

# Solano Community College

## Academic Senate CURRICULUM COMMITTEE

### **MINUTES**

Tuesday, October 9, 2007  
1:30 p.m., Board Room

#### **ROLL CALL**

Chair Erin Farmer introduced Marc Pandone to the committee, who is replacing Janene Whitesell from the Fine and Applied Arts Division.

Present: Erin Farmer, Chair; Robin Arie-Donch, Jenn Branaman, Karen Cook, Christine Ducoing\*; Marianne Flatland, Erique Gigante, Robert Johnson, Laura Maghoney; Maire Morinec, Marc Pandone\*, Esther Pryor\*, Kathy Rosengren; Leslie Rota, Judy Spencer, and Donna Vessels

Excused: Quentin Carter

Guests: Philip Andreini, Ron Nelson, Susan Sedillo, and John Urrutia

\*Arrived after roll call.

#### **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 Marianne Flatland and seconded by Bob Johnson to approve the agenda as presented. The motion carried unanimously.

#### **APPROVAL OF MINUTES**

It was moved by Leslie Rota and seconded by Marianne Flatland to approve the minutes of the meeting held September 15, 2007, as presented.

The motion carried unanimously.

#### **NEW COURSES**

- a. (CP-07-41) OHORT 348B – Adaptive Greenhouse Management
- 1) Action on advisories: This course is primarily for students with disabilities who have taken OHORT 348A.
  - 2) Action on course.

It was moved by Robert Johnson and seconded by Leslie Rota to approve action on the advisories as presented.

The motion carried unanimously.

It was moved by Robert Johnson and seconded by Marianne Flatland to approve action on the course.

The motion carried unanimously.

- b. (CP-07-42) OHORT 348C – Adaptive Nursery Management
- 1) Action on advisories: This course is primarily for students with disabilities.
  - 2) Action on course.

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

The motion carried unanimously.

It was moved by Leslie Rota and seconded by Robert Johnson to approve action on the course.

The motion carried unanimously.

c. (CP-07-43) OHORT 348D – Adaptive Vegetable and Orchard Management

- 1) Action on advisories: This course is primarily for students with disabilities.
- 2) Action on course.

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

The motion carried unanimously.

It was moved by Esther Pryor and seconded by Karen Cook to approve action on the course.

The motion carried unanimously.

d. (CP-07-44) OHORT 348E – Adaptive Plant Propagation

- 1) Action on advisories: This course is primarily for students with disabilities.
- 2) Action on course.

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

The motion carried unanimously.

It was moved by Marie Morinec and seconded by Marianne Flatland to approve action on the course.

The motion carried unanimously.

***HUMANITIES DIVISION CURRICULUM REVIEW (Part II)***

Course Modifications

a. (CP-07-78) ESL 6 – ESL Composition Skills – Change catalog description, performance objectives, methods of evaluation, content outline and textbooks.

- 1) Revalidate prerequisites: Successful completion of ESL 78 or ESL 79
- 2) Action on other changes.

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

The motion carried unanimously.

It was moved by Leslie Rota and seconded by Marianne Flatland to approve action on other changes.

The motion carried unanimously.

b. (CP-07-79) ESL 77 – Conversation/Pronunciation Skills – Change performance objectives, content outline and textbooks.

- 1) Revalidate co/prerequisites: Corequisite = Concurrent enrollment in 1.0 unit of ESL 330. Prerequisite = Successful completion of ESL 372 or ESL 373 or ESL 374
- 2) Action on other changes.

It was moved by Leslie Rota and seconded by Maire Morinec to approve the revalidation of co/prerequisites as presented.

The motion carried unanimously.

It was moved by Maire Morinec and seconded by Robert Johnson to approve action on other changes.

The motion carried unanimously.

- c. (CP-07-80) ESL 78 – Intermediate ESL Reading – Change performance objectives, content outline and textbooks.

- 1) Revalidate prerequisites: Successful completion of ESL 372 or ESL 373 or ESL 374
- 2) Action on other changes.

It was moved by Leslie Rota and seconded by Esther Pryor to approve revalidation of the prerequisites as presented.

The motion carried unanimously.

It was moved by Leslie Rota and seconded by Karen Cook to approve action on other changes.

The motion carried unanimously.

- d. (CP-07-81) ESL 79 – Intermediate Sentence Structure: Spoken English – Change performance objectives, reading assignment, writing assignments and textbooks.

- 1) Revalidate prerequisites: Successful completion of ESL 372 or ESL 373 or ESL 374
- 2) Action on other changes.

It was moved by Leslie Rota and seconded by Maire Morinec to approve the revalidation of prerequisites as presented.

The motion carried unanimously.

It was moved by Esther Pryor and seconded by Robert Johnson to approve action on other changes.

The motion carried unanimously.

- e. (CP-07-82) ESL 87 – Advanced Sentence Structure: Written English – Change performance objectives, content outline and textbooks.

- 1) Revalidate prerequisites: Successful completion of ESL 78 or ESL 79 or ESL Assessment Test Score: Level 1
- 2) Action on other changes.

It was moved by Marc Pandone and seconded by Maire Morinec to approve the revalidation prerequisites as presented.

The motion carried unanimously.

It was moved by Marc Pandone and seconded by Maire Morinec to approve action on other changes.

The motion carried unanimously.

- f. (CP-07-76) ESL 373 – ESL Basic Oral Communication Skills – Change performance objectives, content outline and textbooks.

It was moved by Marianne Flatland and seconded by Leslie Rota to approve the course modifications as presented.

The motion carried unanimously.

- g. (CP-07-64) JAPAN 102 – Conversational Japanese – Change content outline and textbooks.

- 1) Revalidate prerequisites: JAPAN 101
- 2) Action on other changes.

It was moved by Marc Pandone and seconded by Leslie Rota to approve the revalidation of prerequisites as presented.

The motion carried unanimously.

It was moved by Marc Pandone and seconded by Leslie Rota to approve action on other changes.

The motion carried unanimously.

Curriculum Review Verification Forms (no attachments)

- h. (CP-07-63) American Studies Curriculum Review Verification Form
- i. (CP-07-84) ESL Curriculum Review Verification Form
- j. (CP-07-83) Foreign Language General Curriculum Review Verification Form
- k. (CP-07-47) Foreign Language Spanish Curriculum Review Verification Form
- l. (CP-07-46) Philosophy Curriculum Review Verification Form

It was moved by Robert Johnson and seconded by Leslie Rota to approve the verification forms from h. – l., as received.

The motion carried unanimously.

Revalidation of Prerequisites and/or Co requisites Only – (no changes—no attachments)

- m. (CP-07-74) ENGL 46 – American Sign Language 1 – Revalidate prerequisite: Eligibility for ENGL 1
- n. (CP-07-75) ENGL 47 – American Sign Language 2 – Revalidate prerequisite: ENGL 46
- o. (CP-07-77) ESL 55 – Advanced ESL Reading – Revalidate prerequisite: Successful completion of ESL 78 or ESL 79 or ESL Assessment Test Score: Level 1.
- p. (CP-07-73) FRLNG 148B – Cross Age Teaching – Revalidate prerequisite: Students must have completed French 2 or German 2
- q. (CP-07-68) ITAL 32 – First Semester Italian, Part 2– Revalidate prerequisite: ITAL 31
- r. (CP-07-69) ITAL 33 – Second Semester Italian, Part 1– Revalidate prerequisite: ITAL 32
- s. (CP-07-70) ITAL 34 – Second Semester Italian, Part 2– Revalidate prerequisite: ITAL 33
- t. (CP-07-65) LATIN 2 – Latin Fundamentals– Revalidate prerequisite: LATIN 1
- u. (CP-07-66) LATIN 3 – Latin Fundamentals– Revalidate prerequisite: LATIN 2
- v. (CP-07-67) LATIN 49 – Latin Honors– Revalidate prerequisite: Must have completed 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in Latin with a grade of "B" or better, an ability to work independently; and permission of the Dean based on instructor availability.
- w. (CP-07-45) PHLOS 5 – Critical Thinking: The Philosophic Grounds of Literacy– Revalidate prerequisite: ENGL 1
- x. (CP-07-71) PORT 102 – Conversational Portuguese – Revalidate prerequisite: PORT 101
- y. (CP-07-48) SPAN 1S – Spanish for Spanish Speakers 1 – Revalidate prerequisite: Oral fluency in Spanish
- z. (CP-07-49) SPAN 2 – Second Semester Spanish – Revalidate prerequisite: SPAN 1 or SPAN 1S or SPAN 32 or SPAN 62M or two years of high school Spanish or the equivalent
- aa. (CP-07-50) SPAN 2S – Spanish for Spanish Speakers 2 – Revalidate prerequisite: SPAN 1S; or SPAN 1 or SPAN 31 & 32 or SPAN 61M & 62M and oral fluency in Spanish
- bb. (CP-07-51) SPAN 3 – Third Semester Spanish – Revalidate prerequisite: SPAN 2, or SPAN 2S, or SPAN 34, or SPAN 64M, or three years of high school Spanish
- cc. (CP-07-52) SPAN 4 – Fourth Semester Spanish – Revalidate prerequisite: Spanish 3 or four years of high school Spanish
- dd. (CP-07-53) SPAN 11 – Conversational Spanish – Revalidate prerequisite: SPAN 2, or SPAN 2S, or SPAN 34, or SPAN 64M with a grade of "C" or better
- ee. (CP-07-54) SPAN 12 – Intermediate Spanish Conversation – Revalidate prerequisite: SPAN 11
- ff. (CP-07-55) SPAN 25 – Introduction to Latin-American Culture: An Exploration of Identity Through Essay, Film, and Short Story – Revalidate prerequisite: SPAN 3
- gg. (CP-07-56) SPAN 32 – First Semester Spanish, Part 2 – Revalidate prerequisite: SPAN 31 or SPAN 61M
- hh. (CP-07-57) SPAN 33 – Second Semester Spanish, Part 1 – Revalidate prerequisite: SPAN 1 or SPAN 1S, or SPAN 32 or SPAN 62M
- ii. (CP-07-58) SPAN 34 – Second Semester Spanish, Part 2 – Revalidate prerequisite: SPAN 33 or SPAN 63M
- jj. (CP-07-59) SPAN 49 – Spanish Honors– Revalidate prerequisite: Must have completed 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in Latin with a grade of "B" or better, an ability to work independently; and permission of the Dean based on instructor availability.
- kk. (CP-07-60) SPAN 62M – Beginning Spanish, Part 2 for Medical Workers – Revalidate prerequisite: SPAN 31 or SPAN 61M
- ll. (CP-07-61) SPAN 63M – Beginning Spanish, Part 3 for Medical Workers – Revalidate prerequisite: SPAN 62M or SPAN 32 or SPAN 1 or SPAN 1S
- mm. (CP-07-62) SPAN 64M – Beginning Spanish, Part 4 for Medical Workers – Revalidate prerequisite: SPAN 33 or SPAN 63M
- nn. (CP-07-72) TAG 102 – Conversational Tagalog – Revalidate prerequisite: TAG 101

It was moved by Leslie Rota and seconded by Maire Morinec to approve the revalidation of prerequisites and/or co requisites from m. – nn., as received.

The motion carried unanimously.

## **REPORT FROM THE CHAIR**

Chair Farmer asked if everyone got her e-mail on the Certification Training for Stand-alone Credit Course Approval sent October 8 at 2:10 p.m. It was noted that Marc Pandone and Maire Morinec need to be added to the distribution list.

Erin restated that the System Office requires that "all voting members of the Curriculum Committee must be trained" as well as "staff and administrators who attend curriculum committee meetings, but do not vote, must also be trained." If a committee member attended the full meeting of the Curriculum Committee meeting held September 25, 2007, they may consider themselves trained. If not, any member who did not participate in the training will have to do the training through the link provided in the e-mail [http://www.cccco.edu/divisions/esed/aa\\_ir/Standalone.htm](http://www.cccco.edu/divisions/esed/aa_ir/Standalone.htm). The deadline for submitting signatures certifying that all members have been trained is November 1; therefore, Erin requested that anyone needing to complete the training online should do so by October 26, indicating that they have logged into and completed the Web training. Otherwise, we will miss out on our certification for this year and will not be able to locally approve these courses until next year.

The CurricuNet presentation is scheduled **Tuesday, October 30, 2007, at 1:30 p.m., in the Board Room**. The Academic Senate has been invited to participate as well. A time for questions and answers will be provided.

## **REPORT FROM THE VICE PRESIDENT**

Interim Vice President Kathy Rosengren reported on some complaints by students who are upset that some of their face-to-face classes that they signed up for have been requiring them to do all their graded work online. In talking to these students, the only thing that is not online is their actual class attendance. Kathy stated if there is a change in methodology in these classes that the course/s needs to come before the Curriculum Committee for change, or however the committee desires to handle it. While this may be a good way to teach students, it is getting students in under false pretenses. If technology is not available, this is denying access to the student. Kathy reported that there is more than one instructor involved and possibly as many as 5-10 students. Chair Farmer agreed to take the concern to the Academic Senate and feels it would be her responsibility to inform the faculty via e-mail if the Senate directs her to do so to clarify the problem. Erin advised she would report back to the Curriculum Committee at a future meeting.

## **REPORT FROM THE ARTICULATION OFFICER**

There was no report by the Articulation Officer.

## **OPEN DISCUSSION**

Donna Vessels, Curriculum Analyst, clarified again the procedure that is followed in the Curriculum Office as it relates to the delivery of the agenda and packets. The goal is to get the information out on the Wednesday prior to the next meeting; however, sometimes due to time constraints and work load the information isn't available until Thursday or Friday before the meeting. The procedure that is followed is if it is okay for the Dean or administrative assistant to pick up the materials, they are placed in the appropriate Building 600 mailbox outside the Curriculum Office. If this is not appropriate, then the packet is placed in the District mail. For consistency purposes, the procedure cannot be changed from week to week.

More Fall 2007 Curriculum Committee Calendars have been run, but the District mail courier has been out on vacation. They will be delivered soon if someone is still in need of one. There are only two more meetings that will allow for change. If a division has a proposal on the last meeting date of November 27, there will not be an opportunity to resubmit it for approval if there are problems.

Chair Farmer, on behalf of Student Representative Jenn Branaman who had to leave the meeting early, distributed an announcement advertising the movie of the week (Surf's Up) which will play October 12 from 2:00-8:00 p.m., in Room 1404. This is a free ASSC event. Jenn asked that this information be shared in the divisions.

## **ADJOURNMENT**

It was moved by Marc Pandone and seconded by Maire Morinec to adjourn the meeting at 2:20 p.m., to meet again Tuesday, October 23, 2007, 1:30 p.m., in the Board Room.

