Present: S. Au-Yeung, C. Brown, S. Carr, S. Dodd, B. Donovan, M. Dwyer, B. Funk, B. Lawn, M. Levine,
                  F. Lozano, J. Olivas, J. Parker, A. Porcella, D. Santana, M. Segal, R. Sharboneau, K. Wagman

Guests: Dale Clark, Bob Peacock, Margery Regalado-Rodriguez

I.   Forms and Procedures – M. Dwyer requested ideas for ways to improve and streamline the forms and
          procedures.
          A.   Overview of Current Forms and Procedures – Forms are located on the Curriculum website at
                    www.gavilan.edu/curriculum/ and include Forms A-J.
          B.   Recommendations for Improvement – M. Dwyer received an email from an instructor
                    recommending shortening the outline process. Discussion was held regarding the
                    comprehensiveness of the current practice. It was generally decided not to shorten due to the
                    inclusiveness of the current system.
                    1.   Forms – B. Donovan proposed a new system to combine Form A with Form B (B1 or
                              B2) to make a new course form with first and second readings. This will help to
                              streamline the process and reduce the duplication of information on the two forms.
                              a.   First Reading, Second Reading – After discussion on the process, it was
                                        generally decided to combine the two forms into a "new course form" with
                                        signatures for the first and second readings. After the first reading, B. Donovan
                                        would keep the original and send a photocopy of the form to the originator who
                                        will then add the course outline and prerequisites. The originator will obtain
                                        second reading signatures on the photocopy of the signature page. However,
                                        the new forms and the process will have to be tested to see if everything works.
                              b.   Additions to Forms
                                        i.   Cultural Diversity Requirement – To be added to new course form.
                                        ii.   Scheduling information – Added to new form.
                                        iii.   Distance Learning Category / CVC Status – Added as #71 & #72 on
                                                  new form. This information is required by state as per Dave Phillips.
                                                  S. Au-Yeung would like to bring this back to her department. This part
                                                  would require the addition of the Dean of Technology's signature, with
                                                  perhaps S. Au-Yeung signing in the interim.
                                        iv.   Information Competency – The requirements are not clearly defined
                                                  yet. This item will be returned for future discussion. In addition, it
                                                  should go to the Technology Committee for discussion as well.
                    2.   Process – M. Dwyer asked for comments on the new process of having the information
                              and packet on the website.
                              a.   Paperless Meetings – Everyone agreed that the process seems to be more
                                        efficient and that there are ample hard copies to look at on campus.
                              b.   Curriculum Guide – Update and Improve – M. Dwyer asked for suggestions to
                                        improve and streamline the Curriculum Guide. She noted that any changes in
                                        the process (e.g. forms) would require updating the guide.
                    3.   Timeline for Implementation – M. Dwyer stated that the target date to change the forms
                              and update the Curriculum Guide would be the beginning of spring semester.

II.   Prerequisites and Advisories – M. Dwyer attended the Academic Senate Curriculum Institute during the
          summer. One of the presentations focused on prerequisites and advisories. It was strongly advised at
          that session that the Advisory/Prerequisite/Co-Requisite form be approved by a separate motion.
          A.   Approval Process – Separate Motion to Approve – M. Dwyer will check the Bylaws to see how
                    to make it part of our process.
          B.   JO3 Conversion – B. Donovan stated that the JO3 Conversion (registration by phone or on the
                    web) is to be accomplished by summer. April 1 is the target date for testing the system.
                    1,2,3.   New Prerequisite Types – B. Donovan described the new prerequisite types, to include
                    Text Prerequisites and Vertical Groups (available on document "Prerequisites J03 Conversion").

C.   Selecting Appropriate Prerequisites / Advisories   (e.g. – Courses taught in Spanish) – Discussion was held on proper prerequisites and advisories for classes taught in Spanish (e.g. "Ability to speak Spanish" rather than "Eligible for Engl 250."

D.   Periodic Review – Applies to prerequisites and advisories as well as to actual courses.

III.   Articulation

A.   Overview of Process and Curriculum Considerations – J. Olivas gave an overview of the articulation process, described how the CAN (California Articulation Number) system works, and gave information on the IMPAC program. He noted that whenever there is a change to a course, e.g. title, units, contents, he has to submit the change to Rosa and to the two systems (CSU and UC). If a significant change is made (more than 50%), a Form C and course outline must be submitted to Curriculum. The course then must be submitted to each university. Whenever the number of units of a course is changed, for example from 4 to 3 units, it can cause students to lose units and come up short. If a student is missing one course as a prerequisite for a major, the student will be rejected when applying for transfer. It is very critical we get every course articulated. If it's not on the ASSIST list, the course is not accepted. He also noted to be careful with "bundled" articulation, such as Physics 2A and 2B. A course must be approved for a student to get credit for it. Regarding timelines, courses are submitted from August to December, in and approved by spring, and transferrable by the fall. UC is now saying that any new course submitted after December will be delayed two years. J. Olivas is trying to change this procedure.

B.   ASSIST – Rosa Sharboneau described the ASSIST program that is the official repository for all articulation data for all CSU's, UC's, and community colleges in California for students and counselors. She noted that it is a "holding bin" until a course is articulated; when completed, the CSU and UC go into the holding bin and "get" it. If any changes to a course are needed, Rosa makes them. Every semester, Rosa prints out a copy of all the information and checks to make sure it is accurate when accessed by students. Accuracy is essential because schools have to honor what is on the website. She asked that staff check out the website and review the information for accuracy; sometimes there are errors because many people handle the data.

IV.   Repeatability

A.   Ed Code Standards – M. Dwyer recommended the Academic Senate website and the Curriculum section for information on repeatability. This item will be covered on subsequent agendas.

V.   Guidelines for Updating Department Curriculum – This item will be covered on subsequent agendas.

VI.   Resources for Writing Curriculum

A.   Curriculum Website – on Gavilan home page (www.gavilan.edu)

B.   Link to Academic Senate Curriculum Website – www.academicsenate.cc.ca.us/

C.   Link to ASSIST – www.assist.org/

D.   Video: Navigating the Program and Course Approval Handbook – Contact Sherrean Carr or Marlene Dwyer for the video.

Distribution: S. Au-Yeung, C. Brown, S. Carr, S. Dodd, B. Donovan, M. Dwyer, T. Flippen, B. Funk, M. Johnson, B. Lawn, M. Levine, F. Lopez, F. Lozano, M. Machado, J. Olivas, J. Parker, A. Porcella, G. Richards, D. Santana, M. Segal, R. Sharboneau, D. VanTassel, K. Wagman, ASB Representative, J. Baker, L. Hopp, N. Juarez, A. Oropeza, C. Ramirez, J. Markus