

GAVILAN COLLEGE CURRICULUM MEETING

Monday, May 10, 2004

3:10 p.m., PH 101

MINUTES

Present: M. Abad, S. Au-Yeung, C. Brown, S. Carr, S. Dodd, B. Donovan, M. Dwyer, M. Johnson, B. Lawn, R. Lee, F. Lozano, C. Marquez, J. Olivas, J. Parker, G. Richards, M. Segal, M. Turetzky, D. VanTassel

- I. Call to Order: The meeting was called to order at 3:11 p.m.
- II. Welcome
Thanks extended to Marty Johnson for his support and role in advancing the curriculum of the college as VP of Instruction. A cake to celebrate was presented.
- III. Agenda Adjustments
None.
- IV. Approval of Minutes of April 26, 2004. MSC (B. Lawn, S. Au-Yeung)
Minutes were passed unanimously with kudos extended to minute takers. The minutes had pizzazz and had a little more detail.
No corrections.
- V. Information and Discussion Items
 - A. Clarification of action:
 - a. Items were properly tabled from last meeting.
 - i. The dean may act if no representative from the department is available.
 - ii. New courses will be tabled if the originator is not present.
 - B. Prerequisites for transfer level courses. (English Reading and Writing) - feedback from department.
 - i. This issue will need more discussion, students will need to be informed because some of them may be locked out of classes with such prerequisites.
 - ii. Bea, Grant, Marlene & Leah will attend basic skills meeting scheduled later this month.
 - C. Repeatability questions - Withdrawn.
 - D. Spring Course Update List – Report to Board of Trustees:
An updated list of courses will be sent to the committee members. This list will be reported to the Board of Trustees.
 - E. Independent Study: Credit/No Credit Option
Form F will be needed to address making this change. Changing one page of the catalog to indicate that independent study may be taken with credit/no credit option. (Put a note in the Allied Health “Form F”) Allied Health 23 discussion will apply to all other disciplines.
 - F. Separate motion for Prerequisites

Discussion centered around the fact that courses that have changed prerequisites are now locking out students. Because of timing it is not in the schedule but it is in the system. Marty stated, pull it out of the system because it is not list in catalogue or the schedule. The catalogue was reviewed.

- a. 11/17/03 ESL prerequisites - content shifted around, but the prerequisites were established.
 - i. November meeting does not need consideration.
- b. February Meeting.
 - i. Eng 440- Eng438 new prerequisite, so paperwork is needed so that the problem of locking students out of courses will be resolved.
 - ii. BIO 1 was removed it was a change.
 - iii. Eng 260 & 420-officially no prerequisites exist. If a class is changed because of a new sequence, it still needs to have paperwork submitted to change prerequisites.

Marlene is concerned about prerequisites that have not been established through proper paperwork. Let's fix it for fall so students won't be locked out of classes and require paperwork in the Fall. Bonnie will remove the prerequisites for Eng. 260 & 420 from the system temporarily. Departments who want prerequisite changes need to turn in the paperwork in the first meeting. Eng 1 (Russell Lee) reviewed what was checked and it was advisory.

If new prerequisites are proposed another motion is needed for the prerequisite.

G. Online Catalog – Living document

- a) Printed catalogue is the contract with the student.
- b) When do changes from the committee become effective?
- c) What changes take effect immediately?
- d) Margery said “Don't go to the living on-line document. It can become a nightmare.”
- e) Everything is on hold until the new cycle of printing.
- f) Joy said that some changes can be implemented “on the spot”
- g) Catalog committee needs to discuss.
- h) Articulation issues must be addressed.
- i) Ed plan impact needs to be addressed.
- j) When changes are put in, it is activated in the system.
- k) We should be able to track the prerequisite changes in the system.

Fran suggested a Subcommittee to study the issue: Fran, Bonnie, Margery, Celia, Sherrean and Marlene and Jesse and Joy will meet in the Fall.

H. Program Learning Outcomes

- a. Accreditation Spring semester 2007 – next step is to create program learning outcome. Self study to be written in spring of 2005.
- b. Look at course learning outcomes and look for common themes in the courses. What 5 things would you like student to know how to do?

- c. How to measure? Capstone, portfolio or something else.
- d. Final version is not due for a long time. More to come in Fall.

VI. Old Business:

A. MODIFICATION OF EXISTING COURSES

1. AH 23 Independent Study
Unabled (S. Dodd, G. Richards)
Motion was made to change Independent Study courses in all other
discipline to Credit/No Credit option. MSC(S. Dodd/G. Richards)
2. CSIS 46 C++ Programming II
Unabled (G. Richards, S. Dodd)
Prerequisite was changed to CSIS 46 or CSIS/ENGR 5 or similar
programming experience. MSC (G. Richards, B. Lawn)
3. MUS 1B Music History and Literature
Unabled (M. Turetzky, G. Richards)
MSC (G. Richards, D. Van Tassel)

B. DISTANCE LEARNING COURSE OUTLINE (FORM D)

1. ART 1B Art History
Unabled (G. Richards, S. Dodd) MSC (G. Richards, M. Turetzky)

VII. New Business

A. EMERGENCY/EXPERIMENTAL - REQUEST FOR NEW COURSE

1. PE 99 Golf for Business and Life
PE has received a grant for \$35,000 from PGA. PGA trying to educate
folks on the game of golf. Not only the game but the business of golf.
Business takes place on the course. The grant requires a ratio of 1
instructor for 8 students. Once the grant expires we can choose of offer or
not. There will be one instructor of record with qualified teaching
assistants. This course is experimental. Gavilan is the only CC to offer.
PGA interested in promoting at the CC level. How does it relate to the
mission of the college? Faculty commended for bringing innovative class.
Motion passed unanimously.

Sue Dodd will obtain textbook information.

MSC (M. Turetzky, D. Van Tassel)

B. MODIFICATION OF EXISTING COURSES

1. AE 605 Vocational Training VI
Effective Spring 2005

MSC (M. Turetzky, G. Richards)

2. BOT 180 Medical Terminology for the Office
MSC (G. Richards, C. Brown)
3. CHEM 1B General Chemistry MSC (R. Lee, B. Lawn)

The following three courses were approved:

MSC (S. Dodd, M. Machado)

4. CSIS-DM-ART 110 Interactive Animation: Flash
5. CSIS 124 Windows Fundamentals
6. CSIS 129 Presentation Graphics - MS PowerPoint
7. ENGL 9B Advanced Creative Writing
Bonnie will contact Xochi Candelaria to obtain textbook date and correction to the phrasing for CLO #1 "based on..."
MSC (M. Turetzky, B. Lawn)
8. ESL 522 Beginning ESL Reading/Vocabulary
Bea will remove the word "understand" from the course learning outcomes.
MSC (G. Richards, C. Brown)

The following two courses were approved:

MSC (S. Dodd, M. Segal)

9. HUM 4 Introduction to American Cinema
10. HUM 10 Approaches to Contemporary Film

The following four courses were approved. Note: the prerequisites will be effective in the next catalog cycle (Fall 2005).

11. MATH 205 Elementary Algebra

Russell Lee requested we remove the comma after Math 205A in the description. It should read "Mathematics 205, Math 205A and Math 205B, and Math 206 have similar content."

MSC (S. Au-Yeung, M. Turetzky)

- 11.1 Prerequisite: Mathematics 402 with a grade of "C" or better
or assessment test recommendation
Effective Fall 2005 MSC (S. Au-Yeung, M. Machado)

12. MATH 205B Second Half of Elementary Algebra

MSC (S. Au-Yeung, M. Turetzky)

- 12.1 Prerequisite: Mathematics 205A with a grade of 'C' or better.
Effective Fall 2005 MSC (S. Au-Yeung, M. Machado)

13. MATH 400 Elements of Arithmetic

MSC (S. Au-Yeung, M. Turetzky)

14. MATH 402 Pre-Algebra

MSC (S. Au-Yeung, M. Turetzky)

14.1 Prerequisite: Mathematics 400 with a grade of “C” or better
or assessment test recommendation
Effective Fall 2005 MSC (S. Au-Yeung, M. Machado)

15. PE 46 Agility and Motor Development
Percentages for MOE don't add up correctly -
Change Category #3 to 30% - 50%. MSC (C. Marquez, R. Lee)

16. POLS 4 Introduction to International Relations
Under Week 9-10, Change Hours to '6'.
MSC (C. Marquez, B. Lawn)

C. DISTANCE LEARNING COURSE OUTLINE (FORM D)

1. CSIS 155 Microsoft FrontPage MSC (M. Turetzky, S. Au-Yeung)

VIII. Adjournment: M. Abad moved to adjourn at 5:07 p.m.

Next Meeting: Fall Meeting Schedule to be announced.

Deadline for Curriculum: Fall Deadline Schedule to be announced.

Distribution: M. Abad, S. Au-Yeung, K. Bedell, C. Brown, S. Carr, S. Dodd,
B. Donovan, M. Dwyer, L. Franklin, M. Johnson, B. Lawn, R. Lee, F. Lopez,
F. Lozano, M. Machado, C. Marquez, J. Olivas, J. Parker, G. Richards, M. Segal,
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