

**Curriculum Minutes**  
**Monday, November 28, 2016**  
**3:00-4:30 p.m., BU 119**

**ATTENDANCE**

L. Tenney, B. Donovan, J. Stewart, L. Flores, S. Sandler, J. Lawton-Haehl, E. Luna, R. Rivera-Sharboneau, D. Amaro, N. Cisneros, R. Brown, J. Maringer-Cantu, F. Lozano, N. Dequin, D. Achterman, S. Carr, K. Moberg, and E. Talavera (minute recorder)

- I. Call to Order: Welcome at 3:03 pm
- II. Agenda adjustments and approval  
**MSC (J. Maringer-Cantu). Approved as presented.**
- III. Minutes of November 14, 2016  
**MSC (J. Maringer/R. Rivera-Sharboneau). Vote: unanimous. Approved as presented.**
- IV. Information/Discussion
  1. CurricUNET updates: B. Donovan

B. Donovan updated the committee on the color-coded change to the required fields so nothing is missed along the way. Another feature added is called packages for those who are setting up the same changes within a group of courses. The last thing asked to be added is the Technical Review level which is ready but needs to be tested. B. Donovan asked for different people in different roles to be on a workflow group in January. L. Tenney wanted to clarify that since there is no Technical Review level, when faculty views a piece from L. Tenney at the committee member level they are comments from the Technical Review committee.
  2. Lecture/Lab Discussion: L. Tenney

L. Tenney distributed material from the PCAH and the lecture/lab standards. B. Donovan has a list of courses with lab components. Only one area responded. S. Sandler was grateful for the information. He noticed that there was a discrepancy between the writing labs and the reading labs. The reading labs and writing labs are at the same level of intensity. N. Dequin voiced that their department had the same issue and the department doesn't know how to tackle this issue. She asked what the next step would be to correct the information. L. Tenney reminded the committee that the place to start is to review the information on file and then to start looking at the discrepancies. B. Donovan replied that every department should compile what is being done in the labs and then the committee can look at the like-type activities which will lead to the next discussion. R. Rivera-Sharboneau added that maybe the standards under the LEH should be looked at first and then what do departments do now and redefine criteria. S. Sandler replied that there is one criterion when labs are much more fluid. L. Tenney replied that the committee needs to start by looking at the labs and then make sense of what is happening. K. Wagman added that from a GCFA perspective, the expertise of the Curriculum Committee is needed and the committee is on the right track.
- V. Curriculum
  1. Consent Agenda
    - a. Deactivate Courses
      1. CARP 200, CARP 201, CARP 202, CARP 203, CARP 204, CARP 205, CARP 206, CARP 207, CARP 208, CARP 209, CARP 210, CARP 211, CARP 212, CARP 213, CARP 214, CARP 215, CARP 216, CARP 217, CARP 218, CARP 219 CARP 220, CARP 290

2. DRLT 200 , DRLT 202 , DRLT 205 , DRLT 210 , DRLT 212 , DRLT 220, DRLT 221 , DRLT 222 , DRLT 230 , DRLT 231 , DRLT 240, DRLT 242 , DRLT 250 , DRLT 260 , DRLT 262 , DRLT 270 , DRLT 290

Justification: These programs are no longer being offered at Gavilan.

b. Deactivate Programs

1. Carpentry AA Degree and Certificate of Achievement
2. Drywall AA Degree and Certificate of Achievement

Justification: These programs are no longer being offered at Gavilan.

**MSC (S. Sandler/K. Wagman). Vote: unanimous. Motion passes.**

2. New Course Proposal – First Reading

a. AMT 226 UAS Flight Operations and Pilot Certification

This course will instruct students in the basic flight operations for both fixed wing and rotor wing aircraft, as well as prepare them to take the FAA pilot certification exam.

b. AMT 227 UAS Aerial Photography and Videography

This course is designed to provide the student with the skills which will allow them to capture and analyze photos and videos from drones. Emphasis is placed on cameras and image software available, applications, and techniques for analyzing imagery.

*AMT 226 & 227 are taken as one motion.*

**MSC (N. Dequin/J. Stewart). Vote: unanimous. Motion passes.**

3. New Course Proposal – Second Reading

a. ESL 752 NC Advanced ESL Reading/Vocabulary I

b. ESL 753 NC Advanced ESL Composition I

c. ESL 754 NC Advanced ESL Grammar I

d. ESL 762 NC Advanced ESL Reading/Vocabulary II

e. ESL 763 NC Advanced ESL Composition II

*ESL 752, 753, 754, 762, & 763 are taken as one motion.*

**MSC (F. Lozano/J. Maringer-Cantu). Vote: Motion passes.**

f. HTM 103 Customer Service in a Multi-Cultural Workplace

**MSC (N. Dequin/J. Maringer-Cantu). Vote: unanimous. Motion passes.**

g. JFT 100 Principles of Emergency Service

h. JFT 110 Fire Prevention

i. JFT 130 Building Construction for Fire Protection

j. JFT 140 Fire Behavior and Combustion

k. JFT 150 Principles of Fire and Emergency Services Safety and Survival

l. JFT 160 Fire Protection Systems

*JFT 100, 110, 130, 140, 150 & 160 are taken as one motion.*

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

4. Modification to Existing Courses

a. AH 55 Interactive and Mental Health Nursing

Update content - BRN requiring addition of Pediatrics.

b. AH 56 Compensatory Nursing Practice

Update content and textbook

*AH 55 & 56 are taken as one motion.*

The BRN wants the addition of High-Risk OBN to the group. B. Donovan added that the content section of Banner is not big enough for the descriptions so only the

heading of the topics are on Banner. The full description is in a separate file that B. Donovan has on hand.

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

- c. AJ 10 Introduction to the Administration of Justice  
Update textbook, course content and student learning outcomes
- d. AJ 20 Juvenile Law and Procedure  
Updating textbook to a more current edition and also reviewing course content and student learning outcomes.
- e. AJ 32 Crime and Delinquency  
This course was on the suspended list so I am reviewing the course content, textbook and student learning outcomes
- f. AJ 173 Fundamentals of Probation and Parole  
Update textbooks, reviewing the course content and student learning outcomes
- g. AJ 176 Criminal Street Gangs  
Course review of course content, textbooks and student learning outcomes.  
*AJ 10, 20, 32, 173 & 176 are taken as on motion.*

**MSC (J. Maringer-Cantu/S. Carr). Vote: unanimous. Motion passes.**

- h. BIO 10 Principles of Biology  
**MSC (J. Rekedal/J. Stewart). Vote: unanimous. Motion passes.**
- i. CSIS 85 Web Development and Design
- j. CSIS 124 Windows Fundamentals  
*CSIS 85 & 124 are taken as one motion.*

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

- k. ENGL 1A Composition and Reading
- l. ENGL 250 Practical Writing
- m. ENGL 260 Preparation for College Reading  
*ENGL 1A, 250 & 260 are taken as one motion.*

J. Hooper presented acceleration in English courses as well as research of current courses which mirrors the state data. There are different grants supporting acceleration in English and the proposal is to open access to ENGL 250/260 to accelerate them even if tested in the 440 level. There is also open access to ENGL 1A for students with a 2.5 GPA. These proposals will accelerate students to move through Basic Skills quicker while getting the skills that are needed. S. Sandler added that this is being viewed as a package so there is more hands-on support at the ENGL 1A level. If the ENGL 1A is not supported then the ENGL 250/260 proposal will be pulled. C. Whitney asked what the difference was between these courses and the ENGL 250/260P. J. Hooper answered that 250/260P are taught within a learning community where these proposals are not. J. Hooper added that these proposals will make the courses more cohesive. E. Luna pointed out that this is reflective of the committee's discussion on Lecture/Lab. C. Whitney asked how the department will measure multiple-measures. J. Hooper replied that a system will have to be figured out on how information will be gathered. R. Rivera-Sharboneau clarified that multiple-measures is faculty driven and this project is huge. Faculty needs to discuss these projects that are on campus so faculty can wrap their hands around it which has not happened. This will take time.

Directive self-placement questionnaires have been an idea that has been discussed within the English department. Without the Curriculum moving forward then the questionnaire cannot be created. J. Rekedal added how additional support will be added to the courses. S. Sandler replied that there are Supplemental Instructors and discussion with the Library has been occurring. K. Wagman asked if the units will be the same within these courses. J. Hooper replied that there are fewer units but will accelerate the student through the course. If students test into 400 and move straight through the 200 level then there is a greater success rate than if the student would have went through the 400 level. R. Rivera-Sharboneau reminded the committee that Gavilan has the highest number of GE units in the region. The committee needs to keep this in mind. E. Luna asked how this would affect a student's schedule since it would be a 4-unit course. L. Tenney clarified that when Technical Review met, specific questions were asked by K. Rose. The English Department responded to K. Rose's questions. K. Moberg added that the common assessment has been placed on hold statewide. Colleges are recommending multiple measures for particular gateway courses that are more accurate. The state is recommending campuses to adopt these multiple measures. There needs to be mechanisms in place on the technology side. When there is no technology available, a person needs to manually input the data. There is a lot of infrastructure and groundwork that needs to be done. One other area is that when students are placed will there be a subsequent increase in courses being offered. She also voiced that Dr. Rose was concerned students would choose to take courses at other campuses that offer ENGL 1A at 3 units over 4 units. Another concern is that it could possibly affect the ADTs. B. Donovan explained that it wouldn't affect the ADT but instead increase the graduation units. K. Moberg voiced that Dr. Rose would like this to be tabled to another time since there would be more information and research needed.

J. Hooper added that most colleges add levels of support below 1A but students do not accelerate. The department is trying to create this support. R. Rivera-Sharboneau's concern is the timing. To accelerate there is a need for the infrastructure to be set, which is not there. Another concern is the repeatability rule which may exclude students from ENGL 1A. S. Sandler replied that scheduling doesn't seem to be a problem since the department will schedule in a way that makes sense. The department has been researching acceleration and there is a need to accelerate students so they can achieve. N. Dequin added that if this was to be passed there would be no way to assess these courses since there is no infrastructure. J. Hooper added that it would help students move through the 250/260 course. This is a package deal and cannot be opened up separately since there is the fear of no support at the ENGL 1A level. E. Crook added that this can be implemented now with self-placing and multiple measures. C. Whitney gave her perspective that making this package includes the component of assessment and how this will be done mechanically through Admissions and Records. By using multiple measures, students will not be able to register themselves without a manual input of the student's GPA into Banner. D.

Achterman asked about the work that still needs to happen and what needs to happen next for the placement issues to be added to get the work done and what does faculty need to do to get the work done. K. Moberg replied that both English and Math need to agree to the rubric that would be used for assessment and give direction on the Student Service side since it is not in their purview. This would have to be recorded so there is an explanation needed for the Chancellor's office. Anything related to MIS takes time. There is no programming code created yet and could take a year or so but faculty direction is needed first. It is up to the English department to come up with a timeline. C. Whitney added that attending a workshop could be helpful. L. Tenney added that at one time an assessment taskforce was created to look at assessment and this may be a time to reconvene the taskforce. E. Luna pointed out that there is a conceptual and mechanical piece. When something is tabled it usually is pushed down the line. K. Wagman added that the 250/260 courses will be in the Fall 2017 semester but wouldn't need the ENGL 1A support until the Spring 2018 semester. R. Rivera-Sharboneau asked what would be the impact of the link to the LIB 200 course. D. Achterman replied that this was not part of the conversation and this piece has not been figured out yet. R. Rivera-Sharboneau added that if there is a decision to link the two courses then ENGL 1A could possibly be a five-unit course. E. Crook added that the LIB 200 course was a pilot and was not agile as it needed to be for the ENGL 1A course. D. Achterman added that there have been conversations of how the Library can support the courses. The performance and research in LIB 200 is unclear. The Library can work with the English department if that is the decision that is to be made.

*A motion was made to table this until the first meeting in spring 2017.*

**MSC (J. Rekedal/N. Dequin). Vote: Yes-7; No-5. The motion passes.**

- n. MUS 3B Harmony, Theory, Musicianship II

**MSC (D. Achterman/F. Lozano). Vote: unanimous. Motion passes.**

- o. PHYS 1 Introduction to Physics

J. Rekedal asked if there was a C-ID. K. Wagman added that this is an introduction course.

**MSC (K. Wagman/F. Lozano). Vote: unanimous. Motion passes.**

- p. SOC 21 Marriage and the Family

The advisory is not a prerequisite. The description should read ENGL 1A.

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

- q. THEA 13A Actor's Workshop

- r. THEA 13B Actor's Workshop

- s. THEA 13C Actor's Workshop

- t. THEA 13D Actor's Workshop

*THEA 13A, B, C & D are taken as one motion.*

**MSC (J. Rekedal/N. Dequin). Vote: unanimous. Motion passes.**

5. New Associate Degree for Transfer

- a. Chemistry A.S.-T. Degree

**MSC (R. Rivera-Sharboneau/F. Lozano). Vote: unanimous. Motion passes.**

**VI. New Business**

1. Proposal to change committee timelines for submissions of First and Second Readings for new course proposals and substantive changes – [Proposed Calendar for Spring 2017](#)

B. Donovan is concerned that items are not being approved quickly enough at the Chancellor's office for the scheduling. The suggestion is to change the timelines to make sure everything is approved in time. K. Wagman pointed out that spring break will always be the first week of April, as per GCFA contract. The suggestion is to move it to the second meeting of the semester. This will be voted on the first meeting at the next semester.
2. Proposal to change timelines for due dates for course updates/modifications in order to minimize courses placed in suspension status.

L. Tenney asked the committee if things should be due as per the status quo or move the deadline to 4 ½ years instead of 5 years. B. Donovan clarified that a reminder will be sent out at the 4 ½ year.

*A motion was made to change the list to reflect a 4 ½ year due date.*

**MSC (K. Wagman/R. Rivera-Sharboneau). Vote: unanimous. Motion passes.**

**VII. Old Business**

**VIII. Adjournment by consensus at 4:44 pm.**

**MSC (K. Wagman/N. Dequin).**