

# GAVILAN COLLEGE CURRICULUM MEETING

Monday, October 13, 2008

2:30 – 4:30 p.m., **LI 171**

## MINUTES

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

### I. Call to Order

The meeting was called to order at 2:35 pm by Susan Dodd.

### II. Agenda Adjustments

No adjustments.

### III. Approval of Consent Agenda

A. Minutes of September 22, 2008

B. MODIFICATION TO EXISTING COURSE – FORM C (Updating textbooks)

1. CMUN 1A Introduction to Public Speaking
2. CMUN 4 Intercultural Communication
3. CMUN 8 Interpersonal Communication
4. CMUN 10 Small Group Communication
5. CSIS 44 C# .NET Programming
6. CSIS 9 Computer Education for Teachers
7. CSIS 5 C++ Scientific Programming

**MSC** (D. Van Tassel/A. Rosette) – unanimous.

### IV. Curriculum

A. New Business

#### 1. NEW COURSE PROPOSAL – FIRST READING

a. FRNH 2A Intermediate French

Further develops skills acquired in first year French; also GECA students need three semesters of a language, so this will complete that component for them. Committee suggested a review of the description.

**MSC** (E. Luna/A. Rosette) – unanimous.

b. PE 81 Kickboxing

This is the cardio version of kickboxing, not a self-defense class. Course name may be changed to Kickboxing for Fitness and will be taught by the current aerobics instructor. To be offered as the Spring Semester alternative to aerobics.

**MSC** (D. Young/E. Luna) – unanimous.

#### 2. NEW COURSE PROPOSAL – SECOND READING

a. ESL 527 Integrated Reading/Writing I

c. ESL 537 Integrated Reading/Writing II

e. ESL 547 Integrated Reading/Writing III

Nicole Cisneros explained that these new courses were created for evening students who generally cannot commit to but three nights per week. The normal lab requirement is missing due to a lack of lab assistants or support staff at night. Grammar and reading components are combined for more of an overview and only slightly less content coverage than the morning classes. Concern was

expressed that we are offering less to nighttime students. The two different formats allow for the opportunity to evaluate each. There is no conflict with articulation at this level. There is articulation between the evening and morning classes.

**MSC** (J. Maringer/D. Van Tassel) approved with one opposed.

- b. ESL 528 Integrated Listening/Speaking I
- d. ESL 538 Integrated Listening/Speaking II
- f. ESL 548 Integrated Listening/Speaking III

Similar concerns as above and also about the number of units. Morning courses are 4 units + 2 lab hours; evening courses are 6 units, which add 2 units of fees to the students. Could they be offered with the pass/no pass option? Could labs be offered in a different way so student cost is not impacted? Department will discuss. These evening classes are also only one per semester; daytime is three classes plus labs, which are supported by classified staff members who are not available at night. Concerns rose about the labs and who is teaching them. If they are instructional hours and we are claiming apportionment, the instructor must be present or in reasonable proximity or we are in violation of Title 5.

**MSC** (D. Young/E. Luna) nine approved with one opposed.

### 3. MODIFICATION TO EXISTING COURSE – FORM C

- a. GUID 550 Supervised Tutoring

Change to repeatable – unlimited; update course outline. Does this have a LEH factor? The discipline has an LEH factor as established by contract. Change from “9 hours” to “1 to 5 hours”.

**MSC** (R. Lee/J. Maringer) 8 approved, 2 opposed, 1 abstains.

- b. THEA 16 Television History and Practice

Changes made so it can be included as part of CSU/GE and IGETC patterns.

**MSC** (A. Rosette/D. Young) – unanimous.

- c. SOC 1A Introduction to Sociology

**MSC** (B. Lawn/J. Maringer) unanimous.

### 4. DISTANCE EDUCATION – FORM D

- a. HIST 1 U.S. History through Reconstruction

Jane reminds everyone that for Distance Ed courses that videos should be “accessible”- close captioned and that extra testing time be allowed.

**MSC** (D. Young/M. Machado) unanimous

- b. SOC 1A Introduction to Sociology

**MSC** (B. Lawn/A. Rosette) unanimous.

### 5. MODIFICATION OF EXISTING PROGRAM – FORM F

- a. Certificate of Achievement in Interpersonal Communications

**MSC** (A. Rosette/B. Lawn) unanimous.

- b. AA in Social Science with Concentration in Global Studies

To read AA in Social Science-Global Studies Option

Terminology needs to remain consistent – the emphasis or option does not go on

the transcript, but goes on the degree. Jesse advises to call all within a major the same thing.

**MSC** (D. Van Tassel/D. Young) unanimous.

## V. Discussion and Action Items

### A. General Education Learning Outcomes

#### 1. [New Course – Second Reading](#)

#### 2. [Modify a Course – Form C](#)

Tying the Student Learning outcomes to the GE Learning Outcomes (as they relate). Non-GE courses, leave blank. Forms still need revising so that “Measure” is next to SLOs and ILOs and GELOs come after. Bonnie will make the changes. Changes were agreed to by consensus.

### B. Implementation of English 1A and Math 233 Requirements

Many are in agreement that the Fall Semester is the more natural time for this change to be implemented. Victor reported that Santa Rosa only increased by one section each in the first semester of implementation. Russell advises that his department will only be offering Math 233 A & B. Agreed by consensus to implement effective Fall 2009 as required by the state.

### C. Program Approval Process

Victor summarized the proposal for the Program Approval Process. What is a reasonable timeline for the entire process – beginning to end? It will vary by department and programs will still need to go through all local approvals prior to the Chancellor’s Office, where they are trying to keep it less than 60 days. Victor estimates 3 to 6 months for the process.

**MSC** (J. Olivas/J. Maringer) unanimous.

### D. Time Limit for Grade Change Request

Counseling Department favors 5 weeks to 1 year – input from counselors emphasized that students need to take responsibility for their grades. Other time options from departments included 1 semester and 1-2 years. Students who leave the country often do not have opportunities to challenge or request grade changes within shortened time frames. Suggestion that teachers submit summaries describing how grades were computed so that in the absence of the instructor, the grade might be recreated. Joy will take this information and the range of lowest to highest to Senate next.

## VI. Adjournment

At 4:00 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