

GAVILAN COLLEGE CURRICULUM MEETING

Monday, September 28, 2009

3:00 – 4:30 p.m., PB 14

MINUTES

In attendance: M. Bumgarner, S. Carr, E. Crook, S. Dodd, B. Donovan, F. Lopez, E. Luna, J. Maringer, M. McKenna, J. Olivas, R. Perez, A. Rosette, M. Sanidad, R. Sharboneau, S. Sweeney, D. Van Tassel, D. Young, D. Stone. Guest: L. Caldwell, E. Dachkova, M. Dresch, L. Flores, J. Hooper, L. Vaughn

I. Welcome/Call to Order

The meeting was called to order at 3:03 pm by Susan Dodd. Curriculum Binders were distributed to the members. Susan thanked Diane for her assistance and the Senate for the money to buy the supplies. Susan and Bonnie ask that you use the most current forms from the website, and make sure you provide correct date and effective term information.

II. Agenda Adjustments

These items will be moved to the next meeting: Modification of Existing Course - Form C, and Distance Education – Form D for PHIL 1.

III. Review of Curriculum By-Laws

A copy of the Curriculum Committee By-Laws can be found in your binder as well as on the curriculum website. We are a sub-committee of, and report to the Academic Senate.

I. Training for Certification for Stand-Alone Credit Course Approval

The training materials were reviewed. A copy was also provided in each binder.

V. Approval of Consent Agenda

A. [Minutes of May 11, 2009](#)

Textbook Updates:

B. CSIS Textbook Updates

C. BUS/ECON 11

D. CSIS 18

E. CSIS 48

F. CSIS 54/54L

G. CSIS 73

Adding a second version of a course by adding 'S' to the course number:

H. JLE 140S Special Weapons/TAC

I. JLE 145S Countersniper

J. JLE 152S Law Enforcement Modular Course

K. JLE 155S Off Safety/FLD Tact

Inactivate Courses:

L. ENGL 10, ENGL 2A, ENGL 2D, ENGL 2H, ENGL 418, ENGL 480, ESL 501A, ESL 502A, ESL 503A, ESL 503B, ESL 561

Change Course Descriptions to comply with Title V:

M. CWE 190 Occupational Work Experience

N. CWE 192 General Work Experience

As you review the material for the meetings, please email any typos or spelling corrections to Bonnie. The Consent Agenda was approved.

MSC (J. Maringer/E. Luna). Vote: unanimous.

VI. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

a. ENGL 747 Film and Literacy

This course was created to attach to the first year learning experience to help teach reading and writing skills. It is a non-credit 700 series course, no cost to students, meets once a month. It is open-entry and open to the general student population, however there will be an enrollment cap. Points are associated with attendance and may impact student's grade in the linked class. The reading and writing activities will be sandwiched with the film viewing. We will be able to collect some apportionment for a class that is already going on. It will be included in the student's schedule.

MSC (E. Crook/D. Young). Vote: unanimous.

b. GUID 7 00 Online Basic Academic Skills

Open a zero unit class for all students for Basic Skills improvement. Title V permits the purchase of "Plato" – an on-line program used for brushing up on Algebra, job readiness skills. Course content varies with student need.

MSC (E. Luna/M. McKenna). Vote: unanimous.

2. NEW COURSE PROPOSAL – SECOND READING

a. APE 637 Wheelchair Basketball

Adult Ed – not for credit, positive attendance. Course designed for wheelchair athletes who practice and participate in competitive wheelchair basketball. Dave Ellis will continue his work with this group.

MSC (M. Sanidad/J. Maringer). Vote: unanimous.

b. CSIS 638 Assistive Technology Lab

DRC / High Tech Center can now lend out assistive software. Students must register through DRC for the course (will not be listed in the printed schedule). Students will meet with Jane Maringer to receive the training on the computers, lap tops and software installation. Computer equipment may be checked out- and the course will include an educational component.

MSC (R. Sharboneau/M. McKenna). Vote: unanimous.

3. MODIFICATION OF EXISTING COURSE – FORM C

a. GUID 557 Learning Skills Evaluation

Update method of instruction and change title from *Learning Skills Assessment* to *Learning Skills Evaluation*.

MSC (R. Sharboneau/E. Crook). Vote: unanimous.

b. JFT 17 Fire Emergency Medical Technician

Requested by the Fire Advisory board – updated variable hours courses as hours vary by department. These are vocational courses, so the lecture/lab hours do not compare; also, variable number of weeks, as in-service courses at the agencies get distributed across the semester. This is part of the Fire Academy program – students can get EMT 1 and Firefighter 1 certification.

MSC (J. Maringer/M. Bumgarner). Vote: unanimous.

- c. JLE 111 Background Investigation
General update based on current law.
- d. JLE 118 Field Training Officer
Update course content
- e. JLE 128 Police Chemical Agents
Change from letter grade to Pass/No Pass, change repeatability to 3 times, update SLO's and course content to provide the most up-to-date information as it becomes available.

Motion includes voting on c, d, and e together.

MSC (M. Bumgarner/M. Sanidad). Vote: unanimous.

- f. JLE 131 PC 832 – Firearms
Update curriculum and add new SLO's; change grading to letter grade and update prerequisite regarding firearms.

- g. JLE 132 PC 832 – Laws of Arrest, Search & Seizure
General Update

Motion includes voting on f. and g. together.

MSC (E. Luna/M. Sanidad). Vote: unanimous.

- h. JLE 142 Basic Police Academy Mod Level III
Change units and update hours based on state standards.

- i. JLE 185 Field Training Program
Update required text, add SLO's and change CR/NC to letter grade.

Motion includes voting on h. and i. together.

MSC (M. Sanidad/E. Luna). Vote: unanimous.

- j. MATH 400 Elementary Arithmetic
Change letter grade to Pass/No Pass with Pass being given for mastery level

learning.

MSC (M. Bumgarner/M. Sanidad). Vote: unanimous

- k. MATH 402 PreAlgebra
Handout provided by Marla Dresch – “Pass Rates in Math 205”. Change from letter grade to Pass/No Pass, with Pass being given for mastery level learning of

the

material. Will all instructors have a standard methodology? Students will need to know exactly what is expected of them. Course Learning Outcomes are designed to help with this. Does an expectation of mastery level learning

create

barriers for the average struggling math student? More students are challenging everything – we need to emphasize the greensheet, syllabus and class signs, so that all expectations are clear.

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

- l. MATH 205 Elementary Algebra
Change description, change prerequisite, update content

- m. MATH 205A First half of Elementary Algebra
Change prerequisite.

- n. MATH 205B Second half of Elementary Algebra
Change prerequisite and change course description.

Motion includes voting on l, m, and n. together.

MSC (R. Sharboneau/E. Luna). Vote: unanimous.

5. MODIFICATION TO EXISTING PROGRAM – FORM G

- a. Certificate of Proficiency in Digital Media – Print Production

Eliminates outdated software and replaces with industry standard. Certificate is being updated to reflect new courses – addition of CSIS 132 Word Processing.
MSC (M. Sanidad/D. Young). Vote: unanimous.

VII. Discussion/Information

- A. [Community Education Fall 09 Classes](#) – list of classes is available. Please express any concerns to Terry Newman.
- B. [Courses to be Updated 2009-10](#) - start with those you are currently teaching, then next do the ones you will be teaching in the near future. Use the correct forms and dates to do the updates. Inactivate those courses not being taught.

VIII. Adjournment

At 4:20 pm by consensus.

Distribution:

S. Au-Yeung, K. Bedell, M. Bumgarner, S. Carr, E. Crook, S. Dodd, B. Donovan, M. Giovannini (ASB Representative), R. Hannon, H. Jukl, F. Lopez, F. Lozano, E. Luna, M. Machado, J. Maringer, M. McKenna, J. Olivas, J. Pruitt, K. Rose, A. Rosette, C. Salvin, M. Sanidad, R. Sharboneau, D. Van Tassel, E. Venable, C. Whitney, D. Young, G. Cardinalli, K. Day, M. Cortes, T. Newman, O. Magana, A. Oropeza, C. Starr, D. Stone