

Solano Community College

Academic Senate  
CURRICULUM COMMITTEE

**ADOPTED MINUTES**

Tuesday, October 28, 2008  
1:30 p.m., Board Room

**ROLL CALL**

Present: Antonio Algere; Robin Arie-Donch; Karen Cook; Alma Delgado; Lynn Denham-Martin; Christine Ducoing; Erin Duane; Erin Farmer, Chair; Marianne Flatland; Bob Johnson; Laura Maghoney; Marc Pandone; Leslie Rota; Sandra Rotenberg; Pei-Lin Van't Hul, filling in for the Curriculum Analyst Vacant Position.

Guests: Gale Anderson, OAR; Philip Andreini, Dean Humanities; Mark Berrett, Electronics; Kathleen Callison, Computer Science; Michelle Duleck, Aeronautics; Meredith Harris, Nursing; Jacqueline Rock, Nursing; Ron Nelson, DSP; Tracy Schneider, English; Earl Wylie, Computer Science.

Excused: Dr. Robin Steinback

**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 Bob Johnson and seconded by Christine Ducoing to approve the agenda. Bob Johnson requested that the EMT 212 – Emergency Medical Technician (Basic) be removed from the agenda. There are changes in units that need clarification. The item will be brought back at the next meeting. The motion carried unanimously with requested amendment.

**APPROVAL OF MINUTES**

It was moved by Laura Maghoney and seconded by Marianne Flatland to approve the Minutes from October 14, 2008. The motion carried unanimously.

**NEW COURSES**

**Tabled Items – Tabled from October 14, 2008 Meeting Date**

- a. (CP-08-38) OT 170 – Creating a Virtual Office
  - 1) Action on course.

It was moved by Bob Johnson and seconded by Laura Maghoney to approve action on the course. Christine Ducoing noted that the beginning sentence under the background and justification still needs to be changed to state “Virtual Office Assistants are the fastest growing workforce specialty...” Laura Maghoney noted that the appendix for the online portion is not included in the copies received, but noted that it was included at the last meeting when the item was tabled. Christine Ducoing noted that the critical thinking statement, “Students will be required to analyze, evaluate, compare and contrast the following:” is still missing under section 13, Course Content Outline. The Curriculum Office will make the corrections. The motion carried unanimously.

Bob Johnson noted that the handwritten total contact hours: 48, needs to be typed on the official proposal. The Curriculum Office will make the corrections.

b. (CP-08-39) OT 171 – Marketing a Virtual Office

- 1) Action on course.

It was moved by Laura Maghoney and seconded by Bob Johnson to approve action on the course. Christine Ducoing noted that the beginning sentence under the background and justification still needs to be changed to state “Virtual Office Assistants are the fastest growing workforce specialty...” Christine Ducoing also noted that the critical thinking statement, “Students will be required to analyze, evaluate, compare and contrast the following:” is still missing under section 13, Course Content Outline. Bob Johnson noted that the handwritten total contact hours: 48, needs to be typed on the official proposal. The Curriculum Office will make the corrections. The motion carried unanimously.

### **COURSE MODIFICATIONS**

a. (CP-08-35) EMT 212 – Emergency Medical Technician (Basic) – Change in units and change in prerequisites/advisory.

- 1) Action on prerequisite and advisory: Prerequisite = Current BCLS for Healthcare Providers must be presented at first class session to maintain enrollment. Must be eighteen (18) years of age or older for certification (Title 22, Division 9, Chapter 22, California Code of Regulations). Advisory = SCC minimum English and Math standards.
- 2) Action on course.

No action taken; removed from agenda.

b. (CP-08-36) ESL 330 – ESL Lab – Change in units, weekly hours, and other catalog information.

- 1) Action on course.

It was moved by Leslie Rota and seconded by Erin Duane to approve action on the course. Christine Ducoing was concerned that the total contact hours were not included in section 5 and requested that information be added. The Curriculum Office will add the information. Marianne Flatland asked if the critical thinking statement should be added to section 13; the committee agreed it did not need to be added due to the fact that this is a 300 level course; however, it was recommended to have further discussion regarding the critical thinking statement. The motion carried unanimously.

c. (CP-08-40) CJ 011 – Community Relations – Change in prerequisite.

- 1) Action on Prerequisite: no prerequisite.

It was moved by Bob Johnson and seconded by Karen Cook to approve action on the prerequisite. Robin Arie-Donch asked if an advisory of CJ -01 has been considered for the course. Bob noted that the instructors of the Criminal Justice program would have to review the advisory. The motion carried unanimously.

d. (CP-08-41) FREN 012 – Intermediate French Conversation – Change in catalog description, methods of evaluating student achievement, content outline, books, and other.

- 1) Action on course.

It was moved by Leslie Rota and seconded by Laura Maghoney to approve action on the course. Robin Arie-Donch noted the rationale does not indicate that this course meets the CSU General Education transferrable requirements. The motion carried unanimously.

e. (CP-08-42) SPAN 012 – Intermediate Spanish Conversation – Change in catalog description, student performance objectives, methods of evaluating student achievement, content outline, books, and other.

- 1) Action on course.

It was moved by Christine Ducoing and seconded by Marianne Flatland to approve action on the course. Christine noted that this course needs to have the total hours typed on the official proposal. The Curriculum Office will make the corrections. Christine asked if there was a minimum lecture hour total for a three unit course. The committee agreed that 48 lecture hours is the minimum. The motion carried unanimously.

### **REPORT FROM THE CHAIR**

Erin shared that she will be attending the State Academic Senate Plenary that will highlight a 20 year celebration of AB 1725. There will be a session on information competency titled "Doing it on our own." Erin will be obtaining information about this topic.

Erin asked the committee if there were any questions regarding curriculum and policy that she could ask from folks at the State Academic Senate Plenary. Bob Johnson requested information about whether or not the Web site is the most current recommended course outlines; Erin shared that the most current information is online.

Marc Pandone requested information about grading and the use of pluses and minuses. Erin will bring this question to the Senate Plenary and noted that this would be a subject that the College Academic Senate would need to discuss and address locally.

**REPORT FROM THE VICE PRESIDENT** - None

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

Robin Arie-Donch discussed the hand out attachment regarding articulation.

### **OPEN DISCUSSION**

Leslie Rota recommended that when the agenda is distributed to the committee, that a copy of the current as well as the proposed changes be included for the members to review.

Bob Johnson asked clarification about committee procedure regarding the changing of a prerequisite. There is a form that needs to accompany the modification proposal only if the prerequisite is being changed.

Erin Farmer noted that Sandra Rotenberg will be attending the Curriculum Committee as the Distance Education Coordinator as well as serving as an Access Services Librarian.

### **ADJOURNMENT**

There being no further business to come before the committee, it was moved by Christine Ducoing and seconded by Lynn Denham-Martin to adjourn at 2:30 p.m., to meet again November 25, 2008 at 1:30 p.m.

CCMinutes 10/28/08:km