

GAVILAN COLLEGE CURRICULUM MEETING  
Monday, April 13, 2015  
3:00 – 4:30 p.m., BU 119  
MINUTES

**ATTENDANCE**

E. Venable, B. Donovan (curriculum specialist), N. Cisneros, J. Maringer, K. Rose, S. Carr, K. Warren, E. Luna, R. Rivera-Sharboneau, G. Ramirez, K. Kramer, D. Van Tassel, K. Wagman, D. Amaro, R. Brown, P. Hendrickson, D. DiDenti (student representative), and E. Talavera (minute recorder)

Guests: L. Tenney, D. Perez

- I. Call to Order – Welcome at 3:03 pm
- II. Agenda Adjustments
- III. Approval of Consent Agenda

**CONSENT AGENDA**

Minutes of March 23, 2015

**MSC (K. Rose/K. Kramer). Vote: 1 abstention (D. DiDenti). Approved as presented.**

- IV. Information-Discussion

- a. Courses on Hold

Agreement was made to look at courses on hold because they are not up to date. Any courses on hold will not be in the catalog.

- b. Suspended Courses

These courses will be in the catalog. A decision needs to be made on the suspended courses whether to keep those courses suspended or put the courses on hold.

Clarification on Courses on Hold and Suspended Courses

A course that is inactivated goes to the Chancellor's Office and becomes inactivated. A new course will need to be created since inactivated course no longer exists. On Hold or Suspended courses are held at the local level and are internal.

On Hold courses don't print in the catalogue while awaiting decision from departments. Suspended courses are those courses that need to be updated but are printed in the catalogue.

To place a course on hold, the course needs to come to curriculum with a Form C indicating the course needs to be placed on hold.

A request was made to have the departments look at their courses and decide which courses need to be placed on hold and bring those requests to the next Curriculum meeting. The difficulty is currently the catalogue revisions need to be submitted by May 1<sup>st</sup>. The current list of classes on hold will not be in the current catalogue. The plea is to look at the courses on the hold list so that students are not misled.

A question was raised about the current group of courses that are on hold and if they will be inactivated. These lists can be discussed at the department meetings and then brought back to the next curriculum meeting for a decision.

A question was raised about the consequence of courses being listed On Hold for the current catalogue year. The current courses on the list have been there for a while. The problem is keeping what the campus has articulated and what courses are not

articulated. The whole objective is to have a catalogue that would make sense. Once courses were on hold, the department needs to make a decision and take the appropriate steps.

Another question raised was if courses are placed on hold, will programs also be placed on hold. The reasoning is that certain courses are vital to the program and if the course doesn't show up in the catalogue, then the program can't be completed. Changes to degrees or certificates are a long process and will not be approved in time for the next catalogue. The deans are aware of the catalogue updates. The Curriculum Committee and the Office of the Chief Instructional Officer will send out a reminder to departments on course and program updates.

If courses are placed on hold, there needs to be an evaluation of the effect of hold courses on the programs and certificates. Each department is responsible to look at the Hold list and make a decision on the effect of the program or certificate.

Departments have until Wednesday, April 15, 2015 to submit the proper form for the on hold courses to be considered at the April 27, 2015 Curriculum Committee meeting.

V. Curriculum

New Business

MODIFICATIONS TO EXISTING COURSES – FORM C

- a. AH 16 Intravenous Therapy/Blood Withdrawal  
Reactivate Course, change units and hours from 1 unit, 1 lecture to 2.0 units, 1.5 Lec, 1.5 Lab
- b. AH 16A Intravenous Therapy/Blood Withdrawal/A
- c. AH 16B Intravenous Therapy/Blood Withdrawal/B
- d. AH 16C Intravenous Therapy/Blood Withdrawal/C
- e. AH 16D Intravenous Therapy/Blood Withdrawal/D

Inactivate AH 16A – AH 16D because the course is returning to prior format of the course.

AH 16, 16A, 16B, 16C and 16D are taken as one motion.

To deal with repeatability issues, the courses were split into A-D but it was not working for the department. The course is not repeatable and the students will take the course at the end of the program. The lab will be corrected to 1.5 hours.

**MSC (R. Rivera-Sharboneau/G. Ramirez). Vote: unanimous. Approved.**

- f. AH 51 Medical-Surgical Nursing
- g. AH 52 Medical-Surgical Nursing
- h. AH 53 Medical-Surgical/Neonatal Nursing
- i. AH 54 Medical-Surgical/Pediatric Nursing  
Remove the AH 16A-16D co-requisites. It was noted that AH 51 – 54 were updated 09/22/2014. The textbooks and student learning outcomes are up to date.  
*AH 51, 52, 53, 54, are taken as one motion.*

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

- j. AH 32 Basic Cardiac Life Support  
Update textbook and student learning outcomes. Conversations between Kinesiology and Allied Health revolved around teaching the AH 32 course. This course was removed out of the Kinesiology degree. It does not hurt to have the course updated.

- k. AH 170 Basic Clinical Medical Assisting  
Update textbook and student learning outcomes.
- l. AH 171 Advanced Clinical Medical Assisting  
Update textbook and student learning outcomes.  
*AH 32, 170 and 171 are taken as one motion.*  
**MSC (K. Rose/G. Ramirez). Vote: unanimous. Approved.**
- m. CD 8A American Education in a Changing World  
This is an introduction course to Elementary Education certificate. There needed to be extra hours added to align with C-ID. Hours are tracked through timecards for field work. The concern is that the modifications align with C-ID but having a big difference between 25 hours or 45 hours with the same number is hard to track. A different course number should be used to keep track of the difference in hours. When there is a substantial change in a course, there needs to be consideration for a new course number.  
There are students who need an educational track and this can't be put delayed because students need the degrees. Recommendation is to table the course until the rest of the degree is fixed with the recognition that this course is a priority.  
It was suggested to take the course back to the department for further revisions. The first reading will be brought to the next meeting and then a second reading in May. Changing the number for this course would be sufficient since CD 8A and 8B are not sequential.  
**MSC (D. Van Tassel/K. Warren). Vote: Yes-0; No-unanimous. Motion denied.**
- n. CARP 290 Work Experience in Carpenter Apprentice  
Prerequisites were added in order to have students perform the work experience.  
**MSC (N. Cisneros/K. Kramer). Vote: unanimous. Approved.**
- o. CSIS 26 Discrete Structures
- p. CSIS 27 Java Programming II  
*CSIS 26 and 27 are taken as one motion.*  
Updated for purposes of C-ID transfer degree approval. The update is unit changes to align with C-ID template.  
**MSC (G. Ramirez/D. Van Tassel). Vote: unanimous. Approved.**
- q. DRLT 290 Work Experience in Drywall Apprentice  
Prerequisite added.  
**MSC (K. Warren/J. Maringer). Vote: unanimous. Approved.**
- r. SPAN 2A Intermediate Spanish
- s. SPAN 2B Intermediate Spanish
- t. SPAN 12A Spanish for Spanish Speakers
- u. SPAN 12B Spanish for Spanish Speakers  
SPAN 2A, 2B, 12A, 12B are taken as one motion.  
These courses are updated to align with the C-ID requirements. Prerequisites were added.  
**MSC (K. Kramer/J. Maringer). Vote: unanimous. Approved.**

VI. Adjournment by consensus at 4:12 pm  
**MSC (G. Ramirez/J. Maringer).**