

GAVILAN COLLEGE EMERGENCY CURRICULUM MEETING
Monday, September 22, 2003
3:10 p.m., SS 206
MINUTES

Present: C. Brown, S. Carr, B. Donovan, M. Dwyer, M. Johnson, P. Latzke, B. Lawn, R. Lee, F. Lozano, M. Machado, J. Olivas, G. Richards, M. Turetzky, E. Venable

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

Motion to discuss New Business first. MSC (M. Turetzky, G. Richards)

IV. Approval of Minutes of September 8, 2003.

The minutes were corrected to reflect that Cheryl Brown was present.
MSC (C. Brown, G. Richards)

V. Information Items

A. Community Education Course List for Fall 2003

The committee reviewed the list of courses and discussed the purpose of receiving and reviewing the list.

B. Dealing with Course Outline Updates

1. Process and Standards

M. Johnson discussed the concerns voiced by members of the committee.

He emphasized the need to maintain high standards for course updates.

2. Words and Numbers

M. Dwyer discussed the availability of Bloom's taxonomy at the Curriculum website. She also distributed a sample Method of Evaluation form and discussed how to "do the math".

3. Prioritizing Updates for Fall 2004

Course updates that include any changes that affect the printed schedule should receive highest priority.

4. Course Outline Updates - status reports

M. Dwyer distributed a list of courses to each department representative showing the courses that need to be updated by the end of this semester, assuming that they will be offered next Fall. She requested that the

“responsible party” and “target date” information be completed and the forms returned to her by Friday, Sept. 26.

5. Faculty training

M. Dwyer offered to meet with department faculty to answer questions about completing course updates. There is a link to the Course Outline Checklist on the Curriculum website. Several committee members requested that links be provided to “good examples” of course updates.

VI. Old Business - None

VII. New Business

A. New Course Proposal – Second Reading

1. CSIS 73 – “Desktop Publishing – Adobe Indesign”
MSC (G. Richards, M. Turetzky)

VIII. Adjournment MSC (F. Lozano, G. Richards)

Next Meeting: October 13, 2003, PH 101, 3:10 - 5:00pm

Deadline for Curriculum: October 1, 2003, 1:00 pm to Bonnie Donovan (e-mail and hard copy)

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