GAVILAN BOARD OF TRUSTEES MEETING
JUNE 12, 2007

NEW COURSE PROPOSAL - SECOND READING

CSIS 729   **Word Processing-MS Word for the Older Adult   0 Units, 1 Lec**
Description: A course designed for older adults (55+) to develop word processing skills to write and edit simple documents, format text, use bullets, create tables, insert clipart and use other features of the toolbar.

DELETION (INACTIVATION) OF COURSES - FORM C

AE 604
Inactivate course. Also change description to be consistent with other AE courses in case course is brought back at a later date.

AE 610, AE 611, AE 614
Inactivate course. Also change description to be consistent with other AE courses in case course is brought back at a later date.

BOT/CSIS
Inactivate courses.
CSIS 127 Integrated Software Applications
CSIS 141 Quick UNIX/Linux OS
CSIS 152, we changed this to 52, so get rid of CSIS 152
BOT 169 Office Administration
BOT 168 General Office Procedures
BOT 200 Data Entry

CSIS 71
Inactivate course.

CMUN 550
Inactivate course.

MGMT
Keep MGMT 101, but underline inactivate the modules: MGMT 101A, MGMT 101B, MGMT 101C, MGMT 101D, MGMT 101E, MGMT 101F.

Keep MGMT 102, but underline inactivate the modules: MGMT 102A, MGMT 102B, MGMT 102C, MGMT 102D, MGMT 102E, MGMT 102F.

Keep MGMT 103, but underline inactivate the modules: MGMT 103A, MGMT 103B, MGMT 103C, MGMT 103D, MGMT 103E, MGMT 103F.

Keep MGMT 104, but underline inactivate the modules: MGMT 104A, MGMT 104B, MGMT 104C, MGMT 104D, MGMT 104E, MGMT 104F.

WELD 200, 201, 290
Inactivate courses.

MODIFICATION TO EXISTING COURSE - FORM C

ACCT 20   **Financial Accounting**
Update course content, add Student Learning Outcomes, update Methods of Evaluation.

ACCT 21   **Managerial Accounting**
Update course content, add Student Learning Outcomes, update Methods of Evaluation.

CD 9   **Child Health, Nutrition and Safety**   **3 Units, 3 Lec**
Update textbook. Course will be taught in Spanish.

CSIS 151   **Introduction to XML Authoring**
Update textbook.

CSIS 570   **Computer Access Evaluation**
Update description: This course is intended to provide for in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities. This is a credit/no credit course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course.

CSIS 571   **Computer Assisted Instruction**
Update description: This course is an Assistive Computer Technology Lab designed for students who are eligible for Disability Services. The course is designed to improve basic academic skills and/or cognitive processes through the use of appropriate software or to learn assistive devices designed to make computers accessible. Course content is based on individual educational plans which are developed for each student. This is a credit/no credit course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course.

CSIS 572   **Adaptive Computer Basics**
Update description: This course will include an introduction to the basic concept of how computers work, using the computer keyboard, word processing, computer ethics and presentation graphics. This course will be self-paced and adjusted so that students with learning, physical, or communicative disabilities can learn a number of adaptive devices designed to make computers accessible. This is a credit/no credit course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course.

ENGL 10   **Writing for the Workplace**   **3 Units, 3 Lec**
Change title   FROM: Technical Writing
                      TO: Writing for the Workplace

GBUS to BUS
Change all General Business (GBUS) courses to Business (BUS). This will make these courses easier to find in the catalog and schedule and follow what other colleges do.

GUID 558   Learning Skills Laboratory
Update description: The Learning Skills Laboratory is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. Units earned do not count towards the associate degree and/or certificate requirements. This is a credit/no credit course.

JOUR 18A-D   Working on the Newspaper
Update description: Change wording in description from "Rambler" to "The Gavilan Press".

PE 1   Orientation for Student Athlete Success   1 Unit, 1 Lec
Change units, hours
FROM: Orientation for Student Athlete Success   2 Units, 2 Lec
TO: Orientation for Student Athlete Success   1 Units, 1 Lec
Update content

MODIFICATIONS TO DEGREES AND/OR CERTIFICATES - FORM F

Administration of Justice
To ad AJ 176 Criminal Street Gangs and AJ 32 Crime and Delinquency to the catalog as courses that can fulfill the elective requirements of either an AA or Certificate in AJ.

Fine Arts
Change:
1) From the Fine Arts major core Choose section from 9 units to 6 units required
2) From Choose a minimum of 4 units of any activity listed: from 4 to 9 units required
3) Total Units for Major: change from 22 to 24 units required
4) Under Activity Courses: change the minimum required for each area from 2 to 3 units required
5) In the Activity Courses, section Theater Performance Courses: add THEA 17A, THEA 17B and THEA 19 as options

Add the following statement to the Fine Arts major: "There are no restrictions for double counting major courses to satisfy the IGETC, CSU or Gavilan transfer general education requirements." This statement is needed in order for students to be able to complete their General Education and Fine Arts major requirements in a more efficient way. Having courses double-count with GE does not impact the integrity of the Fine Arts major.

Media Arts

1) Change the Core Courses requirement to 12 units to reflect deletions cited below
2) Change the title for the Print/Cyberprint option to Journalism Option
3) Journalism Option: Additional Requirements--12 units minimum: JOUR 18 (6 units); plus Choose From (6 units) JOUR 15, JOUR 18 (3), JOUR 16B, JOUR 30, CSIS 73, CSIS 75, CSIS 85. Total units for the Major=24 (6 can double-count for GE)
4) Broadcast Television Option: Additional Requirements--12 units minimum: THEA 17A, THEA 17B, THEA 20. Choose From (3 units): THEA 4, THEA 19, DM 117, THEA 6, THEA 14, THEA 17B

Add the following statement to the Media Arts major: "There are no restrictions for double counting major courses to satisfy either the IGETC, CSU or Gavilan transfer general education requirements." This statement is needed in order for students to be able to complete their General Education and Media Arts major requirements in a more efficient way. Having courses double-count with GE does not impact the integrity of the Media Arts major.

Deleted from the above major or certificate at Gavilan.
Full explanation of reasons for this change:
Core courses are intended to introduce students to foundational theories and practice in the media arts. This degree emphasizes Broadcast Television and Journalism therefore the HUM 10 (Approaches to Contemporary Film) no longer plays a role as a core course.

Delete Hum 10 Approaches to Contemporary Film (3 units) from the Core Courses requirements for the degree. It will remain as a elective for either option or as a general education course.

Music

Full explanation of reasons for this change:
1) Add the following statement to the Music major: "There are no restrictions for double counting major courses to satisfy the IGETC, CSU or Gavilan transfer general education requirements." This statement is needed in order for students to be able to complete their General Education and Music major requirements in a more efficient way. Having courses double-count with GE does not impact the integrity of the Music major.

2) add as a requirement to the Music major: MUS 12 OR MUS 14A for 2 units; these courses provide students a learning experience that involves live performance. It also introduces students to the practice of improvisation and musical collaboration.

Deleted from the above major or certificate at Gavilan.
Full explanation of reasons for this change:
1) Delete Required Courses: MUS 3C and MUS 3D Intermediate Theory/Harmony (4+4 units); for students continuing onto 4-year programs these courses will be strongly advised however, for the AA degree the department does not feel it is required that students take these courses.

Theatre Arts
Under Television Option:
Correct: THEA 17 A/B Television workshop …..from 3 units to 6 units; this is a misprint in the prior catalogue

Technical Production Option:
Choose 5 (instead of 4) units from classes listed below: Any Journalism production course; any Music performance course; any Computer Graphics & Design course.

Choose 6 (instead of 4) units from classes listed: (ART 2A/B, ART8A/B, ART 10A/B, ART 12A/B, ART 13, THEA 15). Minimum of 24 units.

Add the following statement to the Theater Arts major: "There are no restrictions for double counting major courses to satisfy either the IGETC, CSU or Gavilan transfer general education requirements." This statement is needed in order for students to be able to complete their General Education and Theater Arts major requirements in a more efficient way. Having courses double-count with GE does not impact the integrity of the Theater Arts major.

Delete the statement: "Courses completed to satisfy general education requirements cannot be used in the major unless so specified and beyond the 18 unit minimum". This statement is no longer needed.

Physical Education Major - Form F,   PE Associates Degree Major
Updating for the new catalog.
Add PE 13 Fundamentals of Volleyball to the Physical Education AA Degree. It should be listed under "Choose one of the following:" along with all the other fundamentals of sports classes for all options. Last time we reviewed our major this fundamentals class was not in existence. It was developed along the same format as all other fundamentals of sports courses.

Add PE 3A Athletic Training Field Experience to the Sports Medicine Option as an elective. This is a new course which allows students to experience 'hands on' practical application of the knowledge they learned in PE 3.

Business degree/Certificate of Completion - General Office Skills option
Added to the above major or certificate program at Gavilan.
6 units chosen from the following classes:
ACCT 105 Payroll
ACCT 111 Income Tax
ACCT/CSIS 120 Quickbooks
BOT 160 Records Management
CSIS 121 Excel
CSIS 134 Intermediate Excel
CSIS 132 Intermediate Word Processing
CSIS/DM 6, 7 Webpage Authoring I, II
CSIS/DM 85 Dreamweaver
CSIS/DM 73 InDesign
CSIS/DM 75, 74 PhotoShop I, II
GBUS/ECON 14 Personal Finance

The total number of units remains the same. These classes teach skills relevant to the modern office. Students can choose 6 units that best suit their individual interests.

Deleted from the above major or certificate at Gavilan.
Full explanation of reasons for this change: Remove BOT 169 Office Administration (3 units)
This class is no longer offered.
Remove BOT 160 Records Management (3 units) from the required courses, and make it an option since it is offered only once every two years.

CERTIFICATE OF ACHIEVEMENT - FORM J

Broadcast Television

Courses required:	Total of 17 Units	
Thea 16	Introduction to Television	3 units
Thea 17 A& B	Television & Video Workshop	6 Units
Thea 19	Television & Film Acting	3 Units
Thea 20	Intro. to Scritpwriting or	
Thea 06	Intro. to Audio Production	3 Units
Thea 14	Stage Production	2 Units

MODIFICATION TO POLICY OR PROCEDURE

General Education Requirements
General Education Requirements for the Associate Degree
Gavilan students have three options in meeting the General Education (GE) requirements toward earning an AA or AS degree.
These three options are the following:

> Option A
> Complete the Gavilan College GE requirements.

> Option B
> Complete the California State University General Education course requirements (eligible for full certification).

> Option C
> Complete the Intersegmental General Education Transfer Curriculum (IGETC) (eligible for full certification).