

GAVILAN COLLEGE CURRICULUM MEETING
Monday, September 22, 2008
2:30 - 4:30 p.m., LI 171

MINUTES

Present: M. Amirkhanian, M. Bumgarner, K. Campbell, S. Carr, E. Crook, S. Dodd, B. Donovan, V. Krimsley, B. Lawn, R. Lee, F. Lozano, E. Luna, M. Machado, J. Maringer, T. Newman, J. Olivas, J. Parker, A. Rosette, L. Tenney, E. Venable, D. Young, D. Stone

- I. Call to Order/Welcome
The meeting was called to order by Susan Dodd at 2:37 pm.
- II. Agenda Adjustments
Add VI. H. Articulation to discussion.
- II. [Stand Alone Training/Review](#)
Annual training for Curriculum Committee members - *Local Approval of Stand-Alone Credit Courses*. All committee members must go through this training prior to September 30, 2008 and certification of this training must be submitted to the Chancellor's Office. A PowerPoint presentation and training session was conducted by Victor.
- IV. Approval of Consent Agenda
 - A. Minutes of May 12, 2008
MSC (E. Crook/B. Lawn) – approval by unanimous vote.
- V. Curriculum
 - A. New Business
 1. NEW COURSE PROPOSAL – FIRST READING
 - a. ESL 527 Integrated Reading/Writing I
 - b. ESL 528 Integrated Listening/Speaking I
 - c. ESL 537 Integrated Reading/Writing II
 - d. ESL 538 Integrated Listening/Speaking II
 - e. ESL 547 Integrated Reading/Writing III
 - f. ESL 548 Integrated Listening/Speaking IIIThe ESL Department has worked to offer this series of courses at night in order to be a better fit with student needs. Not all students can take them during the normally offered daytime sessions. These classes have no labs; they are integrated courses. Students would be assessed at the beginning; courses could be fully articulated so a night student could attend a daytime class if necessary. They will not be offered in the “no-lab” format during the day.
MSC (D. Young/J. Maringer) - voted all in one motion - unanimous approval.

2. NEW COURSE PROPOSAL – SECOND READING

a. MUS 2 History of Jazz and Rock Music

Maria Amirkhanian stated this class would be of great interest to the community at large however it is not currently planned as an evening offering. Suggested grading change to include pass/no pass. Would a change in the grading option affect articulation? It might affect transfer units to UC/CSU as they will only accept so many of those credits when a student transfers. Suggested an advisory as a lot of reading and writing will be expected. Maria wanted to take suggestions back to the department for discussion however Bonnie suggested that the committee might want to approve the second reading today and a Form C could come back for approval at a later date.

MSC (D. Young/A. Rosette) – unanimous approval including changes.

3. MODIFICATION TO EXISTING COURSE – FORM C

a. ANTH 1 Introduction to Physical Anthropology

MSC (B. Lawn/J. Maringer) – unanimous approval.

b. ANTH 3 Introduction to Cultural Anthropology

Hours need to be corrected.

MSC (A. Rosette/D. Young) – unanimous approval (with corrections added).

c. ANTH 5 Magic/Witchcraft and Religion

MSC (M. Bumgarner/M. Machado) – unanimous approval.

d. CD 31 Tutoring School-Age Children

In the cycle for updating. Also offering as a Distance Ed class.

MSC (M. Bumgarner/J. Maringer) – unanimous approval.

e. CD 97 Introduction to Service Learning with Children

MSC (M. Machado/B. Lawn) – unanimous approval.

4. DISTANCE EDUCATION – FORM D

a. ANTH 1 Introduction to Physical Anthropology

MSC (D. Young/L. Tenney) – unanimous approval.

b. CD 31 Tutoring School-Age Children

MSC (J. Maringer /M. Machado) – unanimous approval.

c. CD 97 Introduction to Service Learning with Children

MSC (J. Maringer /M. Machado) – unanimous approval.

VI. Discussion and Information

A. Curriculum Institute Report – Susan – she attended the Curriculum Institute – a

workshop put on by the State Academic Senate. Sessions attended included, among others:

- (1) Review and revision of the course outline of record
- (2) Course Repetition
- (3) Curriculum Planning and Accreditation

Some colleges are way ahead on their SLOs and assessment and some are way behind. (Susan believes we are in the middle of the pack.)

- B. General Education Learning Outcomes – Fran – GE Learning Outcomes need to be tied to our curriculum. This would begin happening as new courses are being written and as courses are being updated. Two options were proposed.
1. New Course - Second Reading - [Option 1](#) and [Option 2](#)
Option 1 seems to be preferable – more thoughtful and cohesive. We need to decide which way to go, list them out or pick them from the “laundry list”. Question: Is there a reason for the separate section for GE outcomes? Could we add a box between *ILO* and *Measure* on the SLO Table on Option 1? Bonnie will develop a new option for our review. We will decide on which format to use at the next meeting.
 2. Modify a Course - Form C - [Option 1](#) and [Option 2](#)
- C. Implementation of English 1A and Math 233 Requirements
Not a choice – this will happen Fall 2009 and affect students who enter the system in Fall 2009. We could choose to implement for Summer 2009. How will this impact scheduling? Victor will research and advise. This change affects degree applicable and transfers. Please remind/talk to your constituents about this – it will be on the next agenda.
- D. [Fall Community Education Classes](#) - Terry Newman - there were no questions.
- E. [Program Approval Process](#) – Victor
- We don’t have a process in place to insure all steps are taken to get programs approved at the Chancellor’s Office. Some program applications have not been submitted for approval, yet these programs are listed in our catalog. Victor is working with those departments to get all paperwork in order for submission. He prepared a draft proposal for this process including flow chart of responsibilities. He would like the Curriculum Committee to approve the process and then it will be taken to the Academic Senate and Board of Trustees for approval.
 - Every program must have a catalog description and Program Learning Outcomes related to this description. The next Flex Day will be devoted to PLOs. The Program Catalog Description needs to be in by mid-October. Jessie advised that all departments should be updating their programs. He will continue reviewing for articulation.
- F. [Chancellor’s Forms for Program Approval](#) – Victor gave a PowerPoint presentation on the Application for Approval for New Credit Programs. A link

is on the website. He will be glad to help any department with the preparation of the application package.

G. Time Limit for Grade Change Request – Joy – *Proposal to Place a Limit on Length of Time for Students to Request a Change of Grade*. The proposal is for a 3-year limit, within which a student may contest or request a change of grade. Handout showed results of a survey of other colleges, with 36 varied responses. Discussion: Should part-time faculty be required to turn in grade back-up, attendance sheets, etc., reasoning that some P/T instructors teach a limited number of classes, move on and become difficult to contact in case of a grade change request. Leslie is in favor of a shorter time frame – putting more of the responsibility on students to be aware of their grade status. Bea believes shorter is better – for example, one semester or no more than one year. Arturo suggests that we should also contact ASB and determine what students think reasonable. Enrique – could we overlap “I” (incompletes) grades in this also? Fran stated that students don’t always know what their rights are in these cases. Please take this issue to your departments for discussion and input. We will vote at the next meeting.

H. Articulation – Jessie spoke about this in other parts of the meeting as discussion warranted.

VII. Adjournment
At 4:19 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. Cardinali, K. Day, M. Cortes, T. Newman, O. Magana, A. Oropeza, C. Starr, D. Stone