GAVILAN COLLEGE CURRICULUM MEETING
Monday, September 24, 2001
MINUTES

Present: E. Alster, K. Child, S. Dodd, T. Flippen, B. Funk, L. Halper, B. Hammond, J. Howell, M. Johnson, M. Levine, F. Lozano, M. Machado, J. Parker, A. Porcella, R. Sharboneau, D. VanTassel, K. Wagman, Belva Hammond

Guests: M. Bumgarner, M. Dwyer, J. Edberg, V. Robinson, E. Venable,

I.   Call to Order
The meeting was called to order by chairwoman L. Halper at 3:15 p.m.

II.   Approval of Minutes from May 14, 2001 and September 10, 2001
Minutes from May 14, 2001 approved, MSC: Dodd/Funk
Minutes from September 10, 2001 approved, MSC: Dodd/Funk with clarification that Engl 250 vs 1A for GE for AA Degree will be an agenda item at a future meeting, not at Sept. 24 meeting.

III.   Old Business
    A.   Form A – CSIS 111 – MSC Alster/Lozano
       Questions about transferability to be explored by staff proposing class.

    B.   Form C – CSIS 24 – Prerequisite/Advisory – MSC Funk/Lozano.

    C.   Distance Learning Update - Hybrid Classes / Form Ds
       Discussion concluded that: 1. We need two designations of distance learning classes, and thus to change the Form D slightly. One designation is a class that is 100 percent online with not required in-person meetings. The other may require up to three in-person meetings. Any class in these two categories must come to the Committee with a Form D and must be clearly designated in the schedule so students will know before signing up what they are getting into. Any class with more than three in-person meetings which uses technology is a hybrid class for which no modification form is needed by the committee. Noted that J. Howell will work on a general online tutorial for all online classes to use as an advisory; tutorial will teach or reinforce basic online skills and should be ready for spring.

IV. New Business

    A. Curriculum Committee Procedures

        After discussion it was decided that the current procedures as reviewed by the committee will remain under the established guidelines, as follows:

1. Approved forms not in by deadline will not be agendized until the next meeting.
2. Approved forms not signed by all relevant parties will not be agendized but returned for completion.
3. Approved advisories incompletely filled out will be returned for future agendizing.
4. Approved forms will be completely filled out; i.e. any errors must be quickly correctable during a curriculum committee meeting or they will be returned.
5. Approved distribution of agendas by e-mail before meetings.
6. Approved curriculum coming in on obsolete forms will be returned for revision on new forms.
7. Approved starting meeting as soon as quorum is obtained.
8. Approved doing New Business in an order that is courteous to guests, then Old Business so it is cleared up expediently.
9. Approved using relaxed Roberts Rules of order; not voting to call the question.
10. Approved not working with forms unless a department representative is present.
11. Approved not doing Form A in same meeting as Form B for a given class.
12. Approved not considering new classes in same meeting as a related Form G—do Form Gs first.
13. Approved passing along curriculum in time for the next Board meeting.
14. Approved housing curriculum in Office of Instruction.
15. Approved standard time in getting curriculum minutes to Faculty Senate, and agreed that Senate President and Curriculum Chair should each academic year determine what is the appropriate level of reporting. This academic year it will be three times each semester.

    B. W/F Grading Policy—held over to next agenda

    C. Form Bs

1. CSIS 182 "Operating Systems" – MSC Funk/Lozano
   After discussion, it was agreed that this course not be repeatable at the present time, to take off the advisory, and to correct "Sytems" to "Systems" on outline page.

      2.   CSIS 50 "Linux/UNIX System Administration" – MSC Funk/Lozano
It was agreed that this course should be renumbered and approved as "CSIS 152" until articulated, then change the number, as it is vocational and part of a series. Under Methods of Evaluation Category 2 should be changed to read 20% to 65%.

D.   Form Cs
      1.   Lib/CSIS 3 "Internet and Information Competency"
Hours Change—not dealt with at this meeting
      2.   Lib 6 "WebPage Authoring I"
Units Change—not dealt with at this meeting.
      3.   CD 12 "Computers in Early Childhood" – MSC VanTassel/Dodd
Marlene will provide "Out of Class Assignments" page to Bonnie Donovan for typing into database.

E.   Form Ds
      1.   Lib/CSIS 3 "Internet and Information Competency" – MSC
Funk/Wagman. This class will be 100 % on line. Percentages under Basis for Grades filled in. Both department deans' signatures are required as given.
      2.   Lib/AH 140 "Internet and Information Competency for Health Professionals" – MSC Alster/Lozano. This class is 100 % on line.
      3.   Econ 10 "Fundamentals of Economics" – MSC Wagman/Funk—not dealt with at this meeting.
      4.   Art 6 "Art Appreciation" – MSC Funk/Alster
Jane to complete the Advisory and tie in Student Performance Objectives specifically to weeks of course. Noted that two signatures from deans are needed in future. This class will be 100 percent online.
      5.   Engl 1A "Composition" – Put off for next meeting.

F.   Form E
      1.   Math 499 "Self-Paced Basic Math" MSC Alster/VanTassel

V.   Adjournment
MSC Wagman/Funk, 5:00 p.m.

Minutes of curriculum committee May 14, 2001

Note: Due to Jo Ann Genske's departure, exact records of who moved and seconded items are not available.

1. Call to order. Meeting was called to order at 3:11 p.m. by Chair Leah Halper.
11. Minutes of April 30 approved.
III. Old Business.
A. Long discussion on certificates of achievement. Conclusions as follow:
We are making up a new form, based on the Form G, to use for new Certificate of Achievement programs starting in August. Students wishing to earn a CoA will meet with counselors just as they do now for Certificates of Completion, to have units verified. Counselors will issue a request to A&R for certificates. Certificates will be designed so they list the name of the certificate field, i.e., K-12 Instructional Aide, and either
--for certificates that have been approved already, the classes taken to earn the certificate. Eventually, these will be rewritten with outcomes as below.
--for future certificates to be approved using the new form, outcomes achieved based on performance objectives of the classes involved.
A&R will mail certificates to students when they are ready; transcripts will merely note that the student earned a CoA in whatever field/s. Students can use classes they took for one certificate to earn another certificate. A&R will keep records and answer employers' requests for information. Three units minimum, 17 maximum; VP of Instruction will sign CoAs, and the students' names will be listed in graduation program, though they will not be asked to walk through graduation. The institutional researcher will be asked to include stats on this with the other stats gathered on certificates and degrees.

The catalog will have some form of the following statement--
Gavilan offers **three** types of career education options:

--Associate degrees
--Certificates of Completion requiring more than 18 units
--Certificates of Achievement requiring 3-17 units.

All provide instruction in the skills and knowledge needed to enter a skilled or semi-professional occupation. Associate degree programs require completion of general education requirements. Certificate programs vary in the number of units required. Occupational certificate programs are developed in close cooperation with advisory committees.

Associate degrees and certificate programs are detailed in the college catalog. Gavilan offers a number of Certificates of Achievement, designed with 3-17 units to allow students to achieve job-market proficiencies in a variety of fields. Students must earn a C or better in each course for the Certificate of Achievement, and must take 60 percent of the required courses at Gavilan College in order to earn a certificate here. Students earning certificates will have their fulfillment of requirements verified by a college counselor, and the student transcript will reflect the Certificate of Achievement.

Gavilan now offers five Certificates of Achievement in (Cindy has lists of classes, etc.) :
Computer Programming
Networking
K-12 Instructional Aide
Special Education Aide
Interpersonal Communication -- (passed 5/14)

B. After discussing van Tassel's request, committee concluded that GR/CR option does not need a check-off on form as people currently check both to indicate they want the option. Repeatability needs discussion and cannot be a simple check-off as requested.

IV. New Business.
A. Form Cs
      CD 8A. MSC Bumgarner/van Tassel. Changes in title, description, GE status.

B. Form Es
      PE 536 (should be 99) Staying Fit with Physical Difficulties. Did not pass committee.

      POL 99 Intro to Conflict Resolution. MSC.

C. Form F
      1. Certificate of Acheivement in Interpersonal Communication. MSC

D. Discussion on reviving old courses and programs. Agreed that anything not taught for six or more years needs to come back as a Form C, and deans and dept. chairs are the first line of defense here.

E. Approved statement for Board on Learning Communities limitations on enrollment.

F. Distance learning update: From now on, we will get Form Ds before classes are taught.

G. Logisitics for next year. This turned into a party and appreciation for JoAnn Genske, who left us after this meeting and after 23 years of great service to the college.

V. Adjournment.

GAVILAN COLLEGE CURRICULUM MEETING
Monday, September 24, 2001
3:10 p.m., SS 206
AGENDA

<u>Please take the time to review packet, and arrive promptly.</u>

I.   Call to Order

II.   Approval of Minutes from May 14, 2001 and September 10, 2001

III.   Old Business

    A.   Form A – CSIS 111 → Please bring copy from previous packet

    B.   Form C – CSIS 24 – Prerequisite/Advisory

    C.   Distance Learning Update
             Hybrid Classes
             Form Ds

IV.   New Business

    A.   Curriculum Committee Procedures

    B.   W/F Grading Policy

    C.   Form Bs

        1.   CSIS 182
        2.   CSIS 50

    D.   Form Cs

        1.   Lib/CSIS 3 – Hours Change
        2.   Lib 6 – Units Change
        3.   CD 12 – Title, Units, Prerequisite/Advisory, Description & Content Changes

    E.   Form Ds

        1.   Lib/CSIS 3
        2.   Lib/AH 140
        3.   Econ 10
        4.   Art 6
        5.   Engl 1A

    F.   Form E

        1.   Math 499

    G.   Consent Agenda

        1.   Econ 10 – Grading Option

V.   Adjournment