

## GAVILAN COLLEGE CURRICULUM MEETING

Monday, May 13, 2013  
3:00 – 4:30 p.m., BU 119

### Minutes

**Attendance:** S. Carr, S. Dodd, B. Donovan, R. Hannon, F. Lozano, M. Machado, J. Maringer, R. Morales, C. Oler, J. Olivas, G. Ramirez, K. Rose, A. Rosette, M. Sanidad, R. Sharboneau, D. Van Tassel, E. Venable, K. Warren

**Guests:** E. Cervantes, M. Dresch, R. Hannon, H. Jukl, B. Lawn, R. Perez

- I. Call to Order  
The meeting was called to order at 3:05 pm.
- II. Agenda Adjustments  
There was one meeting agenda adjustment. Bea Lawn read the Academic Senate Resolution Commending Susan Dodd, outgoing Curriculum Committee Chair for her 8 ½ year tenure as chair of the Curriculum Committee. Kathleen Rose presented Susan with a "golden whistle" and a cake to thank you for her steady leadership as chair of the Curriculum Committee and her tireless dedication to all matters curriculum.
- III. Approval of Consent Agenda
  - A. Minutes of April 22, 2013
  - B. Cultural Diversity Update – POLS 3
  - C. Modify Courses – TOP Code change: KIN 5, KIN 15, KIN 22, KIN 23, KIN 39, KIN 74, KIN 79, KIN 80, KIN 81, KIN 82, KIN 83
  - D. Inactivate courses:  
ART 74, ART 76, ART 77, ART 80, ART 85, ART 107, ART 108, ART 110, ART 113, ART 114, ART 116, ART 75, ART 140  
ESL 510A, Basic ESL I
  - E. Non-Substantial Change to a Program - Business AA Degree  
**MSC (M. Sanidad/J. Maringer). Vote: Unanimous. Passed.**
- IV. Information-Discussion-and/or-Action
  - A. Curriculum Forms – Information  
Modification to Credit Program  
New Credit Program  
This aligns our forms with the Chancellor’s Office requirements so that two separate forms (one for Gavilan and one for the Chancellor’s Office) will no longer need to be completed.
  - B. Cross-listing and Uncross-listing Courses – Discussion  
S. Dodd provided the committee with a handout that provided a historical review of curriculum minutes regarding criteria for cross-listing courses. She provided an example from her department where by cross-listing KIN 6 with CD 6 allows for the course to have enough enrollment to carry, otherwise it would not be able to be offered. A. Rosette reviewed his department’s position. It was suggested that a file be maintained which tracks cross-listed courses, the reasons why they were cross-

listed, who's department the course is housed in; and if they then become uncross-listed, the reasons for that. A. Rosette also suggested that an alternative to cross listing a course is for departments to be willing to list other disciplines courses in their programs. R. Sharboneau is concerned about using the same course number when courses become uncross-listed and are developed into new courses. She would like to see a procedure/policy in place to address making sure the same number is not reused as it is confusing to the students. S. Dodd, E. Venable, B. Donovan, and K. Rose will meet over the summer to develop some guidelines for cross-listing and/or uncross-listing courses that can then be carried forward to the curriculum committee in the fall.

C. Fall 2013 Schedule of Meetings

Please calendar.

V. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

a. MATH 242 Algebra II for Statistics

This course is recommended to students with majors that require NO mathematics beyond freshman level statistics (Math 5), and is NOT intended for students majoring in math, science, computer science and business. This course is intended to be a prerequisite for Statistics. Susan thanked the math department their efforts at continuously evaluating their curriculum and making modifications and/or developing new curriculum based on improving student success.

**MSC (M. Sanidad/M. Machado). Vote: Unanimous. Passed.**

2. MODIFICATIONS TO EXISTING COURSES – FORM C

a. Cooperative Work Experience Courses

**Reinstate courses:** ACCT 190, AH 190, AJ 190, AMT 190, ART 190, BOT 190, BUS 190, CARP 290, CD 190, CGD 190, COS 290, CSIS 190, CWE 190, CWE 192, CWE 290, DRTL 290, JOUR 190, MGMT 190, MKTG 190, MUS 190, WTRM 190

Reason for reactivation: As you recall, our committee approved a conversion of the CWE classes from 190 to 190 A and B, to allow for an additional level of courses to address potential repeatability issues. We have since learned that repeatability is not an issue for these courses. Additionally, we have determined that splitting these courses will result in problems in tracking the total number of units which in this case cannot exceed 16 overall.

**MSC (J. Maringer/F. Lozano). Vote: Unanimous. Passed.**

b. BOT 181 Medical Billing

Change units, hours and title. Update methods of instruction, student learning outcomes, textbook, content and methods of evaluation.

**MSC (M. Sanidad/R. Morales). Vote: Unanimous. Passed.**

c. BUS 1 Fundamentals of Business

d. BUS 100 Business Correspondence

BUS 1 and 100 taken as one motion. Modified to align with C-ID descriptors in preparation for development of a transfer degree.

**MSC (R. Morales/G. Ramirez). Vote: Unanimous. Passed.**

- e. CSIS 8 Introduction to the Internet
- f. CSIS 26 Discrete Structures
- g. CSIS 43 C Programming
- h. CSIS 179 Introduction to Information Security
- i. CSIS 181 PC Hardware
- j. CSIS 182 Operating Systems

CSIS 8, 26, 43, 179, 181 and 182 taken as one motion.

Although CSIS 26 was aligned to meet the C-ID descriptor there was concern about removing the math prerequisite. It was suggested that MATH 8B be substituted for MATH 10, which is the equivalent course. However, because the course was written to align with C-ID, it was decided to leave it as it was submitted.

**MSC (M. Machado/G. Ramirez). Vote: Passed with one opposed and one abstention.**

- k. ECON 1 Principles of Macroeconomics
- l. ECON 2 Principles of Microeconomics

ECON 1 and 2 taken as one motion. Modified to align with C-ID descriptors.

**MSC (M. Sanidad/D. Van Tassel). Vote: Unanimous. Passed.**

- m. ENGL 2E Introduction to Women Writers

Update textbook, cultural diversity and student learning outcomes.

**MSC (J. Maringer/K. Warren). Vote: Unanimous. Passed.**

- n. ENGL 9C Creative Writing: Poetry
- o. ENGL 9D Creative Writing: Fiction

ENGL 9C and 9D taken as one motion.

Changes in title and description.

**MSC (G. Ramirez/M. Sanidad). Vote: Unanimous. Passed.**

- p. ENGL 12A Tutoring Writers: Training
- q. ENGL 12B Tutoring Writers: Practice
- r. ENGL 12C Tutoring Writers: Theory
- s. ENGL 12D Tutoring Writers: Research

ENGL 12A, 12B, 12C and 12D taken as one motion. Change in units, hours, title and description to remove repeatability.

**MSC (M. Sanidad/D. Van Tassel). Vote: Unanimous. Passed.**

- t. ESL 756 GED Preparation

General update.

**MSC (M. Sanidad/K. Warren). Vote: Unanimous. Passed.**

- u. ESL 702A ESL Citizenship A
- v. ESL 702B ESL Citizenship B

ESL 702A and 702B taken as one motion. Update textbook and student learning outcomes.

**MSC (J. Maringer/M. Sanidad). Vote: Unanimous. Passed.**

w. ESL 704A           ESL for the Workplace  
x. ESL 704B           ESL for the Workplace  
ESL 704A and 704B taken as one motion. Update textbook and student learning outcomes.

**MSC (M. Machado/K. Rose). Vote: Unanimous. Passed.**

y. FRNH 1A           Elementary French  
z. FRNH 1B           Elementary French

FRNH 1A and 1B taken as one motion. Removing the “other” lab hour, same modifications as was done with the other foreign language classes, including update to cultural diversity.

**MSC (M. Sanidad/K. Rose). Vote: Unanimous. Passed.**

aa. KIN 44A           Aerobics – Level 1  
bb. KIN 44B           Aerobics – Level 2  
cc. KIN 44C           Aerobics – Level 3

KIN 44A, 44B and 44C taken as one motion. Changes to meet new repeatability requirements.

**MSC (M. Machado/J. Olivas). Vote: Unanimous. Passed.**

dd. MATH 5           Introduction to Statistics

Update textbook and student learning outcomes.

It was suggested that the new Math 242 be added as a prerequisite once Math 242 is available.

**MSC (K. Warren/G. Ramirez). Vote: Unanimous. Passed.**

ee. MATH 8A           First Half of Precalculus  
ff. MATH 8B           Second Half of Precalculus

MATH 8A and 8B taken as one motion. Update textbook, student learning outcomes, content and methods of evaluation. It was noted that the “Year Assessed” was not filled out for the SLOs. R. Morales will follow up and send B. Donovan an update on these dates.

**MSC (M. Sanidad/R. Morales). Vote: Unanimous. Passed.**

gg. PHIL 7B           History of Philosophy

Change description, update student learning outcomes and content. It was noted that the information under each SLO (measure, ILO and year assessed) need to be filled in. S. Dodd and B. Donovan will follow up with A. Rosette.

**MSC (F. Lozano/M. Machado). Vote: Unanimous. Passed.**

hh. PHYS 2A           General Physics I  
ii. PHYS 2B           General Physics II

PHYS 2A and 2B taken as one motion. Change in title; update textbook, student learning outcomes, content and methods of evaluation.

**MSC (R. Morales/K. Warren). Vote: Unanimous. Passed.**

jj. PSYC 11           Biological Psychology

Change in title and number. Update student learning outcomes and content.

**MSC (R. Morales/K. Rose). Vote: Unanimous. Passed.**

kk. SOC 3                      Sociology of Race, Ethnicity and Cultural Identity  
Update textbook, cultural diversity, student learning outcomes and content.  
**MSC (F. Lozano/M. Sanidad). Vote: Unanimous. Passed.**

ll. SPAN 12A                  Spanish for Spanish Speakers  
mm. SPAN 12B                Spanish for Spanish Speakers  
SPAN 12A and 12B taken as one motion.  
Updating content to meet cultural diversity.  
**MSC (M. Sanidad/K. Warren). Vote: Unanimous. Passed.**

3. DISTANCE EDUCATION

- a. BUS 1                      Fundamentals of Business
- b. BUS 100                    Business Correspondence
- c. BUS 80                     Business Law
- d. CSIS 8                     Introduction to the Internet
- e. CSIS 26                    Discrete Structures
- f. CSIS 43                    C Programming
- g. CSIS 179                  Introduction to Information Security
- h. ECON 1                    Principles of Macroeconomics

All the distance education forms were removed from the agenda as these courses already had been approved to be offered via distance education. Note: when updating courses (Form C) you do not need to also update the Form D.

4. SUBSTANTIAL CHANGE TO A PROGRAM

- a. Studio Arts  
Reducing Studio Arts program from 24 units to 22 units.
- b. Spanish Program  
The Spanish program is consolidating the Non-Native Speaker Options 1, 2 and 3 AA degrees and Certificates into one (1) Non-Native Speaker Option AA degree and Certificate. The Native Speaker Option is being updated.
- c. Spanish AA-T Degree  
**MSC (F. Lozano/M. Sanidad). Vote: Unanimous. Passed.**

VI. Adjournment

S. Dodd thanked the committee for allowing her to serve as their chair and congratulated E. Venable on her appointment as the new chair.  
The meeting was adjourned by consensus at 4:25 pm.

Distribution:

D. Achterman, K. Bedell, S. Carr, S. Dodd, B. Donovan, R. Hannon, S. Lawrence, F. Lopez, F. Lozano, M. Machado, J. Maringer, R. Morales, C. Oler, J. Olivas, J. Pruitt, G. Ramirez, K. Rose, A. Rosette, C. Salvin, M. Sanidad, R. Sharboneau, D. Van Tassel, E. Venable, K. Warren, C. Whitney, G. Cardinalli, K. Day, P. Conaway, M. Cortes, T. Newman, O. Magana, E. Talavera, ASB

## **Gavilan College Academic Senate Resolution**

**SUBJECT: Commendation for Susan Dodd, outgoing Curriculum Committee Chair**

First Reading: May 7, 2013

Mover: Marilyn Chap

Seconded: Julian Kearns

Approved: May 7, 2013

**Whereas**, Susan Dodd has served as Curriculum Committee Chair since the Spring Semester of 2005.

**Whereas**, during her tenure as such, Susan confronted head-on many issues with college-wide impact in terms of curriculum: the transition to a 16-week calendar, the new emphasis on assessment of learning outcomes, the discussion of college-wide issues such as the cultural diversity requirement and the prerequisite establishment process, and the approval of associate degrees for transfer, which has garnered nine degrees so far.

**Whereas**, from the onset, Susan set about bringing clarity, timeliness, and openness with respect to curriculum. She created a technical review subcommittee to allow the full committee to focus on the broader aspects of the curriculum, kept a full calendar of meetings with attention to all required updates and deadlines, and created a monthly electronic newsletter to keep the faculty abreast of curriculum news and changes.

**Whereas**, Susan always made herself available to work with faculty in a variety of ways both to answer questions and assist instructors with any curriculum issues. Susan always modeled the curriculum work and led by example, so Athletics and Kinesiology courses were usually the first ones to be submitted for updates. In this way, Susan could experiment with the forms and show others that the rather unwieldy assignment *could*, indeed, be done.

**Resolved**, the Academic Senate commends Susan Dodd for her firm and steady leadership as chair of the Curriculum Committee, for her unshakable belief that the Gavilan College faculty can rise to any challenge, and for her tireless dedication to all matters curriculum.