

GAVILAN COLLEGE CURRICULUM MEETING  
Monday, November 18, 2002  
MINUTES

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

Guests: Marty Johnson, Margery Regalado-Rodriguez

I. Call to Order

The meeting was called to order at 3:12 p.m. by Chair Marlene Dwyer.

II. Welcome

M. Dwyer welcomed everyone.

III. Agenda Adjustments

There were no adjustments to the agenda.

IV. Approval of Minutes of October 28, 2002

Under V.B. Repeatability, delete the last part of the statement that reads, “. . . the Admissions Office has no way of tracking course repetition . . .” As per Joy Parker this is incorrect. The minutes were approved with correction; MSC Dodd/Funk.

V. Information Items

A. Chancellor's Office Request to Add New Option or Certificate Forms:

1. Programming for the Internet
2. Scientific Programming
3. School Age Child Care Option
4. Foster/Family Day Care Option

M. Dwyer reported that the above courses are not in the inventory and she will see that the paperwork is sent to the Chancellor's Office.

VI. Old Business

A. JO3 Conversion

1. Five-line Course Description for Schedule

Bonnie Donovan presented an idea for using a 5-line schedule description, the advantages of which are lowering the cost of the schedule and streamlining space and time for schedulers. Five of the lines would be for the description, and two additional lines for extra database codes. She noted that Santa Rosa is using it. B. Donovan sent the list of course descriptions to be edited to the department chairs. After discussion the committee agreed to support this idea, MSC Funk/Wagman.

B. Writing Measurable Outcomes

1. Revised Form

M. Dwyer presented two examples of course learning outcomes, PE 1 (written by Susan Dodd) and MATH 5 (written by M. Dwyer). The new examples tie in the course learning outcomes to the institutional learning outcomes. She noted that “Course Learning Outcomes” will replace “Goals Expected of the Student” and that the form will be available on-line after the next meeting.

2. Timeline

M. Dwyer asked the committee members to bring their courses to the next meeting, December 9<sup>th</sup>.

C. Liberal Arts Major

Marty Johnson reported that our three Liberal Arts Majors (IGETC University Studies, CSU University Studies, and the Multiple Subjects option) are fine, as per the Chancellor's Office.

VII. New Business

A. Form A's

1. PE 9A – “Fundamentals of Soccer” – MSC VanTassel/Brown
2. PE 9B – “Fundamentals of Soccer” – MSC VanTassel/Machado

B. Form C's

1. CSIS/LIB 6 – “Web Page Authoring I” – MSC Dodd/Segal
2. PE 7 – “Theory of Sports Management” – MSC VanTassel/Segal

VIII. Adjournment

The meeting was adjourned at 4:08 p.m., MSC Levine/Segal.

Next meeting – Monday, December 9, 2002, 3:10 p.m., SS 205

Deadline for curriculum – 1 p.m. December 2 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, K. Day, N. Juarez, A. Oropeza, C. Ramirez, J. Markus.