

GAVILAN COLLEGE CURRICULUM MEETING

Monday, September 8, 2003.

3:10 p.m., PH 101

MINUTES

Present: M. Abad, S. Carr, B. Donovan, M. Dwyer, J. Ferro, M. Johnson, P. Latzke, R. Lee, F. Lozano, M. Machado, C. Marquez, J. Olivas, J. Parker, G. Richards, M. Segal, M. Turetzky, D. Van Tassel

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 to the meeting.

III. Agenda Adjustments - None

IV. Approval of Minutes of May 12, 2003

MSC (Lozano, Richards)

Approval of Minutes of August 25, 2003

MSC (Lozano, Richards)

V. Information Items

A. Curriculum Procedures for Fall 2003

Given the large number of courses that need to be processed this semester, M. Dwyer and B. Donovan presented a Course Outline Checklist to assist curriculum writers, Department Chairs, and Deans. All curriculum forms submitted by the deadline will undergo a technical review to be performed by B. Donovan, M. Dwyer, and M. Johnson. Course Outlines submitted for the sole purpose of updating text, adding Course Learning Outcomes, and Methods of Evaluation will be placed on the Consent Agenda, providing that no questions arise during the technical review. The goal is to streamline the approval process for course updates and to focus on other issues related to the quality of curriculum.

B. Deadlines and Department Schedules for Curriculum Updates

The committee was reminded that all courses that are 4 or more years out of date must be updated this semester or they will not be included in the schedule for Fall 2004. Everyone was encouraged to establish schedules, obtain commitments from their department faculty to work on course updates, and complete them by the deadline.

VI. Old Business

A. Modification of Existing Courses (Form C)

1. THEA 13B – “Actor’s Workshop”

MSC (D. VanTassel, F. Lozano)

2. THEA 13C – “Actor’s Workshop”

MSC (J. Ferro, M. Turetzky)

3. THEA 16 – “Introduction to Television”

Removed ambiguous course learning outcome. MSC (G. Richards, D. Van Tassel)

4. ENGL 2H – “Mexican-American Literature”

Motion to correct first Learning Outcome to use the words “describe and analyze”

MSC (J. Ferro, M. Turetzky)

- a) PREREQUISITE for English 2H
 “Eligible for English 1A” was supported by the research of J. Olivas.
 MSC (F. Lozano, G. Richards)

VII. New Business

A. New Course Proposal (Form A)

1. CSIS 5L – “Scientific Programming Lab” MS Failed (M. Turetzky, M.Machado)
2. CSIS 73 – “Desktop Publishing – Adobe Indesign”
 MSC (G. Richards, C. Marquez)

B. Modification of Existing Courses (Form C) – Consent Agenda

The following courses were approved. MSC (D.VanTassel, L.Franklin)

1. CSIS 6 – “Web Page Authoring”
2. CSIS 47 – “Visual C++ Programming”
3. CSIS 48 – “UNIX/Linux Operating Systems”
4. CSIS 49 – UNIX/Linux Shell Programming”
5. CSIS 155 – Microsoft FrontPage

C. Modification of Existing Courses (Form C)

1. CSIS 2L – “Computers in Business Lab” MS Tabled (F.Lozano, M.Abad)
2. CSIS 8 – “Introduction to the Internet” MS Tabled (G.Richards, J.Ferro)
3. CSIS 18 – UNIX/C++ Programming” MSC (G. Richards, S. Carr)
4. CSIS 52 – “Linux/UNIX System Administration” MSC (J. Ferro, F. Lozano)
5. CSIS 85 – “Web Design I: Dreamweaver”
 No change to Prerequisite. MSC (S. Carr, C. Marquez)
6. CSIS 122 – “Computer Keyboarding” MS Tabled (F. Lozano. G. Richards)
7. CSIS 175A – “Network Essentials” MSC (C. Brown, G. Richards)
8. CSIS 175B – “Router Theory and Router Techniques” Withdrawn
9. CSIS 175C – “Advanced Routing/Switching/WAN” Withdrawn
10. ECON 1 – “Principles of Macroeconomics” Withdrawn
11. ECON 2 – “Principles of Microeconomics” Withdrawn
12. GBUS 80 – “Business Law” Withdrawn
13. CSIS 5/ENGR 5 – C++ Scientific Programming”
 MSC (M. Machado, G. Richards)
14. CSIS 84 – “JavaScript Programming” MSC (G. Richards, M. Turetzky)
15. CSIS 128 – “Database – MS Access”
 Question on Advisory Form MS Failed (G. Richards, M. Turetzky)

D. Distance Education Course Outline (Form D)

1. ENGL 5B – “Survey of American Literature –1865 to Present”
 MSC (G. Richards, J. Ferro)

VIII. Adjournment MSC (F. Lozano, C. Marquez)

Next Meeting: September 22, 2003, PH 101, 3:10 – 5:00 p.m.

Deadline for Curriculum: September 10, 2003, 1:00 pm to Bonnie Donovan (e-mail and hard copy) (Last day to submit Form B's and C's for courses offered in Spring 2004.)

Distribution: M. Abad, S. Au-Yeung, K. Bedell, C. Brown, S. Carr, B. Donovan, M. Dwyer, J. Ferro, L. Franklin, M. Johnson, P. Latzke, B. Lawn, R. Lee, E. Luna, F. Lopez, F. Lozano, M. Machado, C. Marquez, J. Olivas, J. Parker, A. Porcella, G. Richards, M. Segal, R. Sharboneau, M. Turetzky, D. VanTassel, E. Venable, K. Wagman, Simon Cooke (ASB Representative), J. Baker, K. Day, N. Juarez, A. Oropeza, C. Ramirez, J. Markus, C. Starr