

GAVILAN COLLEGE CURRICULUM MEETING

Monday, September 24, 2007

2:30 p.m. BUS 120

MINUTES

Present: S. Dodd, F. Lozano, E. Crook, J. Olivas, D. Van Tassel, D. Young, J. Maringer, E. Luna, M. Machado, S. Carr, R. Lee, L. Tenney, A. Rosette, F. Lopez, R. Perez, V. Krimsley, K. Bedell, B. Lawn, B. Donovan, D. Stone

I. Call to Order

Susan Dodd called the meeting to order at 2:37 p.m.

II. Agenda Adjustments – Items V. 3. c, g and h were removed from the agenda.

III. Training for Certification for Stand-Alone Credit Course Approval – As now required by the State Chancellor’s Office, all members of the Curriculum Committee must be certified by November 1, 2007 for this year and by September 30th in future years. Presentation of PowerPoint Training conducted by Susan Dodd, with discussion and questions.

- Non-Credit courses are not covered as a part of this definition.
- Board of Trustees will need to approve curriculum as action items.
- Are Math and English, which are considered pre-requisites or advisories for other programs and courses, considered a part of the under 18 unit total? Not unless they have the same 4-digit taxonomy.
- What are examples of some stand-alone course? Horticulture and ESL 563, as a certificate of completion is not offered nor is it a part of an existing program.

IV. Approval of Consent Agenda

A. Minutes of May 14, 2007

MSC (E. Crook/B. Lawn) unanimous.

V. A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

a. **DM 59** History of Animation

Discussion: Suggestion to modify the description by removing “chronological”, to allow instructors more leeway in presentation of course material. Suggestion to add an advisory as lots of reading and writing will be involved in the coursework.

MSC (D. Van Tassel/E. Luna) unanimous.

2. NEW COURSE PROPOSAL – SECOND READING

a. **CSIS 179** Introduction to Network Security

Question on # of units? Should we be in line with other community colleges? Similar courses are taught at other institutions as an upper division course.

MSC (J. Maringer/B. Lawn) with 2 abstentions.

b. **GUID 565A** and c. **565B**

Jane explained that these are supplemental Math courses for students with some learning disabilities. Curriculum is the same as Math 233, but teaching methods are modified based on student’s level/need.

MSC (D. Van Tassel/R. Lee) unanimous.

3. MODIFICATION TO EXISTING COURSE – FORM C

a. **CSIS 121** Spreadsheet – MS Excel

Cross list with ACCT 121 so it is under both disciplines. Course is repeatable twice. Accounting benefits by increased enrollment with cross listing.

MSC (B. Lawn/D. Young) unanimous.

- b. **BUS 1** Fundamentals of Business
Update ILOs, Method of Evaluation measures and text.

MSC (J. Maringer/E. Luna) unanimous.

- c. **CSIS 20** COBAL Programming
Pulled from agenda.
- d. **CSIS/ART/DM 117** Visual Effects/Motion Graphics
Change title from “Motion Graphics/Special Effects” to “Visual Effects/Motion Graphics”. Susan complimented Bob Beede for the excellent job on the course content and suggested that it could be used as a model.

MSC (E. Luna/M. Machado) unanimous.

- e. **ESL 556** Information Competency for ESL Students and
- f. **ESL 563** Advanced ESL Composition II
Add co-requisite – link these two classes so that students are required to take the classes concurrently. Discussion: Would this open the door to pre-requisites or co-requisites for some English courses? Why link them – is the content of one necessary to the content of the other? Should the Information Competency course be part of General Education? To justify a pre-requisite or a co-requisite, there should be reliable data that proves a student is likely to fail without both courses, not just the desire to have them take both courses. Speak to the Institutional Researcher to gather information. It was suggested that ESL 563 be rewritten to expand the current course and include Information Competency for ESL students. Library wants to keep it as a library class. Dana could give tours and concentrate on critical areas.

MS (J. Maringer/M. Machado) 1 vote in favor, the majority voted no, 3 abstained. Motion was defeated.

- g. **MKTG 100** Principles of Marketing
Pulled in Agenda adjustments.
- h. **MGMT 102** Retail Management
Pulled in Agenda adjustments.
- i. **MUS 20** Basic Music Education
This course is on the books but has not been taught in a long time. Teaches teachers how to teach music. The course has been updated and would now be a stand-alone course. Discussion on SLO’s with a recommendation to rewrite #2.

MSC (R. Lee/E. Crook) unanimously with the agreement to rewrite SLO #2. Susan will follow up.

- j. **THEA 7** Theatre Appreciation
Change title FROM: Introduction to Theater TO: Theater Appreciation. Will not change the course content. This is intended to clarify the difference between a ‘history’ course and an ‘appreciation’ course.

MSC (E. Luna/J. Maringer) unanimous.

4. DISTANCE EDUCATION – FORM D

- a. **CSIS 20** COBAL Programming
- b. **MKTG 100** Principles of Marketing
- c. **MGMT 102** Retail Management

All were pulled as the corresponding Form C’s had been pulled earlier.

5. NEW PROGRAM OR CERTIFICATE, OR ADDING NEW OPTION –FORM G

- a. Accounting – AA Degree
- b. Aviation Airframe – Certificate of Completion
- c. Aviation Powerplant – Certificate of Completion

- d. Business General Office Skills – AA Degree
- e. Business Medical Office – AA Degree
- f. Business Computer Applications – AA Degree
- g. PE – Management – Add Option
- h. PE – Sports Medicine – Add Option
- i. Real Estate – AA Degree

These should all have been on Form G's, as Form F is a modification to a major. These must now go to the Chancellor's Office.

MSC (E. Crook/E. Luna) unanimous.

VI. Information

A. Articulation Items – Jesse

No information to report at this time.

B. Fall Community Education Classes – Terry

Terry had already provided the committee with the fall classes, this was just a follow-up.

C. Banner and Curriculum – Bonnie

She will be previewing the demonstration (visual) of the new scheduling program.

D. Assessment Coordinator Position – Victor

No applicants yet. If there are no internal candidates, this could be out-sourced (not our first option). We could also consider a SLO Committee in the absence of an applicant. P/T faculty would not be eligible to apply for the position as it is 100% of a full-time load. Would P/T faculty be eligible to sit on a SLO committee? Send any suggestions to Vic Krimsley. Clarity needs to be added to the information about the position and the availability of support from other sources or colleges that already have someone in this position.

VII. Discussion

A. Title 5 Curriculum Regulation Changes

Review of changes and discussion. A link to preview the changes was provided. The Academic Senate is discussing Distance Education. Will there be training? Accountability?

VIII. Adjournment

Meeting adjourned by consensus at 4:05 pm.

Submitted by Diane K. Stone

Edited by Susan Dodd

Distribution:

S. Au-Yeung, K. Bedell, S. Carr, E. Crook, S. Dodd, B. Donovan, R. Hannon, R. Hernandez, V. Krimsley, B. Lawn, R. Lee, F. Lopez, F. Lozano, E. Luna, M. Machado, J. Maringer, J. Olivas, J. Parker, J. Pruitt, A. Rosette, C. Salvin, J. Stewart (ASB Representative), L. Tenney, D. Van Tassel, E. Venable, D. Young, G. Cardinalli, K. Day, M. Cortes, T. Newman, A. Oropeza, C. Starr