

GAVILAN COLLEGE CURRICULUM MEETING
Monday, February 14, 2005
3:00 p.m., LS 104
MINUTES

Present: S. Au-Yeung, S. Carr, S. Dodd, B. Donovan, L. Franklin, B. Lawn, R. Lee, F. Lopez, F. Lozano, E. Luna, J. Olivas, J. Parker, M. Segal, S. Sweeney, E. Venable, J. Hall
Guests: R. Beede, D. Besson-Silva, C. Marquez, R. Perez, G. Richards, R. Sharboneau, D. Van Tassel, E. Wadell, T. Willett,

I. Call to Order

At 3:15 p.m. the new Committee Chairperson, Susan Dodd, called the meeting to order with a loud whistle. Everyone was welcomed to the new semester. S. Dodd said that her goal as Committee Chair is to work for the Committee. She reminded everyone that "we don't have to agree" but the Committee should be a place where everyone can be open with their comments and opinions. A Technical review Committee has been set up to look at details, therefore allowing committee members to take a broader view of the courses. This also allows us to have a consent agenda, which streamlines our meeting time.

II. Agenda Adjustments

None.

III. Approval of Consent Agenda

- A. Minutes of November 29, 2004
- B. Deletion of Obsolete AJ Courses
 - 1. 30A, 30B, 106, 108, 109, 130, 146, 148, 160, 166, 300
- C. MATH 205A – First Half of Elementary Algebra
- D. CD5 – Child, Family and the Community
- E. Distance Education
 - 1.PSCI 2 – Introduction to Meteorology (withdrawn)
 - 2.CSIS 10 – Basic Programming
 - 3.CSIS 45 – C++ Programming I
 - 4.CSIS 84 – JavaScript Programming
 - 5.CSIS 88 – PHP Programming

Enrique Luna asked that items E2-E5 be removed from the consent agenda. They were moved to NEW BUSINESS for discussion.

MSC to approve Items III. A-E. 1 (E. Luna, R. Lee)

IV. Issues

A. Information

- 1. English Prerequisite – Basic Skills Task Force Update

M. Dwyer chaired a panel at the Staff Development Day. A Basic Skills Task Force was then formed. The Task force is due to meet on 2/15/05 in L. Halper's office. L. Halper, K. Warren and S. Carr make up the Committee. Anyone interested is welcome to join. At some point the Task Force will bring back information to the Curriculum Committee. R. Lee brought up the question as to whether or not this task force met last semester and if so what information did they come up with. Apparently, the sub-committee did meet several times but dissolved without conclusive information. Bea Lawn stated that as ESL is considered a Basic Skill it should have a representative. S. Carr said that she would put out a purpose note so that anyone who felt they needed representation could be a part of the Task Force.
- 2. Catalog

Any changes that need to be made for the catalog should be brought before the committee ASAP. J. Olivas pointed out that it would be very helpful if each Department could go over the courses they are offering to check for errors. He noted that this is also a good time to

update the Majors with regard to the new courses that have been developed. R. Sharboneau is spearheading the catalog process, so be on the lookout for information from her.

3. PLO's – Form F

S. Dodd reminded everyone that the PLO's will be a part of the catalog and that each Department needs to fill out a Form F to submit them.

Only 1 Form F needs to be filled out by each department. PLO's are necessary for each Certificate and Degree the department offers, but again only 1 Form F needs to be submitted. Please make an effort to get these completed within the next 2-3 meetings.

M. Segal asked about eliminating a certificate. Form C's should be used for that purpose.

4. IGETC Timeline

J. Olivas said that courses will be approved by the middle of fall and need to be submitted to the U.C. by September at the latest. The benefit to the change in the cycle is that courses can be offered in spring for GE requirements.

5. Math Prerequisite for Biology & Chemistry

J. Olivas said that the U.C. has advised an increase in the prerequisites for Biology and Chemistry. R. Lee is currently working on this with his department. J. Olivas is available to assist as needed.

B. Discussion

1. Repeatable Courses

S. Dodd asked for the approval of the Curriculum Committee to move forward with the process of identifying those courses that can be repeated and working with the departments to include that in the course descriptions. This would be only courses that have been recently (last 2-3 years) updated. The potential to increase student enrollment would be one of the benefits.

R. Lee stated that courses need to include sufficient new material in order for a student to repeat the course. It was suggested that many of these classes are skill building and that term could be added to the description.

The Curriculum Committee approved S. Dodd's request to move forward with this task.

2. Course Outlines – Topic vs. Weekly Format

S. Dodd said that **course outlines do not need to be redone when we move to the 16-week calendar**. However, when it is time to update the course outlines we should consider whether to do them in a Topic versus a weekly format. R. Beede pointed out that Gavilan is currently using a K-12 model for the course outlines. The topic outline is actually less work for the instructors and there is less verbiage. Gavilan is in the minority with regards to the weekly format outline. Most community colleges use the topic outline model. S. Dodd provided an example of a topic outline in comparison to a weekly format outline based on one of her classes. The topic outline was considerably shorter and did not confine topics to a specific date or week, just provided topics to be covered during the course of the class.

Enrique Luna asked if the change in course outline formats would have any bearing on the accreditation process. R. Lee asked what actually needs to be included in a course outline for it to be a useful and valuable tool. J. Olivas said that as long as the information that the U.C.'s require is included in the outline, it should be fine.

A decision has to come from the Curriculum Committee before any changes are made. Bonnie Donovan pointed out that with the Topic outline, the information will be valid no matter the number of weeks that are being taught.

S. Carr reminded everyone of the Course syllabus check off list and that the Course Learning Objectives need to be included on the course syllabus not the outline. It was pointed out that the course syllabus and the course outline are 2 different things.

Dennie Van Tassel shared his opinion that the shorter the outline, the more true it will be. The Committee will continue this discussion at the next meeting.

V. Curriculum

A. Old Business

1. NEW COURSE PROPOSAL – SECOND READING

- a. CSIS 132 – Intermediate Word Processing - MS
MSC to untable (B. Lawn, R. Lee)
MSC to approve CSIS 132 (E. Luna, S. Au-Yeung)
Ellen Venable said the reason the discussion on the course had been tabled was because the class description had been changed – previously it wasn't clear that it referred to an Expert Certification. S. Dodd said that there was a concern that it was similar to another course – CSIS 126.

Vote – All in favor

2. CERTIFICATES OF ACHIEVEMENT – FORM J

- a. Computational Preparation for Bioinformatics
MSC to untable (M. Segal, L. Franklin)
MSC to approve (S. Au-Yeung, L. Franklin)
J. Olivas asked if this course was tailored after the Foothill program. D. Van Tassel said yes it was, except that this is a 17 unit certificate program not a degree. E. Venable pointed out that the Gavilan program is more computational than the Foothill program, which contains more Biology.

Vote – All in favor

B. New Business

1. NEW COURSE PROPOSAL- FIRST READING

- a. BIO 21 Field Ecology – T. Willett
MSC (E. Luna, D. Van Tassel)
Vote – All in favor
- b. CSIS 134 Intermediate Excel – E. Venable
MSC (E. Luna, B. Lawn)
Vote – All in favor
- c. DM 60 3D Animation I – B. Beede
- d. DM 61 3D Animation II – B. Beede
MSC for DM60 & 61 (S. Au-Yeung, B. Lawn)
J. Parker asked if the courses are repeatable. B. Beede said yes and he will add it to the 2nd reading form. It was requested that some verbiage be added to explain why the course is repeatable, i.e., due to software changes new information will be learned.
Vote – All in favor
- e. DM 111 Sound Design for Digital Media – B. Beede
MSC (M. Segal, S. Au-Yeung)
It was requested to include on the new form how the new learning will be addressed with regard to repeatability of the course.
Vote – All in favor
- f. ENGL 10 Children's Literature – E. Crook
MSC (B. Lawn, F. Lozano)
Vote – All in favor
- g. ENGL 750 Creative Writing Workshop for Older Adults –
R. Perez
MSC (S. Au-Yeung, E. Luna)
This is a non-credit course housed in the English Department. R. Perez pointed out that there needs to be approval by the Department and Area Dean in which the non-credit course is housed.
Vote – All in favor
- h. JAPN 1B Elementary Japanese – F. Lozano

MSC (E. Luna, S. Au-Yeung)

Vote – All in favor

- i. LIB 730 Internet Literacy for Older Adults – S. Au-Yeung
- j. LIB 731 Finding Book Treasures – S. Au-Yeung
MSC for LIB 730 & 731 (M. Segal, E. Luna)
Bea Lawn asked if these non-credit courses are targeted for a certain group.
S. Au-Yeung said that the target audience is Senior Citizens and that we are going off-site to teach the class.

Vote - All in favor

- k. PE 71 Self-Defense for Women – S. Dodd
- l. PE 72 Aikido – S. Dodd
MSC for PE 71 & 72 (E. Luna, B. Lawn)
Bea Lawn asked how the need for these classes was identified.
S. Dodd said that surveys had been done and martial arts type classes were consistently requested.

Vote – All in favor

2. NEW COURSE PROPOSAL – SECOND READING

- a. CMUN 5 Fundamentals of Communication Studies – D. Besson-Silva
- b. CMUN 11
MSC for CMUN 5 & 11 (B. Lawn, E. Luna)
Vote – All in favor
- c. CSIS 56 Game Programming – E. Venable
MSC (F. Lozano, S. Au- Yeung)
S. Carr asked if this course is part of the Game Institute.
E. Venable said no it is not. This course is windows based (digital basic) for people who enjoy visual basic. E. Venable stated that there are different audiences for the Game Institute courses that R. Beede is doing which is more graphic arts while her course is more programming.
Vote – All in favor
- d. GUID 6 Life Skills for Higher Education – C. Marquez
MSC (B. Lawn, M. Segal)
Celia Marquez pointed out that this course is both CSU & UC transferable for credits.
Vote – All in favor
- e. HUM 6 Foreign Cinema – G. Richards
MSC (M. Segal, F. Lozano)
Vote – All in favor
- f. HUM 25A Film Production – G. Richards
MSC (L. Franklin, S. Au-Yeung)
Vote – All in favor
- g. PE 9B Fundamentals of Soccer – S. Dodd
MSC (E. Luna, B. Lawn)
J. Olivas asked if Gavilan offers a PE 9A. S. Dodd said yes.
Vote – All in favor
- h. PE 700 Workplace Fitness – R. Perez
MSC (M. Segal, E. Luna)
Vote – All in favor

3. MODIFICATION TO EXISTING COURSES – FORM C

- a. ART 13 Three Dimensional Design
MSC (F. Lozano, E. Luna)
This was an update to the course description.
Vote – All in favor

