

GAVILAN COLLEGE CURRICULUM MEETING

Monday, March 25, 2013

3:00 – 4:30 p.m., BU 119

MINUTES

ATTENDANCE

D. Achterman, S. Dodd, B. Donovan, M. Machado, J. Maringer, R. Morales, C. Oler, J. Olivas, G. Ramirez, K. Rose, A. Rosette, R. Sharboneau, E. Venable, C. Whitney, E. Talavera (minute recorder)

GUESTS

S. Smith

I. Call to Order

The meeting was called to order at 3:04 pm.

II. Agenda Adjustments

None.

III. Approval of Consent Agenda

A. Minutes of March 11, 2013

MSC (J. Maringer/R. Sharboneau). Vote: unanimous. Passed.

IV. Information-Discussion-and/or-Action

A. Financial Aid Requirements and Impact on Program Completion – Veronica Martinez – Discussion

K. Rose discussed the ceiling limit allowed by Pell and most students are using up their allocated amount before the completion of their program. Our campus has done creative things such as creating a family of courses, but students are running out of financial aid and therefore cannot complete their educational goals. It is an issue that all on campus needs to work on together. Gavilan needs to create curriculum that will not be a hardship on the students. Multiple courses are created to provide students support but we need to make sure students are informed to make sure their financial aid is not depleted. The more units not taken in a student's degree, there is a greater danger of depleting the student's financial aid to pay for degree courses. The importance will not be recognized until the student is at the 90 unit completion range and the student will need a few more semesters to complete their program. The financial aid staff takes the brunt of the frustration from students since they are the ones that need to inform the students of the lack of available aid. A question was raised about the possibility of only funding courses on the student's educational plan. Another observation was if the support classes can be at zero units. One possibility would be to look at the non-credit side of the campus. The biggest aid students rely on is the Pell Grant. It was suggested that the Curriculum Committee members look at their respective programs and see if they can reduce the number of units for a degree or certificate.

B. Curriculum Forms Update – Action Item

[New Course Proposal – First Reading](#)

[New Course Proposal – Second Reading](#)

[Modification of Course – Form C](#)

Forms are updated for more functionality and ease. The macros are added to make it a form that can be filled out and saved.

MSC (C. Oler/J. Maringer). Vote: unanimous. Passed.

C. Development of TMC - Information

[Example of TMC Template](#)

There are currently 8 TMCs approved with a few others in the works. Gavilan is above the average but can always do better since it is the students preferred transfer option. When a degree is approved at curriculum, it is sent to B. Donovan to be filled out on the official TMC template which goes to the chancellor's office. Some courses need more documentation. If an AA-T is being developed, please see B. Donovan or J. Olivas early so there are no problems with the TMC form when submitted. B. Donovan will sign off at the end before it comes to the curriculum committee to make the process easier. It was pointed out that the best practice is to make sure the program lines up with the C-ID courses. Over time, the bar has been raised and the regulations are getting stricter which has made it more difficult to approve the programs.

V. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

- a. THEA 18 Single Camera Production

A course that will be articulated through the C-ID and labeled as an elective for the AA-T degree.

MSC (A. Rosette/R. Morales). Vote: unanimous. Passed.

- b. AJ 7 Introduction to Homeland Security

Partnered with Naval Academy out of Monterey Bay. It's an area of huge student interest. An area to look into is if it meets the requirement for American Institution.

MSC (M. Machado/J. Maringer). Vote: unanimous. Passed.

2. MODIFICATIONS TO EXISTING COURSES – FORM C

- a. ART 74, 76, 77, 80, 85, 107, 108, 110, 113, 114, 116, 117

Primary reason to deactivate cross listing courses is to stream line the programs. It will minimize the confusion students have since they do not satisfy the art program and are digital media courses. To address the concerns, a few courses are under review.

A question raised was why ART 79 is being offered in the fall? Art 79 and 140 were missed and would like those amended to the form. Art 79 meets the local art studio's program. If the numbers are continued to be used, an issue will arise for students who have catalogue rights and the student will be confused. It would be helpful to create a new number for Art 79. The department will take the recommendations of the committee.

A motion was made to take the form as is.

MSC (A. Rosette/R. Sharboneau). Vote: One abstention. Passed.

- b. CHEM 30A Elementary Chemistry

- c. CHEM 30B Elementary Organic and Biochemistry

Textbook updates.

MSC (R. Morales/D. Achterman). Vote: unanimous. Passed.

- d. JPN 1A Elementary Japanese

- e. JPN 1B Elementary Japanese

General update and addresses the issue of lab hours.

MSC (A. Rosette/R. Morales). Vote: unanimous. Passed.

- f. MCTV/THEA 17A Television and Video Workshop
General update and more closely aligned to C-ID descriptor.

MSC (A. Rosette/R. Morales). Vote: unanimous. Passed.

- g. POLS 3 Introduction to Comparative Politics
- h. POLS 4 Introduction to International Relations
General updates. Needs dates of assessment added.

MSC (R. Sharboneau/A. Rosette). Vote: unanimous. Passed with addition of assessment.

- i. SPAN 2A Intermediate Spanish
- j. SPAN 2B Intermediate Spanish
- k. SPAN 12A Spanish for Spanish Speakers
- l. SPAN 12B Spanish for Spanish Speakers
Motion made to take SPAN 2A, 2B, 12A and 12B together. General updates.

MSC (D. Achterman/A. Rosette). Vote: unanimous. Passed.

- m. THEA/MCTV 6 Introduction to Audio Production
- n. THEA/MCTV 16 History and Culture of Television, Film and New Media
- o. THEA/MCTV 19 Acting and Voice for TV/Film/Media
- p. THEA 20 Introduction to Scriptwriting

Motion made to take THEA/MCTV 6, 16, 19 and 20 together. General update and alignment with transfer degree.

MSC (A. Rosette/R. Morales). Vote: unanimous. Passed.

VI. NON-SUBSTANTIAL CHANGE TO A PROGRAM – FORM 511

Kinesiology – Education, Sports Management and Sports Medicine
In preparation for new college catalogue.

MSC (J. Maringer/A. Rosette). Vote: unanimous. Passed.

VII. NEW PROGRAM PROPOSAL – FORM CCC-501

Add Associate in Arts in Television/Film for Transfer (AA-T) Degree
Will create good opportunity for television to team up with film. Change to THEA 16 course title.

MSC (A. Rosette/D. Achterman). Vote: unanimous. Passed.

Side Note: S. Dodd asked members to take back to their respective departments for feedback the topics of crosslisting and financial aid requirements.

VIII. Adjournment

The meeting was adjourned at 4:21 pm by consensus.