

GAVILAN COLLEGE CURRICULUM MEETING
Monday, October 14, 2002
3:10 p.m., SS 205
AGENDA

Present: S. Au-Yeung, C. Brown, S. Dodd, B. Donovan, M. Dwyer, B. Funk, M. Levine, F. Lozano, M. Machado, J. Olivas, J. Parker, A. Porcella, D. Santana, M. Segal, D. VanTassel, K. Wagman, Simon Cooke (ASB Representative)

Guests: Dale Clark, Marty Johnson, Lynn Lockhart, Terrence Willett

I. Call to Order

The meeting was called to order at 3:10 p.m. by Chair Marlene Dwyer.

II. Welcome

M. Dwyer welcomed everyone, especially Simon Cooke, the new ASB representative.

III. Agenda Adjustments

There were no adjustments to the agenda.

IV. Approval of Minutes September 23, 2002

Minutes were approved; MSC Funk/Lozano

Approval of Minutes September 30, 2002

Minutes were approved; MSC Lozano/Funk

V. Old Business

- A. Advisory/Prerequisite/Co-Requisite (A/P/C) Approval Process – 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. In particular, for Matriculation and Program Review, visiting teams should receive an example of Curriculum Committee minutes showing a separate action for the A/P/C approval. A motion was made to establish a practice of approving the Advisory/Prerequisite/Co-Requisite form as a separate motion, and that it will appear on the agenda as a separate item; MSC Lozano/Dodd.

VI. New Business

A. Form A's

There were no Form A's.

B. Form B's

1. CHEM 12A – "Organic Chemistry" – MSC Wagman/Lozano
Approved with check on Recommended LEH Factor.
 - 1.1 A/P/C Approval – MSC Dodd/Brown
2. CHEM 12B – "Organic Chemistry" – MSC Lozano/Wagman
Approved with check on Recommended LEH Factor.
 - 2.1 A/P/C Approval – MSC Wagman/Porcella
3. PE 14B – "Fundamentals of Basketball" – MSC VanTassel/Richards
 - 3.1 A/P/C Approval – MSC Richards/VanTassel

C. Form C's

1. CSIS IL – "Computer Literacy Lab – MS Office" – MSC Funk/Wagman
Approved to delete course.

VII. Writing Measurable Learning Outcomes

- A. Model Course Outlines – Terrence Willett presented the Learning Outcomes Diagram and Model Course Outlines from Cascadia Community College. He also presented a method to use for student assessment called Primary Trait Analysis. Terrence has a packet on this if anyone would like a copy. The Learning Outcomes Diagram and Model Course Outlines are available on the Curriculum website.

- B. Department Goal: Write Measurable Learning Outcomes for One "Primary" GE Course – M. Dwyer reported on a request by Marty Johnson that each department write the measurable learning outcomes for one primary GE course by the end of the semester; e.g. Math, Science, English, etc., using the information Terrence presented as a possible model. It was suggested that good courses to use would be those that need updating
- C. Timeline – It was moved and seconded (Funk/Segal) that the committee members select a course and 1) assess current "Goals Expected of the Student at the End of the Semester," 2) rewrite course objectives as necessary, and 3) complete the Course Matrix by the December 9th meeting; however, the vote was not taken and this item will be put on the next meeting's agenda as "Old Business."
- VIII. Articulation – Jesus Olivas presented the articulation and CAN processes to clarify how they work. He also described the new UC procedure whereby any new course submitted after the end of the year must wait two years to be accepted. He asked that committee members send letters of concern about this new procedure to him and he will forward them to UC officials. J. Olivas also noted that he is asking for an increase in time of 10%, to make his position as Articulation Officer 50% so that he has more time to complete the duties.
- IX. Guidelines for Updating Department Curriculum – M. Dwyer reminded the members that they have already received the list of courses that need updating for articulation purposes.
- X. Repeatability – Denny VanTassel presented the State Academic Senate's guidelines on course repeatability (accessed by going to the website www.academicssenate.cc.ca.us and clicking on "Curriculum," then on "Curriculum Development Handbook." The information appears on pages 34-37 of the handbook. Discussion was held on the guidelines and possibly renumbering the courses. M. Dwyer will discuss this issue with Marty Johnson to clarify and confirm the Administration's expectations.
- XI. Adjournment
The meeting was adjourned at 4:55 p.m., MSC Levine/Olivas.
Next meeting – Monday, October 28, 3:10 p.m., SS 205
Deadline for curriculum – 1 p.m. October 21 to Bonnie Donovan (e-mail and hard copy)

Distribution: S. Au-Yeung, C. Brown, S. Carr, S. Dodd, B. Donovan, M. Dwyer, 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, Simon Cooke (ASB Representative), J. Baker, L. Hopp, N. Juarez, A. Oropeza, C. Ramirez, J. Markus.