

**GAVILAN COLLEGE CURRICULUM COMMITTEE MEETING**  
**Monday, November 14, 2005**  
**2:10 – 4:00 p.m., PH 101**  
**MINUTES**

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

**Guests:** R. Perez

**I. CALL TO ORDER**

The meeting was called to order at 2:16 p.m.

**II. AGENDA ADJUSTMENTS**

To reflect the regular order of discussion, the Agenda was changed as follows: Item III. "Issues" was moved to Item IV., and Item IV. "Approval of Consent Agenda" was moved to Item III.

**III. APPROVAL OF CONSENT AGENDA**

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

**A. Minutes of October 24, 2005**

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

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. CD 2/PSYC 2:        | Early Child Development           |
| 2. CD 7/PSYC 7/ANTH 7: | Cultural Context of Childhood     |
| 3. CSIS 1:             | Computer Literacy – MS Office     |
| 4. CSIS 6/LIB 6/DM 6:  | Web Page Authoring I              |
| 5. CSIS 7/DM 7:        | Web Page Authoring II             |
| 6. CSIS 9/CD 12:       | Computer Education for Teachers   |
| 7. CSIS 44:            | C#.NET Programming                |
| 8. CSIS 73/DM 73       | Desktop Publishing Adobe InDesign |
| 9. CSIS 151:           | Introduction to XML Authoring     |
| 10. CSIS 181:          | PC Hardware                       |

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

- |            |  |
|------------|--|
| 1. CD 1:   | Principles and Philosophies of Early Childhood Education |
| 2. CD 8A:  | American Education in a Changing World                   |
| 3. CD 14B  | Behavior Management & Guidance of School Age Children    |
| 4. CC 19   | Introduction to Careers With Children                    |
| 5. CSIS 49 | UNIX/Linux Shell Programming                             |

***VOTE:*** *All in favor.*

**IV. ISSUES**

**A. Old Business**

**1. Procedures for Approving Curriculum with Minor Corrections Needed**

***Information:*** S. Dodd reminded committee members about the procedure being proposed for approving curriculum with minor changes required. The procedure being considered is:

1. Approvals with changes shall not be the norm.

2. Changes shall be limited to "quick fix" items (like text book updates, etc.).
3. The person who submits the form shall be responsible for making required changes and for notifying committee members by e-mail when changes are completed.
4. Changes must be made within one week.

*Discussion:* The question was asked what would happen in the event approval was given and required changes were not made as designated by the procedure. Upon discussing this further, the answer was summed up as follows: It would not be a matter of rescinding a given approval, but rather, that approval would be contingent upon the required changes taking place.

It was felt that wording should be included to state that approval is conditional and contingent upon the completion of the agreed upon changes within the one-week timeframe.

*A motion to approve the procedure with the changes discussed was made by E. Luna; seconded by S. Au-Yeung.*

*VOTE: All in favor.*

## 2. Bylaws Update

*Information:* S. Dodd updated the committee on the status of the Curriculum Committee Bylaws and the revisions in progress. She stated that she took the changes proposed by the Committee to the Academic Senate. The Senate requested some modifications to the bylaws with regard to voting and how the curriculum gets from the Curriculum Committee to the Board. Susan noted that K. Wagman was working with her on these changes, and that she would bring the new updates to the committee before submitting them to the Senate.

## V. CURRICULUM

### A. New Business

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

##### a. AH 742: Coping With Loss

*Motion to approve AH 742 made by M. Machado; seconded by M. Segal.*

*Information:* R. Perez provided an overview of the proposed class. She indicated that the course was designed for older adults dealing with loss, and would be an 8-week course of 2-hour classes for a total of 16 hours. The loss could be a spouse, what to do after the loss of a job, etc. This class was designed to teach students that loss is universal and to provide basic skills in coping.

*VOTE: All in favor.*

##### b. ART 761: Arts and Crafts for Older Adults

##### c. ART 762: Arts and Crafts for Older Adults

*Motion to approve ART 761 and ART 762 made by S. Au-Yeung; seconded by M. Segal.*

A suggestion was made to include roman numerals with the course titles.

*VOTE: All in favor.*

#### 2. Modification to Existing Courses (Form C's)

##### a. AJ 10: Introduction to Administration of Justice

*Since representation was not available to speak on behalf of this course, the committee opted to postpone discussion.*

**b. CGD 4: 2D/3D Technical Computer Graphics II**

*Since representation was not available to speak on behalf of this course, the committee opted to postpone discussion.*

**c. CHEM 30B: Elementary Organic and Biochemistry**

*Motion to approve CHEM 30B made by E. Alster; seconded by L. Tenney.*

With regard to the ILO's listed for this course, the committee will request that D. Clark add #7, "content specific", where appropriate.

*A vote was called for approval of CHEM 30B, contingent on the addition of #7, content specific, being added to the ILO's where appropriate.*

**VOTE:** *All in favor.*

**VI. ADJOURNMENT**

The meeting was adjourned at 2:35 p.m.