

GAVILAN COLLEGE CURRICULUM MEETING  
Monday, October 28, 2013  
3:00 – 4:30 p.m., BU 119  
MINUTES

**ATTENDANCE**

E. Venable, B. Donovan, K. Rose, D. Van Tassel, N. Cisneros, J. Maringer, F. Lozano, R. Brown, N. Dequin, D. Achterman, K. Wagman, G. Ramirez, S. Carr, C. Oler, K. Warren, L. Flores and E. Talavera, L. Tenney

- I. Call to Order – Welcome at 3:05 pm
- II. Agenda Adjustments
  - K. Rose will discuss Transfer Degrees
  - R. Brown will discuss Rubric
  - B. Donovan will discuss Curriculum Software.
- III. Information-Discussion-and/or Action
  1. Transfer Degrees Update-K. Rose reported to the committee that curriculum is forever. She discussed SB1440 and the programs that need to be completed by Fall 2014. Nine out of 12 were done as of Fall 2013. As of July 2013, the CID rules changed and if courses are not C-ID approved, those courses would come back for additional scrutiny. All programs that were Transfer degrees need to be reviewed for C-ID adjustments. The main message is that C-IDs need to be completed first before Transfer degrees are completed. In the campus catalog there are 8 Transfer degrees listed but not all the work is done. Until the C-IDs are done, Gavilan only has 3 AA-T degrees. All Community College degrees must be aligned with C-ID before being offered as part of the transfer curriculum. A question was asked if the transfer degrees and the local degrees will be merged but that is a conversation for another date. In some cases, all that is needed is small modifications and time should be taken at department meetings to discuss the modifications.
  2. Background on Rubric-R. Brown discussed the accreditation recommendations and making SLOs work on campus. In response to the recommendations, a system is needed to view the outcomes of a particular course. As a curriculum committee, the rubric will outline what the committee will look for in what makes an appropriate outcome. This will tighten up the SLO review system.

The Curriculum Committee would use the rubric to evaluate courses. Another use of the rubric would be in the revision of courses when outcomes are not being met. A suggestion was made to have a box that would indicate that the individual used the rubric when filling out the form. Another suggestion was to divide the work to review the curriculum via the rubric so

it's an active, engaged process. It could also be a helpful tool when assessing and updating courses. The decision needs to be made quickly since the report for accreditation needs to be submitted. A process needs to be set into motion where everyone looks at the SLOs and discuss them as a group. On Form C, a check box can be inserted about whether the PLOs and SLOs have been compared to the rubric.

Another potential improvement is for curriculum to assess whether the SLO is appropriate and giving feedback on the quality of the SLO. This would broaden and deepen the SLO assessment quality across campus. The Curriculum committee could have a role in the assessment of the SLOs. There are two different systems being used currently. It would be a greater improvement if it was done at the department level to the curriculum committee's time constraint and work load.

It was pointed out that there is a great range in the quality of the SLOs, which concerned the accreditation committee. They are asking if there is a system to improve the quality. The faculty liaison position is to make sure the dialogue is started but the person in that position is not the regulatory person of quality of SLOs. As a subcommittee, Curriculum is where this discussion should take place in instructional improvement of SLOs and PLOs. The content and expertise required varies and this might depend on content and this would be more a department charge instead of a Curriculum charge. The rubric would be helpful in answering the course content question.

For the SLOs, possibly a check box and a brief description need to be added. A question was asked if something could be built in the online program planning level. At the course level, it is different but there might be a way to work it in. This will come back at next meeting as an action item.

3. Curriculum Software-B. Donovan

MIS is looking at software that would automate the curriculum process. This has come up due to the difficulty in compiling the new catalogue and will find the same problem when the catalog is revised again. Gavilan has a wonderful homegrown curriculum process but it's time to look at getting help with instructional funds available. An automated system that is linked in to the Chancellor's office may do away with the forms. Inform B. Donovan know if interested in looking at demo software.

4. [Form C Required Fields](#) – No action taken

5. [Rubric for Curriculum Committee Evaluation of Course Learning Outcomes](#)  
Discussion/Action Item

IV. Approval of Consent Agenda

CONSENT AGENDA

Minutes of October 14, 2013

**MSC (K. Warren/N. Dequin). Vote: unanimous. Approved.**

Inactivate courses:

AFT 134

IT 115, 116, 117

ESL 547, 567

**MSC (J. Maringer/K. Wagman). Vote: unanimous. Approved.**

V. Curriculum

New Business

1. NEW COURSE PROPOSAL – SECOND READING

a. JFT 36 Command and Control of the RIC Deployment

b. JFT 104 Fire Safety Officer S- 404

c. JFT 120 Dozer Boss - S232

d. JFT 134 Firing Operations Fire Methods

Courses JFT 36, 104, 120 and 134 are taken as one motion.

**MSC (D. Van Tassel/K. Warren). Vote: 1 abstention. Approved.**

2. MODIFICATIONS TO EXISTING COURSES – FORM C

a. AJ 16 Introduction to Evidence

b. AJ 18 Community Policing

AJ 16 and 18 are taken as one motion.

A clean up of the CID.

**MSC (K. Warren/J. Maringer). Vote: unanimous. Approved.**

VI. Adjournment by consensus at 3:48 pm.