

**Gavilan Joint Community College District  
Governing Board Agenda**

November 14, 2017

Consent Agenda Item No.  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No. III.1 (a)

Office of Academic Affairs

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board review and approve the recommendations of the Curriculum Committee as reflected in the attached Curriculum Summary.

**Background:**

The Curriculum Summary lists courses and programs approved by the Curriculum Committee.

**Budgetary Implications:**

None.

**Follow Up/Outcome:**

Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Michele M. Bresso, Vice President of Academic Affairs

Prepared By: \_\_\_\_\_

*Michele M. Bresso*  
Dr. Michele M. Bresso, Vice President of Academic Affairs

Agenda Approval: \_\_\_\_\_

*Kathleen A. Rose*  
Dr. Kathleen A. Rose, Superintendent/President

APPROVED BY THE BOARD OF TRUSTEES

DATE 11/14/17

*W. Bailey*



## **GAVILAN BOARD OF TRUSTEES MEETING**

**November 14, 2017  
Curriculum Summary**

### **CONSENT AGENDA**

#### **Deactivate Course**

**ESL 509B Basic ESL Review II (Spring 2018), 2 Units, 2 Lec, 0 Lab**

##### **Description:**

This is a basic skills ESL course designed to help students review and maintain grammar and speaking skills between semesters. The emphasis will be on oral production centered around lifeskill areas such as food, families, work, clothing, health, home school, shopping, recreation, and transportation. Grammar tenses (present, present continuous, and past) will be reviewed and practiced. The course integrates listening, speaking, reading, and writing with an emphasis on oral communication. This is a pass/no pass course.

##### **Justification:**

We would like to Deactivate this course, as it has not been offered in a few years. This level is currently being offered in a Noncredit course.

#### **Modify Course**

**AH 270 Basic Clinical Medical Assisting (Spring 2018), 6 Units, 4 Lec, 6 Lab**

##### **Description:**

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. PREREQUISITE: Eligible for English 250, English 260 and Mathematics 430.

##### **Justification:**

change course number; change prerequisites

#### **Modify Course**

**AH 271 Advanced Clinical Medical Assisting (Spring 2018), 6 Units, 4 Lec, 6 Lab**

##### **Description:**

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. PREREQUISITE: AH 270 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

##### **Justification:**

Change Course Number

#### **Modify Course**

**AH 280 Fundamentals of Nursing--Convalescent (Spring 2018), 8.5 Units, 6 Lec, 8 Lab**

##### **Description:**

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A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. PREREQUISITE: Eligible for English 250 and English 260 and eligible for MATH 205 or MATH 430. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned.

Justification:

Correct course number and outside work.

### **Modify Course**

**AH 282 Home Health Care (Spring 2018), 2 Units, 1.5 Lec, 1.5 Lab**

Description:

This two (2) week, eight (8) day course is designed to prepare students to provide basic health care in the home environment. This course includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide Certificate from the State of California Department of Public Health. PREREQUISITE: Active California C.N.A. certification or successful completion with a minimum score of 75% or equivalent in AH 180. Also, eligible for English 250 and English 260. Clearance from the California Department of Health Services (Form HS283B), fingerprint clearance, negative drug screen, required immunizations, negative TB screen, and health clearance required to clinical placement.

Justification:

Correcting units and lecture and lab hours. Correcting Course Number

### **Modify Course**

**AH 291A Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

Description:

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

Justification:

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**AH 291B Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is Team Building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**AH 291C Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191C.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**AMT 225 Introduction to Drones (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This course introduces students to the foundations of drones including the history, systems, maintenance, payloads, data links, ground support equipment, classes of systems, categories, applications, mission planning and control and recovery systems.

**Justification:**

Non-substantial change. The term "Unmanned Aircraft System" is being replaced with the more commonly used term "Drone" in the title, description, content and SLOs. The students use this more common name and when searching for drone classes being offered by Gavilan they have not been able to find our courses. At a meeting attended by the Dean of Career Technical Education it was suggested by her colleagues that this name change needs to be made to help students find the course and help improve enrollment in the program.

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**Modify Course**

**AMT 226 Drone Flight Operations and Pilot Certification (Fall 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

This course will instruct students in the basic flight operations for both fixed wing and rotor wing drone aircraft, as well as prepare them to take the FAA pilot certification exam.

**Justification:**

Non-substantial change. The term "Unmanned Aircraft System" is being replaced with the more commonly used term "Drone" in the title, description, content and SLOs. The students use this more common name and when searching for drone classes being offered by Gavilan they have not been able to find our courses. At a meeting attended by the Dean of Career Technical Education it was suggested by her colleagues that this name change needs to be made to help students find the course and help improve enrollment in the program.

**Modify Course**

**AMT 227 Drone Aerial Photography and Videography (Fall 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

This course is designed to provide the student with the skills which will allow them to capture and analyze photos and videos from drones. Emphasis is placed on cameras and image software available, applications, and techniques for analyzing imagery.

**Justification:**

Non-substantial change. The term "Unmanned Aircraft System" is being replaced with the more commonly used term "Drone" in the title, description, content and SLOs. The students use this more common name and when searching for drone classes being offered by Gavilan they have not been able to find our courses. At a meeting attended by the Dean of Career Technical Education it was suggested by her colleagues that this name change needs to be made to help students find the course and help improve enrollment in the program.

**Modify Course**

**AMT 228 Drone Maintenance Technician (Spring 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

This course is designed to provide students with the skills to maintain and repair drones. Emphasis is on the various systems, including the fuel, electrical, flight control and power plant systems as well as digital central processor assembly and system support equipment. Also covers system performance criteria, operational safety, inspection techniques and diagnosis of the drone.

**Justification:**

Non-substantial change. The term "Unmanned Aircraft System" is being replaced with the more commonly used term "Drone" in the title, description, content and SLOs. The students use this more common name and when searching for drone classes being offered by Gavilan they have not been able to find our courses. At a meeting attended by the Dean of Career Technical

Education it was suggested by her colleagues that this name change needs to be made to help students find the course and help improve enrollment in the program.

**Modify Course**

**BOT 281 Medical Billing (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250. Some computer experience.

**Justification:**

Non-substantial change. This course is on the fall semester 5 year curriculum review cycle. Content is being reviewed (no changes), SLO's consolidated and textbook updated. In addition, the course number was changed from the 100's to the 200's based on the Articulation Officers research and recommendation.

**Modify Course**

**BOT 291A Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**BOT 291B Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is Team Building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**BOT 291C Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191C.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**CD 291A Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**CD 291B Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is Team Building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

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**Modify Course**

**CD 291C Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191C.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**COS 291A Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well.

**Modify Course**

**COS 291B Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is team building. Need not be taken in sequence. This is a pass/no pass course.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well.

**Modify Course**

**COS 291C Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

**Justification:**

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Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well.

**Modify Course**

**FRNH 1A Elementary French (Fall 2018), 5 Units, 5 Lec, 0 Lab**

**Description:**

French 1A is a multi-skilled beginning level class with emphasis on understanding and speaking French. Students are introduced to the cultures and customs of various French-speaking countries.

**Justification:**

This course is on the 5-year cycle for review. Updated SLOs and textbooks.

**Modify Course**

**GUID 562 Directed Study Lab in Pre-Algebra (Spring 2018), 1 Units, 0 Lec, 3 Lab**

**Description:**

This course is designed for students who have demonstrated difficulty in mastering basic mathematics or pre-algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400, 402 AND 411. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. COREQUISITE: Concurrent enrollment in MATH 400, MATH 402, or MATH 411 is required. ADVISORY: Completion of GUID 557 and/or a demonstrated deficit in arithmetic. Recommended for students with verified learning disability.

**Justification:**

This course is on the five-year curriculum cycle for the Fall semester. Reviewed and updated the course content by making minor changes. Added the out-of-class assignments. Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**GUID 563 Directed Study Laboratory in Algebra I (Spring 2018), 1 Units, 0 Lec, 3 Lab**

**Description:**

This course is designed for students who have demonstrated difficulty mastering Algebra I and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 430. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This a pass/no pass course. Concurrent enrollment in Math 430 or equivalent course is required.

**Justification:**

This course is on the five-year curriculum cycle for the Fall semester. Reviewed and updated the course content and out of class assignments. Updated the content to include the Chancellor's office change in the AEC forms by replacing the Student Educational Contract (SEC) with the

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Academic Accommodations Plan (AAP). Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**GUID 565 Directed Study Laboratory in Algebra II (Spring 2018), 1 Units, 0 Lec, 3 Lab**

**Description:**

This course is designed for students who have demonstrated difficulty mastering Algebra II and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 235, 240 and 242. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition and review. This is a pass/no pass course. Concurrent enrollment in Math 235, Math 240 or equivalent course is required.

**Justification:**

This course is on the five-year curriculum cycle for the Fall semester. Reviewed and updated the course content and out of class assignments. Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**GUID 291A Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**GUID 291B Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is team building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

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**Modify Course**

**GUID 291C Power Skills for the Workplace (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191C.

**Justification:**

Non-substantial Change. Modifying the title based on the recommendation of experts in the field to a more current/appropriate one. This change then triggers the need to change the course description. It is hoped that these changes will also help increase enrollment. Reducing/consolidating SLOs as well. Also changing the course number from the 100's to the 200's based on the research /recommendation of Gavilan's Articulation Officer.

**Modify Course**

**GUID 558A Introduction to Learning Skills Laboratory (Spring 2018), 0.5 - 2 Units, 0 Lec, 1.7 - 6.8 Lab**

**Description:**

The Learning Skills Laboratory (Intro) 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 Academic Accommodation Plans (AAP) 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. This course is designed for students who need one to one assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Academic Accommodations Plan. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

**Justification:**

This course is on the five year curriculum cycle for the Fall semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's office change in the AEC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**GUID 558B Intermediate Learning Skills Laboratory (Spring 2018), 0.5 - 2 Units, 0 Lec, 1.7 - 6.8 Lab**

**Description:**

The Learning Skills Laboratory (Intermediate) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course

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content is individualized and based on Academic Accommodations Plans (AAP) 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. This course is designed for students who need minimal assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Academic Accommodations Plan. This is an open entry/open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

**Justification:**

This course is on the five-year curriculum cycle for the Fall semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's office change in the AEC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**GUID 558C Advanced Learning Skills Laboratory (Spring 2018), 0.5 - 2 Units, 0 Lec, 1.7 - 6.8 Lab**

**Description:**

The Learning Skills Laboratory (Advanced) 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 Academic Accommodations Plans (AAP) 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. This course is designed for more independent students. Units earned do not count toward the associate degree and/certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Academic Accommodations Plan. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

**Justification:**

This course is on the five-year curriculum cycle for the Fall semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's office change in the AEC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLOs and updated the SLO assessment dates.

**Modify Course**

**HTM 202 Food Safety in Management (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

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This course covers food safety procedures and food safety management systems. It prepares the student to take the ServSafe Manager exam. This course has the option of a letter grade or pass/no pass.

**Justification:**

Non-substantial changes. The title is being changed and the course description modified based on recommendations from experts in the food industry. These changes will make the course easier for the student, who is wanting training at the manager level in food safety, to find and for those students wanting to prepare to take the ServSafe Manager exam. Also updated the textbook to the most current edition.

**Modify Course**

**JFT 225 Fire Fighter I Academy (Fall 2018), 18 Units, 10.2 Lec, 24.92 Lab**

**Description:**

This academy includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment.

**Justification:**

Updating hours and content to match State Fire Training requirements. SLO's, Textbooks and Assignments have also been updated along with the course number.

**Modify Course**

**JLE 213 Field Training Program (Fall 2018), 1 - 16 Units, 0 Lec, 4.45 - 48.9 Lab**

**Description:**

The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skills from the Basic Police Academy with the practical application of law enforcement services. Topics include: vehicle operations, report writing, use of force, arrest and control, investigation techniques, evidence collection and preservation, and use of telecommunication systems. This course is certified by Peace Officer Standards and Training (POST).

**Justification:**

There is a need for local officers to attend this course. Local agencies and California Peace Officers Standard and Training require this course. Pass/no pass, 5 year cycle for review, updated SLO's, aligned terminology in content, updated hours and units

## NEW COURSE PROPOSAL – SECOND READING

### New Course

**ATH 91A Fundamentals of Beach Volleyball (Fall 2018), 2 Units, 1 Lec, 3 Lab**

#### Description:

This course offers basic instruction in the theory, strategies, and techniques of beach volleyball for the purpose of preparing the student in the fundamental aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

#### Justification:

NOTE: This is the second reading for this course. The first reading was approved by the Curriculum Committee on May 12, 2014. The first reading listed the course as "sand" volleyball. The title is being renamed to "beach" volleyball as this is the term that all community colleges across the state have adopted. This course is being created to support the growth of beach volleyball across the country. Beach volleyball is a new and quickly expanding sport that has begun to offer coaching and playing opportunities for people at the two-year and four-year college level. This class is designed to offer instruction to those looking to play beach volleyball competitively, for those who want to improve overall health and fitness, and for those who are interested in a career in coaching beach volleyball. This course is in line with the other Fundamentals courses offered at Gavilan College. ATH 91A is for the first year student.

### New Course

**ATH 91B Fundamentals of Beach Volleyball (Fall 2018), 2 Units, 1 Lec, 3 Lab**

#### Description:

This course offers review and advanced instruction in the theory, strategies, and techniques of beach volleyball for the purpose of preparing the student in all aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: ATH 91A.

#### Justification:

NOTE: This is the second reading for this course. The first reading was approved by the Curriculum Committee on May 12, 2014. The first reading listed the course as "sand" volleyball. The title is being renamed to "beach" volleyball as this is the term that all community colleges across the state have adopted. This course is being created to support the growth of beach volleyball across the country. Beach volleyball is a new and quickly expanding sport that has begun to offer coaching and playing opportunities for people at the two-year and four-year college level. This class will allow students to further develop their skills. Advanced aspects of the game of beach volleyball will be covered. Students will expand on areas learned in ATH 91A to better prepare themselves to participate in and/or coach the game of beach volleyball. This course is in line with the other Fundamentals courses offered at Gavilan College. ATH 91B is for the second year student.

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**ESL 713 NC ESL for Child Care Part II (Fall 2018) 0 Units, 3 Lec, 0 Lab**

**Description:**

This is the second part of a high-beginning course that develops oral and written communication skills in English within the context of child care and parenting. Students practice listening, speaking, reading, and writing skills for communicating with and about children at various stages of development. This course is intended for non-native speakers of English who are parents, grandparents, child care providers, preschool teachers, and students of Child Development. ADVISORY: ESL 787 - NC ESL Lifeskills 2B or ESL Assessment Recommendation.

**Justification:**

One of the goals we have set under AB 104 is to create four vocational ESL options for the ESL students in our consortium - Morgan Hill, Gilroy, Hollister, San Juan and Aromas. The areas of study include: Computer Skills, Family Childcare, Entrepreneurship, and Landscaping. These contextualized courses will be designed in modules that can be offered in different locations at different times of day and at different points during the school year. Upon completing one or more modules, a student will have the skills necessary to advance in his/her occupational, business, and/or personal life. These will be Noncredit courses under the ESL Department. These new courses will create different pathways for ESL students once they complete one or more of the basic ESL Life Skills courses. ESL for Child Care Part I was approved in April 2017, and this is Part II.

**New Course**

**HVAC 201 Basic Electrical Theory (Fall 2018), 4 Units, 3 Lec, 3 Lab**

**Description:**

Students will study concepts of electricity, controls, and electrical loads found on air conditioning and refrigeration circuits. The course includes both the theory and practices of electricity applicable to the air conditioning and refrigeration industries. The course establishes a thorough understanding of electron theory, voltage, current, resistance, Ohm's law, magnetism, mathematical concepts, and common units of electrical measurements.

**Justification:**

This is the first of six courses being developed that will make up the start of Gavilan College's new Heating, Air Conditioning and Refrigeration Technology program. The HVAC/R program is being developed based on labor market needs. According to the Air-Conditioning, Heating and Refrigeration Institute, an estimated 57,000 skilled workers are needed each year to work in the HVAC/R industry. A recent national study estimates the number of employees in the industry could double by 2025. The development of the Gavilan College HVAC/R program has the support and recommendation of the Bay Area Region of the Bay Area Community College Consortium. The Bay Region has recently supported the regional venture project related to expanding current HVAC/R programs at Bay Region colleges and developing the Gavilan College HVAC/R program. HVAC/R is within the industry sector of Clean Energy, Energy, Construction and Utilities which has been identified by the Bay Region as one of the top priority industry sectors with strong labor demand.

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*W. Bailey*



The College's strategies and goals from the 2015 – 2020 Strategic Plan support this new program:

**STRATEGY #1** Optimize enrollment, course offerings, and services to reflect community needs and growth.

**Goal #2** Strengthen career programs by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

**STRATEGY #2** Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

In addition, it is supported by the CTE's program plan. Which states, the main objective of the program is: To improve the quality and increase the quantity of career technical education provided by our system; courses, programs, pathways, credentials (licensure), certificates, and degrees.

#### **New Course**

**HVAC 202 Basic Refrigeration (Fall 2018), 4 Units, 3 Lec, 3 Lab**

#### **Description:**

Students will study concepts of the vapor compression refrigeration system. The course includes both the theory and practice applicable to the mechanical function of air conditioning and refrigeration systems. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. The practices for oxy-acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring.

#### **Justification:**

This is the second of six courses being developed that will make up the start of Gavilan College's new Heating, Air Conditioning and Refrigeration Technology program. The HVAC/R program is being developed based on labor market needs. According to the Air-Conditioning, Heating and Refrigeration Institute, an estimated 57,000 skilled workers are needed each year to work in the HVAC/R industry. A recent national study estimates the number of employees in the industry could double by 2025. The development of the Gavilan College HVAC/R program has the support and recommendation of the Bay Area Region of the Bay Area Community College Consortium. The Bay Region has recently supported the regional venture project related to expanding current HVAC/R programs at Bay Region colleges and developing the Gavilan College HVAC/R program. HVAC/R is within the industry sector of Clean Energy, Energy, Construction and Utilities which has been identified by the Bay Region as one of the top priority industry sectors with strong labor demand.

The College's strategies and goals from the 2015 – 2020 Strategic Plan support this new program:

**STRATEGY #1** Optimize enrollment, course offerings, and services to reflect community needs and growth.

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STRATEGY #2 Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

In addition, it is supported by the CTE's program plan. Which states, the main objective of the program is: To improve the quality and increase the quantity of career technical education provided by our system; courses, programs, pathways, credentials (licensure), certificates, and degrees.

### **New Course**

**HVAC 203 Heating Systems (Fall 2018), 4 Units, 3 Lec, 3 Lab**

#### **Description:**

This course will cover gas furnaces, electric furnaces and oil heat. The students will learn about split system applications and package unit applications. Mechanical and electrical safety will be covered as well as: types of gas and fuels used, function of controls, combustion efficiency tests, gas pressure adjustment, sequence of operation, limit switches, sequencers and proper ventilation. PREREQUISITE: HVAC 201 and HVAC 202 with a grade of "C" or better.

#### **Justification:**

This is the third of six courses being developed that will make up the start of Gavilan College's new Heating, Air-Conditioning and Refrigeration Technology program. The HVAC/R program is being developed based on labor market needs. According to the Air-Conditioning, Heating and Refrigeration Institute, an estimated 57,000 skilled workers are needed each year to work in the HVAC/R industry. A recent national study estimates the number of employees in the industry could double by 2025. The development of the Gavilan College HVAC/R program has the support and recommendation of the Bay Area Region of the Bay Area Community College Consortium. The Bay Region has recently supported the regional venture project related to expanding current HVAC/R programs at Bay Region colleges and developing the Gavilan College HVAC/R program. HVAC/R is within the industry sector of Clean Energy, Energy, Construction and Utilities which has been identified by the Bay Region as one of the top priority industry sectors with strong labor demand.

The College's strategies and goals from the 2015 – 2020 Strategic Plan support this new program:

STRATEGY #1 Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #2 Strengthen career programs by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

STRATEGY #2 Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

In addition, it is supported by the CTE's program plan. Which states, the main objective of the program is: To improve the quality and increase the quantity of career technical education

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*N. Bentley*

provided by our system; courses, programs, pathways, credentials (licensure), certificates, and degrees.

#### **New Course**

#### **HVAC 204 Air-Conditioning and Heat Pumps (Fall 2018), 4 Units, 3 Lec, 3 Lab**

##### **Description:**

This course provides instruction on the service and installation of Air-Conditioning and Heat Pump systems (commercial rooftop package equipment and residential split systems). Charging methods will be covered which include superheat, sub-cooling, by weight and using the manufacturers charging charts. Emphasis is placed on proper installation techniques required by code. The student will repair an air-conditioning system, using mechanical and electrical troubleshooting techniques such as electrical wiring diagram interpretation. Upon completion the student should be able to service, repair and perform preventative maintenance on residential/ commercial air-conditioning and heat pump systems. PREREQUISITE: HVAC 201 and HVAC 202 with a grade of "C" or better.

##### **Justification:**

This is the fourth of six courses being developed that will make up the start of Gavilan College's new Heating, Air-Conditioning and Refrigeration Technology program. The HVAC/R program is being developed based on labor market needs. According to the Air-Conditioning, Heating and Refrigeration Institute, an estimated 57,000 skilled workers are needed each year to work in the HVAC/R industry. A recent national study estimates the number of employees in the industry could double by 2025. The development of the Gavilan College HVAC/R program has the support and recommendation of the Bay Area Region of the Bay Area Community College Consortium. The Bay Region has recently supported the regional venture project related to expanding current HVAC/R programs at Bay Region colleges and developing the Gavilan College HVAC/R program. HVAC/R is within the industry sector of Clean Energy, Energy, Construction and Utilities which has been identified by the Bay Region as one of the top priority industry sectors with strong labor demand.

The College's strategies and goals from the 2015 – 2020 Strategic Plan support this new program:

**STRATEGY #1** Optimize enrollment, course offerings, and services to reflect community needs and growth.

**Goal #2** Strengthen career programs by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

**STRATEGY #2** Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

In addition, it is supported by the CTE's program plan. Which states, the main objective of the program is: To improve the quality and increase the quantity of career technical education provided by our system; courses, programs, pathways, credentials (licensure), certificates, and degrees.

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*Barley*

**New Course**

**JFT 231 Fire Academy Prep Course (Fall 2018), 1 Units, 1.2 Lec, 1.5 Lab**

**Description:**

This course is designed to prepare potential fire academy students for success in the Fire Academy. The preparation course will include classroom lecture and hands on training.

**Justification:**

This course is needed to send better prepared students into the Fire Academy Course. Pass/No Pass

**New Course**

**JLE 208 Interview and Interrogation (Spring 2018), 0.5 - 1 Units, 0.67 - 0.68 Lec, 0.67 - 1.55 Lab**

**Description:**

This course is designed to provide students with the skills they need when they enter interview and interrogation situations. This is a Pass/no Pass 24-40 hr. course

**Justification:**

This course is needed to provide preparation for interviews and interrogation situations to local agencies.

**New Course**

**JLE 220 Crisis Intervention Team Training (Fall 2018), 0.5 Units, 0.3 Lec, 1 Lab**

**Description:**

This course teaches students to identify and appropriately respond to individuals with mental health, developmental disabilities, intellectual disabilities and substance use disorders. This is a pass/no pass course. Prerequisite JLE 100 or equivalent

**Justification:**

There is a need for local officers to attend this course. Local agencies and California Peace Officers Standard and Training require this course.

**New Course**

**JLE 240 SWAT Update (Spring 2018), 0.5 Units, 0 Lec, 1.2 - 2.25 Lab**

**Description:**

This Special Weapons and Tactics (SWAT) update course is designed to provide the student with current tactics and techniques associated with planning, entries, searching, and evacuating in high risk police actions. Topics include tactical movements and entries, hostage situations, tactical assaults. Multi-weapon use, sniper tactics, combat tactics. This is a pass/no pass course. 24-40 hours Lab / .5 unit

**Justification:**

There is a need for additional SWAT training at our local agencies. POST requires minimum hours for each SWAT officer. Pass/no pass,

## MODIFICATION TO EXISTING COURSES

### Modify Course

**AH 15 Survey of Human Anatomy and Physiology (Spring 2018), 5 Units, 4 Lec, 3 Lab**

#### Description:

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as BIO 15. ADVISORY: Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 430. Course will include viewing of a cadaver.

#### Justification:

Updating course for 5-year cycle: review content; update SLOs; update textbook and lab manual.

### Modify Course

**ART 3A Drawing and Composition (Spring 2018), 3 Units, 2 Lec, 4 Lab**

#### Description:

A course that can teach you how to draw. Students learn basic drawing skills through the exploration of a variety of drawing materials such as pencil, inks, charcoal and pastels; processes include doodling, gesture and schematic drawing.

#### Justification:

This course is being updated to be offered as a hybrid course. The specific areas being updated with this proposal are: 1) all distance education sections; 2) transfer to CSU section; 3) Outside of Class Assignments Section. The more specific justification for the need to offer this course as a hybrid course is included within the Distance Education sections.

### Modify Course

**ART 3B Drawing and Composition (Spring 2018), 3 Units, 2 Lec, 4 Lab**

#### Description:

Drawing in pencil, ink, pastels and variety of experimental materials and processes. Cultural awareness and historical foundations are integrated with classroom explorations of expressive drawing. Students develop a variety of drawing approaches and a greater understanding of personal expression. This course has the option of a letter grade or pass/no pass. (C-ID: ARTS 205) ADVISORY: Art 2A or 3A.

#### Justification:

This course is being updated to be offered as a hybrid course. The specific areas being updated with this proposal are: 1) all distance education sections; 2) transfer to CSU section; 3) Outside of Class Assignments Section. The more specific justification for the need to offer this course as a hybrid course is included within the Distance Education sections.

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Wbailly

**Modify Course****ART 7A Beginning Ceramics (Fall 2018), 3 Units, 2 Lec, 4 Lab****Description:**

This course is intended for students who have little or no experience in the field of ceramics. The curriculum introduces basic skills in a well-rounded approach. Forming techniques include pinch, coil and slab hand building along with beginning wheel work. Slips, underglazes, stains, and glazing will be introduced as surface treatments. Safe studio protocols will be taught and followed. Use of the internet and library resources are required. Portfolio development and personal assessment are introduced.

**Justification:**

This course is being updated because it is on the five-year curriculum update cycle. The specific items being updated in this form are the following: outside assignments were added, textbook notation was added. Other tabs were reviewed but not altered.

**Modify Course****BIO 15 Survey of Human Anatomy and Physiology (Spring 2018), 5 Units, 4 Lec, 3 Lab****Description:**

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. ADVISORY: Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 430. Course will include the viewing of a cadaver.

**Justification:**

Updating course for 5-year cycle: review content; update SLOs; update textbook and lab manual.

**Modify Course****CMUN 1A Introduction to Public Speaking (Spring 2018), 3 Units, 3 Lec, 0 Lab****Description:**

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. (C-ID: COMM 110) ADVISORY: Eligible for English 250 and English 260.

**Justification:**

An update of the course is required and we are proposing to have this course offered as a hybrid course. Specific changes to the course: All distance education sections completed; Out of Class Assignments section completed.

**Modify Course****CMUN 5 Fundamentals of Communication Studies (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This course provides an overview of the history of the communication studies field and areas of specialization with the field as well as communication research methods. Instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. (C-ID: COMM 180)  
ADVISORY: English 250 and English 260.

**Justification:**

An update of the course is required and we are proposing to have this course offered as a hybrid course. Specific changes to the course: All distance education sections completed; Out of Class Assignments section completed.

**Modify Course**

**CMUN 8 Interpersonal Communication (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perception, listening and conflict management will be explored. (C-ID: COMM 130)

**Justification:**

An update of the course is required and we are proposing to have this course offered as a hybrid course. Specific changes to the course: All distance education sections completed; Out of Class Assignments section completed.

**Modify Course**

**COS 207 Contemporary Styling (Summer 2018), 4.5 Units, 8 Lec, 24 Lab**

**Description:**

Studies and techniques in braiding, weaving, glass nails, silk wrap, individual lash and brow tinting, corrective make-up and low lights. This is a 6 week class offered in summer session only. PREREQUISITE: Satisfactory completion of Cosmetology 200. Intermediate and Advanced cosmetology enrollments only. ADVISORY: Eligible for English 250, 260, and Mathematics 430.

**Justification:**

Changing COS 200 from an ADVISORY to a PREREQUISITE for COS 207 this is based on State Board requirements of students having to meet a minimum amount of training and hours before being allowed to work on clients.

**Modify Course**

**CSIS 7 Web Page Authoring II (Summer 2018), 2 Units, 2 Lec, 0 Lab**

**Description:**

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*VBailey*

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 7. ADVISORY: CSIS 6

**Justification:**

Non substantial changes: consolidated SLOs, updated textbook, and cleaned up the content area. This course is on the Suspended List and it is being updated so that it can be offered again.

**Modify Course**

**CSIS 8 Introduction to the Internet (Spring 2018), 1 Units, 1 Lec, 0 Lab**

**Description:**

Topics include networking fundamentals, webpages and HTML, online security basics, and business email etiquette. Students will learn techniques to search efficiently for information and evaluate its credibility. This is a pass/no pass course.

**Justification:**

5 year cycle: updated SLOs and textbooks.

Remove advisory of CSIS 124 Windows.

CSIS 124 is rarely offered, since most current students already have equivalent knowledge.

**Modify Course**

**CSIS 47 Visual C++ Programming (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

Visual C++ Programming to create professional GUI based applications using app and class wizard, common controls, dialogs, menus, tool bars, status bars, file mechanism, and custom controls. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45

**Justification:**

Updated text and SLOs.

**Modify Course**

**CSIS 74 Advanced Photoshop (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 74. ADVISORY: DM/ART/CSIS 75 Photoshop I



**Justification:**

Non-substantial changes. This course is on the fall semester 5 year curriculum review cycle. Reviewed all aspects of the course. Cleaned up the content area including putting the Out of Class Assignments in their appropriate area and adding the tools the students use for performing each topic. Consolidated and revised the SLOs. Updated the textbook.

**Modify Course**

**CSIS 122 Computer Keyboarding (Spring 2018), 0.5 - 2 Units, 0 Lec, 1.5 - 6 Lab**

**Description:**

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 2 units are accrued.

**Justification:**

5 year cycle: consolidated SLOs and updated textbooks.

**Modify Course**

**DM 7 Web Page Authoring II (Summer 2018), 2 Units, 2 Lec, 0 Lab**

**Description:**

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 7. ADVISORY: CSIS 6

**Justification:**

Non substantial changes: consolidated SLOs, updated textbook, and cleaned up the content area. This course is on the Suspended List and it is being updated so that it can be offered again.

**Modify Course**

**DM 74 Advanced Photoshop (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 74. ADVISORY: DM/ART/CSIS 75 Photoshop I.

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*W. Bailey*

**Justification:**

Non-substantial changes. This course is on the fall semester 5 year curriculum review cycle. Reviewed all aspects of the course. Cleaned up the content area including putting the Out of Class Assignments in their appropriate area and adding the tools the students use for performing each topic. Consolidated and revised the SLOs. Updated the textbook.

**Modify Course**

**CSIS 75 Photoshop I - Adobe Photoshop (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L.

**Justification:**

Non-substantial changes. This course is on the fall semester 5 year curriculum review cycle. Reviewed all aspects of the course. Updated and cleaned up the content area including putting the Out of Class Assignments in their appropriate area. Consolidated and revised the SLOs. Updated the textbook.

**Modify Course**

**CSIS 77 Introduction to Digital Media and Its Tools (Spring 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as DM 77. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

**Justification:**

Non-substantial changes. This course is on the fall semester list of courses due for an update based on the 5 year review cycle. Cleaned up content, revised SLO's, and updated textbook information.

**Modify Course**

**DM 75 Photoshop I - Adobe Photoshop (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

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*W. B. ...*

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L.

**Justification:**

Non-substantial changes. This course is on the fall semester 5 year curriculum review cycle. Reviewed all aspects of the course. Updated and cleaned up the content area including putting the Out of Class Assignments in their appropriate area. Consolidated and revised the SLOs. Updated the textbook.

**Modify Course**

**DM 77 Introduction to Digital Media and Its Tools (Spring 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as CSIS 77. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

**Justification:**

Non-substantial changes. This course is on the fall semester 5 year review cycle list. Cleaned up content, revised SLO's, and updated textbook information.

**Modify Course**

**CSIS 44 C# .NET Programming (Spring 2018) 4 Units, 3 Lec, 3 Lab**

**Description:**

This class will teach programming using the C# (C Sharp) language provided in the Microsoft .NET framework. Students will learn about variables and constants, expressions and statements, operators and namespaces. Most importantly, students will learn how to create classes and instantiate objects. This course will provide a solid foundation for exploring the .NET framework as well as advanced topics in C#. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45 C++ Programming

**Justification:**

Non substantial changes: this course is on hold and it is being updated in order to be offered again. Consolidated SLOs, updated textbook and reviewed and "cleaned up" content.

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V. Bailey

It was always a 4 unit class, 3 units of lecture and 1 unit of lab. With the same LEH 0.65. Below is what was done and why, and that makes it "appear" like new material but it is not.

NOTE: The original course outline of record had the lecture and lab content mixed together for each topic. Under the CurricUNET system when you state that this is a lecture/lab course there are 2 boxes in the course content area that appear, one for the lecture part of the class and one for the lab part of the class. This then requires content topics to be listed for each section with student performance objectives for each. So it may "appear" like new material is added but that is not the case.

### **Modify Course**

**ESL 737 NC Integrated Reading, Writing II (Fall 2018), 0 0 Units, 6 Lec, 0 Lab**

#### **Description:**

This is the second course in a series of integrated skills courses designed to continue the development of reading, writing, and grammar skills of low-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the practice and refinement of sentence and paragraph skills, structure and pronunciation. PREREQUISITE: ESL 727 or ESL Assessment Recommendation

#### **Justification:**

We are changing the advisory for ESL 737 to a prerequisite because we want students to be better prepared and not self-place.

### **Modify Course**

**ESL 738 NC Integrated Listening, Speaking II (Spring 2018), 0 0 Units, 6 Lec, 0 Lab**

#### **Description:**

This is the second in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of low intermediate ESL students. Activities which include listening exercises, role play, pair work, small and large group discussions, interviews, oral presentations, and pronunciation (focusing on English sounds, rhythm and intonation) are presented in the context of relevant, contemporary and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals as well. PREREQUISITE: ESL 728 or ESL Assessment Recommendation

#### **Justification:**

The ESL Department would like to change the advisory to a prerequisite so that students are not able to enter the class at will and are, thus, better prepared for course work.

### **Modify Course**

**ESL 747 NC Integrated Reading, Writing III (Fall 2018), 0 0 Units, 6 Lec, 0 Lab**

#### **Description:**

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W. Bailey

This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the further practice and refinement of sentence and paragraph skills, structure and punctuation. PREREQUISITE: ESL 737 or ESL Assessment Recommendation

**Justification:**

We are changing the advisory to a prerequisite in order to ensure that students are adequately prepared for the course and do not self-place.

**Modify Course**

**ESL 748 NC Integrated Listening, Speaking III (Fall 2018), 0 0 Units, 6 Lec, 0 Lab**

**Description:**

This is the third in a series of integrated skills courses designed to develop listening, speaking and pronunciation skills of high intermediate ESL students. Activities which include listening exercises, role play, pair work, small and large group discussions, interviews, oral presentations, and pronunciation drills (focused on English sounds, rhythm and intonation) are presented in the context of relevant, contemporary, and intellectually challenging themes. This course is designed especially for students with academic objectives, but is highly appropriate for students with personal language goals as well. Prerequisite: ESL 738 or ESL Assessment Recommendation

**Justification:**

We would like to change the Advisory to a Prerequisite so students are better prepared for the class and do not self-place. This will be the same as the Credit requirement for ESL 548.

**Modify Course**

**GUID 560 Individualized Learning Skills Development (Fall 2018) 1 Units, 1 Lec, 0 Lab**

**Description:**

This course is designed to develop individual learning skills among students who are eligible to receive learning disability services. Students will explore and develop their own individual learning styles and investigate positive practices and strategies in order to be successful. The course content includes learning strategies, self-advocacy, organizational skills, fundamental critical thinking, and college orientation and survival skills. ADVISORY: Completion of GUID 557 or demonstrated academic deficit.

**Justification:**

This course was currently updated and approved on October 10, 2016. Since this time, our DRC counselor has expressed an interest in offering this course with an option for a grade or pass/no pass. Currently it is offered as a grade only. Since this course aligns with the Guidance 210 college course, we would like to match the grading mode. We also completed the Out of Class Assignments.

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**Modify Course**

**JLE 221 Search Warrant Investigations (Spring 2018), 0.5 Units, 0.5 Lec, 0.4 Lab**

**Description:**

The course will cover search warrant law and procedure, knock notice, affidavit preparation, problems of search warrant preparation, the actual preparation of a search warrant by each participant, knock and talk. In addition, the course will provide the knowledge, skills and tactics necessary to properly serve and execute a search warrant effectively and safely. The student will develop a sound operational plan for the execution of a search warrant. This is a pass/no pass course. ADVISORY: JLE 100

**Justification:**

Update hours, align content, add prerequisite and review SLO's

**Modify Course**

**JLE 236 Firearms Instructor Training (Spring 2018), 1 - 2 Units, 0.88 - 1.45 Lec, 1.35 - 3 Lab**

**Description:**

This course is designed to provide the necessary training for the experienced firearms person who wants to qualify for rangemaster. Students must supply equipment and ammunition. The course is P.O.S.T. certified. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. ADVISORY: JLE 100

**Justification:**

POST required training for the experienced firearms person who wants to qualify for rangemaster.

**Modify Course**

**JFT 232 Firefighter I Academy Skills Review and Certification (Spring 2018), 0.5 - 1 Units, 0 Lec, 0.89 - 3 Lab**

**Description:**

This course reinforces, combines, and integrates the skills learned in the basic fire academy in accordance with the State Fire Marshal Firefighter 1 curriculum. Students are provided the opportunity to take the National Capstone tests for International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Services Professional Qualifications (Pro Board) certifications. Successful completion of this course provides the student with the opportunity to apply for employment as a firefighter in the state of California and outside of California with those states that offer reciprocity.

**Justification:**

State Fire Marshal requires this skills course so students may pass the skills required for certification but this course does not guarantee state certification.

**Modify Course**

**MUS 15 Music Appreciation (Spring 2018), 3 Units, 3 Lec, 0 Lab**

**Description:**

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This course is designed to acquaint the students with the elements of music and the primary musical periods of traditional Western European classical music. Students will have a brief overview of the major composers and their music through class lectures, listening to musical examples in class; reading the text, listening to musical examples provided on the student CDs or recordings, actively engaging in class discussions, attending live concerts of suggested performances, and completing research papers and/or oral presentations pertinent to the course material.

**Justification:**

This course is being updated to be offered as an exclusively online course in order to facilitate students needs.

**Modify Course**

**MUS 4A Beginning Piano (Spring 2018), 3 Units, 2 Lec, 3 Lab**

**Description:**

Introduction to music fundamentals and keyboard technique. Development of beginning keyboard skills including note reading in bass and treble clef, fingering, rhythm, key signatures, primary chords and inversions. ADVISORY: Must be taken in sequence.

**Justification:**

This course is being updated to be offered as a hybrid course. The specific areas being updated with this proposal are: 1) all distance education sections; 2) transfer to CSU section; 3) Outside of Class Assignments Section. The more specific justification for the need to offer this course as a hybrid course is included within the Distance Education sections.

**Modify Course**

**PHYS 2B General Physics II (Spring 2018), 4 Units, 3 Lec, 3 Lab**

**Description:**

An introduction to the principles of physics using algebra and trigonometry. Topics include electricity and magnetism, light and optics, modern physics, and an introduction to relativity. (C-ID: PHYS 110) (C-ID: PHYS 100S: Phys 2A + Phys 2B) PREREQUISITE: Physics 2A with a grade of 'C' or better. ADVISORY: Eligible for English 250 and English 260

**Justification:**

Textbook update, SLO assessment update, methods of evaluation update.

**Modify Course**

**PHYS 4A Physics for Scientists and Engineers: Mechanics (Spring 2018), 4 Units, 3 Lec, 3 Lab**

**Description:**

An introduction to the principles of physics using calculus. Topics include kinematics in one, two and three dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, systems of particles, rotational kinematics and dynamics, simple harmonic motion, elasticity, and waves. (C-ID: PHYS 205) (C-ID: PHYS 200S: Phys 4A + Phys 4B +

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Phys 4C) PREREQUISITE: Completion of MATH 1A with a grade of 'C' or better, AND completion of PHYS 2A with a grade of 'C' or better OR High School Physics with a grade of 'B' or better.  
COREQUISITE: MATH 1B.

**Justification:**

Textbook update, SLO assessment update, methods of evaluation update. A corequisite of Math 1B has been added to satisfy articulation requirements at transfer institutions. The course is being submitted as part of the 5 year review cycle.

**Modify Course**

**PHYS 4C** Physics for Scientists and Engineers-Heat/Optics/Modern Physics (**Spring 2018**), **4 Units, 3 Lec, 3 Lab**

**Description:**

An introduction to the principles of physics using calculus. Topics include light, optics, interference, diffraction, thermal energy, the Laws of Thermodynamics, the kinetic theory of gases, and an introduction to relativity and modern physics. (C-ID: PHYS 215) (C-ID: PHYS 200S: Phys 4A + Phys 4B + Phys 4C) PREREQUISITE: Completion of MATH 1C with a grade of 'C' or better, AND completion of PHYS 4A with a grade of 'C' or better, AND completion of PHYS 4B with a grade of 'C' or better. COREQUISITE: MATH 2 and MATH 2C.

**Justification:**

Updates to textbook, SLO assessment, methods of evaluation, and course/lab content. To satisfy articulation requirements at transfer institutions, a prerequisite of Math 1C and Physics 4B has been added as well as a corequisite of Math 2 and Math 2C. The course is being submitted as part of the 5-year review cycle.

## **UPDATE TO EXISTING PROGRAM**

**Modify Program**

**Child Development, AA Degree**

**Justification:**

Removed CD 190 as it is no longer required. But as it is still listed under the degree, students must submit waivers for the class. Modified/reduced information under the student teaching practicum. Also, CD 40 has been added as an option to CD 2 as in the past it has been requested/granted as an option/wavier on graduation petitions. But with the following, Note: CD 2 is recommended if you are planning to work with infants through preschool age children.

**Description:**

The Associate Degree prepares students to transfer to four year colleges and universities and provides an introductory sequence of classes leading to careers in child development and elementary and secondary education. Students completing an A.A. degree are also eligible to apply for a California Child Development permit at the Teacher level. The Child Development Permit Matrix was developed to ensure a career pathway for child development professionals in state or federally funded programs.



Program Learning Outcomes: After completing the Associate Degree in Child Development a student will be able to:

- articulate five major child development theories and translate these theories into appropriate classroom environments that include learning centers and materials.
  - plan developmentally appropriate curriculum activities in the four domains of development: Cognitive (intellectual), Affective (social-emotional), Psychomotor (physical) and Language Development.
- Graduates will:
- function within the scope of approved state and nationally accredited early childhood and childcare competencies.
  - practice within professional and legal standards, ethical principles, and demonstrate a sensitivity to language and cultural differences of the children, families, and staff where they will be working or completing their cooperative work experiences.
  - apply principles of written and verbal communication, and research to communicate relevant, accurate and complete information.
  - apply child development principles and sensitivity to theory and applications of working with families of children with special needs.
  - demonstrate an ability to design, develop and implement curriculum, appropriate educational environments, and successful teaching practices that enhance development in children in the early years.

Associate Degree in Child Development: Associate degree students need to complete the required courses and student teaching practicum and General Education requirements. In order to qualify for the California Child Development Permit, coursework in required classes must be completed with a letter grade of "C" or higher.

Student Teaching Practicum: Associate Degree students are required to complete a two-semester Student Teaching Practicum in an approved child development site under the supervision of a Gavilan College instructor. The Student Teaching Practicum consists of CD 30A & B, a two semester curriculum course, (CD 30A - Practicum I - Early Childhood Field Experience and CD 30B - Practicum II: Advanced Early Childhood Field Experience, 4/4 units). Prerequisites for CD30A are completion of CD 1, CD 2/or CD40, CD32 and CD 5 or CD7.

Requirements (Core courses not required):

<b>Course</b>	<b>Units</b>
CD1 Principles and Philosophies of Early Childhood Education	3
CD2 or Early Child Development	3
CD40 Child Development	3
Note: CD 2 is recommended if you are planning to work with infants through preschool age children.	
CD4 Observing and Assessing Children	3
CD9 Child Health/Nutrition and Safety	3
CD19 Introduction to Careers with Children	2

CD20	Children's Language and Literature	3
CD32	Introduction to Curriculum	3
Electives - Any CD courses (3 units)		3
Student Teaching Practicum:		
CD30A	Practicum I - EC Field Experience/Reflective Practice Seminar	4
CD30B	Practicum II: Advanced Early Childhood/TK Field Experience	4
Choose one: (3 Units)		
CD5 or	Child/Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3

Plus completion of general education requirements

**Total:** **34 Units**

A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

## NEW PROGRAMS

### New Program

#### Social Justice Studies, Associate Degree for Transfer

##### Description:

Social Justice Studies explores the important terrain between ideals of justice and everyday local, national, and global realities of injustice. Emphasizing interdisciplinary academic understanding as well as applied experience in community, the major inspires critical thinkers to draw upon rich legacies of scholars and activists who animate and sustain democratic movements for change. Students who wish to be informed citizens committed to strategic, accountable, and reflective engagement in business, government, non-profit, science, humanities, and artistic careers will find Social Justice Studies coursework helpful and inspiring. The Associate in Arts in Social Justice Studies for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Social Justice Studies.

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

**Core Requirements (9 Units)**

<b>Course</b>	<b>Units</b>
SOC 3 Sociology of Race, Ethnicity and Cultural Identity	3.00
SJS 5 Introduction to Women's Studies	3.00
CMUN 4 Intercultural Communication	3.00
Or SOC 1B Introduction to Sociology: Social Problems	3.00

**LIST A: Select three courses from at least two of the following areas (9 units)**

**Area 1:**

<b>Course</b>	<b>Units</b>
HIST 12 Mexican American Cultural History	3.00
Or HUM 12 Mexican American Cultural History	3.00
HIST 5 Women's Lives in Early United States History <sup>3</sup>	3.00
HIST 6 Women's Lives in Recent United States History	3.00
POLS 7 Introduction to California Government and Politics	3.00
POLS 9 Global Social Change	3.00

**Area 2**

<b>Course</b>	<b>Units</b>
ENGL 2B American Ethnic Literature	3.00
ENGL 2E Introduction to Women Writers	3.00
HIST 4A Global History Before 1500	3.00
HIST 4B Global History After 1500	3.00
PHIL 3B Contemporary Moral Issues	3.00

**Area 3**

<b>Course</b>	<b>Units</b>
SOC 1B Introduction to Sociology: Social Problems	3.00
CMUN 6 Introduction to Conflict Resolution	3.00
Or POLS 6 Introduction to Conflict Resolution	3.00
Or PSYC 6 Introduction to Conflict Resolution	3.00
CD 8A American Education in a Changing World	3.00
ANTH 3 Introduction to Cultural Anthropology	3.00
ANTH 6 Culture and Politics of Africa	3.00

**Area 4**

<b>Course</b>	<b>Units</b>
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ANTH 32 Introduction to Research Methods	3.00
Or POLS 32 Introduction to Research Methods	3.00
Or PSYC 32 Introduction to Research Methods	3.00
Or BUS 11 Statistics for Business and Economics	4.00
Or MATH 5 Introduction to Statistics	3.00

**Area 5**

<b>Course</b>	<b>Units</b>
SPAN 2B Intermediate Spanish	5.00
Or SPAN 12A Spanish for Spanish Speakers	5.00
<b>Total Units</b>	<b>18 – 21</b>

**Non Credit Program**

**Computer Applications and Business Basics for ESL Students, Certificate of Completion Description**

Students completing this program will gain a foundation in the basics of establishing and running a business and how to use computer applications in a professional setting. This program will give students an introduction to keyboarding, using the internet, creating a website, and using presentation, spreadsheet, and word processing software. They will also be introduced to entrepreneurship and how to run a small business. This certificate is awarded to ESL students who have completed introductory courses in Computer Applications and Business.

<b>Course</b>	<b>Hours</b>
ESL 707 NC Presentation Basics for ESL Students	0.50
ESL 709 NC Excel Basics for ESL Students	0.50
ESL 710 NC Word Processing Basics for ESL Students	0.50
ESL 705 NC Keyboarding Basics for ESL Students	1.00
Or ESL 706 NC Computer and Internet Basics for ESL Students	0.50
Or ESL 708 NC Website Design Basics for ESL Students	0.50
Or ESL 711 NC ESL Basics for YOUR Business	2.00
<b>Total Hours for Certificate</b>	<b>2.0 - 3.5 Hours</b>

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**Non Credit Program**

**ESL Intermediate Level, Certificate of Competency**

**Description**

Courses are designed to meet the needs of students whose first language is other than English.

The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American society. This certificate is awarded to ESL students who have achieved an intermediate level of competency in reading, writing, and speaking in English.

**Listening and Speaking Skills**

<b>Course</b>	<b>Hours</b>
ESL 728 NC Integrated Listening, Speaking I	6.00
ESL 738 NC Integrated Listening, Speaking II	6.00
ESL 748 NC Integrated Listening, Speaking III	6.00
Or ESL 741 NC Intermediate ESL Listening, Speaking II	4.00
	16 – 18 Hours

**Reading, Writing, and Grammar Skills**

<b>Course</b>	<b>Hours</b>
ESL 727 NC Integrated Reading, Writing I	6.00
ESL 737 NC Integrated Reading, Writing II	6.00
ESL 747 NC Integrated Reading, Writing III	6.00
Or (ESL 742 NC Intermediate ESL Reading, Vocabulary II	3.00
And ESL 743 NC Intermediate ESL Grammar, Writing II )	5.00
	18 – 20 Hours

**Total Hours for Certificate** **34 - 38**

**Non Credit Program**

**ESL Advanced Level, Certificate of Competency**

**Description**

Courses are designed to meet the needs of students whose first language is other than English.

The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American society. This certificate is awarded to ESL students who have achieved an advanced level of competency in reading, writing, and speaking in English.

**Reading Skills**

<b>Course</b>	<b>Hours</b>
ESL 752 NC Advanced ESL Reading/Vocabulary I	4.00
ESL 762 NC Advanced ESL Reading/Vocabulary II	4.00
	8 Hours

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**Composition Skills**

<b>Course</b>	<b>Hours</b>
ESL 753 NC Advanced ESL Composition I	5.00
ESL 754 NC Advanced ESL Grammar I	5.00
ESL 763 NC Advanced ESL Composition II	5.00
	15 Hours
<b>Total Hours for Certificate</b>	<b>23</b>