

GAVILAN COLLEGE CURRICULUM MEETING

Monday, March 23, 2009

3:00 – 4:30 p.m., BU 119

MINUTES

In Attendance: D. Besson-Silvia, M. Bumgarner, S. Carr, S. Dodd, B. Donovan, V. Krimsley, B. Lawn, F. Lozano, E. Luna, M. Machado, J. Maringer, T. Newman, J. Olivas, J. Parker, R. Perez, L. Tenney, D. Young, D. Stone. Guest: K. Atherton, A. Gutierrez

I. Call to Order

The meeting was called to order at 3:02 pm by Susan Dodd.

II. Agenda Adjustments

Add Item V. B. – Articulation – Jesse Olivas

III. Approval of Consent Agenda

A. Minutes of March 9, 2009

With correction: Kelly Atherton was incorrectly identified as the ASB Student Representative. She should have been listed as a guest.

- B. BUS 14 Personal Finance
- C. CSIS 1 Computer Literacy
- D. CSIS 74 Advanced Photoshop
- E. CSIS 78 Websites/SQL PHP
- F. BOT 180 Medical Terminology
- G. BOT 181 Medical Billing
- H. BOT 182 Medical Office Procedures
- I. BOT 191A/AH 191A/GUID 191A/COS 191A Workplace Skills
- J. BOT 192A/AH 192A/GUID 192A/COS 192A Workplace Skills
- K. BOT 193A/AH 193A/GUID 193A/COS 193A Workplace Skills
- L. Delete Course ESL 510C Basic ESL III

MSC (M. Bumgarner/D. Young). Vote: unanimous.

IV. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – SECOND READING

- a. MGMT 120 Human Resource Management

New course added in the Retail Management Certificate.

MSC (J. Maringer/D. Young) Vote: unanimous.

2. MODIFICATION OF EXISTING COURSE – FORM C

- a. AH 793 Personal and Career Development

Updating content and description to include module for Nutrition. The Counseling Department is concerned with the overlap in content with credit courses (Guidance) and would like more time to review and discuss. This course is intended to be offered to our CalWORKS students who must be in 32-35 hours of activity per week for 52 weeks - even during Intersession

and Spring Instructional break. CalWORKS has iPods which were donated by the county; podcasts will be downloaded for student use. An upcoming audit must verify the use of these iPods.

MSC (M. Bumgarner/B. Lawn). Vote: 7 for, 5 against. Motion passed.

- b. AMT 110 Airframe Maintenance Technology
Updating the course outline.
- c. AMT 121 Aviation Powerplant Technology
Motion to vote on these two courses together.
MSC (B. Lawn /D. Besson-Silvia). Vote: unanimous.

- d. ESL 533 Intermediate ESL Grammar/Writing I
Minor change to the description.
- e. ESL 543 Intermediate ESL Grammar/Writing II
Expand description to be more descriptive.
Motion to vote on these two courses together.
MSC (E. Luna/ J. Maringer). Vote: unanimous.

- f. ESL 546 Introduction to Computers for ESL Students
General review – and students wanted the opportunity to work at home or at school. Change to 1 full unit lecture. Update content. Advisory: Eligible to Intermediate ESL Level I.
MSC D. Besson-Silvia/J. Maringer). Vote: unanimous.

- g. MGMT 101 Introduction to Management
Update content; change description to match other courses in the certificate for Retail Management. GE Outcomes and GE Applicability to be removed.
MSC E. Luna/ M. Bumgarner). Vote: unanimous.

- h. MGMT 104 Leadership/Human Relations in Business
As above – GE Outcomes and GE Applicability to be removed.
MSC (D. Besson-Silvia/B. Lawn). Vote: unanimous.

3. DISTANCE EDUCATION – FORM D

- a. MGMT 101 Introduction to Management
Jane Maringer reminded everyone that online instructors need to meet with Sabrina to insure accessibility. Method of instruction – offered either as online or as a hybrid; we choose how the course is offered in any semester, not the student.
MSC (D. Young/M. Bumgarner) Vote: unanimous

- b. MGMT 104 Leadership/Human Relations in Business
MSC (B. Lawn/J. Maringer) Vote: unanimous.

- c. MGMT 120 Human Resource Management
MSC (D. Besson-Silvia/M. Machado). Vote: unanimous

- d. AH 793 Personal and Career Development
 Is this Moodle? Some of the course is face-to-face; some is self-paced using the donated iPods with lectures downloaded from county approved lectures. Students are expected to do a writing exercise on the lectures. Concerns with the number of required meetings in the hybrid option; should it say “ at least one meeting”? Online courses cannot require face-to-face meetings due to varied geographical locations of enrolled students.
MSC (E. Luna/B. Lawn). Vote: unanimous.

4. MODIFYING EXISTING AA/AS DEGREE OR CERTIFICATE OF ACHIEVEMENT – FORM G

- a. Carpentry Apprenticeship Program
 Adding Program Learning Outcomes
MSC (D. Young/E. Luna). Vote: unanimous.

- b. Social Science Degree with an Emphasis in Community Studies
 Modifying the program. Concerns again voiced about the lack of ANTH classes even as an electives. This is a Social Science Degree, so the concentration is on Social Science classes. Expanded offerings make it more inter-disciplinary. Other courses might be added in the future – Marlene asked if *Cultural Context of Childhood* might be considered.
MSC (M. Bumgarner/J. Maringer). Vote: approved, not unanimous.

- c. Certificate of Proficiency in Community Studies
MSC (J. Maringer/M. Bumgarner). Vote: unanimous.

V. Discussion/Information

A. Modifying course SLO’s during assessment

If you have revised/corrected PLOs, get them on the correct forms and turned in to Bonnie. Evaluation of SLO assessment – assess what is in the course outline, or modify your SLO’s to correspond.

B. Articulation

Jesse advised of a new program - C-ID - from the Chancellor’s Office; a system for common course-numbering system among all the community colleges. It will not be based on articulation, and Jesse is not sure of the objective or reasoning for this. Bonnie advised that Banner has nowhere to capture this new number.

VI. Adjournment

At 4:00 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 (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, K. Atherton