

GAVILAN COLLEGE CURRICULUM MEETING

Monday, February 28, 2005

3:00 p.m., LS 104

MINUTES

Present: M. Abad-Cardinalli, S. Au-Yeung, K. Bedell, S. Carr, S. Dodd, B. Donovan, L. Franklin, B. Lawn, F. Lozano, E. Luna, J. Olivas, M. Segal, S. Sweeney, E. Venable, K. Warren, J. Hall

Guests: R. Beede, E. Crook, M. Dwyer, L. Halper, J. Howell, L. Lockhart, M. Lopez, C. Marquez, L. Navarro, L. Tenney, K. Wagman, T. Willett

I. Call to Order

The meeting was called to order at 3:10 p.m.

The timeline for turning in curriculum was discussed. Several requests came in after the deadline so S. Dodd wanted the committees input on how these cases should be handled. Because these courses want to offered in the fall, this is the last meeting that they can be approved. One department asked for their courses to have a first and second reading in today's meeting, again so they can be offered in the fall. The committee decided (6 members agreed that the late curriculum should be taken on a case by case basis for today's meeting, 2 members voted to stay to the deadline and not review the late curriculum, and there was 1 abstention) that for today's meeting, the late curriculum would be considered on a case-by-case basis.

II. Agenda Adjustments

Item IV – 4 – b DM/ART/CSIS 118 was withdrawn from the agenda.

III. Approval of Consent Agenda

A. Minutes of February 14, 2005

B. AJ 24 Interviewing & Report Writing

C. CD 11C Supervision of Adults: The Mentor Teacher

D. Distance Education

1.AJ 24 Interviewing & Report Writing

2.GUID 6 Life Skills for Higher Education

E. Physical Education Major PLO's

MSC (K. Bedell, E. Luna)

IV. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

a. AH 703 Mindful Stress Reduction

MSC (E. Luna, K. Bedell)

B. Lawn asked if this non-credit course had been discussed with the Department that houses it. S. Carr assured the Committee that curriculum couldn't come forward until the appropriate Department Chair has approved it.

B. Donovan said that the non-credit courses will be advertised separately from the credit courses, not embedded in the regular course descriptions in the catalog.

Vote: All in favor, 1 abstention.

b. AH 740 Tai Chi for Arthritis & Other Related Illnesses

MSC (K. Bedell, M. Abad-Cardinalli)

The need for 2 Tai Chi courses, one in AH and the other in PE was discussed. S. Carr said that the target audience for each class is different. One course is targeted for the Staff and one is targeted for the Elderly.

Vote: All in favor, 1 abstention.

F. Lozano asked if we are in the process of making a form specifically for non-credit courses. Both B. Donovan and S. Dodd agreed that one is probably needed.

c. AH 741 Body Dynamics and Aging

MSC (K. Bedell, M. Abad-Cardinalli)

K. Bedell noted that people who will take the non-credit courses are not interested in taking a course for credit. S. Au-Yeung added that for some, the non-credit classes are a form of socializing.

The distinction between non-credit courses and Community Education courses was discussed.

Vote: All in favor, 1 abstention.

d. PE 701 Tai Chi for Wellness

MSC (S. Au-Yeung, K. Bedell)

A request was made to ask R. Perez to attend the next meeting to discuss what information was used to determine which classes to offer in the non-credit program.

M. Lopez, a representative from Rachel's office, said that they have identified a need for the older education programs. There has always been mobility issues for this group of people so by offering them off-site, we are able to serve this target audience and get a larger enrollment.

Vote: All in favor, 1 abstention.

e. PE 716 Music, Movement & Health for Older Adults

MSC (L. Franklin, S. Au-Yeung)

Vote: All in favor, 1 abstention.

f. BOT 183 Medical Coding

MSC (E. Luna, M. Abad-Cardinalli)

This course is designed for a medical office person who does medical coding in the course of his or her job, not for someone who strictly does medical coding. This is part of a 4-course program geared toward those working in a Doctor's office.

Vote: All in favor.

g. CSIS 178 Applied Networking

MSC (L. Franklin, S. Au-Yeung)

E. Luna suggested that the title of the course should include the word Introduction.

The question was asked how this course differs from CSIS 175. E. Venable said the CSIS 175 was "Cisco" specific, CSIS 178 is not. This course is applied practical versus the technical material included in CSIS 175.

Vote: All in favor.

2. NEW COURSE PROPOSAL – SECOND READING

a. CSIS 134 Intermediate Excel

MSC (B. Lawn, L. Franklin)

Vote: All in favor.

b. DM 60 3D Animation I

MSC (M. Abad-Cardinalli, S. Au-Yeung)

E. Luna asked if additional software is needed for DM 60 & DM 111 and what is the cost related to this especially if there isn't a high enrollment.

E. Venable said that the DM courses are already getting more enrollment and that the Hartnell fund grant money is already there and available for this use.

S. Carr asked if there was an enrollment estimate. R. Bedee said that Live Oak High School has a course in animation that is overloaded; this would imply there is an interest with the incoming students.

Vote: All in favor.

c. DM 111 Sound Design for Digital Media

MSC (L. Franklin, M. Abad-Cardinalli)

Vote: All in favor.

d. ENGL 750 Creative Writing Workshop for Older Adults

MSC (M. Abad-Cardinalli, S. Au-Yeung)

Vote: All in favor, 1 abstention.

e. JAPN 1B Beginning Japanese

MSC (M. Abad-Cardinalli, F. Lozano)

K. Bedell noted that the title should read Elementary Japanese not Beginning Japanese to be consistent with the other languages.

K. Warren asked when other languages would be taught at Gavilan.

F. Lozano said that they are working on bringing French and possibly American Sign Language to the curriculum.

B. Lawn noted that the Learning outcomes seem too general. S. Dodd asked F. Lozano to look at the differences in the Learning outcomes between the A and B courses.

Vote: All in favor - Pending the correction to the learning outcomes for the A & B courses. (NOTE: Fran has completed.)

f. LIB 730 Internet Literacy for Older Adults

g. LIB 731 Finding Book Treasures

MSC (K. Bedell, L. Franklin) for both LIB 730 & LIB 731.

B. Lawn noted that the course description reads like an English course and inquired as to why it is housed in LIB and not ENGL.

It was noted that both the Library and English departments agreed that it should be housed in the Library department as it is like a book club.

Vote: All in favor, 1 abstention.

h. PE 71 Self-Defense for Women

MSC (K. Bedell, M. Abad-Cardinalli)

L. Lockhart asked if the course is strictly for women. S. Dodd said that although it is in the title, the course is not exclusively for women.

Vote: All in favor.

i. PE 72 Aikido

MSC (L. Franklin, M. Abad-Cardinalli)

Vote: All in favor.

j. PSCI 2 Introduction to Meteorology

MSC (M. Abad-Cardinalli, E. Luna)

J. Howell said that this is our last chance to get in on the grant that the American Meteorology Association is offering to us. It is an opportunity to give the course a try. J. Olivas said that he thinks the course is a good idea but that it might be hard to articulate. Transfers to CSU, will get unit credit but the course won't count towards their degree.

E. Luna asked how long the grant is for or if the course will be free to Gavilan from the time we start with it and moving forward. J. Howell said that it is \$79 for 2 semesters and then the cost increases.

Vote: All in favor.

k. THEA 20 Introduction to Scriptwriting

MSC (L. Franklin, S. Au-Yeung)

Vote: All in favor.

3. NEW COURSE PROPOSAL – SECOND READING – TURNED IN PAST DEADLINE

a. BIO 21 Field Ecology

MSC (L. Franklin, K. Bedell)

B. Lawn suggested that a range of hours be included in the form, i.e., 1-4 units, instead of showing it as a different # of hours per week.

J. Olivas noted that a lab class needs a lecture course to go along with it in order for it to be approved by the UC.

T. Willett noted that this is a stand-alone course, not part of the Ecology sequence.

Vote: 1 no and the rest in favor of approving with a range of hours listed.

(NOTE: Terrence has since corrected.)

b. BOT 183 Medical Coding

MSC (E. Luna, M. Segal)

Vote: 2 no votes and the rest in favor.

c. CSIS 178 Applied Networking

MSC (E. Luna, M. Segal)

Vote: 1 no and the rest in favor of approving with a range of hours listed.

d. ENGL 10 Children's Literature

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

Vote: 1 opposed and the rest in favor.

e. SSCI 270A

f. SSCI 270B

Because the link was broken for these 2 courses the committee was unable to review them. It was agreed that an emergency Curriculum Committee meeting will be held at the beginning of the Department Chair meeting on Monday, March 7 at 2:10 pm.

4. MODIFICATION TO EXISTING COURSES (FORM C)

a. CHEM 30A Elementary Chemistry

L. Lockhart asked to withdraw this modification.

b. DM/ART/CSIS 118 – withdrawn from agenda.

c. MATH 208 Plane Geometry

MSC (M. Segal, B. Lawn)

K. Wagman noted that the change of title and hours is for high school articulation, as they requested a much simpler class.

The course was approved with the understanding that K. Wagman would correct some wording in the class description.

Vote: All in favor.

d. POLS 12

The discussion and vote for this course will be moved to the Monday emergency meeting as there was no link for the committee to review.

e. THEA 3 El Teatro Campesino

The units have changed from 1 to 3 and the curriculum has expanded for this course.

As the link was unavailable to everyone, this will be moved to Monday's emergency meeting.

Vote: All in favor.

5. DISTANCE EDUCATION – FORM D

a. ENGL 10 Children's Literature

MSC (K. Bedell, E. Luna)

Vote: 1 opposed and the rest in favor.

b. PSCI 2 Introduction to Meteorology

MSC (S. Au-Yeung, F. Lozano)

Vote: All in favor.

c. SPAN 12A

To be discussed at the Department Chair meeting on Monday, March 7.

d. THEA 3

MSC (E. Luna, K. Bedell)

Vote: 1 opposed and the rest in favor.

e. THEA 20 Introduction to Script Writing

MSC (F. Lozano, K. Bedell)

Vote: All in favor.

V. Issues

A. Information

1. The next Curriculum meeting on March 14, 2005 will be an hour-long meeting discussing only issues. The consent agenda will include any PLO's – Form F turned in by the deadline. (Form F needs to be submitted electronically.)

B. Discussion

1. Course Outlines – Topic vs. Weekly format
2. FW Grade
3. 54 Hour Semester
4. Non-credit
5. First and Second Reading Required for Approval
6. Discussion on procedure with forms that are received late.
7. Meeting location – need for computer access?

VI. Adjournment

The Curriculum Committee was adjourned at 4:55

Next Meeting: Monday, March 14, 2005

Deadline for Curriculum forms: Wednesday, March 2, 2005