

Curriculum Minutes
Monday, March 13, 2017
3:00-4:30 p.m., BU 119

Members Present

L. Tenney, B. Donovan (Curriculum Specialist), M. Bresso, D. DiDenti, F. Lozano, R. Sharboneau, N. Cisneros, N. Dequin, K. Wagman, J. Rekedal, P. Henrickson, S. Carr, J. Maringer, E. Luna, S. Sandler, E. Talavera (Minutes Recorder)

Members Absent

J. Stewart, D. Amaro, D. Achterman, J. Kearns, C. Whitney (Ex-Officio),

Guest(s)

E. Venable, J. Hooper, L. Flores, R. Brown

- I. **Call to Order: Welcome at 3:05 pm**
- II. **Agenda adjustments and approval**
MSC (K. Wagman/D. DiDenti). Vote: unanimous. Approved as presented.
- III. **Minutes of February 27, 2017**
MSC (K. Wagman/D. DiDenti). Vote: unanimous. Approved as presented.
- IV. **Information/Discussion**
 - 1 [Courses on Hold](#) - due to be updated or inactivated – L. Tenney
L. Tenney updated the committee on the list of courses on hold. A question was asked what the steps were needed to inactivate a course. B. Donovan replied that it can be done through CurricUNET as a package and she can help. L. Tenney gave an overview of the process of placing courses on hold and deactivating courses. The last discussion on this topic was in 2014. It was discussed then to add another category of hold. There seems to be confusion on the different aspects of courses. It seems that the minutes of the committee point to placing courses on hold for one catalog cycle. A document was found that outlined the different categories. R. Sharboneau asked what actions will be taken next for the courses on the list and by what deadline. B. Donovan added that when updating courses prerequisites need to be updated.
 - 2 [Unit calculations for ADT Degrees](#)—R. Sharboneau
R. Sharboneau gave an overview of unit calculations and the effects on ADT Degrees via a PowerPoint presentation. The issue on hand was if a unit increase would affect ADTs, which is dependent on the area units being increased. A question was asked why a degree would be denied if a student had too many units. It is a legal issue through the Chancellor's office. The total units need to be at 60 degrees for an ADT. R. Sharboneau urged the committee and departments to think about what effect a unit increase in a course will do to the ADT and the student load. There is no clear answer since it depends on the course and the majors. If there is a department interested in increasing a course's units please talk to R. Sharboneau to investigate the impact. E. Luna commented that the committee needs to question whether a degree should be offered or not before offering that degree. R. Sharboneau added that the campus cannot handle the workload required to offer every ADT. Increases in general education increases the requirements for those

students pursuing a local degree. N. Dequin commented that this needs to be a bigger conversation, especially depending on the student demographic at Gavilan College. M. Bresso commented that conversations are being held on the financial situation of students, such as increased tuition. Students who seek ADTs want to get to the four-year university and these degrees help the students move to the next level on their path. J. Hooper thanked R. Sharboneau for her work within the English department and the unit increase.

3 [Course outline checklist](#)—B. Donovan, L. Tenney

L. Tenney made modifications to the Course Outline Checklist that is posted on the Curriculum Committee website. She asked departments to fill out the form accordingly. A committee member asked that a timeline be added to this section. Another area that needed to be specific was to list the modifications. This will help expedite the process. When a course is sent back for more information from the Tech Committee, the reason is also given. It was asked if there were other resources that can train faculty on how to write curriculum. R. Sharboneau added that department chairs can help in the process by looking at areas such as when the course is being offered and if the justification is clear. L. Tenney replied that B. Donovan does a lot of the training online and via email, which is not her role. E. Luna commented that CurricUNET seems to slow down the process. He asked if there was a way to make the changes without having to go back and forth. L. Tenney added that it is possible but there are concerns in that process. One idea is for a person to create the curriculum and have the department chair input the information. J. Rekedal asked if there was a contribute option, which would lessen the frustration. L. Tenney replied that allowing Department Chairs to make the required modification is an option. M. Bresso added that this is part of a process through a department. It should be performed within the department working as a team to create the curriculum and if the course makes sense within the program. The important step is to go through the Course Outline Checklist before curriculum reaches the next level. L. Tenney asked that Advisories and Prerequisites be left in the course description since that is what is printed in the college catalog. Another problem area is when courses are cross-listed. The department chairs need to discuss cross-listed courses when modifying courses. One idea is to give rights to the person who owns the rights to the course. R. Sharboneau advised that the cross-listed courses should be reviewed and who owns which course for the next meeting. The revised checklist is posted online.

4 [Proposed changes to committee practices for curriculum review](#)—L. Tenney

L. Tenney gave an update on the courses in the system, which is estimated at about 1200 courses. She is working on dividing the courses so they can be worked on fairly. The idea is to look at making changes long term. E. Luna recommended dividing the work before each meeting to the committee members. He suggested taking fifteen minutes at the beginning of the meeting to review the curriculum via this mode. N. Dequin moved to push this item to the next meeting for further discussion.

V. NEW BUSINESS

1 [New Course – First Reading](#)

- a. AMT 228 UAS Maintenance Technician

This course is designed to provide students with the skills to maintain and repair small unmanned aerial systems (UAS).

MSC (K. Wagman/J. Rekedal). Vote: unanimous. Motion passes.

- b. ESL 744 NC Culture Through Film

This course is designed to practice listening and speaking skills through the use of selected films.

MSC (J. Maringer/F. Lozano). Vote: unanimous. Motion passes.

- c. HTM 190 Occupational Work Experience/Hospitality and Tourism Management
Occupational work experience is for students that have a job related to their major. A training plan is developed cooperatively between the employer, college and student.

MSC (S. Sandler/N. Dequin). Vote: unanimous. Motion passes.

- d. HTM 703 Social Media Marketing

This course introduces the student to the different types of social media and how they can be used to market the Hospitality and Tourism industry.

MSC (J. Maringer/F. Lozano). Vote: unanimous. Motion passes.

- e. JLE 210 Active Shooter Response Training

This course will provide students with a background on active shooter situations along with policies and procedures for responding to various active shooter emergencies. This course is POST certified.

MSC (S. Carr/N. Cisneros). Vote: unanimous. Motion passes.

- f. KIN 33A Walk, Run For Fitness - Level 1

- g. KIN 33B Walk, Run For Fitness - Level 2

- h. KIN 33C Walk, Run For Fitness - Level 3

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at a moderate exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order. R. Sharboneau asked if this was offered before because it is showing up as a new course. Previously it was under PE.

KIN 33A, B and C are taken as one motion.

MSC (D. DiDenti/J. Rekedal). Vote: unanimous. Motion passes.

2 Modification of Courses

Business

- a. ACCT/CSIS 220 Computerized Accounting – QuickBooks

This course is on the 5 year curriculum review cycle for the spring semester.

Reviewed the content and description, updated the textbook, and consolidated the SLO's. Also changed the course number from a 100 to a 200 number based on the research and recommendations done by the Articulation Officer.

MSC (D. DiDenti/J. Maringer). Vote: unanimous. Motion passes.

- b. HTM 101 Introduction to Hospitality and Tourism Management

This course is being modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. A slight modification has been made to the content in the fourth section to make sure that

information about local and regional events and tourism will be presented in the class. In addition, the Distance Education information is being added so that the course has the option of being offered face-to-face, hybrid or online. This course has been approved through the chancellor's office.

MSC (N. Cisneros/N. Dequin). Vote: unanimous. Motion passes.

Kinesiology

- c. ATH 21 Volleyball
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.
- d. ATH 25 Soccer
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content and description and consolidated several SLO's.
- e. ATH 27 Basketball
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and combined SLO's.
- f. ATH 37 Softball
This course is on the 5 year review cycle for updating. Content review and SLO consolidation has been done.
- g. ATH 77 Football
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.
ATH 21, 25, 27, 37, and 77 are taken as one motion.

MSC (D. DiDenti/S. Sandler). Vote: unanimous. Motion passes.

- h. KIN 61A Swim for Fitness - Level 1
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

MSC (F. Lozano/S. Sandler). Vote: unanimous. Motion passes.

Social Science

- i. ART/HIST 21 Ancient Americas: A History through Art
Course updates: textbook, out of class assignments, content.
MSC (N. Dequin/S. Sandler). Vote: unanimous. Motion passes.
- j. ANTH 5 Magic, Witchcraft, and Religion
This is a routine update. Course SLOs, content, and textbooks have been updated. The prerequisite addition and negative impact was discussed. P. Wruck performed a statistical report on the course and found no negative effect on the success rates of the course. D. Klein suggested leaving the prerequisite as it stands. L. Tenney added if there was a plan for the department to add prerequisites to other courses. At this time there are no plans.

MSC (F. Lozano/S. Sandler). Vote: unanimous. Motion passes.

English as a Second Language

- k. ESL 743 NC Intermediate ESL Grammar, Writing II
Consolidating SLOs.
- l. ESL 747 NC Integrated Reading, Writing III
Consolidating SLOs and updating content and textbook.

ESL 743NC and 747NC are taken as one motion.

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

Fine Arts

- m. MCTV/THEA 19 Acting and Voice for TV/Film/Media
Updating SLO's, and textbook

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

Water Resources Management

- n. WTRM 215 Leadership and Supervision in the Water Industry
The course title and description are being revised to include the term "Leadership". This change is based on feedback from the instructor. Also, the course number is being changed from a 100 level to a 200 level course based on the research and recommendation from the Articulation Officer. Several SLO's were also consolidated.
- o. WTRM 217 Water Use Efficiency Practitioner
This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's.
- p. WTRM 218 Introduction to Occupational Health and Safety
This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's.
- q. WTRM 219 Industrial Wastewater Management and Treatment
This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's.
- r. WTRM 220 Pollution Prevention and Storm Water Management
This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's.
- s. WTRM 221 Mechanical Maintenance
This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's.

WTRM 215, 217, 218,219, 220 and 221 are taken as one motion.

MSC (D. DiDenti/N. Dequin). Vote: unanimous. Motion passes.

- VI. Adjournment by consensus at 4:46 pm.

MSC (N. Dequin/J. Maringer).