**GAVILAN COLLEGE CURRICULUM COMMITTEE MEETING**
**Monday, September 26, 2005**
**2:10 – 4:00 p.m., PH 101**
**MINUTES**


**Present:** E. Alster, S. Au-Yeung, K. Campbell, S. Carr, S. Dodd, B. Donovan, J. Harmon, R. Lee, F. Lozano, E. Luna, M. Machado, J. Olivas, A. Rosette, M. Segal, D. Van Tassel, K. Warren, L. Tenney, G. Cardinalli, R. Haskins

**Guests**: M. Dwyer, J. Howell, F. Lopez, K. Miller, R. Perez


I.  **CALL TO ORDER**
    The meeting was called to order at 2:15 p.m.

II. **AGENDA ADJUSTMENTS**
    No agenda adjustments were made.

III. **APPROVAL OF CONSENT AGENDA**

    *Motion to approve the Consent Agenda made by S. Au-Yeung; seconded by F. Lozano.*

    A.  **Minutes of September 12, 2005**
    B.  **Modification to Existing Courses (Form C)**
        1. CSIS 24:      Java Programming
        2. CSIS 46:      C++ Programming II
    C.  **Distance Education (Form D)**
        1. POLS 4:       Introduction to International Relations
        2. ANTH 1:       Physical Anthropology

    *VOTE:    Motion carried with 1 abstention, the rest in favor.*


IV. **CURRICULUM**

    A.  **Old Business**

        1.  **Curriculum Committee By-Laws**

        *Motion to approve the updated by-laws made by E. Alster; seconded by S. Au-Yeung.*
            Information – S. Dodd stated that, in addition to making the previously-discussed membership title changes to the by-laws, one additional change was made to update the meeting schedule from once a month to twice a month.
            Discussion – E. Luna suggested revising Section IV of the by-laws to eliminate redundant "chairperson" wording and suggested wording in Section V, (6.) be changed from "secretarial support" to "recorder". He also expressed questions/concerns regarding the by-law voting procedure.
        *Due to the suggested changes/concerns, S. Dodd recommended waiting until the next meeting to vote on the update , so the motion to approve was withdrawn.*
            E. Alster pointed out that the Dean of Student Services was not included in the by-laws as a voting member.
            J. Harmon noted that there would be advantages to having them as a committee member.
            R. Lee noted that this Dean represents Counseling, which is already represented by a chair.

This means Counseling would be represented twice (two votes).
This sparked additional committee member comments/concerns regarding the possibility of over-representation of administrators and the possible voting imbalance that could be caused.
S. Dodd will take this issue to the Academic Senate as a discussion item.

2. <u>Modification to Existing Courses (Form C)</u>
   a. CSIS/ENGR 5: C++ Scientific Programming

*M. Segal motioned to untable this item; seconded by S. Au-Yeung*
*Motion to approve CSIS/ENGR 5 made by E. Luna; seconded by M. Segal.*

   <u>Information</u>: The purpose of this motion is to separate the two courses.
   <u>Discussion</u>: J. Olivas stated that the universities did not have a problem with the separation. The only concern was that some students may have to resubmit a course if the split caused a separation of disciplines.

*VOTE: Motion was approved with 1 opposed; 1 abstention.*

3. <u>Distance Education (Form D)</u>
   a. CSIS 5: C++ Programming

This item will be on the next meeting's agenda since the computer link did not work, and there was no chance to review the proposal.

B. <u>New Business</u>

1. <u>New Course Proposal – Second Reading</u>
   a. ECON/GBUS 14: Personal Finance

*Motion to approve ECON/GBUS 14 made by S. Au-Yeung; seconded by E. Alster.*
   <u>Information</u> – S. Dodd reiterated that this was a second reading for a proposed course which had a first reading last spring semester.

*VOTE: Motion was carried unanimously.*

   b. LIB 732: Intro to On-Line Gavilan

*Motion to approve LIB 732 made by S. Au-Yeung; seconded by M. Machado.*
   <u>Information</u> – S. Dodd stated this was also a second reading for a proposed course which had its first reading last spring semester.
   <u>Discussion</u> – E. Luna had a question about the use of textbooks listed
   as 1999 since books are supposed to be 5 years old or newer. He also noted that, under the ILO's, the term "understand" is not a measurable outcome.
   J. Howell commented that she thought a textbook would probably not be used with the information being on-line, and said she could take the textbook reference out.
   S. Dodd asked for the motion to be approved with the understanding
   that J. Howell would make the necessary corrections. S. Dodd also stated that she
   would be following up on this to verify that the changes were made.
   R. Lee stated that he had an on-going problem with approving things under the stipulation that modifications would be required. He felt the items being voted on should either be approved or not approved as presented. He noted that the committee does not always hear back as to whether required changes were made or not.
   B. Donovan acknowledged that items like these do fall through the cracks at times and don't always get changed.
   S. Au-Yeung volunteered to take responsibility and ensure J. Howell made the changes.
   B. Donovan suggested that the person responsible for making any such required changes send an e-mail to the entire Curriculum Committee with the newly updated form.

R. Lee still expressed concern about whether those responsible would actually go forward in making the required changes once approval is already given.

S. Dodd restated that, since she's been chair, she makes it a point to follow up on all items approved by the committee that contain stipulations. If no action has been taken, she sends a reminder e-mail to those responsible, and follows up later to ensure the changes were made. Other members expressed the need to put a procedure in place.

*A vote was called for with the understanding that these changes would be made.*

*VOTE:    12 in favor (with the modifications); 2 opposed.*

## 2.   Modification to Existing Courses (Form C)
### a. ENGL 250:      Practical Writing

*Motion to approve ENGL 250 made by F. Lozano; seconded by E. Alster.*

Information – K. Warren stated this course was an equivalent to English 440, and served as a prerequisite course similar to those at other colleges.

*VOTE:    All in favor.*

### b. CSIS 78:    Introduction to Programming Database-Driven Sites with SQL and PHP

*Motion to approve CSIS 78 made by E. Luna; seconded by S. Au-Yeung.*

Information – S. Dodd stated that the Technical Review Committee had some concerns regarding this class, such as the length of the title and the proposed change from 3 to 4 units.

D. Van Tassel stated this class would be combining an SQL class with a PHP class. He has received requests to combine the two, and noted that other colleges package the two.

Discussion – F. Lozano expressed concern over the change to the number of units.

D. Van Tassel explained that Ellen felt more lab time was needed.

This statement was followed by much discussion over lecture hours, lab hours, and the equivalent units earned for various lecture-lab scenarios.

J. Olivas expressed concern over the length of the course title.

D. Van Tassel stated the title could be reduced to SQL / PHP.

More concern was expressed by several committee members over the change in lab units which would result in more hours to the class overall (1 additional unit of lab would require 3 additional lab hours). Members pointed out how more hours would make things more difficult for the student schedule and limit the number of hours they have available for other classes.  They were also concerned

with how much course content would be lost by reducing the 3-hour lecture to 2 hours.

*VOTE:    Motion for approval denied:  6 opposed; 3 in favor; 4 abstentions.*

## 3.   Distance Education (Form D)
### a. CMUN 11        Business Communications

*Motion to approve CMUN 11 made by A. Rosette; seconded by E. Alster.*

Information – S. Dodd noted this was a hybrid class; not all on-line. Students would be required to attend once a week in person.

Discussion – Committee members noted that the checkbox references contained in Form D, (2.) were confusing / misleading. It was felt that courses checked as "on-line" should be on-line only courses. The second checkbox reference of "On-line – Requiring 3 or Fewer Meetings" was also inappropriate for this class.  It was recommended that the form be updated.

J. Olivas stated he was under the impression this course had already been approved since the course description stated it as a hybrid course.

Upon consideration of the Form D already being completed, committee members opted to vote on the motion to approve this course.

*VOTE:    All in favor.*

    **b. CSIS 78:    Introduction to Programming Database-Driven Sites with SQL and PHP**
    Was withdrawn due to earlier course denial.

4.    **Emergency / Experimental Request for New Course (Form E)**
        **a. MATH 99:   Math for Science**

*Motion to approve MATH 99 made by K. Warren; seconded by S. Au-Yeung.*

<u>Information</u> – M. Dwyer stated this was a Math 299 course (along the lines of Math 233) rather than a Math 99 course. She stated the inspiration for this course was to attract students at     the Math 233 level to branches of science; to show them how the mathematics they are learning can be applied in the science field. It is hoped this merging will spark interest in those students who are looking for possible career avenues in the science/engineering field.

<u>Discussion</u> – J. Olivas expressed concern that students already spend a lot of hours on math. He noted that this class mentioned teaching a combination of math and study skills, but felt that study skills should be taught as part of every class—not as a special course. Also, for those students investigating careers, he didn't feel students would investigate career choices by taking a course; instead, offering workshops for this would be more appropriate.

R. Lee pointed out that the 1 unit offered for this course will be added to one section, so if students didn't want to take the extra section, they could opt to take one of the other 5 or 6 sections offered with Math 233. This course is for those students wanting supplemental instruction in this discipline to help with their success in Math 233. When students want to know why they need to learn this, they will be given practical application examples.

J. Harmon mentioned that grant money would be funding this course.

F. Lozano reminded everyone that this was a pilot course. She felt it would be good to give it a try to see if it works; if not, it would not have to be repeated.

L. Tenney stated that scheduling is key for something like this so that students who take the class are actually the ones wanting the supplemental information—not those who take it due to it being the only class available.

S. Carr understood the need for this course. She noted that the class description read more like an exploratory or guidance course, rather than a math course.  Also, in terms of funding, she stated that the grant did not necessitate a format, and did not have to be tied to a course.

M. Dwyer stated that they would make a point of visiting the Math 205 classes to let the students know what the course was about before they signed up.

R. Lee reiterated that what they are proposing is to add one hour to a math class that has a fairly high attrition rate, in an effort to help those students succeed in a math-based career. Many students do not know what is available career wise and this would help them learn that.  The plan is to do supplemental exercises, bring in guest speakers, go on field trips, etc., each week.

*A vote was called with the understanding that this was an experimental, one-time trial.*

*VOTE:    13 in favor; 2 opposed.*

## V.   <u>ISSUES</u>
Issue items were removed from the Agenda due to a lack of time.  They will be discussed at the next meeting.

## VI.   <u>ADJOURNMENT</u>
Meeting was adjourned at 3:52 p.m.