100 as well as the recommended eligibility changes. The committee requested that the course come forward for approval at a future committee meeting after requested changes are made.

c. (CP-08-08) LS 348B – Reading for Life Skills

1) Action on advisories: Primarily for students with disabilities.

It was moved by Matt Borchert and seconded by Leslie Rota to approve the advisories as presented. The motion carried unanimously.

2) Action on course.

It was moved by Matt Borchert and seconded by Leslie Rota to approve action on the course.

Chair Farmer inquired about the criteria used for determining basic skills and which are non degree applicable basic skills. Leslie Rota shared that it usually has to do with the level of course work and prerequisites and the content of the course. Usually, courses that are numbered 300 and above are considered basic skills courses, and are below college level courses.

Marc Pandone inquired about the recommended class size of 20 students and the Special Education funding from the Chancellor's Office and if that funding is a guarantee. The Special Class funding is determined by how the College requests apportionment per FTES from The System's Office, based on the type of course. Class size is based upon the course objective and the teaching strategy; with this population, it is best practice to keep the class size low. Placing the specific designation in the outline of record is a reminder to those of us responsible for putting the class in our curriculum system that this course has to be coded as a special education course.

The motion carried unanimously.

d. (CP08-09) LS 348C – Math for Life Skills

- 1) Action on advisories: Primarily for students with disabilities.

It was moved by Matt Borchert and seconded by Leslie Rota to approve the advisories as presented. The motion carried unanimously.

- 2) Action on course.

It was moved by Marc Pandone and seconded by Erin Duane to approve action on the course. The motion carried unanimously.

e. (CP-08-10) LS 348D – Adaptive Basic Computer Skills

- 1) Action on advisories: Primarily for students with disabilities.

It was moved by Karen Cook and seconded by Leslie Rota to approve the advisories as presented. The motion carried unanimously.

- 2) Action on course.

It was moved by Bob Johnson and seconded by Christine Ducoing to approve action on the course. The motion carried unanimously.

**COURSE MODIFICATIONS - None**

a. (CP-08-11) ESL 77 – Conversation/Pronunciation Skills – Change corequisite.

- 1) Action on corequisite: Concurrent enrollment in 0.5 unit of ESL 330.

It was moved by Bob Johnson and seconded by Matt Borchert to approve action on corequisite as presented. The motion carried unanimously.

- 2) Action on course.

It was moved by Matt Borchert and seconded by Erin Duane to approve action on the course.

Chair Farmer pointed out that the Course Content Outline jump from “I” to “III”; “II” is missing from the listing. Donna Vessels will make the change from “III” to “II” if that is all that is required.

Chair Farmer was concerned with the course due to the fact that the course is three units; there should be more content in the outline.

The motion carried unanimously.

It was moved by Christine Ducoing and seconded by Leslie Rota to rescind the vote approving action on prerequisites/advisories and action on course. The motion carried unanimously. The committee requested resubmittal of the proposal with changes to the course content and outline; need more specific information. The committee requested that the course come forward for approval at a future committee meeting after requested changes are made.

b. (CP-08-12) MT 148E – Principles of Electrical Machinery – Change course number to 142.

It was moved by Marianne Flatland and seconded by Christine Ducoing to approve action on change of course number as presented. The motion carried unanimously.

**REPORT FROM THE CHAIR**

Chair Farmer reminded the members that the representatives on the Curriculum Committee should be serving as liaisons for course development and proposal in their individual divisions.

Chair Farmer shared with the members that she will be attending the Senate Plenary spring session and requested that if the members have any information or questions that they would like her to get clarity on, then please forward those requests via email.

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

Vice President. Steinback asked the members if anyone would like to attend the Curriculum Institute that begins July 13<sup>th</sup>, in San Francisco. Erin Duane and Marc Pandone informed VP Steinback that they are interested and that they would let her know soon if they choose to attend.

The report on stand alone courses was discussed during the approval process of ESL 200 – Health Professionals: Exploring Career Goals in Health Care.

Vice President Steinback shared her concern about whether or not the The Systems Office will approve the College's curriculum. The outlines of record are not structured in a way that is consistent with the standards. The standard is an integrated outline of record where the topic is discussed thoroughly and shows the link between the instructional methods and the course objectives and how the students are going to be assessed. VP Steinback recommends putting together a task force to review the outlines of record changes needed.

The CurricUNET purchase is in the process of being placed on the Governing Board Agenda for approval. Part of the process is that the archival information will be transferred into the CurricUNET format. VP Steinback recommends that the taskforce work on the outline of record so that it is compliant with the required categories so that up-to-date information is transferred to the new system.

The goal is to be up and running with CurricUNET come fall 2008. The transfer of information will occur through the summer. Training will be conducted sometime early fall and there will be an opportunity for two more trainings after that, sometime throughout the year.

The 2007 handbook for program and course approval is now online as a supplement; you still need to also look at the old one for 2003. The easiest way to access the handbook is through the Statewide Academic Senate.

### ***REPORT FROM THE ARTICULATION OFFICER***

Marianne Flatland informed the members that work is continuing on the changes to the Liberal Arts Major. It seems most prudent to break the major down into two categories; University Studies and Interdisciplinary Studies. The new degree will be brought forward to the next meeting, April 22<sup>nd</sup>, for information, then will be sent to the Senate on May 5<sup>th</sup> and will then be brought forward for approval at the Curriculum Committee Meeting scheduled for May 13<sup>th</sup>.

### ***OPEN DISCUSSION***

Bob Johnson inquired as to whether or not Job Direct Certificates have to come back to the committee for approval if there is a change that recognizes the Certificate of Achievements; that is a Title V required change, since they have already been approved. If no changes have occurred, then it should come back to the committee as information so the committee knows what the changes are and why the changes are being made.

Leslie is requesting that this discussion be written for record.

Regarding already approved courses that are going to become an online course, the process is to bring that change to the Curriculum Committee for approval. Leslie is recommending that once the Curriculum Committee approves the course for online, then the course shouldn't have a one year wait to be offered, because it is the same course. The only change is how it is being delivered; via online. Should the course be allowed to be offered right away, or at the next semester?

The Curriculum Committee has directed the Distance Education Committee to come up with guidelines on certifying teachers to teach online and to re-do the curriculum forms that are used. The Distance Education Committee will be the certifying body that will present a list of instructors to the Deans' who meet the criteria to teach online.

Once the Curriculum Committee has approved the new forms for the course, and the course meets the rigorous standards, and the Distance Education Committee has approved the instructor, when can the course be offered?

## ***ADJOURNMENT***

There being no further business to come before the committee, it was moved by Christine Ducoing and seconded by Erin Duane to adjourn at 2:58 p.m., to meet again Tuesday, April 22, 2008, 1:30 p.m., in the Board Room.

CCMinutes 4/08/08:km