

**Curriculum Minutes**  
**Monday, February 27, 2017**  
**3:00-4:30 p.m., BU 119**

**Attendance:**

Members present: Leslie Tenney, Johanna Stewart, Debbie Amaro, Nicole Cisneros, Jane Rekedal, Jane Maringer, Enrique Luna, David DiDenti, Doug Achterman, Scott Sandler, Michele Bresso, Sherrean Carr, Fran Lozano, Ken Wagman, Pat Henrickson, N. Dequin, B. Donovan (Curriculum Specialist)

Members not present: Julian Kearns, Rosa Sharboneau, Candice Whitney (Ex-Officio), E. Talavera (Minutes Recorder)

Guests: Elena Dachkova, Jessica Hooper, Libby Flores, John Lawton-Haehl, Randy Brown

- I. Call to Order: Welcome
  1. Request for a committee member to take notes in the absence of Esteban Talavera. Jane Maringer volunteered.
  2. Welcome Michele Bresso, new Vice President of Academic Affairs
- II. Agenda adjustments and approval:
  1. Agenda approved as presented.
- III. Minutes of November 14, 2016
  1. **MSC (K. Wagman/J. Maringer) Minutes approved as presented.**
- IV. Information/Discussion
  1. Curriculum Review Process – L. Tenney: Ideas regarding different ways for the Curriculum Committee to review curriculum rather than having each member responsible for reviewing each proposal. Possibility to break curriculum to be reviewed into teams that would be assigned to different departments. Discussion regarding how this can alleviate some of time spent on detailed proposals and allow for more substantive curricular discussions; general support of change to review process. Agreement that L. Tenney will draft a proposal to review and take action on for next Curriculum meeting.
- V. CONSENT AGENDA
  1. Deactivate Courses
    - a. CGD 110, Computer Graphics Lab
    - b. CGD 160, Technical Desktop Publishing/Graphics
    - c. CGD 190, Occupational Work Experience/Computer Graphics & Design
    - d. CGD 2, 2D/3D Technical Computer Graphics I
    - e. CGD 23, Independent Study
    - f. CGD 30, Environmental Design
    - g. CGD 4, 2D/3D Technical Computer Graphics II
    - h. CGD 6, Advanced Computer Graphics
    - i. CGD 8, Advanced Computer Graphics for Design Application I
    - j. CGD 9, Advanced Computer Graphics for Design Application II
    - k. ESL 573, Transition to College Writing
    - l. JFT 207, First Responder
    - m. JFT 26A, Fire Prevention 1A Fire Inspection
    - n. JFT 4A, Fire Mgmt 2A - Organizational Development and Human Relations

1. Justification: Courses no longer being offered at Gavilan due to low enrollment.
2. **MSC (K. Wagman/J. Rekedal) Vote: Unanimous. Motion passes.**
2. Deactivate Programs
  - a. Advanced Technical Computer Graphics: AA
  - b. Advanced Technical Computer Graphics: CA
  - c. Technical Desktop Publishing and Graphics: AA
  - d. Technical Desktop Publishing and Graphics: CA
  - e. Computer Graphics for Environmental Design Option: AA
  - f. Computer Graphics for Environmental Design Option: CA
    1. Justification: Programs no longer being offered at Gavilan due to low enrollment.
    2. **MSC (J. Rekedal, J. Maringer) Vote: Unanimous. Motion passes.**

## VI. OLD BUSINESS

1. Modification to Units and Lecture Hours
  - a. ENGL 1A Composition and Reading
  - b. ENGL 250 Practical Writing
  - c. ENGL 260 Preparation for College Reading
    1. Presentation by J. Hooper regarding status of items the English Department was asked to address (regarding change in units of English 1A from 3 to 4 units) by K. Rose, Curriculum Committee on 11/ 11/28/16, and Tech Review Committee on 02/21/17. Handouts with detailed responses to questions were made available. J.Hooper reported that the department is addressing the concerns raised regarding ADT degrees (Chemistry and Computer Science) that have no room to add an additional unit to General Ed without exceeding 60 units cap on ADT degrees.
    2. Motion to table approval of modifications to ENGL 1A, ENGL 250, and ENGL 260 to 3/27/17 Curriculum Committee meeting date. **MSC (K. Wagman/N. Dequin) Vote: Unanimous. Motion passes.**
  - d. MATH 411 Integrated Pre-Algebra
    1. Modification of Math 411 from 6 units to 7 units.
    2. Justification presented by Elena Dachkova and is detailed in the justification in course modification.
    3. **MSC (K. Wagman/D. DiDenti) Vote: Unanimous. Motion passes.**

## VII. NEW BUSINESS

1. Add new Discipline
  - a. SJS – Social Justice Studies
    1. Discussion clarifying that the request is to add a new prefix (SJS) in order to create classes within the Social Science Department that would allow for the creation of new classes to be developed which would eventually apply to an ADT degree in Social Justice Studies. A TMC for this already degree exists. Questions and clarifications regarding cross-listings, min quals to teach these classes, classes being accepted at other schools.
    2. **MSC (N. Cisneros/J. Maringer) Vote: Unanimous. Motion passes.**
2. Place Courses on Hold
  - a. ESL 581
  - b. ESL 582
    1. Justification: Per Nicole Cisneros, courses were traditionally offered in summer sessions but have not been offered recently due to low enrollment.

With the changes in ESL scheduling and students moving from non-credit to credit ESL classes, the department hopes to have a sufficient cohort of students ready to take these classes by summer, 2018.

2. Review of Gavilan's current process for placing classes on hold for two years (a catalog cycle). Current practice is to place course on hold for up to two years (a catalog cycle) or until the department submits a modification to either reactivate or inactivate the course. Course cannot be scheduled until it is reactivated in Banner. Courses will not be included in the Catalog or scheduled while in "on hold" status. The Curriculum Committee will return to review of current practice and if there is a need for modifications to current practice.
3. *(ESL 581 and 582 taken as one motion)* **MSC: Vote: Unanimous. Motion passes.**
3. New Course Proposal – Second Reading
  - a. AMT 226 UAS Flight Operations and Pilot Certification
  - b. AMT 227 UAS Aerial Photography and Videography
    1. Justification: Need program being developed in AES through CTE.
    2. *(AMT 226 and 227 taken as one motion)* **MSC (N. Dequin/J. Rekedal) Vote: Unanimous. Motion passes.**
4. C-ID Updates
  - a. MATH 1C Multivariable Calculus
    1. Questions regarding the need for the prerequisite form to be attached to modifications. Clarification that this is not needed if the prerequisites are not changing.
    2. **MSC (J. Rekedal/K. Wagman) Vote: Unanimous. Motion passes.**
5. Modify Course – Distance Education
  - a. BUS 14 Personal Finance
    1. Justification: Course is cross-listed as Econ 14. Distance Ed format already approved and on file.
    2. **MSC (J. Rekedal, E. Luna) Vote: Unanimous. Motion passes.**
6. Modify Course – Change Units/ Hours/ Update prerequisites
  - a. CSIS 121 Spreadsheet - MS Excel
    1. Justification: Change from variable units to fixed units (3). Course has not been offered as variable unit.
    2. **MSC (J Stewart, J. Maringer) Vote: Unanimous. Motion passes.**
  - b. HTM 701 Hospitality Careers and Ambassadorship
    1. Justification: Per Randy Brown, "summit group" asked that an "ambassador" element be added to the course so students have a better understanding of hospitality options in our region. Two hours of content were added to the course.
    2. **MSC: Vote: Unanimous. Motion passes.**
  - c. JFT 13 Low Angle Rope Rescue Operational Course
  - d. JFT 14 Fire CDF Academy
  - e. JFT 15 CDF Fire Academy Refresher
  - f. JFT 203 I-400 Advanced Incident Command System
    1. Justifications: update textbooks, SLOs, and course numbering to non-transfer level for JFT 203

2. (*JFT 14, 14, 15, and 203 taken as one motion*) **MSC (E. Luna/N. Cisneros). Vote: Unanimous. Motion passes.**
  - g. JLE 100 Basic Police Academy
    1. Justification: General updates (hours, prerequisites, textbooks, SLOs), plus the State added an additional domain that must be covered in the class.
    2. **MSC (D. Achterman/ E. Luna). Vote: Unanimous. Motion passes.**
7. Modification to Existing Courses - General updates/Student Learning Outcomes
- a. ACCT 203 General Office Accounting
    1. Justification: : General updates (texts, SLOs, content modification), changes to course numbers (to 200 level) for non-transferable classes
    2. **MSC (E. Luna/D. Achterman). Vote: Unanimous. Motion passed.**
  - b. AH 55 Interactive and Mental Health Nursing
  - c. AH 56 Compensatory Nursing Practice
    1. (*AH 55 and 56 taken as one motion*) **MSC (S. Sandler/E.Luna)**
    2. Per D. Amaro, modifications originally asked for by State BRN are no longer required and courses no longer need updating.
    3. **Amended motion to remove AH 55 and 56 from the table. MSC (N. Dequin/Fran Lozano) Vote: Unanimous. Motion passes.**
  - d. ~~ANTH 5 Magic, Witchcraft, and Religion~~ (Withdrawn)
  - e. ANTH 6 Culture and Politics of Africa
    1. Justification: General updates (texts, SLOs, content modification)
    2. (*Anth 6 and Hist 3 taken as one motion*) **MSC (N. Dequin/F. Lozano) Vote: Unanimous. Motion passes.**
  - f. ART 10A Cultural History of Ceramics
  - g. ART 13 Three-Dimensional Design
    1. Justification: General updates (texts, SLOs, content modification)
    2. (*ART 10A AND Art 13 taken as one motion*) **MSC: (S. Sandler/J. Stewart) Vote: Unanimous. Motion passes.**
  - h. ESL 527 Integrated Reading/Writing I
  - i. ESL 537 Integrated Reading/Writing II
  - j. ESL 727 NC Integrated Reading, Writing I
  - k. ESL 737 NC Integrated Reading, Writing II
    1. Justification: General updates including textbooks and consolidation of SLOs
    2. (*ESL 527, ESL 537, ESL 727, ESL 737 taken as one motion*) **MSC: (N. Dequin/E. Luna) Vote: Unanimous. Motion passes.**
  - l. HIST 3 History of California
    1. Justification: General updates (texts, SLOs, content modification)
    2. (*Anth 6 and Hist 3 taken as one motion*) **MSC: (N. Dequin/F. Lozano) Vote: Unanimous. Motion passes.**
  - m. KIN 1 Orientation for Student-Athlete Success
    1. Justification: Update of SLOs, course description, content
    2. **MSC: (N. Dequin/E. Luna) Vote: Unanimous. Motion passes.**
  - n. THEA 2A Children's Theatre Repertory
  - o. THEA 2B Children's Theatre Repertory
    1. Justification: General updates (texts, SLOs, content modification)
    2. (*Thea 2A and Thea 2B taken as one motion*) **MSC (N. Dequin/F. Lozano) Vote: Unanimous. Motion passes.**
  - p. WTRM 210 Advanced Water/Wastewater/Distribution Math

- q. WTRM 216 Advanced Wastewater Collections
  - 1. Justifications: General updates (texts, SLOs, content modification), changes to course numbers (to 200 level) for non-transferable classes
  - 2. (*WTRM 210 and WTRM 216 taken as one motion*) **MSC (K. Wagman, S. Sandler) Vote: Unanimous. Motion passes.**

**VIII.** Adjournment:

- 1. **MSC (N. Dequin/D. Amaro)** The meeting was adjourned by consensus at 4:31 pm

Minutes prepared by L. Tenney 2/28/17