

GAVILAN COLLEGE CURRICULUM MEETING

Monday, March 23, 2015

3:00 – 4:30 p.m., BU 119

MINUTES

ATTENDANCE

E. Venable, B. Donovan (curriculum specialist), K. Rose, L. Flores, R. Rivera-Sharboneau, F. Lozano, K. Kramer, G. Ramirez, S. Carr, E. Luna, N. Cisneros, J. Maringer, K. Wagman, D. Van Tassel, A. Rosette, and E. Talavera (minute recorder)

- I. Call to Order – Welcome at 3:08 pm
- II. Agenda Adjustments
E. Luna will present at the end of the meeting.
- III. Approval of Consent Agenda

CONSENT AGENDA

Put on hold:

Math 205, 205A, 205B, 233, 233A, and 233B

Put these six courses on hold as the Math instructors decide if the new system works or if the math instructors need to go back to what was used in the past. Putting a course on hold gives the department time to verify if the courses will be inactivated or not. A reminder was given that with the new catalogue being created the hold courses would have to be addressed.

Minutes of March 9, 2015

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

- IV. Curriculum
New Business

a. NEW COURSE PROPOSAL – SECOND READING

- a. JFT 10 Fire Fighter II

This course is the second in a series of courses that provides the skills and knowledge needed for the entry level professional fire fighter to perform his/her duties safely, effectively, and competently.

- b. JFT 10 Prerequisite

The prerequisite is Fire Fighter I

MSC (R. Rivera-Sharboneau /D. Van Tassel).

- c. JFT 108 Engine Boss S-231

This course is designed to meet the training needs of an incident Engine Boss outlined in the Wildland and Prescribed Fire Qualification System Guide.

- d. JFT 108 Prerequisite

The prerequisite is Fire Fighter I

The original motion was amended to take JFT 10 and 108 as one motion.

MSC (K. Kramer/ R. Rivera-Sharboneau). Vote: 1 abstention (R. Rosette).

Approved as presented.

b. MODIFICATIONS TO EXISTING COURSES – FORM C

- a. ATH 35 Intercollegiate Basketball
- b. ATH 38 Intercollegiate Baseball
- c. ATH 42 Intercollegiate Football
- d. ATH 45 Intercollegiate Softball

- e. ATH 46 Intercollegiate Volleyball
- f. ATH 47 Intercollegiate Soccer

ATH 35, 38, 42, 45, 46 and 47 are taken as one motion.

The change will allow the course to align the unit value and the contact hours in accordance with the Carnegie Unit requirement. Update student learning outcomes.

In the Athletics department, some students come late into the process and a different section is needed for those students to participate in the season. These are second classes with a separate CRN. Sport rules allow a student to add a course and play up to the fifth week of a semester. The units are being corrected to award the amount of unit hours for those students who start at the beginning of the semester.

MSC (K. Wagman/G. Ramirez). Vote: unanimous. Approved as presented.

- g. COS 220 Scientific Skin Care (Esthetics)
- h. COS 221 Advanced Scientific Skin Care (Esthetics)

COS 220 and 221 are taken as one motion.

Change Units and lecture/lab hours from: 4-8 Units, 1.5-3 Lec, 15 Lab to 8 Units, 4.44 Lec, 13.33 Lab. Correcting Units and hours based on the number of hours students need to complete for licensure. Students need a minimum of 600 hours to qualify for state board examination.

MSC (R. Rivera-Sharboneau /D. Van Tassel). Vote: unanimous. Approved as presented.

- i. GUID 210 First Year College Student Seminar

Change grading to "Option of a letter grade or pass/no pass."

MSC (N. Cisneros/J. Maringer). Vote: unanimous. Approved as presented.

- j. JLE 176 Basic Public Safety Dispatch Update

Change hours from 1 – 5 Units, .22-1.14 Lec, 1.83-10.28 Lab to 1 – 5 Units, .50-2.28 Lec, 1.78-9.1 Lab. There is also a general update to correct hours and update student learning outcomes and textbook.

MSC (D. Van Tassel/J. Maringer). Vote: unanimous. Approved as presented.

c. DISTANCE EDUCATION - FORM D

- a. CSIS 178 Applied Networking
- b. CSIS 179 Introduction to Information Security
- c. CSIS 182 Operating Systems
- d. CSIS 183 Intro to MS Servers

CSIS 178, 179, 182 and 183 are taken as one motion.

Gives students 24/7 access to simulated network environment.

MSC (K. Kramer/D. Van Tassel). Vote: unanimous. Approved as presented.

d. More Productive Meetings

- a. E. Luna introduced the idea of having more productive meetings by dividing the work and setting in a mechanism in place to move certain items on the consent agenda to make the work more efficient. It would give the committee time to focus on first and second readings and placing standard items on the consent agenda. This would create shorter meetings with deeper discussions.

It was pointed out that there are issues that some believe should be on the consent agenda and others would want deeper discussion. Most of the problems come when committee members don't read the agenda items and then ask questions at the meeting. People who sit on committees, in general, take the weight on their shoulders instead of taking the information back to the departments for discussion. The biggest problem seems to be committee members not reading materials beforehand. The faculty needs to be able to approach a committee member and get the required signatures so the work is not on the same people.

There is caution because there seems to be no agreement on certain items between faculty members. There is no agreement on how departments do business together and questions come up at the curriculum committee meetings. Things can be done differently if there was agreement on the hot issues. There is no such agreement and certain courses and agenda items can slip through the consent agenda.

There is no fully formed plan. The idea is to have a broad discussion and over time come up with a workable plan. Currently, the process is random. The committee needs to install or create a standard practice to increase the quality and create meetings that are smoother and more efficient. What would be helpful is if the faculty would give deeper explanations on why courses are changed. A full explanation can eliminate the questions and discussion that does occur.

If the course is already being taught and only needs a course update then maybe those items can be placed on the consent agenda. Any new items or major changes may need to be discussed on the full agenda. The idea is to find another structure that will work more efficiently.

- V. Adjournment by consensus at 3:41 pm.
MSC (R. Rivera-Sharboneau /K. Kramer).