

GAVILAN COLLEGE CURRICULUM MEETING

Monday, November 29, 2004

2:15 p.m., PH 101

MINUTES

Present: S. Carr, S. Dodd, B. Donovan, M. Dwyer, L. Franklin, L. Hodge, B. Lawn, R. Lee, F. Lopez, F. Lozano, J. Olivas, J. Parker, M. Segal, S. Sweeney, M. Turetzky, E. Venable, K. Warren, J. Hall  
Guests: R. Perez, C. Marquez, E. Wadell, R. Beede, J. Howell, J. Maringer-Cantu, G. Richards, E. Luna, A. Rosette

**I. Call to Order**

The meeting was called to order at 2:15 p.m.

**II. Welcome.**

Everyone was welcomed to the meeting. Marlene Dwyer let the group know that her intent was to close the meeting as close to 4:00 p.m. as possible due to another meeting that starts at 4:00 p.m.

**III. Agenda Adjustments**

Marlene withdrew items VI, B1 – Computational Preparation for Bioinformatics and VII, B1 – CSIS 132 – Intermediate Word Processing – MS Word, from the agenda.

MSC (L. Hodge, L. Franklin) to approve adjusted Agenda.

**IV. Approval of Minutes of November 8, 2004.**

Marlene identified the correct Minutes as having “Minutes” at the top of the page versus “Agenda” at the top.

MSC (L. Hodge, M. Turetzky)

**V. Information and Discussion Items**

**A. Articulation Report – J. Olivas**

Engineering 5 was articulated by CSU Long Beach, but Engineering 2 was not due to not enough lecture time.

J. Olivas sent out a list of the new courses that have been submitted to the CSU’s. Please look this over to make sure there are no mistakes. He also included a list of those courses that were rejected by the CSU’s. If you would like the reasoning behind any of the rejected courses, let J. Olivas know and he will find out for you.

Courses are usually rejected if the CSU doesn’t have a similar course.

S. Carr indicated that she would be interested in the reasoning behind the rejected courses.

## **B. Cross Listing**

B. Donovan sent out the entire list of courses that are cross-listed at Gavilan. Please use the criteria as listed in the November 8, 2004 Minutes to be sure the courses have reason to be cross listed.

The discussion will be postponed until next semester when there is more time to have the discussion.

## **VI. Old Business**

### **A. MODIFICATIONS TO EXISTING COURSES – FORM C**

#### **1. SSCI –270A Introduction to Social Science**

#### **2. SSCI –270B Introduction to Social Science**

#### **MSC both 270A & 270B (L. Hodge, F. Lozano)**

Enrique Luna was present to answer questions.

Originally these 2 courses came in as a modification to SSCI 210A. Now they are on their own – the question of whether or not this should be a first reading for a new course or a modification to an existing one came up.

It was decided by the Committee to make this a First Reading for 2 new courses.

There was much discussion as to the need for these classes and, if they are not required, how to get students to enroll in the courses.

E. Luna said that there is a high level of failure with transfer level courses.

The intent is that these 2 courses would be “bridge” courses to lower the level of failure with the transfer level courses.

F. Lozano pointed out that this could be looked at as a model. The courses will be monitored and continued if they are successful.

**The first reading for courses SSCI 270A & B passed with a majority vote by the Curriculum Committee.**

### **B. CERTIFICATES OF ACHIEVEMENT - FORM J**

#### **1. Computational Preparation for Bioinformatics**

**This item was taken off of the 11/29/04 Agenda.**

## **VII. New Business**

### **A. NEW COURSE PROPOSAL - FIRST READING**

#### **1. CMUN 5 Fundamentals of Communication Studies**

#### **MSC (L. Hodge, B. Lawn)**

Ellen Wadell was present to answer any questions.

This class is an introductory course with samples of topics from other courses. Students will be encouraged to take the full courses of those sample topics they are introduced to.

There are some questions that need to be answered on Form A before the second reading.

The course meets the Public Speaking requirement.

CMUN 5 first reading passed by the Curriculum Committee.

## **2. CMUN 11 Business Communication**

**MSC (J. Olivas, L. Hodge)**

There is a pre-requisite of English 250 that needs to be included on the form before the second reading.

CMUN 11 first reading passed by the Curriculum Committee.

## **3. GUID 6 Life Skill for Higher Education**

**MSC (M. Turetzky, B. Lawn)**

Celia Marquez was present to answer questions.

M. Dwyer pointed out that before the 2<sup>nd</sup> reading, an Advisory form needs to be included. A textbook needs to be listed on the form as well.

The Curriculum Committee approved the concept of the class but made it clear that pre-requisites need to be discussed prior to approving the course into the Gavilan curriculum.

A special Curriculum Committee workshop was suggested to discuss pre-requisites. M. Dwyer will contact Ken Miller to inquire about including a pre-requisites discussion college-wide.

GUID 6 first reading was passed by the Curriculum Committee.

## **4. HUM 6 Foreign Cinema**

**MSC (S. Dodd, B. Lawn)**

Grant Richards was present to answer questions.

G. Richards pointed out that this course will be a necessity for students when Gavilan has a Film Major.

A question as to whether or not the Library verification needed to be filled out on the form. There was a correction on the form to change the date the class will be available to "Fall 2006".

HUM 6 first reading was passed by the Curriculum Committee.

## **5. HUM 25A Film Production**

**MSC (M. Turetzky, L. Hodge)**

This course was written up as being 3 hours of lecture & 1 hour of lab. This, however, violates the balance of the hours students are spending on a class versus the credits they are given for taking it.

S. Dodd pointed out, that by changing from 2 hours of lecture & 3 hours of lab, the balance is there and it is still a 3-unit course.

G. Richards said that the students would have to be signed up for DM108 – Digital Media concurrently, as they will be making their own film.

Arturo suggested that DM108 be listed as a co-requisite.

S. Carr suggested that Grant & Bob work together on the co-requisite need of DM108 so that everyone is clear on the expectations and requirements.

A number must be included on the form, not "and arranged".

HUM 25A first reading was passed by the Curriculum Committee.

Change date the class will be available to "Fall 2006".

**6. PE 700 Workplace Fitness**

**MSC (Maria Machado, L. Hodge)**

Rachel Perez was present to answer questions.

This is a non-credit class.

The course description needs to include the wording “1 hour mandatory orientation”.

R. Perez attended the Physical Education Department meeting. There is currently about a 50/50 split in support of the course, but the Department is willing to support it as the first of the non-credit courses. If it affects enrollment in credit PE classes the Department will not be supporting any more non-credit classes.

There will be a Staff forum sometime in February to learn more about it.

PE 700 first reading was passed by the Curriculum Committee.

**7. PSCI 2 Introduction to Meteorology**

**MSC (M. Turetzky, L. Franklin)**

This is primarily a distance education course.

Gavilan has the opportunity, as a minority serving Institution, to get a great deal on the cost of the program. This does not mean that the course is geared towards minorities; it is due to the minority population that Gavilan serves that this program has been offered at the special price.

The course is geared towards Aviators.

If a lab is included with the course, it will satisfy a general education requirement.

PSCI 2 first reading was passed by the Curriculum Committee.

**B. NEW COURSE PROPOSAL – SECOND READING**

**1. CSIS 132 Intermediate Word Processing - MS Word**

**This item was withdrawn from the 11/29/04 Agenda.**

**2. PE 9A Fundamentals of Soccer**

**MSC (L. Hodge, B. Lawn)**

This course is 1 hour of lecture and 3 hours of lab.

First reading of course passed on 11/18/02.

PE 9A passed by the Curriculum Committee.

**Sherrean Carr thanked Marlene Dwyer for her leadership as the Chair of the Curriculum Committee – everyone agreed☺ Susan Dodd presented some wonderful homemade bread for all to share. Susan Dodd will be the new Chair of the Curriculum Committee beginning next semester.**

**C. MODIFICATION TO EXISTING COURSES (FORM C)**

**1. CD 19 Introduction to Careers with Children  
MSC (M. Turetzky, M. Machado)**

Passed by the Curriculum Committee

**2. CGD 1 Industrial Sketching and Problem Solving**

**3. CGD 2 Technical Computer Graphics I**

**4. CGD 2L Industrial Graphics Lab**

**5. CGD 4 Technical Computer Graphics II**

**6. CGD 6 Advanced Technical Computer Graphics**

**7. CGD 8 Advanced Computer Graphics for Design Application I**

**8. CGD 9 Advanced Computer Graphics for Design ApplicationII**

**9. CGD 30 Residential Design**

**10. CGD 110 Industrial Graphics Applications**

**11. CGD 160 Technical Manual Desktop Publishing/Graphics**

**CGD 1, 2, 2L, 4, 6, 8, 9, 30, 110 & 160**

**MSC (R. Lee, L. Hodge)** It was recommended that discussion on above items 2-11 be postponed and that the forms be redone. The Committee was all in favor.

**12. CSIS 570 Computer Access Evaluation**

**13. CSIS 571 Computer Assisted Instruction**

**14. CSIS 572 Adaptive Computer Basics**

**MSC (L. Hodge, L. Franklin) for CSIS 570, 571, & 572**

The total number of hours should be different in weeks 13-18. B. Donovan will change 18 hours to 17 hours.

Question as to whether there is an Advisory to the course. Jane answered that there must be a verified disability – that is the Advisory. There has to be at least 51% of the class with a verified disability.

CSIS 570, 571 & 572 all passed by the Curriculum Committee.

**15. ENGL 1A Composition**

**16. ENGL 420 Reading Improvement**

**17. ENGL 440 Basic Writing**

**MSC (R. Lee, B. Lawn)**

There will be a change to the effective date to Fall 2005.

ENGL 1A, ENGL 420, ENGL 440 passed by the Curriculum Committee.

1 abstention

**18. SSCI 410A Themes in Social Science: Introduction to History**

**MSC (L. Hodge, F. Lozano)**

This is a 1-unit class. We are just changing the number from SSCI 210A to SSCI 410A. J. Olivas pointed out that at the 200 level students can at least use the course towards their AA. As a 400 level course, it is not transferable and does not count toward an AA degree.

SSCI 410A passed by the Curriculum Committee with 1 “no” vote.

**D. MODIFICATION TO EXISTING DEGREE/CERTIFICATE - FORM F**

**1. Art Major**

**MSC (L. Hodge, M. Turetzky)**

This change is to better align with other 4-year programs and update the curriculum. It will make it easier for transferring students.

**E. PROPOSAL FOR NEW DEGREE/CERTIFICATE - FORM G**

**1. English Major**

**MSC (F. Lozano, R. Lee)**

L. Hodge asked why Philosophy is not listed as a related Discipline and recommended that Philosophy 4 & 1 be added. L. Hodge will work with G. Richards to add Phil 1 & 4 as electives.

It was recommended by J. Olivas that the following statement be added:  
“Any 2 courses in the Major can be used to satisfy general education requirements.”

All Majors must be 18 units; this Major will be 24 units.

The English Major was passed by the Curriculum Committee.

**F. CERTIFICATES OF ACHIEVMENT - FORM J**

**1. Digital Video Editor Specialist**

**MSC (M. Turetzky, L. Hodge)**

Passed by the Curriculum Committee

**VIII. Adjournment**

The meeting was adjourned at 4:30 p.m.

**Spring Deadline and Meeting Schedule - To Be Determined.**

**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), K. Wagman, J. Hall, K. Day, N. Juarez, A. Oropeza, C. Ramirez, C. Starr