GAVILAN COLLEGE CURRICULUM MEETING
Monday, November 25, 2013
3:00 – 4:30 p.m., BU 119
MINUTES

ATTENDANCE
E. Venable, B. Donovan, F. Lopez, D. Smith, J. Maringer, S. Carr, R. Rivera-Sharboneau, D. Van Tassel, F. Lozano, D. Achterman, K. Wagman, N. Dequin, K. Warren, G. Ramirez, C. Majuri, L. Tenney, and E. Talavera (minute recorder)

I.   Call to Order – Welcome at 3:08 pm

II.   Agenda Adjustments
   A. K. Rose read and discussed the press release which stated that the California Community Colleges and California State University now offers 1,000 associate degrees for transfer in a wide variety of disciplines. The degree with a guarantee program will gain even more momentum.

   B. B. Donovan updated the committee on curriculum software. MIS will look at the proposals and figure out what will work best for the campus. It looks very promising to ease the curriculum process.

III.   Information-Discussion-and/or Action
   A. Form C Rubric Checkbox and Required Fields –Action Item
      The draft rubric was reviewed. One concern was using the term 'required' in the Textbook section because it can be interpreted as a textbook must be used for all courses. Instead, it will be changed to 'must complete.' Add checkbox to the Student Learning Outcomes section asking if SLO has been compared to the Rubric.
      To get the word out that the rubric is available, a link can be placed on the form to the rubric.
      . Another way to get the word out is through the new SLO liaison, Julian Kearns.
      One addition suggested for the form is to add the level of rubric that it was compared to. The question was raised on who compares the course to the rubric. One suggestion was to have the department review the course and compare it to the rubric. A larger discussion needs to be held that is focused on the best way to gather information for course updates and review. Another suggestion was to have one checkbox at the beginning of the SLOs instead of each SLO.
      The motion made is to move the 'Compare to Rubric' check box to the top and change the wording 'required' to 'must complete.'
      MSC (N. Dequin/K. Warren). Vote: unanimous. Motion passes with corrections.

   B. Form D Distance Education
      D. Achterman discussed the need for a formal mechanism to keep a program in compliance. The term 50% means that if more than 50% of courses are offered fully online then a change is needed.
      There is also an issue with distance education students accessing the student support services. Instructors teaching distance ed. courses must be mindful of student support for online students. Online access is great but if you don't know how to use or access it, then it is of no use to the student.
      MSC (J. Maringer/D. Van Tassel). Vote: unanimous. Passed.

IV.   Approval of Consent Agenda
       CONSENT AGENDA

Minutes of October 28, 2013
K. Rose commended E. Talavera on the work he has done in keeping the minutes.
MSC (J. Maringer/D. Van Tassel). Vote: unanimous. Passed.

V. Curriculum
  A. New Business
    1. NEW COURSE PROPOSAL – FIRST READING
      a. GUID/PSYC 9   Basic Human Relations: Theory and Practice
        A basic course in human relations designed to offer students the skills required in understanding and building relationships through a variety of techniques. A suggestion was made to change the prerequisite to 'eligible for English 1A.'
        MSC (S. Carr/Rosa). Vote: unanimous. Passed.

      b. JLE 153   Traffic Collision Investigations Intermediate
        The course teaches proper techniques for crime scene investigation.
        MSC (R. Rivera-Sharboneau/N. Dequin). Vote: unanimous. Passed.

    2. NEW COURSE PROPOSAL – SECOND READING
      a. ANTH 1L   Physical Anthropology Lab
        The course is a challenge to the student and the lab lets students practice the scientific method on a weekly basis.
        MSC (J. Maringer/K. Wagman). Vote: unanimous. Passed.

    3. MODIFICATIONS TO EXISTING COURSES – FORM C
      a. ACCT 21   Managerial Accounting
        Conditionally approved by the C-ID and needed minor modifications for full approval.
        MSC (S. Carr/D. Van Tassel). Vote: unanimous. Passed.

      b. AE 603   Vocational Training IV
      c. AE 605   Vocational Training VI
      d. AE 613   Independence Training IV
        Motion was made to take AE 603, 605 and 613 as one motion.
        One question asked was about the added advisory for making students register with a DRC counselor so they can't enroll themselves. The wording will be moved to the course description of AE 613.
        MSC (K. Warren/S. Carr). Vote: unanimous. Passed with correction.

      e. AJ 10   Introduction to the Administration of Justice
      f. AJ 14   Criminal Law
      g. AJ 20   Juvenile Law and Procedure
        Motion was made to take AJ 10, 14 and 20 as one motion.
        C-ID updates to get the TMC courses aligned.
        MSC (R. Rivera-Sharboneau /S. Carr). Vote: unanimous. Passed.

      h. AMT 100   General Aircraft Technology
      i. AMT 101   General Aircraft Technology
      j. AMT 110   Airframe Maintenance Technology
      k. AMT 111   Airframe Structures
        AMT 100, 101, 110 and 111 are taken as one motion.
        These are first year classes that need to be taken together. Changes are to update the textbook, include PLOs, change to a co-requisite and in AMT 100 and 101 the lecture/lab percentages were changed to be made consistent.

MSC (F. Lozano/G. Ramirez). Vote: 1 abstention. Approved with corrections.

l.   CMUN 5   Fundamentals of Communication Studies
m. CMUN 10   Small Group Communication
   Motion was made to take CMUN 5 and 10 as one motion.
   C-ID updates.
   MSC (N. Dequin/K. Warren). Vote: unanimous. Approved.

n. CSIS 570   Computer Access Evaluation
o. CSIS 572   Adaptive Computer Basics
   Motion was made to take CSIS 570 and 572 as one motion.
   General updates and assessment dates added.
   MSC (R. Rivera-Sharboneau/G. Ramirez). Vote: unanimous. Passed.

p. GUID 530   Job Readiness
   Updated and cleaned up learning outcomes.
   MSC (D. Achterman/J. Maringer). Vote: unanimous. Passed.

q. KIN 74A   Hiking - Level 1
r. KIN 74B   Hiking - Level 2
s. KIN 81A   Kickboxing for Fitness - Level 1
t. KIN 81B   Kickboxing for Fitness - Level 2
u. KIN 81C   Kickboxing for Fitness - Level 3
   KIN 74A, 74B, 81A, 81B, 81C are taken as one motion.
   A family of courses created to meet repeatability issue. It is suggested to add an
   advisory to take courses in sequence.
   MSC (S. Carr/J. Maringer). Vote: unanimous. Approved with corrections.

4. MODIFICATION TO EXISTING PROGRAM
   a. Digital Media - Audio/Video Option
      Minor changes to Digital Media PLOs to align with the Degree Qualifications Profile
      (DQP).
      MSC (K. Warren/F. Lozano). Vote: unanimous. Passed.

VI.   Adjournment at 4:11 pm by consensus.