

# GAVILAN COLLEGE CURRICULUM MEETING

Monday, September 27, 2010

3:00 – 4:30 p.m., BU 119

## MINUTES

**In attendance:** S. Carr, E. Crook, S. Dodd, B. Donovan, L. Flores, R. Hernandez, P. Howell, F. Lopez, F. Lozano, E. Luna, M. Machado, J. Maringer, M. McKenna, L. Mirch. T. Newman, J. Olivas, K. Rose, A. Rosette, M. Sanidad, R. Sharboneau, D. Van Tassel, D. Young.

- I. Welcome/Call to Order  
The meeting was called to order at 3:05 pm by Susan Dodd.
- II. Agenda Adjustments  
None.
- III. Training for Certification for Stand-Alone Credit Course Approval  
A quiz was distributed and used as a guide for the training session. Certification of training will be signed and mailed this week.
- IV. Approval of Consent Agenda
  - A. Minutes of May 10, 2010
  - B. Inactivate Courses:  
ESL 501, 502, 503, 501B, 502B
  - C. Textbook Updates:  
BOT Textbook Updates  
CSIS Textbook Updates  
**MSC (M. Sanidad/E. Luna). Vote: unanimous.**
- V. Curriculum
  - A. New Business
    1. NEW COURSE PROPOSAL – FIRST READING
      - a. JFT 30 Paramedic Core
      - b. JFT 31 Paramedic – Clinical
      - c. JFT 32 Paramedic – Internship
      - d. JFT 33 Emergency Medical Technician - Refresher  
All the above courses are transferable. Courses are offered by JPA through the South Bay Consortium. We wanted to house the curriculum at Gavilan.  
**MSC (E. Crook/M. McKenna). Vote: unanimous.**
      - e. JLE 163 Special Threats  
There is a trend toward making a more well rounded officer to help keep them safe overall. Course is designed to give students the ability to identify potential threats they might face on a daily basis; encourages problem-solving before issues become problems. The title of the course is based on what POST calls it. The committee has concerns about the title - it sounds more like terrorism. Transferability will be verified.

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

f. PE 82                      Circuit Training

This is fitness class that will not require a lot of equipment; it consists of station-to-station circuit of exercise. One of our current F/T faculty would teach the class and is one that could be offered at the new Hollister site to generate FTES.

**MSC (D. Young/R. Hernandez). Vote: unanimous.**

2. NEW COURSE PROPOSAL – SECOND READING

a. CSIS/AJ 180                      Computer Forensics

Course will look at the hardware, software, networks and devices that are found in the typical home or business. Evidence collection, evidence chain of custody and encrypted data recovery will be included. This course could be a prerequisite to other school's programs. Cost approximately \$100 for resources, provided by the teaching lab (not student cost).

**MSC (M. Sanidad/F. Lozano). Vote: unanimous.**

3. MODIFICATION OF EXISTING COURSE – FORM C

a. AJ 16                              Introduction to Evidence

Course update. Committee is concerned about SLO #4 - applying to what? Committee voted, based on the proposed change, as follows: "The student will apply the California rules of evidence to various contexts."

**MSC (M. Sanidad/A. Rosette). Vote: unanimous.**

b. AMT 100                      General Aircraft Technology

Change description, update textbook, SLOs, content and method of evaluation. David Connal worked on this over the summer.

**MSC (M. Sanidad/R. Sharboneau). Vote: unanimous.**

c. CSIS 181                      PC Hardware

Update SLOs and textbook.

**MSC (D. Young/M. Sanidad). Vote: unanimous.**

d. JFT 8                              Fire Fighter I Academy

Change hours, units and course description. Update textbook, SLOs, method of evaluation and content. Course is 480 - 720 hours based on the agency; regulated by the State Fire Marshall. Hours are transferable.

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

e. JFT 15                              CDF Fire Academy Refresher

California Department of Forestry refresher course. Update textbook, SLOs, method of evaluation and content.

**MSC (D. Young/M. Sanidad). Vote: unanimous.**

f. PE 66                              Dance Fundamentals

Update SLOs, method of evaluation and content.

g. PE 73                              Fitness through Dance

Update SLOs, method of evaluation and content.

h. PE 75                              Sports Conditioning

Change description; update SLOs, method of evaluation and content.

Committee voted on all three PE courses in one motion.

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

#### 4. DELETION TO EXISTING PROGRAMS – FORM G

a. Administration of Justice: Corrections- *Change is for the 2009-2011 catalog*. Courses are not being taught due to budget constraints. Students have catalog rights if they have already been identified as JLE majors. Substitutes or waivers will be offered as accommodation to students in the program who will be affected by this change. Attention must be paid to courses that might be cross-listed; counseling department needs to be made aware immediately of these changes. Committee requests that additional information be included (going forward) when deleting or inactivating courses or programs. What is the explanation for this change? What factors caused the course/program to be deleted? How many students will be affected? This should be included on the Form G. The committee will see the courses brought forward again for reactivation. DegreeWorks will display this program as deactivated. A corrected version of the Form G will be sent out to the committee for review. Vote is contingent on this corrected version being completed.

MSC (D. Young/R. Hernandez). Vote: unanimous.

#### VI. Discussion/Information

- A. Curriculum Institute – Susan attended in July (thank you to Academic Senate for funding her attendance. She attended many workshops and learned that we share similar issues with other college, such as repeatability, dual-listing, SLOs and assessment. Many Deans and VPI's at other institutions do not allow courses to be taught if they have not been updated. Catalog rights vary among schools from 2 to 7 to 10 years, and to as little as one semester.
- B. Course Outline Checklist – Susan and Bonnie - send this to faculty who are writing or updating curriculum as a guide. Bonnie will put this up on the Curriculum website.
- C. Accreditation - Kathleen - active timeline will be rolled out this semester. There is a stipend available for an accreditation coordinator. F/T faculty are eligible to apply (the stipend is equal to a 3 unit class.). Spring 2013 is our next accreditation visit.
- D. Courses to be Updated Fall 10– Susan and Bonnie
  - 1. Credit Courses to be Updated Fall 10
  - 2. Non-Credit Courses to be Updated Fall 10Please check this lists and get working on updating the SLOs, updating the courses and course outlines. We should not be teaching outdated courses.
- E. Curriculum Inventory – Bonnie gave a presentation on the new computer program she uses for the submission process, including all the things that must be included when submitting courses to the Chancellor's office.
- F. Community Education Fall 10 Classes – Terry answered questions about the new and very popular water treatment program that started last Fall. Community Ed was approached by the industry to provide more courses in order for their employees to qualify for certification. Licensing is renewable yearly for water treatment employees. Water regulations are becoming more complicated. Faculty are teaching some of these courses and they are being offered in various other locations in the Bay area. We now have a grant to establish an Associate Degree (we are just waiting for the State Budget to actually fund the grant).

VII. Adjournment  
At 4:20 pm by consensus.

Distribution:

S. Au-Yeung, K. Bedell, S. Carr, E. Crook, S. Dodd, B. Donovan, M. Giovannini (ASB Representative), R. Hannon, R. Hernandez, 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, P. Conaway, K. Day, M. Cortes, T. Newman, O. Magana, C. Starr, D. Stone