**GAVILAN COLLEGE CURRICULUM COMMITTEE MEETING**
**Monday, November 28, 2005**
**2:10 – 4:00 p.m., PH 101**
**MINUTES**

<u>Present:</u>  E. Alster, K. Campbell, S. Carr, S. Dodd, J. Harmon, R. Lee, F. Lozano, E. Luna, M. Machado, J. Olivas, J. Parker, A. Rosette, M. Segal, L. Tenney, D. Van Tassel, B. Donovan, R. Haskins

<u>Guests</u>:  M. Sanidad, R. Peacock, A. Porcella, L. Halper, S. Smith, M. Dwyer, J. Pruitt, B. Lawn

I.   <u>CALL TO ORDER</u>
The meeting was called to order at  2:16 p.m.

II.  <u>AGENDA ADJUSTMENTS</u>
CSIS 5, CSIS 84, and CSIS 126 (previously listed as items 6, 8 and 12 under the Consent Agenda) were moved to Section IV, Part A.(3.), to be included under "Modification to Existing Courses" as items d, e, and f, at the request of E. Luna.

III. <u>APPROVAL OF CONSENT AGENDA</u>

*Motion to approve the Consent Agenda as adjusted made by F. Lozano; seconded by K. Campbell.*

A.   <u>Minutes of November 14, 2005</u>

B.   <u>Modification to Existing Courses (Form C's)</u>

| | | |
|---|---|---|
| 1. | BOT 160: | Records Management |
| 2. | BOT 180: | Medical Terminology for the Office |
| 3. | BOT 181: | Medical Billing - MediSoft |
| 4. | BOT 183: | Medical Coding |
| 5. | CSIS 2: | Computers in Business – MS Office |
| 6. | CSIS / DM 75: | PhotoShop I – Adobe PhotoShop |
| 7. | CSIS / DM / ART 85: | Dreamweaver |
| 8. | CSIS / ACCT 120: | Computerized Accounting – QuickBooks |
| 9. | CSIS 124: | Windows Fundamentals |
| 10. | CSIS 182: | Operating Systems |
| 11. | PE 1: | Orientation for Student Athlete Success |
| 12. | AJ 10: | Introduction to Administration of Justice |
| 13. | PHIL 3: | Contemporary Moral Issues |
| 14. | PHIL 3B: | Contemporary Moral Issues |

C.   <u>Distance Education (Form D's)</u>

| | | |
|---|---|---|
| 1. | CSIS 1: | Computer Literacy – MS Office |
| 2. | CSIS 2: | Computers in Business – MS Office |
| 3. | CSIS 2L: | Computers in Business Lab – MS Office |

*VOTE:*  *All in Favor.*

## IV. CURRICULUM

### A. New Business

1. **New Course Proposal  –  FIRST Reading**
   a. ACCT / CSIS 119:      Spreadsheet Accounting

   *Motion to approve ACCT / CSIS 119 made by E. Alster; seconded by M. Machado.*

   The question was asked how often this class could be repeated.
   D. Van Tassel answered three times.

   *A vote was called for approval of the first reading of ACCT / CSIS 119:*
   *VOTE:    All in favor.*

   b. CSIS 27:     Java Programming I

   *Motion to approve CSIS 27 made by D. Van Tassel; seconded by E. Alster.*

   E. Luna noted that the advisory has this listed as Java Programming II, but it should be
   listed as Java Programming I.

   *A vote was called for approval of the first reading of CSIS 27:*
   *VOTE:    All in favor.*

   c. MATH 201A:        Math for Science and Engineering

   d. MATH 201B:        Math for Science and Engineering

   *Motion to approve MATH 201A and MATH 201B made by E. Luna; seconded by D. Van Tassel.*

   *A vote was called for approval of the first reading of MATH 201A and 201B:*
   *VOTE:    All in favor.*

2. **New Course Proposal  –  SECOND Reading**
   a. ESL 557:     Vocational English as a Second Language I

   *Motion to approve ESL 557 made by K. Campbell; seconded by E. Alster.*

   *A vote was called for approval of the second reading of ESL 557:*
   *VOTE:    All in favor.*

   b. ESL 567:     Vocational English as a Second Language II

   *Motion to approve ESL 567 made by K. Campbell; seconded by E. Alster.*

   *A vote was called for approval of the second reading of ESL 567:*
   *VOTE:    All in favor.*

3. **Modification to Existing Courses (Form C's)**
   a. CGD 4:     2D / 3D Technical Computer Graphics II

   *Motion to approve CGD 4 made by D. Van Tassel; seconded by F. Lozano.*

The question was asked why several advisories were dropped from this course. S. Dodd stated that the advisory for this class was now CGD 2, and that the advisories previously listed under CGD 4 were now listed under CGD 2.

Concern was raised by a number of committee members regarding the open entry of the course, and what students might miss if they were allowed into the class after a length of time had passed from its start date.

The open entry aspect was already a part of the class before these updates were made. A time limit is already set in place with the open entry, which is November 1.

J. Harmon wondered if those students entering the class late would be assessed. B Peacock answered that they would.

*A vote was called for approval of the modification of CGD 4:*
*VOTE:      9 in favor, 2 opposed, 1 abstention*


    **b. CGD 110:      Computer Graphics Lab**
*Motion to approve CGD 110 made by E. Alster; seconded by S. Carr.*
*A vote was called for approval of the modification of CGD 110:*
*VOTE:     All in favor.*


    **c. CSIS 78:      Database-Driven Web Sites with SQL and PHP**
*Motion to approve CSIS 78 made by E. Luna; seconded by M. Segal.*

S. Dodd indicated that the Technical Review Committee had asked about the course title, wondering if it might be shortened. D. Van Tassel suggested shortening the name to "Web Sites with SQL and PHP" and eliminating the words "Database-Driven" from the title since that information was already included in the course description.

*A vote was called for approval with the title modification of CSIS 78:*
*VOTE:     All in favor.*


    **d. CSIS 5:        C++ Scientific Programming**
    **e. CSIS 84:      JavaScript Programming**
    **f. CSIS 126:     Word Processing – MS Word**

*Motion to approve CSIS 5, CSIS 84, and CSIS 126 made by L. Tenney; seconded by E. Alster.*


E. Luna expressed concern that the textbooks being used for these courses were issued in 2001. With things changing so quickly in the computer world, he wondered if more current textbooks might be appropriate. D. Van Tassel responded that these were classic textbooks that were current enough (information-wise), and still within the 5-year textbook age limit.

*A vote was called for approval of CSIS 5, CSIS 84 and CSIS 126:*
*VOTE:     All in favor, with 1 opposed.*

g. ESL 501: Survival ESL I
h. ESL 501A: Survival ESL I – First Half
i. ESL 501B: Survival ESL I – Second Half
j. ESL 502: Survival ESL II
k. ESL 502A: Survival ESL II – First Half
l. ESL 502B: Survival ESL II – Second Half
m. ESL 503: Survival ESL III
n. ESL 503A: Survival ESL III – First Half
o. ESL 503B: Survival ESL III – Second Half
p. ESL 510A: Basic ESL I
q. ESL 510B: Basic ESL II
r. ESL 521: Beginning Listening / Speaking
s. ESL 522: Beginning ESL Reading / Vocabulary
t. ESL 523: Beginning ESL Grammar / Writing
u. ESL 531: Intermediate Listening / Speaking I
v. ESL 532: Intermediate ESL Reading / Vocabulary I
w. ESL 533: Intermediate ESL Grammar / Writing I
x. ESL 541: Intermediate Listening / Speaking II
y. ESL 542: Intermediate ESL Reading / Vocabulary II
z. ESL 543: Intermediate ESL Grammar / Writing II
aa. ESL 553: Advanced ESL Composition I
bb. ESL 555: Advanced ESL Grammar
cc. ESL 563: Advanced Composition II

*Motion to approve ESL courses (items g. through cc., collectively) made by M. Segal; seconded by K. Campbell.*

K. Campbell informed the Curriculum Committee that there was one principle reason for modification to all of the listed ESL courses: to make an adjustment to the lecture-lab ratio (e.g., one classroom hour would be equivalent to one lecture unit; outside hours would be considered lab units). The course content is still the same.

D. Van Tassel noted that these courses had been checked as being repeatable on the form, and did not feel that was appropriate. S. Dodd said none of the listed courses should be repeatable. It was noted that items (g.) through (o.) were ILO updates only.

E. Luna asked if there was any overall change in the total number of course units being taught. It was determined that the overall change was approximately 3 additional units.

*A vote was called for approval of the ESL courses (items g. through cc., collectively):*
*VOTE:    All in favor.*

dd. SSCI 270A: Introduction to Social Sciences
ee. SSCI 270B: Introduction to Social Sciences

*Motion to approve SSCI 270A and SSCI 270B made by E. Alster;; seconded by M. Machado.*

> S. Dodd informed the committee that the basic changes being made to SSCI 270A and SSCI 270B were to add English 420 as a prerequisite, and to change the advisory. She indicated that concern had been expressed as to whether there was enough data to support this change. L. Halper said there was not.

> E. Luna wondered… if SSCI 270 was supposed to be equivalent to English 260, then why couldn't the data for the prerequisite of 250 be used here?

> This sparked much debate. There was a great deal of discussion on the topic of prerequisites, and how they should be established; using equivalent prerequisites, and whether they could be applied to other courses, etc. It was thought that there had been a 3-year grace period allowed without having to justify a prerequisite, but there seemed to be some confusion on whether this was still the case.

> Although it was suggested that this subject be tabled, L. Halper indicated a decision needed to be made on this since the courses were coming up. S. Dodd indicated that the Technical Review Committee was looking into how to progress once a prerequisite was established, and that this would provide a trial to work with.

*A vote was called for adding the prerequisite of English 420 to SSCI 270A and 270B:*
**VOTE:**     *9 votes in favor, 3 abstentions.*

4. **Distance Education (Form D's)**
   a. **CSIS 78:**          **Database-Driven Web Sites with SQL and PHP**

*Motion to approve CSIS 78 (the distance education version) made by F. Lozano; seconded by E. Alster.*

> Again, this distance education course would be renamed to "Web Sites with SQL and PHP" to match the in-class version of the same.

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

5. **Modification to Existing Degree / Certificate (Form F's)**
   a. **CSIS Business Computer Application, Degree and Certificate**

*Motion to approve made by E. Alster; seconded by M. Segal.*

**VOTE:**     *13 in favor; 2 opposed.*

V. **ISSUES**

A. **Old Business**

1. **By-Laws**
   The bylaws were presented to the Academic Senate, who requested a few additional changes. One change was in the procedure and how curriculum moves from here to the board. The second change was in the membership and voting section. In accordance with Robert's Rules of Order,

the chair can choose to vote to break ties, or they can choose to vote on each item as a representative of their department, but must choose only one for the whole year they serve.

*A motion to approve these changes to the bylaws was made by K. Campbell; seconded by E. Luna.*

*VOTE:    All in favor.*

B.    Information

1.    Transfer Agreement with Indiana University (J. Olivas)
J. Olivas discussed an agreement he was working on with Indiana University regarding a bachelor's degree program in general studies. They would only require 30 units of upper-division work instead of 50, much of which would be done on the Gavilan campus. This is very attractive both in saving time and money for the student. The only drawback is that it is only for a degree in general studies. None-the-less, this type of option appears to be growing with adults because it is a great stepping stone for a Master's degree.

2.    Spring Curriculum Schedule
The meeting schedule for the spring semester was handed out.  S. Dodd has been appointed to the position for another year.

VI.   ADJOURNMENT
Meeting was adjourned at 3:36 p.m.