

Nari- SLO

#1 from: Nari, Jennifer <jnari@gavilan.edu>
Sent: Friday, January 31, 2020 2:00 PM
To: Jianxia Zhang <zhangjianxia@gmail.com>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Syllabus for CHEM30B

Looks good, thank you!

Danelle, please add it to the folder.

From: Jianxia Zhang <zhangjianxia@gmail.com>
Sent: Friday, January 31, 2020 1:49 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Syllabus for CHEM30B

Hello,
SLO is corrected.
Thank you!

Jianxia

On Wed, Jan 29, 2020 at 7:54 PM Nari, Jennifer <jnari@gavilan.edu> wrote:
Hi Jianxia,

There are 22 SLOs on the course outline of record but I see 25 on your syllabus. Could you cross reference and make sure what you have on the syllabus matches exactly what is on the course outline of record? You may also omit the ILOs and Measure for each SLO.

-Jennifer-

http://www.gavilan.edu/committee/curriculum/docs/cor/CHEM/CHEM_30B.pdf

From: Jianxia Zhang <zhangjianxia@gmail.com>
Sent: Wednesday, January 29, 2020 1:09 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Syllabus for CHEM30B

Hello Jennifer and Desiree,

Here is my revised syllabus. ILO and Measure for SLO are listed at the end of the syllabus.
Please tell me if there's any other thing I need change.
Thank you!

Jianxia

On Tue, Jan 28, 2020 at 12:56 PM Nari, Jennifer <jnari@gavilan.edu> wrote:
Hi Jianxia,

A few suggestions:

- The Disabled Student Services Office is now called the Accessible Education Center
- You may omit the ILO and Measure in the Student Learning Outcomes
- Include the college's attendance policy: "Students missing one more class hour than the unit value for a particular course, without making prior arrangements may, at the instructor's option, be dropped without possibility of credit."

Please make the modifications and send back to myself and Danelle (copied above). Thanks!

-Jennifer-

From: Jianxia Zhang <zhangjianxia@gmail.com>
Sent: Monday, January 27, 2020 3:01 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: Syllabus for CHEM30B

Hello Jennifer,

This is Jianxia. Let me use this email address for Gavilan so I won't mess up the two schools emails. Attached is the syllabus.
My fingerprint and TB assessment are required before I get my Canvas and Banners account. Hopefully I can settle down next week.

Jianxia

#2

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Thursday, January 30, 2020 4:06 PM
To: Lenny and Geri Wolff <wolffden@cruzio.com>
Subject: Re: class materials for math 1C

Looks good, thank you.

From: Lenny and Geri Wolff <wolffden@cruzio.com>
Sent: Thursday, January 30, 2020 4:01 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: RE: class materials for math 1C

Here's my updated greensheet.

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Thursday, January 30, 2020 8:47 AM
To: Lenny Wolff <wolffden@cruzio.com>
Subject: Fw: class materials for math 1C

Hi Lenny,

Cross reference the SLOs with those on the course outline of record:

http://www.gavilan.edu/committee/curriculum/docs/cor/MATH/MATH_1C.pdf

I think SLO 2 on the COR was split and it looks like SLO 10 from the COR is missing.

[Course Outline - Gavilan College](#)

11/26/2018 4 Velocity and acceleration; Kepler's Laws of planetary motion. Functions of two or more variables. HOMEWORK Read sections covered in textbook and complete homework assignments.

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One more thing (not a big deal): In the Grievances section I would omit "dean of Liberal Arts and Science" and replace it with the "Natural Science Department Chair."

When you have it fixed up please resubmit to myself and Danelle.

Thanks!

-Jennifer-

From: Milazzo, Desiree <dmilazzo@gavilan.edu>
Sent: Tuesday, January 28, 2020 2:14 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: FW: class materials for math 1C
From: Lenny and Geri Wolff <wolffden@cruzio.com>
Sent: Tuesday, January 28, 2020 9:15 AM
To: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: class materials for math 1C

Lenny Wolff
#3

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Wednesday, February 12, 2020 10:26 AM
To: Vedamati, Jagruti <jvedamati@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Spring 2020 - Syllabi

Hi Jagruti,

Thank you for making the corrections! It looks good.

-Jennifer-

From: Vedamati, Jagruti <jvedamati@gavilan.edu>

Sent: Monday, February 10, 2020 9:55 AM

To: Nari, Jennifer <jnari@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Re: Spring 2020 - Syllabi

Hello Jennifer,

Thanks so much for letting me know. I was following Prof Salander's syllabus from last Spring. I have made the changes you suggested and have attached it here.

Do let me know any other changes that might be there.

Have a great week!

Jagruti

From: Nari, Jennifer <jnari@gavilan.edu>

Sent: Friday, February 7, 2020 12:27 PM

To: Vedamati, Jagruti <jvedamati@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Re: Spring 2020 - Syllabi

Hello Jagruti,

A few corrections are required:

1. The Course Description does not match the course outline of record (COR): http://www.gavilan.edu/committee/curriculum/docs/cor/ASTR/ASTR_1.pdf
Copy and paste it exactly as it appears on the COR.
2. Your syllabus is missing the student learning outcomes (SLOs). Copy and paste those from the COR. You may omit the Measure of Assessment and Year of Assessment language.
3. The ADA accommodations statement should read as follows: "Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center."

Students are absolutely NOT required to tell their instructor the nature of their disability so please remove that from your syllabus.

When you have made the necessary corrections, please resubmit to myself and Danelle.

Thanks!

-Jennifer-

[Course Outline - gavilan.edu](http://www.gavilan.edu)

PERFORMANCE OBJECTIVES: Discuss, compare and contrast the basic optical construction of refracting and reflecting telescopes and the

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From: Vedamati, Jagruti <jvedamati@gavilan.edu>
Sent: Thursday, February 6, 2020 10:27 AM
To: Milazzo, Desiree <dmilazzo@gavilan.edu>
Cc: Nari, Jennifer <jnari@gavilan.edu>
Subject: Re: Spring 2020 - Syllabi

Hello Desiree,

Thanks for the reminder. Here's my syllabus for ASTRO 01 at Morgan Hill.

-Jagruti

From: Milazzo, Desiree <dmilazzo@gavilan.edu>
Sent: Thursday, February 6, 2020 9:23 AM
To: Milazzo, Desiree <dmilazzo@gavilan.edu>
Cc: Nari, Jennifer <jnari@gavilan.edu>
Subject: Spring 2020 - Syllabi

Good morning!

Upon review of the syllabi checklist, it appears that you have not submitted (at least one of your classes if you have multiple) your syllabus for the Spring semester. Please make sure that you send it (them) to me NLT end of day tomorrow (Friday 2/7), as they are past the expected due date. If you have already done so and I have somehow missed it – please let me know and resend.

Below are the classes I show are missing a syllabus on file:

Course	Title	CRN
ENGR 5	ENGR PROG AND PROB SOLVING	41205
PHYS 2B	GENERAL PHYSICS II	40463
PHYS 4C	PHYS FOR SCI & ENG III	40465
CHEM 12B	ORGANIC CHEMISTRY	40372
CHEM 1B	GEN CHEMISTRY L/L	40394
CHEM 1B	GEN CHEMISTRY L/L	40397
BIO 10	PRIN BIOLOGY L/L	40334
BIO 10	PRIN BIOLOGY L/L	40335
BIO 10	PRIN BIOLOGY L/L	41204

BIO 7	HUMAN ANATOMY	40386
BIO 9	HUMAN PHYSIOLOGY	40357
MATH 1B	CALC/ANAL GEOM II	41346
MATH 215	STATISTICS SUPPORT	40477
MATH 215	STATISTICS SUPPORT	41120
MATH 5	INTRO STATISTICS	40474
MATH 5	INTRO STATISTICS	41370
MATH 11	Precalculus	41122
MATH 1A	CALC/ANAL GEOM I	40240
MATH		
412A	Math Refresher Part 1	41282
MATH		
412B	Math Refresher Part 2	41283
BIO 10	PRIN BIOLOGY L/L	40322
BIO 10	PRIN BIOLOGY L/L	40326
BIO 10	PRIN BIOLOGY L/L	41116
BIO 10	PRIN BIOLOGY L/L	41117
BIO 9	HUMAN PHYSIOLOGY	40365
BIO 9	HUMAN PHYSIOLOGY	40773
CHEM 30B	ELEM ORG/BIOCHEM	40405
MATH 411	INTEGRATED PRE-ALGEBRA	40362
MATH 218	Precalculus Support	41206
MATH 8A	FIRST HALF PRECALCULUS	41121
MATH 5	INTRO STATISTICS	40435
MATH 5	INTRO STATISTICS	40441
BIO 7	HUMAN ANATOMY	41112
GEOL 1	INTRO GEOLOGY L/L	40233
GEOL 1	INTRO GEOLOGY L/L	41237
BIO 15	ANATOMY AND PHYSIOLOGY	40340
BIO 7	HUMAN ANATOMY	40347
MATH 5	INTRO STATISTICS	41083
ASTR 1	INTRO GEN ASTRONOMY	40218
PHYS 1	INTRO TO PHYSICS	40459
PHYS 1	INTRO TO PHYSICS	40461
MATH 240	ALGEBRA II	40269
MATH 240	ALGEBRA II	40280
CHEM 1A	GEN CHEMISTRY L/L	40391
CHEM 1A	GEN CHEMISTRY L/L	41369
BIO 10	PRIN BIOLOGY L/L	40337
MATH		
412A	Math Refresher Part 1	40367

MATH		
412B	Math Refresher Part 2	40369
ASTR 1	INTRO GEN ASTRONOMY	40216
MATH 402	PRE-ALGEBRA	40311
MATH 240	ALGEBRA II	41325
MATH 5	INTRO STATISTICS	41238
MATH 5	INTRO STATISTICS	40414

Thank You,

Danelle Milazzo

Division Assistant

Arts, Humanities, & Social Sciences / S.T.E.M.

5055 SANTA TERESA BOULEVARD | GILROY, CA 95020

408.848.4701

#4

From: Steenhuis, Jennifer <jsteehuis@gavilan.edu>

Sent: Thursday, January 30, 2020 12:20 PM

To: Nari, Jennifer <jnari@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Re: Bio 12 Syllabus

Wow sorry about that! Should be an exact matching description now and I put the CRN number at the top.

Thanks, Jen!

From: Nari, Jennifer <jnari@gavilan.edu>

Sent: Thursday, January 30, 2020 9:44 AM

To: Steenhuis, Jennifer <jsteehuis@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Re: Bio 12 Syllabus

Hi Jennifer,

It looks good!

The only suggestion I have is to make sure the Course Description on the syllabus matches the course outline of record (COR):

http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_12.pdf

I would also recommend including the CRN (course record number), 40339, somewhere at the beginning.

If you make the corrections and send it back to us, that would be great. No need to redistribute another copy to your students.

Thanks!

-Jennifer-

From: Steenhuis, Jennifer <jsteenhuis@gavilan.edu>
Sent: Wednesday, January 29, 2020 2:37 PM
To: Nari, Jennifer <jnari@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Bio 12 Syllabus

Here is the Syllabus for Spring 2020 for Human Biology.
Let me know if there are any issues!

Thank you!

Dr. Jennifer Steenhuis
#5

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Wednesday, January 22, 2020 4:44 PM
To: Shukla, Neelam <nshukla@gavilan.edu>
Subject: Re: Syllabus - Spring 2020

Hi Neelam,

It is not required to include a homework list with the syllabi, it's just something I do.

I now have had a chance to check the Math 14 syllabus and I noticed a few corrections:

1. The ADA accommodations statement should not have Disabled Student Services Office but rather Accessible Education Center (AEC).
2. Check the Disability Services because Lori Burgman has retired.
3. Include the college's attendance policy: "Students missing one more class hour than the unit value for a particular course, without making prior arrangements may, at the instructor's option, be dropped without possibility of credit."
4. The final exam date should be in May, not December.

I think the Math 8A syllabus is good to go.

-Jennifer-

From: Shukla, Neelam <nshukla@gavilan.edu>
Sent: Friday, January 17, 2020 6:49 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: Re: Syllabus - Spring 2020

Hi Dean Jennifer,

I corrected the description by looking at the link you sent. I attached the homework question list again. Actually I am using from one of your past syllabus. I deleted first because I planned to post by canvas. I want to verify "Is it required to attach homework questions list with the syllabus?"

Thanks! for your patience.

Neelam

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Friday, January 17, 2020 6:19 PM
To: Shukla, Neelam <nshukla@gavilan.edu>
Subject: Re: Syllabus - Spring 2020

Double check the last sentence of the course description.

I didn't see the homework list in this file.

From: Shukla, Neelam <nshukla@gavilan.edu>
Sent: Friday, January 17, 2020 6:15 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: Re: Syllabus - Spring 2020

Hi Dean Jennifer,

Here is the corrected file.

Thanks!

Neelam

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Friday, January 17, 2020 5:17 PM
To: Shukla, Neelam <nshukla@gavilan.edu>; Yuh, Patrick <pyuh@gavilan.edu>
Subject: Re: Syllabus - Spring 2020

Hi Neelam,

Upon quick perusal of the Math 8A syllabus I noticed a few items to correct:

1. The Course Description and SLOs are outdated. Please find current the current course outline of record here:
http://www.gavilan.edu/committee/curriculum/docs/cor/MATH/MATH_8A.pdf
2. In the Special Needs section, change the Disabled Student Services Office to the Accessible Education Center (AEC)
3. In the Student Responsibilities section, the words in number 5 are missing spaces
4. The homework list has Fall 2017 in the title

I haven't yet had a chance to look over the Math 14 syllabus so I'll get back to you about that.

-Jennifer-

[Course Outline - gavilan.edu](http://www.gavilan.edu)

7/30/2018 2 Completion of MATH 7, as UG, with a grade of C or better. OR Completion of MATH 1A, as UG, with a grade of C or better. OR Completion of MATH 1B, as UG, with a grade of C or better.

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From: Shukla, Neelam <nshukla@gavilan.edu>

Sent: Thursday, January 16, 2020 7:05 PM

To: Yuh, Patrick <pyuh@gavilan.edu>

Cc: Nari, Jennifer <jnari@gavilan.edu>

Subject: Syllabus - Spring 2020

Hi Prof. Yuh,

Please check my syllabus attached for spring 2020.

Regards!

Neelam

#6

From: Tam T. Nguyen <ttnghuyen@gavilan.edu>

Sent: Thursday, August 29, 2019 2:23 PM

To: Jennifer Nari <JNari@gavilan.edu>

Cc: Desiree D. Milazzo <dmilazzo@gavilan.edu>

Subject: Tam's Math5 Syllabus

Hi Jen and Danelle,

I have the corrected syllabus attached. If there is anything else I need to turn in, please let me know. Otherwise, thank you and have a great day.

Cheers,

Tam

7#7

From: Jennifer Nari

Sent: Friday, September 20, 2019 12:19 PM

To: Mathew Berry <mberry@gavilan.edu>

Cc: Desiree D. Milazzo <dmilazzo@gavilan.edu>

Subject: RE: Syllabi

Hi Mathew,

I have a few requests for updates to your syllabus:

1. Include the CRN (course record number).
2. The Student Learning Outcomes on your syllabus don't exactly align with those on the course outline of record:
http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_10.pdf
Please make sure they match up exactly.
3. Update your ADA accommodations statement to the following: Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

The Disability Resource Center (DRC) is now called the Accessible Education Center (AEC).

You addressed your attendance policy but I would recommend including the college's attendance policy: "Students missing one more class hour than the unit value for a particular course, without making prior arrangements may, at the instructor's option, be dropped without possibility of credit."

Once you have it fixed up, please resubmit to Danelle and myself.

Thanks!

-Jennifer-

From: Mathew Berry
Sent: Thursday, September 19, 2019 8:10 PM
To: Jennifer Nari
Subject: RE: Syllabi

Hello,

Here is the Bio 10 syllabus. If you need anything else please let me know. Also, someone named Desiree made a similar request, but it got buried in emails. Does she also need it or are you asking because I never sent her one?

Have a great night,
Matt
From: Jennifer Nari
Sent: Wednesday, September 18, 2019 2:10 PM
To: Mathew Berry
Cc: Desiree D. Milazzo
Subject: Syllabi

Hi Mathew,

Would you please send me your syllabus for Bio 10? Thanks!

-Jennifer-
#8

From: Bradley Stone <bstone@gavilan.edu>
Sent: Friday, September 20, 2019 12:02 PM
To: Jennifer Nari <JNari@gavilan.edu>
Cc: Desiree D. Milazzo <dmilazzo@gavilan.edu>
Subject: RE: Missing Syllabi - please send ASAP

Here you go, Jennifer - updated!

Brad

Bradley M. Stone, Ph.D.
Adjunct Instructor
Department of Natural Sciences and Math
Gavilan Community College
- and -
Professor Emeritus of Chemistry and Former Chair of the Department
San Jose State University
From: Jennifer Nari
Sent: Thursday, September 19, 2019 2:59 PM
To: Bradley Stone
Cc: Desiree D. Milazzo
Subject: FW: Missing Syllabi - please send ASAP

Hi Brad,

I have one request for a correction to your syllabus:

- Update your ADA accommodations statement to the following: Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

The Disability Resource Center (DRC) is now called the Accessible Education Center (AEC).

Once you have it fixed up, please resubmit to Danelle and myself.

Thanks!

-Jennifer-

From: Desiree D. Milazzo
Sent: Thursday, September 19, 2019 1:35 PM
To: Jennifer Nari
Cc: Desiree D. Milazzo
Subject: FW: Missing Syllabi - please send ASAP

[Have you approved these?](#)

From: Bradley Stone
Sent: Tuesday, September 17, 2019 3:25 PM
To: Desiree D. Milazzo
Subject: RE: Missing Syllabi - please send ASAP

Please see attached! Not sure if you were still missing these, but here they are, just in case.

Brad

Bradley M. Stone, Ph.D.
Adjunct Instructor
Department of Natural Sciences and Math
Gavilan Community College
- and -
Professor Emeritus of Chemistry and Former Chair of the Department
San Jose State University
#9

From: Malley, Russell <rmalley@gavilan.edu>
Sent: Friday, May 29, 2020 2:49 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Syllabi to review

Jennifer,
Attached is the revised syllabus for Bio 15 with the extra SLOs removed. I doubled checked with the reference you gave me and they now match.

Russell
From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Tuesday, February 25, 2020 4:35 PM
To: Malley, Russell <rmalley@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Fw: Syllabi to review

Hi Russell,

Thank you for the syllabi. I have one request for a correction:

It appears you have some extra SLOs on your syllabus for Bio 15. Please make sure the SLOs on the syllabus match the course outline of record:

http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_15.pdf

Please resubmit to myself and Danelle.

Thanks!

-Jennifer-

Course Outline - Gavilan College

1. Identify selected structures of the human body. Measure of assessment: written exam, homework, lab report . Year assessed, or planned year of assessment: 2012

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From: Milazzo, Desiree <dmilazzo@gavilan.edu>

Sent: Tuesday, February 25, 2020 1:59 PM

To: Nari, Jennifer <jnari@gavilan.edu>

Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Syllabi to review

#9

From: Nari, Jennifer <jnari@gavilan.edu>

Sent: Friday, May 29, 2020 10:37 AM

To: Lopez, Robert <rlopez@gavilan.edu>

Subject: Fw: Spring 2020 - Syllabi

Hi Robert,

I just wanted to follow up on the email below. Would you please make the necessary corrections and resubmit? In addition, please send a copy of the syllabus for your winter Geol 1. Thanks!

-Jennifer-

From: Nari, Jennifer <jnari@gavilan.edu>

Sent: Wednesday, February 12, 2020 11:21 AM

To: Lopez, Robert <rlopez@gavilan.edu>

Subject: Fw: Spring 2020 - Syllabi

Hi Robert,

A few corrections:

1. The SLOs should exactly match those on the course outline of record (COR):
http://www.gavilan.edu/committee/curriculum/docs/cor/GEOL/GEOL_1.pdf
2. Include the Course Description form the COR.
3. The ADA accommodations statement should read as follows: "Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center." (The DRC is now called the AEC.)
4. Rework the DRC section to reflect the change in name.

5. Academic Honesty section: there is no Academic Dean of Students. I would use "area dean" or something like that.

When you have made the necessary revisions please resubmit to myself and Danelle.

Thanks!

-Jennifer-

[Course Outline - gavilan.edu](#)

9. Demonstrate knowledge of the solar system by describing its parts and their relationship.
Measure: Quiz

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#10

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Friday, May 29, 2020 10:39 AM
To: Gomez, Patricia <pgomez@gavilan.edu>
Subject: Fw: Math 411 Syllabus

Hi Pat,

I'm following up on the email below. Please make the necessary corrections to your syllabus and resubmit. Thanks!

-Jennifer-

From: Nari, Jennifer
Sent: Tuesday, February 25, 2020 4:24 PM
To: Gomez, Patricia <pgomez@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Math 411 Syllabus

Hi Pat,

I have a few requests for corrections to your syllabus:

- The course description from the course outline of record is missing. You may copy and paste it from here:
http://www.gavilan.edu/committee/curriculum/docs/cor/MATH/MATH_411.pdf
- Instead of the ALC, the correct name is the Accessible Education Center (AEC)

Please resubmit to myself and Danelle.

Thanks!

-Jennifer-

[Course Outline - Gavilan College](#)

2. Implement the critical thinking strategies to solve the real life problems and analyze/evaluate the solution with respect to the context of the problem.

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#11

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Tuesday, June 2, 2020 11:49 AM
To: Ken S Wagman <kwagman@baymoon.com>; Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Spring 2020 - Syllabi

Looks good, thank you!

Danelle, please add these to the folder.

From: Ken S Wagman <kwagman@baymoon.com>
Sent: Monday, June 1, 2020 12:55 PM
To: Nari, Jennifer <jnari@gavilan.edu>; Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Spring 2020 - Syllabi

Jennifer,

Here they are.

Ken

On 6/1/20 12:16 PM, Nari, Jennifer wrote:
Hi Ken,

I'm just following up on the email below. I don't believe we received the corrected Math 1A and Math 11 syllabi. Would you please send them to myself and Danelle? Thanks!

-Jennifer-

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Friday, February 7, 2020 1:49 PM
To: Ken S Wagman <kwagman@baymoon.com>; Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Spring 2020 - Syllabi

Hi Ken,

Math 1A Syllabus: Missing the Course Description and ADA accommodations statement.

Math 11 Syllabus: Missing the Course Description.

Math 412A: Missing the Course Description. I located the SLOs after pulling out my magnifying glass!

-Jennifer-

From: Ken S Wagman <kwagman@baymoon.com>

Sent: Thursday, February 6, 2020 4:31 PM

To: Milazzo, Desiree <dmilazzo@gavilan.edu>

Cc: Nari, Jennifer <jnari@gavilan.edu>

Subject: Re: Spring 2020 - Syllabi

Danelle,

Here are my three syllabi and, yes, Jennifer, the SLOs are on the 412A syllabus in the correct location of alphabetical order, though in 1 point font.

Ken

On 2/6/20 9:23 AM, Milazzo, Desiree wrote:

Good morning!

Upon review of the syllabi checklist, it appears that you have not submitted (at least one of your classes if you have multiple) your syllabus for the Spring semester. Please make sure that you send it (them) to me NLT end of day tomorrow (Friday 2/7), as they are past the expected due date. If you have already done so and I have somehow missed it – please let me know and resend.

#11

From: Jennifer Nari

Sent: Friday, September 06, 2019 12:07 PM

To: Daune Willahan

Cc: Desiree D. Milazzo

Subject: FW: Geography/Geology syllabi - Daune W

Hi Daune,

I have a few requests for updates to your syllabus:

1. Include the Course Description as stated on the course outline of record:
http://www.gavilan.edu/committee/curriculum/docs/cor/GEOL/GEOL_1.pdf
2. Include the Student Learning Outcomes as stated on the course outline of record. You may omit the PLO, ILO, GE-LO, Measure and Year Assessed information.
3. Please include the CRN (course record number)

Once you have it fixed up, please resubmit to Danelle and myself.

Thanks!

-Jennifer-

From: Desiree D. Milazzo
Sent: Thursday, September 05, 2019 12:40 PM
To: Jennifer Nari
Subject: FW: Geography/Geology syllabi

FYI

From: Daune Willahan
Sent: Wednesday, August 28, 2019 1:23 PM
To: Desiree D. Milazzo
Subject: Geography/Geology syllabi

Hi Danelle

Here you go...

Daune
#12

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Monday, February 3, 2020 9:47 AM
To: Robinson, Taylor <trobenson@gavilan.edu>
Subject: Re: Spring 2020 Syllabi

Hi Taylor,

I have a few suggestions:

1. Include the CRN on the syllabus.
2. The SLOs on your syllabus do not match those on the course outline of record (COR):
http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_7.pdf
Copy and paste them directly from the COR. You may omit the Measure, ILO and Year Assessed language.
3. The Course Description on your syllabus does not match the course outline of record. Also, just copy and paste it from the COR.

Once you have it fixed up, please resubmit to myself and Danelle. Thanks!

-Jennifer-

From: Robinson, Taylor <trobenson@gavilan.edu>
Sent: Tuesday, January 21, 2020 3:32 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Subject: Re: Spring 2020 Syllabi

Hi Jennifer

Attached is my spring Bio 7 course syllabus for my Friday/Saturday class.

Please let me know if I have done the course learning outcomes to your satisfaction.

Thank you

Taylor Robinson

From: Nari, Jennifer <jnari@gavilan.edu>

Sent: Tuesday, January 21, 2020 2:35 PM

To: #DL_nsdept <nsdept@gavilan.edu>; Go Chiro <drsteenhuis@gmail.com>; Hema Nadkarni <hema_nadkarni@yahoo.com>; Nhu Nguyen <ny05nguyen@gmail.com>

Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Spring 2020 Syllabi

Hello everyone,

I hope you are enjoying the scant remaining days of winter break!

As you are busily preparing your syllabi and getting ready for the first day, please keep the following in mind:

1. Make sure the Course Description and SLOs on your syllabus match the Course Outline of Record. They can be found here: http://www.gavilan.edu/committee/curriculum/course_outline_1.php
Correct SLOs on syllabi is a compliance issue that must be addressed in the follow up report to the accreditation commission. Therefore, it is imperative that current and correct SLOs are included in our syllabi.

2. Make sure you have a current ADA accommodations statement:

Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

There are still many syllabi floating around out there with DRC or even DSPS so please double check you have *Accessible Education Center*.

3. Use Reprographics for making copies of your syllabi. Rosie is always happy to help!

When your syllabi are ready to go please send them to myself and our division assistant, Danelle Milazzo (copied above).

I am attaching the STEM Division Instructor Guide (see page 6 for "Syllabi" and page 3 for "Copying"). There is a lot of useful information for both new and returning faculty.

Please let us know if you have any questions. I look forward to seeing you all very soon!

-Jennifer-

#13

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Tuesday, February 4, 2020 3:05 PM
To: Morales, Rey <rmorales@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>; rmoralesgavilancollege@gmail.com <rmoralesgavilancollege@gmail.com>
Subject: Re: Spring 2020 Syllabi

Thanks, Rey!

Danelle, please add to the folder.

From: Morales, Rey <rmorales@gavilan.edu>
Sent: Tuesday, February 4, 2020 1:08 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>; rmoralesgavilancollege@gmail.com <rmoralesgavilancollege@gmail.com>
Subject: RE: Spring 2020 Syllabi

Here you go.

Thanks for the help!

Rey

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Tuesday, February 4, 2020 11:05 AM
To: Morales, Rey <rmorales@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>; rmoralesgavilancollege@gmail.com
Subject: Re: Spring 2020 Syllabi

Hi Rey,

A few requests for corrections:

Bio 15

1. The Course Description does not match the course outline of record (COR):
http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_15.pdf
2. The SLOs do not match the COR

Bio 5

1. The Course Description does not match the COR:
http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_5.pdf

Please resubmit to myself and Danelle. Thanks!

-Jennifer-

[Course Outline - gavilan.edu](http://www.gavilan.edu)

10/29/2014 2 Completion of MATH 8A, as UG, with a grade of C or better. OR . Completion of MATH 8B, as UG, with a grade of C or better. OR . Completion of MATH 12, as UG, with a grade of C or better.

www.gavilan.edu

Course Outline - Gavilan College

1. Identify selected structures of the human body. Measure of assessment: written exam, homework, lab report . Year assessed, or planned year of assessment: 2012

www.gavilan.edu

From: Morales, Rey <rmorales@gavilan.edu>
Sent: Monday, February 3, 2020 3:53 PM
To: Nari, Jennifer <jnari@gavilan.edu>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>; rmoralesgavilancollege@gmail.com
<rmoralesgavilancollege@gmail.com>
Subject: RE: Spring 2020 Syllabi

Hello Jennifer and Danelle,

Here are my syllabi and lecture/lab schedules for spring 2020. Please let me know if you have any questions or concerns.

Cheers,

Rey

From: Nari, Jennifer <jnari@gavilan.edu>
Sent: Tuesday, January 21, 2020 2:56 PM
To: #DL_nsdept <nsdept@gavilan.edu>; Go Chiro <drsteenhuis@gmail.com>; Hema Nadkarni <hema_nadkarni@yahoo.com>; Nhu Nguyen <ny05nguyen@gmail.com>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Re: Spring 2020 Syllabi

Let's try this again!

From: Nari, Jennifer
Sent: Tuesday, January 21, 2020 2:35 PM
To: #DL_nsdept <nsdept@gavilan.edu>; Go Chiro <drsteenhuis@gmail.com>; Hema Nadkarni <hema_nadkarni@yahoo.com>; Nhu Nguyen <ny05nguyen@gmail.com>
Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>
Subject: Spring 2020 Syllabi

Hello everyone,

I hope you are enjoying the scant remaining days of winter break!

As you are busily preparing your syllabi and getting ready for the first day, please keep the following in mind:

1. Make sure the Course Description and SLOs on your syllabus match the Course Outline of Record. They can be found here: http://www.gavilan.edu/committee/curriculum/course_outline_1.php
Correct SLOs on syllabi is a compliance issue that must be addressed in the follow up report to the accreditation commission. Therefore, it is imperative that current and correct SLOs are included in our syllabi.

2. Make sure you have a current ADA accommodations statement:

Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

There are still many syllabi floating around out there with DRC or even DSPS so please double check you have *Accessible Education Center*.

3. Use Reprographics for making copies of your syllabi. Rosie is always happy to help!

When your syllabi are ready to go please send them to myself and our division assistant, Danelle Milazzo (copied above).

I am attaching the STEM Division Instructor Guide (see page 6 for "Syllabi" and page 3 for "Copying"). There is a lot of useful information for both new and returning faculty.

Please let us know if you have any questions. I look forward to seeing you all very soon!

-Jennifer-
#14

From: Nari, Jennifer

Sent: Tuesday, January 21, 2020 2:35 PM

To: #DL_nsdept <nsdept@gavilan.edu>; Go Chiro <drsteenhuis@gmail.com>; Hema Nadkarni <hema_nadkarni@yahoo.com>; Nhu Nguyen <ny05nguyen@gmail.com>

Cc: Milazzo, Desiree <dmilazzo@gavilan.edu>

Subject: Spring 2020 Syllabi

Hello everyone,

I hope you are enjoying the scant remaining days of winter break!

As you are busily preparing your syllabi and getting ready for the first day, please keep the following in mind:

1. Make sure the Course Description and SLOs on your syllabus match the Course Outline of Record. They can be found here: http://www.gavilan.edu/committee/curriculum/course_outline_1.php
Correct SLOs on syllabi is a compliance issue that must be addressed in the follow up report to the accreditation commission. Therefore, it is imperative that current and correct SLOs are included in our syllabi.

2. Make sure you have a current ADA accommodations statement:

Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

There are still many syllabi floating around out there with DRC or even DSPS so please double check you have *Accessible Education Center*.

3. Use Reprographics for making copies of your syllabi. Rosie is always happy to help!

When your syllabi are ready to go please send them to myself and our division assistant, Danelle Milazzo (copied above).

I am attaching the STEM Division Instructor Guide (see page 6 for "Syllabi" and page 3 for "Copying"). There is a lot of useful information for both new and returning faculty.

Please let us know if you have any questions. I look forward to seeing you all very soon!

-Jennifer-
#15

his is the initial email I sent requesting syllabi.

From: Jennifer Nari
Sent: Sunday, August 18, 2019 9:42 PM
To: nsdept@gavilan.edu <nsdept@gavilan.edu>
Cc: Desiree D. Milazzo <dmilazzo@gavilan.edu>
Subject: Fall Syllabi

Hello everyone,

I hope you are enjoying the scant remaining days of summer!

As you are busily preparing your syllabi and getting ready for the first day, please keep the following in mind:

1. Make sure your syllabus includes the current SLOs for each course. They can be found here: http://www.gavilan.edu/committee/curriculum/course_outlines.php.

I'm sure you read the email (July 16) from our VP of Academic Affairs regarding the compliance requirement that must be addressed in the follow up report to the accreditation commission. Therefore, it is imperative that current and correct SLOs are included in our syllabi.

2. Make sure you have a current ADA accommodations statement:

Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

There are still many syllabi floating around out there with DRC or even DSPS so please double check you have *Accessible Education Center*.

When your syllabi are ready to go please send them to our new division assistant, Danelle Milazzo (copied above).

I am attaching the STEM Division Instructor Guide (see page 6 for syllabi information). There is a lot of useful information for both new and returning faculty.

Please let us know if you have any questions. I look forward to seeing you all very soon!

-Jennifer-
#16

From: Taylor Robinson
Sent: Monday, August 26, 2019 10:37 AM
To: Jennifer Nari
Subject: RE: Fall Syllabi

Jennifer
Here is my syllabus with corrections- see p2 (top) and page 4 for corrections.
Thanks
Taylor Robinson
From: Jennifer Nari
Sent: Monday, August 26, 2019 10:00 AM
To: Taylor Robinson
Subject: RE: Fall Syllabi

Hi Taylor,

All you have to do is copy and paste the following in your syllabus:

ADA Accommodations Statement: Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

I see Course Objectives on your syllabus but the Student Learning Outcomes are missing. They can be found here: http://www.gavilan.edu/committee/curriculum/docs/cor/BIO/BIO_7.pdf

Simply copy and paste those in your syllabus. You may omit the PLO, ILO, GE-LO and “Year assessed...” language.

-Jennifer-

From: Taylor Robinson
Sent: Monday, August 26, 2019 9:55 AM
To: Jennifer Nari
Subject: RE: Fall Syllabi

Hi Jennifer

I am not sure how to upload necessary information on my syllabus of the current AD information. MY SLOs are included in my syllabus

Thanks Taylor

From: Jennifer Nari [JNari@gavilan.edu]

Sent: Sunday, August 25, 2019 6:37 PM

To: nsdept@gavilan.edu; Marita Espinoza; Andrew McCallum; Ben Bunting; Timothy Thomas; Jason Graham; kamrah_punit@yahoo.com; Scott Blanco

Cc: Desiree D. Milazzo

Subject: FW: Fall Syllabi

Hello everyone,

Just a quick last minute syllabi reminder (see below). Have a great first day!

-Jennifer-

#17

From: Miguel Rocha [mailto:mrocha@gavilan.edu]

Sent: Wednesday, September 04, 2019 12:41 PM

To: Jennifer Nari

Cc: Desiree D. Milazzo

Subject: Re: Fall Syllabi

Attached, apologies.

Astronomy 1 syllabus: <https://mrocha.org/astro1>

Miguel Rocha
Physics Faculty



GAVILAN COLLEGE

mrocha@gavilan.edu

On Wed, Sep 4, 2019 at 12:01 PM Jennifer Nari <JNari@gavilan.edu> wrote:

Hi Miguel,

Just wanted to follow up on the email below.

-Jennifer-

From: Jennifer Nari
Sent: Wednesday, August 28, 2019 3:09 PM
To: Miguel Rocha; Desiree D. Milazzo
Subject: RE: Fall Syllabi

Hi Miguel,

Physics 1 looks good!

Regarding ASTR 1, the first two Learning Objectives you have on the syllabus are not in the course outline of record. Please omit these and resubmit to Danelle and myself.

Thanks!

-Jennifer-

From: Miguel Rocha [mailto:mrocha@gavilan.edu]
Sent: Tuesday, August 27, 2019 9:13 PM
To: Desiree D. Milazzo
Cc: Jennifer Nari
Subject: Re: Fall Syllabi

Hi Desiree,

Below are my updated syllabi for Physics 1 and Astronomy 1.

Physics 1 syllabus: <https://mrocha.org/phys1>

Astronomy 1 syllabus: <https://mrocha.org/astro1>

Thank you!

Miguel

Miguel Rocha
Physics Faculty


GAVILAN COLLEGE
mrocha@gavilan.edu

final

From: Jennifer Nari
Sent: Thursday, September 5, 2019 3:06 PM
To: Desiree D. Milazzo <dmilazzo@gavilan.edu>
Subject: FW: Fall Syllabi

Please add to the folder.

From: Rey Morales
Sent: Thursday, September 05, 2019 8:42 AM
To: Jennifer Nari; Desiree D. Milazzo
Subject: RE: Fall Syllabi

Hi Jen and Danelle,

I've aligned my Bio 15 syllabus with the course description posted online. Let me know if I missed anything.

And thanks for catching that.

Rey

From: Jennifer Nari
Sent: Wednesday, September 04, 2019 12:25 PM
To: Rey Morales; Desiree D. Milazzo
Subject: RE: Fall Syllabi

Hi Rey,

For Bio 15, I noticed the Course Description you have on the syllabus is not the same as the one on the course outline of record. Also, the COR has 5 SLO's while you have two additional ones on the syllabus. When you have it fixed up, please resubmit to Danelle and myself.

Bio 4 and Bio 12 look good.

By the way, I like the pictures on your syllabi! I'm going to copy you.

-Jennifer-

From: Rey Morales
Sent: Monday, August 26, 2019 2:40 PM
To: Desiree D. Milazzo
Cc: Jennifer Nari
Subject: RE: Fall Syllabi

Hello Danelle,

Here you go. Let me know if you have any questions or concerns.

Thank you,

Rey

From: Jennifer Nari [<mailto:JNari@gavilan.edu>]
Sent: Sunday, August 25, 2019 6:38 PM
To: nsdept@gavilan.edu; Marita Espinoza; Andrew McCallum; Ben Bunting; Timothy Thomas; Jason Graham; kamrah_punit@yahoo.com; Scott Blanco
Cc: Desiree D. Milazzo

Subject: FW: Fall Syllabi
Importance: High

Hello everyone,

Just a quick last minute syllabi reminder (see below). Have a great first day!

-Jennifer-
More:

From: Jennifer Nari
Sent: Friday, September 6, 2019 1:08 PM
To: Dale Clark <DClark@gavilan.edu>
Cc: Desiree D. Milazzo <dmilazzo@gavilan.edu>
Subject: RE: Fall Syllabi

Hi Dale,

Chem 12A looks good.

After much squinting and combing through the SLOs for Chem 1A, I determined you have an extra one on your syllabus. I have highlighted it in yellow (attached). Please omit and send it back to Danelle and myself.

Thanks!

-Jennifer-
From: Dale Clark
Sent: Monday, August 26, 2019 11:37 AM
To: Jennifer Nari
Cc: Desiree D. Milazzo
Subject: RE: Fall Syllabi

Greetings,

Attached should be my Chem 1A and Chem 12A syllabi.

Dale

From: Jennifer Nari [mailto:JNari@gavilan.edu]
Sent: Sunday, August 25, 2019 6:38 PM
To: nsdept@gavilan.edu; Marita Espinoza; Andrew McCallum; Ben Bunting; Timothy Thomas; Jason Graham; kamrah_punit@yahoo.com; Scott Blanco
Cc: Desiree D. Milazzo
Subject: FW: Fall Syllabi
Importance: High

Hello everyone,

Just a quick last minute syllabi reminder (see below). Have a great first day!

-Jennifer-