

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

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

**Guests:** L. Halper, J. Howell, R. Perez

**I. CALL TO ORDER**

The meeting was called to order at 2:10 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 K. Campbell.*

**A. Minutes of September 26, 2005**

**B. Modification to Existing Courses (Form C)**

1. CSIS 48: UNIX / Linux Operating System
2. CSIS 49: UNIX / Linux Shell Programming

**C. Distance Education (Form D)**

1. CSIS 5: C++ Scientific Programming

***VOTE:*** All in Favor.

**IV. ISSUES**

**A. Information**

**1. Community Education Classes**

Although the process had fallen through the cracks in the recent past, S. Dodd reminded committee members that Community Education Classes will be coming before the Curriculum Committee twice a year: once before going to the board in the fall, and once before going to the board in the spring. These classes should not compete with existing credit courses. Keep that in mind when reviewing the Community Education list of offerings.

**2. Form D Modifications**

The process used to modify and review the form's changes was presented. It was first taken to J. Howell for input, and then looked at by the Technical Review Committee as well as J. Harmon. J. Howell described the changes she suggested, which included adding a new checkbox for a hybrid course and eliminating the words "why effective" next to the words "frequency / purpose" used throughout the form. She felt that providing the purpose of a course already indicated why it was effective.

The question was asked why "3 hours or less" was included as an on-line course definition. J. Howell answered that the number was established by the Chancellor's office as a guideline. J. Howell noted that the form originally had asked the question, "How will you make sure your students are able to access student services?" She said she didn't feel this was a fair

question to ask the instructor filling out the form since it was up to the Distance Education Program to provide those services.

J. Olivas stated that, in regard to articulation, he was concerned some of the 4 year colleges might not approve certain courses listed as on-line. He noted that San Diego State had declined a number of courses from Cabrillo because they were on-line. He asked to go on record stating he would advise that courses NOT be indicated as on-line for now, until further data is obtained.

*Motion to approve Form D (as modified) made F. Lozano; seconded by S. Au-Yeung.*

*VOTE: Motion was carried unanimously.*

## **B. Discussion**

### **1. Distance Education**

J. Howell discussed the advantages of hybrid courses, and answered questions from committee members. She pointed out that hybrid courses offer a “best of both worlds” scenario by combining classroom time with on-line work, and encouraged everyone to consider this type of course as a teaching option in the future.

### **2. ENGL 1A Prerequisite**

J. Parker discussed the problem arising from the addition of the English 260 prerequisite to English 1A. The problem resulted when the new prerequisite information didn't get to the people who needed to know about it in order to make it happen. When August came and people began to register, scheduling problems came up. She stated that the Curriculum Committee needed to do a better job of alerting everyone involved—especially when a change as big as this one is made.

F. Lozano asked if there was a protocol for this.

S. Dodd replied that she didn't know of one.

J. Olivas stated he felt a year should be given to facilitate these kinds of changes.

B. Donovan said she was under the impression there was already a process in place where prerequisites weren't just imposed without warning; there was notice given stating that the prerequisite change would not go into effect until the beginning of the next catalog.

L. Halper stated that it was important to get the procedure right because this issue would be coming up again.

K. Warren noted that when a new prerequisite is put in place, the committee needed steps laid out as to what happened next, who needed to be informed, who should be doing those things needed to make sure the next steps are taken... basically, clarification of the follow-up process.

J. Parker stated that not all students see a counselor, and wouldn't therefore get the needed information.

F. Lozano asked if students should be prompted to see a counselor.

J. Parker responded that students could be informed in a number of ways. She felt it could be worked out where students register and get the information they need electronically rather than having to come in physically, when it's not really necessary.

J. Harmon asked if it would be easiest to add a statement in parenthesis such as, “For students beginning after... (such and such) date” directly in the schedule regarding upcoming prerequisite changes.

S. Dodd noted that K. Warren had already made the necessary corrections for this particular situation. However, she felt it was important to bring this problem to the attention of the Curriculum Committee. The Technical Review Committee will begin discussions on a process

for implementing prerequisites. This will then be brought back to the whole committee for approval.

## V. CURRICULUM

### A. New Business

#### 1. New Course Proposal – Second Reading

##### a. ENGL 752: **Journal Writing for Older Adults**

*Motion to approve ENGL 752 made by S. Au-Yeung; seconded R. Lee.*

A. Rosette noted that the hours were listed as lab hours. He wondered if all non-credit courses were listed as lab hours.

S. Dodd noted that the Chancellor's office does not differentiate between lecture and lab hours for non-credit, and R. Perez indicated that lecture rate and lab rate were the same.

A. Rosette wondered what arrangements / resources were required for courses off-campus.

R. Perez replied that they use an MOU or "Memorandum of Understanding". No charge... they are usually thrilled to have us there.

*VOTE: All in favor.*

##### b. ENGL 753: **Writing Your Autobiography**

*Motion to approve ENGL 753 made by E. Luna; seconded by F. Lozano.*

A. Rosette had a question regarding the 8-week schedule. He wondered how students would integrate coming in on the third or fourth week with an instructor that is continuing with students who have been there from the beginning.

R. Perez said that instructors explain what was missed to the students, and that the students are told they will have to catch up. Instructors are flexible and that there is a lot of repetition.

*VOTE: All in favor.*

##### c. PE 13B: **Fundamentals of Volleyball**

*Motion to approve PE 13B made by E. Luna; seconded by F. Lozano.*

*VOTE: All in favor.*

## VI. ADJOURNMENT

Meeting was adjourned at 2:55 p.m.