



# CURRICULUM COMMITTEE

## Approved Minutes

Date: May 4, 2021

Meeting Room: Zoom

1:30 pm – 3: 30 pm

### 1. Call to order

The regular meeting of the Curriculum Committee was called to order at 1:33 pm on May 4, 2021. Sarah Barsness presided. The meeting was held via zoom due to the COVID-19 pandemic.

### 2. Roll Call

**Curriculum Committee Officials:** Sarah Barsness (Chairperson), Lisa Abbott (Curriculum Analyst), Ashlie Lawson (Articulation Officer), and David Williams (VP of Academic Affairs)

**Members:** Isabel Anderson, Debra Berrett, Mark Berrett, Saki Cabrera, Ginger Cain, Amy Dauffenbach, Dean Joe Ryan, Dean Lisa Neeley, Erin Duane, Marivic Macalino, Maureen Powers, Anastasia Simonova (ASSC), MaryAnne Valch, James Word, Teri Yumae

Claire Gover (Recorder)

**Guests:** Tony Ayala, Jeff Cardinal, Amy Obegi

### 3. Agenda Approval

*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.*

1. Action: Amy Dauffenbach moved to approve the agenda. Maureen Powers seconded the motion. The motion passed.

### 4. Approval of Minutes

#### 4a. Approval of minutes from December 8, 2020

1. Action: Lisa Neeley moved to approve the minutes of December 8, 2020. The motion was seconded. The motion passed. Members Cabrera, Anderson and Macalino abstained.

#### 4b. Approval of minutes from April 20, 2021

Ginger Cain requested the document shared by Jeff Cardinal during public comment be added to the minutes.

1. Action: Maureen Powers moved to approve the minutes of April 20 as amended. Debra Berrett seconded the motion. The minutes were approved as amended. Member Simonova abstained.

### 5. Comments from the Public

There was no public comment.

**6. Consent Items for Curriculum Committee**

There were no items in this section.

**7. Action Items**

7a. Change Requisite language in catalog, website, and board procedure to: "All requisites must be satisfactorily completed with a minimum grade of C or P if taken on a Pass/No Pass basis unless otherwise noted"

Lisa Abbott explained this action item is to reduce redundancy of text in the Catalog. This also clarifies that while D is technically passing, it is not acceptable for most degree programs.

1. Action: Isabel Anderson moved to approve item 7a with corrected punctuation. Erin Duane seconded the motion. Item 7a passed unanimously.

7b. Correspondence Addendum for MATH 112, GEOG 006, COUN 007, ART 001, PSYC 030, PSYC 001, SOC 040

VP Williams explained this Correspondence Addendum is for new courses not taught before as Correspondence.

1. Action: Erin Duane moved to approve item 7b. Saki Cabrera seconded the motion. The motion passed unanimously.

**8. New Course**

8a. CPL 500 Credit for Prior Learning

CPL 500 is a place-holder to address the State's credit for prior learning mandate. CPL 500 will allow students who are not enrolled in any other course to apply for credit for prior learning. This is a non-credit course (no charge to students), with no course content, designated to the Counseling Division (in eLumen). Banner requires that a student be enrolled a course for CPL credit to be awarded. The committee discussed whether enrollment in CPL 500 is the best strategy or if the credit can be transcribed after a student has successfully challenged a course. Since CPL 500 has no course outline of record, it can not be approved at this time.

1. Action on the course: Lisa Neeley moved to table this item because it is a technical barrier due to Banner and not a matter for this committee. Mark Berrett seconded the motion. Item 8a was tabled unanimously.

**9. Course Modification**

9a. MATH 040 Introduction to Linear Algebra: Class Max

Mary Ann Valch presented the modification to MATH 040 is to increase class size from 15 to 25 to accommodate more students. Member Simonova expressed concerns with advanced math courses in current semester. Chairperson Barsness directed her to the division Dean who has purview over scheduling.

1. Action on the course: Amy Dauffenbach moved to approve item 9a. MaryAnn Valch seconded the motion. The motion passed with Members Cabrera, Powers, Valch, Word, Duane, Anderson, Yumae, Cain, Macalino, Ryan, Dauffenbach, D.

Berrett and M Berrett voting in favor. Member Simonova voted against. Member Neeley abstained. This matter still needs to go before Workload Committee.

9b. CDFS 062 Introduction to Early Childhood Education: Principles and Practices: Class

Max

9c. CDFS 064 Observation and Assessment: Class Max

9d. CDFS 076 Care of Infants and Toddlers: Curriculum and Environments: Class Max

Amy Obegi presented items 9b, 9c, and 9d as reductions in class size from 40 to 35. These CDFS courses require hands-on instruction, observations in child development programs, and classroom space to work efficiently with curriculum instructional materials. The class size of 35 is consistent with other CDFS courses.

1. Action: Maureen Powers moved to group items 9b, 9c, and 9d. Ginger Cain seconded the motion. The motion passed unanimously. Saki Cabrera moved to approve the grouped items. Ginger Cain seconded the motion. Items 9b, 9c, and 9d passed with 14 votes in favor. Joe Ryan abstained. This matter still needs to go before Workload Committee.

**10. Course Inactivation**

There were no items in this section.

**11. Curriculum Review**

There were no items in this section.

**12. New Program**

There were no items in this section.

**13. Program Modification**

There were no items in this section.

**14. Program Inactivation**

There were no items in this section.

**15. High School  
Articulation**

There were no items in this section.

**16. Report from  
Assessment  
Coordinator, Andrew  
Wesley**

No report.

**17. Report from the  
Curriculum Committee  
Chair, Sarah Barsness**

No report.

**18. Report from VP of Academic Affairs, David Williams**

No report.

**19. Report from the Articulation Officer, Ashlie Lawson**

No report.

**20. Report from Curriculum Analyst, Lisa Abbott**

No report.

**21. Other**

21a. Discuss Action item vs. Informational item

Sarah Barsness will do more research on rules of engagement for this committee; specifically, whether action items are required to be raised as information points in the previous meeting.

21b. Discuss revision of GE Local Option

Sarah Barsness gave an update on the General Education Task Force whose main goal was to create a process for faculty to request a course be added to the GE requirement for an Associate Degree from Solano College. The basic process will be for faculty to submit the course to Curriculum during course proposal or modification and to include a narrative justifying how the course meets the Title 5 criteria for the area.

In addition to developing the process, the Task Force examined the courses available in each area of the local GE. They created a new draft proposal for the local GE by including all courses that are already approved for IGETC and CSU, and removing courses with a prerequisite. Sarah will provide a bullet-point summary of the changes. Curriculum Committee members are responsible for sharing this information with their division faculty for feedback. Student feedback is also needed. Conversation should be focused on what is best for students.

**22. Open Discussion**

There were no items in this section.

**23. Adjournment**

Debra Berrett moved to adjourn the meeting. Amy Dauffenbach seconded the motion. The motion passed. Meeting adjourned at 3:48 pm.

**ALL MEETINGS WILL BE HELD STARTING AT 1:30 PM ON ZOOM UNLESS OTHERWISE NOTED.**