

GAVILAN COLLEGE CURRICULUM MEETING
Monday, March 10, 2008
2:30 p.m. **BU 118**

MINUTES

In Attendance: D. Besson-Silvia, S. Carr, E. Crook, S. Dodd, B. Donovan, V. Krimsley, B. Lawn, R. Lee, F. Lozano, E. Luna, M. Machado, J. Maringer, J. Olivas, J. Parker, R. Perez, M. Sanidad, L. Tenney, D. Young, D. Stone

I. Call to Order

The meeting was called to order by Susan Dodd at 2:38 pm.

II. Agenda Adjustments

Add under VI. C. – Certificate of Achievement CSU Breadth/IGETC

III. Approval of Consent Agenda

A. Minutes of February 25, 2008

B. Updated [Administrative Procedures \(AP\) and Board Policies \(BP\)](#) to Reflect Title 5 Changes

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| 1. AP 4010 | Academic Calendar |
| 2. AP and BP 4020 | Program, Curriculum, and Course Development |
| 3. BP 4024 | Substitute Instructor |
| 4. AP and BP 4025 | Philosophy and Criteria for Associate Degree and General Education |
| 5. BP 4030 | Academic Freedom |
| 6. AP 4040 | Library and Other Instructional Support Services |
| 7. AP and BP 4050 | Articulation |
| 8. AP and BP 4100 | Graduation Requirements for Degrees and Certificates |
| 9. AP 4101 | Independent Study |
| 10. AP 4102 | Occupational/Vocational Technical Programs |
| 11. AP and BP 4104 | Contract Education |
| 12. AP 4105 | Distance Education |
| 13. AP and BP 4220 | Standards of Scholarship |
| 14. AP 4222 | Remedial Coursework |
| 15. AP and BP 4230 | Grading and Academic Symbols |
| 16. AP 4231 | Grade Changes |
| 17. AP 4232 | Pass/No Pass |
| 18. AP and BP 4235 | Credit by Examination |
| 19. AP and BP 4240 | Academic Renewal |
| 20. AP and BP 4250 | Probation |
| 21. AP 4255 | Disqualification and Dismissal |
| 22. AP and BP 4260 | Pre-Requisites and Co-Requisites |
| 23. AP and BP 4300 | Field Trips and Excursions |
| 24. AP and BP 4400 | Community Services |

MSC (D. Young/J. Maringer) unanimous

IV. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – SECOND READING

- a. ENGL 749 Writer’s Workshop

Approving for non credit only. Victor stated that we need to change credit/no credit to pass/no pass on the forms. Bonnie is working on cleaning up the forms. If the department wants to, they could bring the forms to curriculum requesting a credit course. Fran Lozano said they are not interested in that at this time, there are some other changes that would need to be made.

MSC (E. Crook/D. Young) unanimous

- b. ESL 564 Advanced ESL Grammar II

MSC (E. Luna/E. Crook) unanimous

- c. ESL 573 Transition to College: Writing

MSC (D. Young/J. Maringer) unanimous

- d. PE 79 Indoor Racket Sports

A comment was made about the wording being in reverse order in the SLO’s from previous forms. Suggestions offered as to other possible wording for expressing similar ideas. Susan will reword SLO’s.

MSC (E. Luna/B. Lawn) unanimous

- e. PE 80 Ultimate Frisbee

On SLO #3 you could add “class discussion” under the measure.

MSC (E. Luna/J. Maringer) unanimous

2. MODIFICATION TO EXISTING COURSE – FORM C

- a. ESL 585 Editing for ESL Writers

MSC (M. Machado/F. Lozano) unanimous

- b. PE 21 Volleyball

SLO’s will be reworded.

MSC (D. Young/B. Lawn) unanimous

- c. PE 37 Softball

MSC (D. Besson-Silvia/B. Lawn) unanimous

- d. PSYC 1B Introduction to Psychology

Changing advisory to prerequisite, which does have justification based on information obtained from other colleges.

MSC (D. Young/B. Lawn) with one abstention.

V. Action Items

A. Updated Administrative Procedures (AP) and Board Policies (BP) to Reflect Title 5 Changes

1. AP 4022 Course Approval

MSC (E. Crook/J. Maringer) unanimous

2. AP and BP 4225 Course Repetition

Does this reflect what we had discussed? Leslie - regarding #3 bullet. She does not believe this step is necessary, as VP Instruction generally does not get involved in this process unless the Counselor requests their participation. The student always has the right to appeal any decision. Joy - student can repeat the first time with self-select. Russell – can a faculty member in the discipline have input in the decision whether or not to allow a repeat? Counselors stated that students are evaluated case by case and are generally aware of their status in the class as far as their grade before withdrawing. Leslie wants counselors to have the confidence of the faculty to help in making the

right decision for the student. The prerequisite skills are inadequate in many cases. What is the mechanism for accurate assessment to properly place students in a class? Counselors often recommend a student going back to a previous level to obtain the necessary skill level for success in a class.

MSC (L. Tenney/B. Lawn) unanimous with the removal of the VP step in bullet #3

3. AP and BP 4226 Multiple and Overlapping Enrollments

This is a new regulation.

MSC (E. Crook/D. Besson-Silvia) unanimous

4. AP 4233 Withdrawal

There will be no more unlimited withdrawals from a course without consequences.

MSC (J. Maringer/B. Lawn) unanimous

VI. Discussion

A. Liberal Studies – Areas of Emphasis

Vic – this has been discussed at department chair meetings and been put in a uniform format. Choice is offered in some areas. Jesse brought in some changes, more cosmetic than content. Enrique – all areas seem to be around 18 units plus a couple of core classes. GE requirements are required for the degree, only limiting the area of emphasis courses. Leslie – she has not fully reviewed it all yet but asked, what kind of student will be getting these degrees? A lot of them have most of the courses you would take in preparation for transfer, but some courses are missing for other students wanting to transfer. Are all the preparatory courses included in the major? For some of these majors she said she couldn't determine what kind of student would take these new areas of emphasis. Counselors have not been consulted in order to determine if these courses meet the transfer requirements. The Liberal Arts degree is designed to fit just about anyone. Jesse believes these lists are too restrictive and do not provide enough flexibility in taking courses for CSU, UC, or IGETC. Departments could add another emphasis under their major that allows more flexibility to students who have left Gavilan without a degree but may have accumulated 60 – 70 units. Denise – are most students sure of their focus in order to determine a major? What does the Liberal Arts with area of emphasis mean? Russell – what are the requirements for the current liberal arts degree? Do Counselors let students know what courses they need to take in order to transfer to a specific university? If no specific university is chosen, students can take GE and then can focus on specific areas. Counselors work with students through the whole process. This is helpful for students who know what they want. Formerly our degrees did not line up. For a student finishing a GE, they can have 39 units and 18 in their major and not be able to transfer to a 4 year college if they have changed their mind on which one. Victor – there is a time line, a deadline that is quickly approaching. He hopes the counselors will take concrete solutions to the departments, so they can see what other courses could be added to the area of emphasis in order to help students. Communications is the only one that specifies pick “one for column A” & “one from column B”, which is restrictive. Denise states that it is well rounded by design. Do some of these make more sense as an area of emphasis or as a major? Russell - Majors should line up with the transfer institutions. Gives better opportunity for jobs. However, many students get their degree and then spend another year adding additional courses in order to be able to transfer. The plan is for the curriculum committee to take action on this at their next meeting.

B. Title 5 - Double Counting

Double counting is allowed under Title 5 and Erin said the Academic Senate is unanimously in favor of allowing double counting. They have asked the curriculum committee to take action on allowing double counting. There is concern that some students may be short upon transfer and they might have to take another course after transfer. Students who try to do it on their own and do not meet with counselors might not know if they are short courses. This will be an action item at the next meeting.

C. Certificate of Achievement - CSU Breadth/IGETC

Jesse gave Vic a model that is used at other colleges and they recommend that we consider adding this certificate. Jesse stated a Certificate of Achievement is posted to a student's transcript and the student can be certified to transfer. This will be discussed at the next meeting.

VII. Adjournment

At 3:40 pm by consensus.

Distribution:

S. Au-Yeung, K. Bedell, D. Besson-Silva, 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, O. Magana, A. Oropeza, C. Starr, D. Stone