

GAVILAN COLLEGE CURRICULUM MEETING

Monday, September 13, 2004

3:10 p.m., PH 101

MINUTES

Present: M. Abad, S. Au-Yeung, S. Carr, S. Dodd, B. Donovan, M. Dwyer, L. Franklin, L. Hodge, B. Lawn, R. Lee, F. Lozano, J. Olivas, M. Regalado, M. Segal, R. Sharboneau, M. Turetzky, D. VanTassel, E. Venable, K. Warren, A. Oropeza, Marina Castaneda (ASB Representative)

Guests: Robert Beede, Gail Hicks, Enrique Luna, Ken Miller

- I. Call to Order: The meeting was called to order at 3:11 p.m.
- II. Welcome and Introduction of new members. Mentor for ASB Representative. Continuing and new committee members introduced themselves. A faculty mentor will be needed for the new ASB Representatives.
- III. Agenda Adjustments
A number of items were postponed or withdrawn from the Agenda so that the focus could be placed on new courses planned for Spring semester. Items were taken out of order to accommodate the guests who were present.
MSC: (B. Lawn, L. Hodge)
- IV. Approval of Minutes of April 26, 2004. (Thanks to Marilyn Abad and Bonnie Donovan.)
The minutes were approved as submitted. MSC: (M. Turetzky, F. Lopez)
- V. Information and Discussion Items
 - A. Community Education Class list
Everyone was encouraged to look at the class listings and compare with their department offerings.
 - B. Course Articulations with SJSU
M. Dwyer reported that CHEM 12A and 12B, and Math 8A and 8B have been articulated with SJSU courses.
 - J. Olivas discussed several issues related to articulation:
 1. As new courses are approved, they must be submitted to CSU and UC and considered for transferability.
 2. He asked that Department Chairs circulate the most current version of the
GE list
among their department members.
 3. He announced that there will be a need for a new course – a combination of Physics and Chemistry – for students working toward education degrees.

4. He also noted that the UC campuses will be requiring a prerequisite of Math 233 for all beginning courses in Physics, Chemistry, and Biology.

C. Guidelines and Priorities for Curriculum Work for Fall 2004

M. Dwyer discussed the following:

1. Course Updates – New list online.

Committee members should refer to this list and plan accordingly.

2. New Courses – Timeline for Spring Schedule; Spring priority.

Courses planned for Spring 2004 offering under consideration at this

meeting

should be identified to assist in the preparation of the schedule.

3. Prerequisite effective date and student notification. Form changes.

Following discussion last Spring, some changes have been made to the

Course

Outline form which will, hopefully, assist in the preparation of the

Schedule and

Catalog.

4. Cross-listing of courses.

Requests for the cross-listing of courses often create problems and should

be

considered carefully. Cross-listing has been considered appropriate if a

course is

required as part of a degree or program in each of the areas listed.

5. Lecture/Lab Hour balance for maximum FTES.

Careful consideration will be given to the lecture/lab hour balance in

relation to

units granted. Some courses have hours that do not maximize FTES and

will

need to be corrected.

6. Program Learning Outcomes for AA/AS Degrees and Certificates.

S. Carr announced that there will be a workshop sometime in October.

7. State legislation – CSU transfer courses to be defined; limit “extra units”.

J. Olivas discussed the effort to reduce the cost to the State spent on

students who

are earning more units than required. All CSUs will work together to

identify

lists of transfer courses required for specific majors.

8. Bonnie’s Tip Sheet.

Bonnie distributed a list of helpful tips that will help to make her work

easier and

more effective.

VI. Old Business – None

VII. New Business

A. NEW COURSE PROPOSAL - FIRST READING

- | | | |
|-------------|---|-----------|
| 1. COS 221A | Esthetician | Postponed |
| 2. COS 221B | Esthetician | Postponed |
| 3. CSIS 74 | Advanced PhotoShop | |
| 4. CSIS 88 | PHP Programming | |
| 5. CSIS 111 | Computer Keyboarding and Document Processing | |
| 6. CSIS 132 | Advanced Word Processing - MS Word | |
| Questions: | Transferability for CS 111? – No. | |
| | CSIS 132 – Intermediate or advanced? Clarify at | |

2nd Reading

MSC (M. Turetzky, R. Lee)

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| 7. DM/ART/CSIS 140 | Basic Digital Film/Video |
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- Production
- Question: Is CSIS appropriate for Cross-listing? Discuss again on 2nd reading.

MSC (S. Dodd, M. Turetzky)

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| 8. DM 192 | Teaching Assistant for Digital Media |
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- Withdrawn. Suggestion to offer this course as a Field Work course.
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| 9. GBUS/ECON 11 | Statistics for Business and Economics |
|-----------------|---------------------------------------|
- Correction: Transferable to both CSU and UC.
- MSC (L. Hodge, S. Au-Yeung)

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| 10. HIST 4A | Hist. of World Societies Before 1500 |
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- Postponed

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| 11. HIST 4B | Hist. of World Societies 1500 to present |
|-------------|--|

Postponed

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| 12. JAPN 1A | Elementary Japanese |
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- MSC (L. Hodge, R. Sharboneau with 11 Ayes, 1 No)

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| 13. MUS 28 | Jazz/Pop Piano |
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- MSC (S. Dodd, L. Hodge)

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| 14. PE 68 | 'Bootcamp' Fitness |
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| 15. PE 70 | Pilates |
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Questions about the title of PE 68: used in field.

MSC (E. Venable, L. Hodge)

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| 16. PHIL 7A | History of Philosophy: Ancient to Medieval |
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Postponed

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|-----------|--------------|--|
| Postponed | 17. PHIL 7B | History of Philosophy: Renaissance to Modern |
| | 18. PHIL 250 | Introduction to Philosophical Thought and Writing
Postponed |

B. MODIFICATION TO EXISTING COURSES (FORM C)

Due to the short amount of time left for the meeting the following motion was made and passed in order to facilitate entry of this course information into the Spring Schedule:

MSC (S. Dodd, L. Hodge) to give blanket approval for Form C Unit and Title changes.

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| 1. BOT 181 | Medical Billing - MediSoft |
| 2. BOT 182 | Medical Office Procedures |
- Unit/Hours and Title change approved by blanket motion.
Other changes were postponed.

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| 4. CD 8A | American Education in a Changing World |
| 5. CD 8B | Teaching Reading and Writing to Children |
| 6. CD 4 | Observing and Assessing Children |
| 7. CD 9 | Health, Safety and Nutrition for Children |
| 8. CD 10 | Children with Special Needs |
| 9. CD 11A | Administration of Programs for Young Children |
| 10. CD 16 | Exploring Mathematics with Children |
| 11. CD 17 | Exploring Science with Children |
| 12. CD 20 | Children's Language and Literature |
| 13. CD 21 | Creative Curriculum and Behavior Management for |
| Children | |
| 14. CD 28A | Child Development in Family Day Care and Foster |
| Care | |
| 15. CD 28B | Developing Learning Activities for Family Child |
| Care Homes | |
| 16. CD 28C | Administering a Family |
| Child Care Home | |

The following CD courses were approved MSC (B. Lawn, S. Dodd):
CD 8A, 4, 9, 10, 11A, 20

The following CD courses were withdrawn from the Agenda for correction:

CD 8B, 16, 17, 21, 28A, 28B, 28C

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| 17. COS 220 | Scientific Skin Care (Esthetics) | Postponed |
| 18. CSIS 24 | Java Programming I | Postponed |

19. CSIS 124 Windows Fundamentals Postponed
20. CSIS 151 Introduction to XML Authoring Postponed

21. ENGL 1A Composition Postponed
22. ENGL 250 Practical Writing Postponed
23. ENGL 440 Basic Writing Postponed

24. HIST 12 Cultural History of the Mexican American
Withdrawn. J. Olivas stated that he has taken care of the requests being
made
for this course.

25. POLS/AJ/PSYC 6 Conflict Resolution Postponed

C. DISTANCE LEARNING COURSE OUTLINE (FORM D) All Postponed

1. DM/ART/CSIS 140 Basic Digital Film/Video Production
2. MATH 5 Statistics
3. PHIL 2 Logic
4. THEA 1 Theatre History

D. MODIFICATION TO EXISTING PROGRAM OR CERTIFICATE (FORM E)

1. POLS 6 Conflict Resolution Postponed
Add to AA Degree - Social Sciences
Add to Certificate in Administration of Justice - Law Enforcement Option

Add to AA in Administration of Justice - Law Enforcement Option 1
Add to AA in Administration of Justice - Law Enforcement Option 2
Add to AA in Administration of Justice - Corrections Option 3

2. HIST 12 Cultural History of the Mexican American
Postponed

3. Physical Education: Sports Management Option
Postponed

E. PROPOSAL FOR NEW DEGREE/CERTIFICATE (FORM G)

1. Computational Preparation in Biotechnology
Postponed

VIII. Adjournment

The meeting was adjourned at approximately 5:20 p.m.

Next Meeting: Monday, September 27, 2004.

Deadline for Curriculum: Wednesday, September 15, 2004.

(Last day for CC to review Form B's, C's and D's for Spring 2005.)

Distribution:

M. Abad, S. Au-Yeung, K. Bedell, S. Carr, S. Dodd, B. Donovan, M. Dwyer, L. Franklin,
R. Hannon, B. Lawn, R. Lee, F. Lopez, F. Lozano, J. Olivas, J. Parker, M. Regalado,
M. Segal, R. Sharboneau, S. Sweeney, M. Turetzky, D. Van Tassel, E. Venable,
K. Warren, L. Tenney (ASB Representative), K. Wagman,
K. Day, N. Juarez, A. Oropeza, C. Ramirez, C. Starr