

GAVILAN COLLEGE CURRICULUM MEETING  
Monday, October 25, 2004  
2:15 p.m., PH 101  
MINUTES

Present: S. Au-Yeung, S. Carr, S. Dodd, B. Donovan, M. Dwyer, L. Hodge, B. Lawn, R. Lee, F. Lopez, F. Lozano, M. Machado, J. Olivas, J. Parker, M. Segal, R. Sharboneau, M. Turetzky, E. Venable, K. Warren, J. Hall

Guests: Jane Edberg, Rachel Perez

- I. Call to Order  
The meeting was called to order at 2:16 p.m.
- II. Welcome  
M. Dwyer welcomed all to the meeting and asked for a roll call of introductions for the benefit of Substitute Minutes Recorder, Juli Hall.
- III. Agenda Adjustments  
Request from Susan Sweeney to withdraw AE 600 & AE 602 from agenda, as she was not able to make it to the meeting.  
MSC (L. Hodge, S. Au-Yeung)
- IV. Approval of Minutes of October 11, 2004  
MSC (L. Hodge, M. Turetzky)
- V. Information and Discussion Items
  - A. Noncredit Courses - Rachel Perez  
Rachel stated that there are 9 Basic Subject Areas for Non-credit Instruction. It is up to the College & Curriculum committee to decide what courses should be taught.  
The minimum qualifications for Instruction of non-credit courses vary depending on the subject. There is a list of exceptions that Rachel can share with anyone interested.  
The approval process for non-credit courses is the same as for credit courses.  
Priority non-credit courses at this time are: Senior Classes & Staff Wellness.  
Staff Wellness course should be ready to present at next Curriculum meeting, so that it can be ready to be offered in the Spring.  
Rachel stated that the target population for the majority of the non-credit courses is the Immigrant population.  
Identified basic differences between non-credit courses and Community Ed courses as time & money. Community Ed courses are fee based and generally a one-time class.  
Non-credit courses require enrollment in the College, are generally 6-8 weeks in duration and are apportioned by the State at ½ the rate of regular credit courses.  
After much discussion, the main concern seems to be that of creating a parallel structure to the College instead of working them into the structure that is already established.  
Rachel then stated that basic needs need to be fulfilled and satisfied in order to get the targeted population into the mainstream College system.  
Rachel also stated that the major subject areas for the Senior education are Intellectual, emotional, social & physical
- VI. Old Business
  - A. DISCUSSION
    1. Carnegie Unit  
Several handouts were previously given out to support this discussion.  
Reason for bringing this to the Curriculum Committee is to affirm that all are being consistent with regards to the Course units lecture/lab/homework relationship.  
3 hours in the lab = 1 unit of credit. Every lecture hour = 1 unit of credit  
All were in agreement
    2. Lecture/Lab  
Handout to support this discussion was previously circulated.

The issue is whether or not to preserve the lab hour or turn it into an instruction hour.

This was defined as a negotiable/contractual item that has not yet been prioritized forward to the District

**S. Dodd made a motion that the Curriculum Committee go on record supporting a look at the Lecture/Lab equivalency hours in light of the fact that they are 30 years old and to have this become a negotiable item.**

This will be brought to the Senate with a request to forward this concern to the GCFA negotiators

L. Hodge second' the motion. 14 Ayes/2 abstentions

3. Cross Listing

Several handouts supporting this discussion were handed out previously.

Discussion about the pros & cons of cross listing courses. Main points brought up were in relation to the number of times a course should be cross listed and how it affects a Transfer to a University.

Another point brought up was where a course is "housed". Who has ultimate ownership of the course? It was noted that in the past, a cross listed course has always been housed in the Department of the person who proposed the class. S. Carr stated that it is up to the Curriculum Committee to decide this for each course brought forward to be cross listed.

It is understood that a Faculty member in either Department that the course is cross listed in should be able to teach it

It was suggested that a more formal plan be set for housing cross listed courses.

M. Dwyer requested that everyone revisit the handouts and the discussion will continue at the next Curriculum meeting.

4. Prioritization of Discussion Topics for future meetings.

English Pre-requisites for Transfer level courses - 1

Deadline Schedule for Curriculum Updates & New Course proposals - 2

Curriculum Screening - 3

Repeatability -4

Consent Agenda Criteria -5

Program Learning Outcomes - bottom

Update Curriculum Committee Bylaws - bottom

Revamp of Course Outline form - bottom

Next meeting: Cross listing (continued), English Pre-requisites for Transfer level courses, & Deadline schedule for Curriculum Updates & New course proposals

VII. New Business

A. MODIFICATION TO EXISTING COURSES (FORM C)

1. AE 600 Vocational Training 1

2. AE 602 Vocational Training III

Withdrawn from Agenda this meeting.

3. ART 6 Art AppreciationMSC (B. Lawn, L. Hodge)

4. CD 8B Teaching Reading and Writing to Children

5. CD 11BAdministration of Publicly Funded Programs for Children

6. CD 13 Infant and Toddler Care and Development  
MSC for 4,5, & 6 together (L. Hodge, M. Machado)

7. CD 28AChild Development in Family Day Care & Foster Care

8. CD 28CChild Development in Family Day Care & Foster Care  
MSC for 7 & 8 together (L. Hodge, S. Dodd)

9. ESL 546 Introduction to Computers for ESL Students  
MSC (M. Machado, L. Hodge)

10. SSCI 270A Introduction to the Social Sciences
  11. SSCI 270B Introduction to the Social Sciences
- Discussion with regards to 10 & 11:  
The idea with the introduction of these 2 courses is to get students up to the next level.  
There were concerns about introducing more non-transferable courses...will it really solve the problem?  
Counseling Department would not promote or support deleting an articulated course that has already been approved by the University system.  
There is no target date for offering these courses  
S. Carr stated that before developing more 200 level courses she would like to see how 210A can be better marketed and linked before any other courses are developed at this level.  
L. Hodge suggested that is a Systemic issue and to help the students, we need to look at the system not just certain classes.  
Fran, Marc & Liz will make up the Task Force to investigate these systemic problems that are preventing students from succeeding. – we can look at our Assessment instruments – scores, etc. teaching methodologies, Standards, teaching style. Maybe we should look at method and not content.  
R. Lee asked that Science courses be included in the research and discussion. Categories that need to be looked at with regard to this issue; Learning Outcomes from 250, 260 & 1A, Systemic Problem, Assessment instruments and scores, teaching methodologies, standards.  
No Vote on SSCI 270A & 270B – More discussion at the next meeting.

VIII. Adjournment  
The meeting was adjourned at 4:38 p.m.

**Next Meeting: Monday, November 8, 2004**

**Deadline for Curriculum: Wednesday, October 27, 2004**

Distribution: M. Abad, S. Au-Yeung, K. Bedell, S. Carr, S. Dodd, B. Donovan, M. Dwyer, L. Franklin, R. Hannon, L. Hodge, B. Lawn, R. Lee, F. Lopez, F. Lozano, M. Machado, 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), J. Hall, K. Wagman, K. Day, N. Juarez, A. Oropeza, C. Ramirez, C. Starr