

## CURRICULUM COMMITTEE

April 25, 2016

3:00 – 4:30 p.m., BU 119

### MINUTES

#### ATTENDANCE

E. Venable, B. Donovan (curriculum specialist), J. Maringer-Cantu, R. Rivera-Sharboneau, E. Luna, J. Rekedal, N. Cisneros, K. Wagman, D. Achterman, L. Tenney, K. Rose, R. Hannon, R. Brown, F. Lozano, P. Henrickson, L. Flores and E. Talavera (minute recorder).

I. Call to Order – Welcome at 3:14 pm

II. Agenda Adjustments

III. Approval of Consent Agenda

#### CONSENT AGENDA

Minutes of March 28, 2016

**MSC (J. Rekedal/D. Achterman). Vote: unanimous. Approved as submitted.**

IV. Information – Discussion

Curriculum Changes:

1 Curriculum Specialist position

K. Rose announced that B. Donovan has accepted a position with MIS. She thanked B. Donovan for her help and guidance in the work she has done with the Curriculum committee. The position will be open to be filled and committee members will be asked to be part of the search. This is a transitional time for curriculum.

2 CurricuNet

The soft launch will occur over the summer. Currently, the committee is at the data entry point. Gavilan will be one of the few colleges in the system with CurricuNet meta. The old forms will cease over the summer. Training and user manuals will be given to the committee members.

3 Curriculum Processes

B. Donovan added that the curriculum from spring semester 2016 has not been added. After the May 9, 2016 meeting, curriculum will be frozen to allow time for the transition to CurricuNet by July 1, 2016. K. Rose asked that Department Chairs ask their faculty members to hold on to the forms since they will not be taken. R. Sharboneau-Rivera cautioned that usually during the last meeting of the spring semester a lot of curriculum comes through for approval. Instead, the committee needs to be aware of this since the curriculum would not be approved for offering until the spring 2017 semester.

Another change to the process also includes the change to the bylaws. The Academic Senate has voted to put a term-limit on the chair of committees. This may lead to a loss of history and expertise with the loss of both B. Donovan and E. Venable. More information will be given as these changes occur.

V. Curriculum

New Business

1 NEW COURSE PROPOSAL – FIRST READING

- a. CD 8C Introduction to Elementary Education  
This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). This will be part of the transfer degree and the last link to completing the ADT.

**MSC (R. Rivera-Sharboneau/D. Actherman). Vote: unanimous. Approved.**

- b. ESL 705 NC Keyboarding Basics for ESL Students  
c. ESL 706 NC Computer and Internet Basics for ESL Students  
d. ESL 707 NC Presentation Basics for ESL Students  
e. ESL 708 NC Website Design Basics for ESL Students  
f. ESL 709 NC Excel Basics for ESL Students  
g. ESL 710 NC Word Processing Basics for ESL Students

*ESL 705, 706, 707, 708, 709, and 710 are taken as one motion.*

These are self-paced courses designed for ESL students who want to familiarize themselves with computer skill courses. The students will be picking up the English language as well as the computer skill. R. Rivera-Sharboneau asked if Non-Credit is combining ESL and Life Skills will there be a final certificate received. N. Cisneros replied that this part has not yet been formalized. R. Rivera-Sharboneau asked about the alignment between the Non-credit course and the credit course since students will ask these questions. She encouraged a conversation with CSIS over the alignment. N. Cisneros replied that these courses are not to replace the CSIS courses. R. Rivera-Sharboneau asked that the description add some sort of context to the course materials as hands-on courses. D. Achterman added that a bridge concept being embedded in the course would be helpful.

**MSC (F. Lozano/J. Rekedal). Vote: unanimous. Approved.**

- h. HTM 101 Introduction to Hospitality and Tourism Management  
An introduction to the careers in the field of hospitality and tourism management  
i. HTM 102 Sanitation Practices in the Hospitality Industry  
This course covers the basic concepts of personal and institutional sanitation practices.  
j. HTM 103 Restaurant and Banquet Operations  
This course prepares individuals for entry-level positions in restaurant and hospitality banquet operations.

*HTM 101, 102 and 103 are taken as one motion.*

These courses were created due to a request by community members and local businesses. Currently, there are non-credit courses being created that are simpler and can feed into these courses. E. Luna asked at what point do certain types of programs expire and how much and what role does the campus play. K. Rose replied that the surrounding communities have asked for these courses as well as low-level, low unit certificates. This is an experimental portion and the campus will not find out if it works until Gavilan implements these courses and certificates. This is the seed effort and the campus needs to be responsive to the community needs. These courses will expire, with committee action, when the need arises. R. Rivers-

Sharboneau pointed out that the Water Management courses work since it provides the students a living wage where students in the hospitality industry are already working in that area. The course numbering for HTM 103 is not appropriate at the 100 level and instead should be at the 200 level since they are not transfer level courses. HTM 101 and 102 are fine since they are general.

**MSC (K. Rose/D. Achterman). Vote: 1 abstention (R. Rivera-Sharboneau). Approved with corrections to course numbering.**

- k. JLE 189 Community Service Officer  
This course provides basic training for Community Service Officers as well as incorporating PC832 Certification.

**MSC (J. Rekedal/J. Maringer-Cantu). Vote: unanimous. Approved.**

- l. PHIL 10 Philosophy of Love and Sex  
An examination of some of the central philosophical issues emerging from a reflection of sex and love. R. Rivera-Sharboneau asked if this will part of the major. This course could be part of the degree once they are approved if it is the intention of the department. R. Rivera-Sharboneau replied that this course needs to go through the process for general education to make sure it meets those requirements. These areas will be reviewed for the second reading.

**MSC (K. Wagman/D. Achterman). Vote: unanimous. Approved.**

## 2 NEW COURSE PROPOSAL – SECOND READING

- a. CSIS 162 Introduction to Database Management  
A basic database management course. This is a growing field and the department is trying to move with the field. R. Rivera-Sharboneau was concerned about the course meeting a major requirement. E. Venable replied that the course is not a transfer degree course. It is at the 100-level since it may be transferable. R. Rivera-Sharboneau commented that it would be appropriate at a 200-level since it is not transferable. If it is transferable, it needs to be clear where this course can be transferred to if it can.

*E. Venable withdrew this course.*

**MSC (N. Cisneros/J. Maringer-Cantu).**

- b. WTRM 135 Pollution Prevention  
Part of the new certificates and degrees.
- c. WTRM 136 OSHA Construction Industry Safety Course  
Created as a result of curriculum work with local high schools and could be a possible high-step course to be taught at a possible high school.  
*WTRM 135 and 136 are taken as one motion.*  
R. Rivera-Sharboneau was concerned that these course should be at the 200-level. E. Venable replied that S. Carr was fine with moving the WTRM 136 to the 200-level. Since there are many courses in the 100-level in the Water Management degree then there shouldn't be a problem with WTRM 135. K. Rose asked that these courses be placed at the 200-level and approved with pending changes.

*An amendment to the motion was made to fix the course numbers to the 200-level.*

**MSC (K. Rose/J. Rekedal). Vote: unanimous. Approved with amendment.**

3 MODIFICATION TO EXISTING COURSES – FORM C

- a. BIO 12 Human Biology  
Change description and Update textbook and student learning outcomes
- b. BIO 13 Marine Biology
- c. BIO 13 Advisory  
Add advisory: Eligible for English 250, English 260 and Mathematics 430.  
Update textbook and student learning outcomes.

*BIO 12, 13 and 13 Advisory are taken as one motion.*

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

- d. CD 11C Adult Supervision and Mentoring in Early Childhood Program  
Alignment with the CAP expansion course for Adult Supervision and Mentoring, change title, description and Update textbook, student learning outcomes, content and methods of evaluation.
- e. CD 13 Infant and Toddler Development and Care  
Change description, update textbook, student learning outcomes, content and methods of evaluation.

*CD 11C and 13 are taken as one motion.*

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

- f. CSIS 10 Introduction to Programming using BASIC  
Change course description, Update textbook and student learning outcomes.
- g. CSIS 42 Python Programming  
Revise course description to make course sequence clear. Update textbook and student learning outcomes.
- h. CSIS 45 Advisory C++ Programming I  
Add advisory: CSIS 42, Python Programming
- i. CSIS 52 Linux/UNIX System Administration  
Reactivate course, Change units, hours from 4 units, 3 Lec, 3 Lab to 3 units, 3 Lec, 0 Lab. Change description and Update textbook, student learning outcomes and content.
- j. CSIS 132 Prerequisite Intermediate Word Processing - MS Word  
Add prerequisite: CSIS 126, Word Processing - MS Word
- k. CSIS 134 Prerequisite Intermediate Excel  
Add prerequisite: ACCT/CSIS 121, Spreadsheet – MS Excel

*CSIS 10, 42, 45, 52, 132 Prerequisite and 134 Prerequisite are taken as one motion.*

**MSC (J. Rekedal/J. Maringer-Cantu). Vote: unanimous. Approved.**

4 DISTANCE EDUCATION – FORM D

- a. CSIS 52 Linux/UNIX System Administration
- b. CSIS 162 Introduction to Database Management  
*CSIS 52 and 162 are taken as one motion.*  
Add online and hybrid.

**MSC (R. Rivera-Sharboneau/J. Rekedal). Vote: unanimous. Approved.**

- c. GEOL 1 Introduction to Geology  
Add hybrid. This would open up the option for the lab to be in person and lecture online.  
**MSC (J. Rekedal/L. Tenney). Vote: unanimous. Approved.**
- d. KIN 24A – 24D Individualized Weight training (Levels 1–4)
- e. KIN 64A – 64D Individualized Cardiovascular fitness (Levels 1-4)  
*KIN 24A-24 D and 64A-64D are taken as one motion.*  
Add hybrid. Greater engagement and interactivity can be accomplished with this format.  
It was asked how the assessment of the course would be taken over the computer. R. Hannon responded that it would allow an online component to be added to iLearn such as journaling and video instruction to supplement. R. Rivera-Sharboneau asked how this can be classified as a distance education course since 45-50% of an online course is delivered online versus this course where the content is located online and the hours are done in person. There are shell courses in iLearn where supplemental resources can be housed but not part of the course hours. R. Hannon responded that the goal of the course is to have hands-on instruction but the online portion would be supplemental to the course.  
E. Luna added that if part of the instruction is placed online instead of in-person then it would be classified as a hybrid. R. Rivera-Sharboneau clarified that since it is an open lab with positive hours then there is no one-on-one instruction. When a course is designated as Distance Education then this course may cause confusion since students have to log hours at the lab. K. Rose added that as long as one or more course meetings are happening online then it can be classified as a hybrid. L. Tenney added that the in person hours would need to be reduced if there is an online component. R. Rivera-Sharboneau asked that the committee needs to be clear that there is the online component with the same hours needing to be fulfilled in the lab. There could be a component where the student worked out at a local gym and submit a report with hours worked out. There is also a need to look at the percentages for lesser units.  
*R. Hannon asked to withdraw the course until the issues are resolved.*  
**MSC (R. Rivera-Sharboneau /J. Maringer-Cantu).**

5 NEW CERTIFICATE OF PROFICIENCY – FORM J

- a. Real Estate – Certificate of Proficiency  
The student can take one elective and begin working. R. Rivera-Sharboneau asked if different courses would be taken for real estate appraiser. E. Venable replied that this has not been discussed. This course is effective fall 2016 since it is a local program.  
**MSC (D. Achterman/J. Maringer-Cantu). Vote: unanimous. Approved.**

6 MODIFICATION TO EXISTING AA- T DEGREE

- a. Kinesiology Associate Degree for Transfer (AA-T)  
The department is revising their A.A.-T Degree to include more options under the Movement Based Courses, both in the number of areas listed (adding Dance) and the courses available under those areas. Students have been limited by the options

available, especially after some activity courses were required to be moved from the KIN area to ATH.

**MSC (D. Achterman/R. Rivera-Sharboneau). Vote: unanimous. Approved.**

7 MODIFICATION TO EXISTING AA DEGREE AND CERTIFICATE OF ACHIEVEMENT

- a. Digital Media AA Degree
- b. Digital Design and Imaging Certificate of Achievement
- c. Interactive Media Certificate of Achievement
- d. Digital Video and Animation Certificate of Achievement

These have been streamlined and made more manageable for students to complete the requirements they need.

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

8 NEW AA DEGREE AND CERTIFICATE OF ACHIEVEMENT

- a. Wastewater Collection Technology Education AA Degree
- b. Wastewater Technology Education AA Degree
- c. Water Distribution Technology Education AA Degree
- d. Water Technology Education AA Degree
- e. Wastewater Collection Technology Education Certificate of Achievement
- f. Wastewater Technology Education Certificate of Achievement
- g. Water Distribution Technology Education Certificate of Achievement
- h. Water Technology Education Certificate of Achievement

These are the final degrees and certificates from the original grant. They were to be developed in phases. K. Rose reminded the committee that the WTRM 135 needs to be removed from the degrees and certificates since there was a previous motion to move them to the 200 level. R. Sharboneau-Rivera responded that the 100 level courses shouldn't be changed but it is fine to have a mix of 100 and 200 level courses for the certificates. There needs to be caution, though, that the 100 level courses are not transferable since they are good job skills to get the student ready. D. Achterman added that a bridge be added so students will know the options at the beginning of the course. L. Tenney asked if there was any conscience effort to develop the curriculum so it would be better articulated. E. Venable responded that this program was created to fill a gap in the field. Changes will be made according to the courses.

**MSC (D. Achterman/K. Rose). Vote: unanimous. Approved as presented with the changes.**

VI. ADJOURNMENT by consensus at 4:46 pm.  
**MSC (D. Acherman/K. Wagman).**