

GAVILAN COLLEGE CURRICULUM MEETING

Monday, March 9, 2009  
3:00 – 4:30 p.m., BU 119

**MINUTES - REVISED**

In Attendance: D. Besson-Silvia, M. Bumgarner, S. Carr, E. Crook, S. Dodd, B. Donovan, V. Krimsley, B. Lawn, R. Lee, F. Lozano, M. Machado, J. Maringer, J. Olivas, R. Perez, D. Young, T. Newman, D. Stone.

**Guest: K. Atherton.**

- I. Call to Order  
The meeting was called to order at 3:02 pm by Susan Dodd. *Welcome to Kelly Atherton-Gavilan student.* Self-introductions around the room by all present.
- II. Agenda Adjustments  
None.
- III. Approval of Consent Agenda
  - A. Minutes of February 23, 2009
  - B. BUS 1 Fundamentals of Business
  - C. BUS 80 Business Law
  - D. CSIS 24 Java Programming

**MSC (D. Young/J. Maringer) – approved, unanimous vote.**
- IV. Curriculum
  - A. New Business
    1. NEW COURSE PROPOSAL – FIRST READING
      - a. MGMT 120 Human Resource Management  
Supporting the New Retail Management Certificate which includes 10 courses. Management and marketing classes started last semester. This is the only new course in the certificate. Spelling Correction in Catalog Description: human recourse should be human resource.  
**MSC (D. Young/J. Maringer) – approved, unanimous vote.**
    2. NEW COURSE PROPOSAL – SECOND READING
      - a. ESL 775 ESL Literacy 1  
Course is in the Non-Credit program. In the Life Skills courses, they are finding a need for “pre-skills” (similar to Basic Skills level) i.e., letter recognition. Many students come in without much previous education.  
**MSC (M. Bumgarner/M. Machado) – approved, unanimous vote.**
      - b. ESL 776 ESL Literacy 2  
Courses will be taught at all times, and mainly off-campus. Marlene would like to bridge these with the Spanish Speaking Child Development classes.  
**MSC (E. Crook/J. Maringer) – approved, unanimous vote.**
    3. MODIFICATION OF EXISTING COURSE – FORM C
      - a. CD 8B Teaching Reading and Writing to Children

Teach prospective teachers how a child learns to read and write successfully in school.  
Change the co-requisite of CD 190 and replace with out-of-class assignment. Students will work 20 hours teaching a child to read.

**MSC** (M. Machado/D. Young) – approved, unanimous vote.

- b. PE 2 Introduction to Physical Education  
Update to course material; hoping to offer this class online. Instructor is working on the online format. This will be the department's first move to the online format.

**MSC** (J. Maringer/D. Young) – approved, unanimous vote.

- c. CD/PSYC 7/ANTH 9 The Cultural Context of Child and Family in a Diverse Society  
Desired to teach this course online. Course name change to clarify and align with new state guidelines, and meet their criteria, and NAEYC accreditation. Minor change to SLO's.

**MSC** (D. Young/D. Besson-Silvia) – approved, unanimous vote.

#### 4. DISTANCE EDUCATION – FORM D

- a. ENGL 5A Survey of American Lit. 1620 – 1865  
Desired to teach this class online. Jane reminds that instructors must take care when uploading course material to insure accessibility. (Work with Sabrina Lawrence.) Text readers do just that, so maps or graphics need to be described sufficiently.

**MSC** (J. Maringer/B. Lawn) – approved, unanimous vote.

- b. POLS 3 Introduction to Comparative Politics  
Meet with Sabrina and use the current forms.

**MSC** (E. Crook/D. Young) – approved, unanimous vote.

- c. CD/PSYC 7/ANTH 9 The Cultural Context of Child and Family in a Diverse Society  
Meet with Sabrina and use the current forms.

**MSC** (D. Besson-Silvia/M. Machado) – approved, unanimous vote.

#### 5. MODIFYING EXISTING AA DEGREE – FORM F

- a. AA Degree in Social Science with Emphasis in Community Studies  
Questions on CMUN 10 and why there are no ANTH classes as electives. Why is SOC 1A not included in the options, since it can be taken as a GE class and then double-counted. Consensus from the committee: there should be more CMUN choices, or offer as: choose one(1) from this group and one(1) from that group. Fran Lozano will take this back to the department and re-examine the course options.

► **MS** (D. Young/B. Lawn) – Motion withdrawn. Will be brought back.

#### 6. MODIFICATIONS TO EXISTING PROGRAMS – FORM G

- a. Certificate of Proficiency in Social Science  
Same issues with the electives as above. This will be moved to the next meeting.
- b. Certificate of Proficiency in Family Child Care  
Removing from the certificate "Foster/Family Day Care". CD 28D has been retired; this is now a less than 18 unit certificate reading *Certificate of Proficiency in Family Child Care*. The number of units under additional requirements should be 1-2, not 3.

**MSC** (J. Maringer/D. Besson-Silvia) – approved, unanimous vote.

- c. Certificate of Proficiency in Spanish Early Childhood Education  
All classes are taught in Spanish – prepares students to work in child care at home. The certificate title has been approved but is there a better way to convey the meaning? There have been minor changes to the content. This is not a transcriptable certificate.

It will go into the catalog, but will not be sent to the Chancellor's Office  
MSC (J. Maringer/R. Lee) – approved, unanimous vote.

V. Discussion/Information

A. Inactivated Course List

We did a mass inactivation of courses in Fall 2008. We will do another one this Spring. Please look at your classes again and email Bonnie or Susan with courses to be put on the inactive list. Some inactivated courses have turned out to be part of a program or degree – we need to fix this. You can contact Cindy Starr for a list of these courses. An inactivated course will not appear in the catalog. For articulation purposes, a course must be updated every 5 years. An inactive course takes about 1 ½ years to rearticulate.

B. Form G Revisions

Added the option for Certificate of Proficiency. Would it be possible to define the Certificate of Achievement and the Certificate of Proficiency on the form, include the number of units, and which goes on the transcript/which does not? Bonnie will make these changes. Would it be possible to have the Units column add automatically? It may be possible but with all that Bonnie has on here plate this will probably not be done.

C. Form J Revisions

Course list box was added for ease of completion.

D. MLA Citation Style Changes/Updates – Dana Young

New version of undergraduate MLA is available. We will update our handouts. Dana would like to see us go to the 7<sup>th</sup> Edition as a campus to make it easier for the Library to support our students. Because the writer's manuals have not been updated, this may delay the Library update of handouts.

VI. Adjournment

At 3:54 pm by consensus.

Distribution:

S. Au-Yeung, K. Bedell, D. Besson-Silva, M. Bumgarner, 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, 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, K. Atherton.