

Curriculum Minutes  
Monday, April 24, 2017  
3:00-4:30 p.m., BU 119

**ATTENDANCE**

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

**NOT PRESENT**

E. Luna, C. Whitney (Ex-Officio)

**GUESTS**

R. Brown, L. Flores

- I. Call to Order: Welcome at 3:05 pm
- II. Agenda adjustments and approval  
**MSC (D. Achterman/N. Cisneros). Vote: Unanimous. Approved as presented.**
- III. Minutes of ~~March 27, 2017~~ April 10, 2017  
Correction was made to the Minutes from March 27, 2017 to April 10, 2017.  
**MSC (J. Maringer/D. Amaro). Vote: unanimous. Approved as presented.**
- IV. Information/Discussion
  1. Planning with Purpose: new courses and programs: Michele Bresso  
M. Bresso shared her thoughts on where the campus is headed when creating and updating curriculum. One important piece is to ask where is Gavilan headed, and what do students want and how do we get there. The college has many degrees and certificates ;-research shows that students don't complete programs when there are more options and classes don't fit into a-program. Many of the options students choose may not lead them to where they want to go. M. Bresso suggested that the committee think about how the actions taken with curriculum can help students complete a program. One member pointed out that students need variety to explore their options and majors to find a pathway. M. Bresso responded that the goal of general education courses is the way to help students discover their path. Students are currently taking too many units at the local level, which diminishes their financial aid as well as other consequences. L. Tenney added that training is needed to be held on what can classify a course as a general education course.
  2. Course and program justification templates: Bonnie Donovan and Leslie Tenney  
B. Donovan created the list of sample justifications. L. Tenney added that the next piece is to create a template for new programs and courses which would identify similar items such as learning outcomes, etc. This would clarify different areas.
  3. Review of Curriculum Committee Bylaws: Leslie Tenney  
L. Tenney began discussion on the Bylaws for the Curriculum Committee. The Academic Senate asked the subcommittees to update Bylaws as needed. One item that she pointed out was the membership, especially in terms of deans. Since this is a subcommittee of the Academic Senate, there was a feeling of not having so many administrators as members. One other thing that may need to be modified is the duties of the chairperson. K. Wagman pointed out that having a department chair serving as the chairperson excludes department representation and the department loses a vote. D. Achterman asked if the ex-officio is a voting member. L. Tenney answered that this

needs to be clarified in the Bylaws since the ex-officio is a voting member, unless specifically stated in the bylaws. J. Maringer pointed out that the department chair being on the committee is not on the department chair matrix. Contractually, department chairs are not required to be a member of the committee. K. Wagman feels that keeping the language as is for the Department Chair so that there will be a strong representation on the curriculum committee. R. Rivera-Sharboneau pointed out that having a non-credit representative should be discussed. R. Brown responded that a representative from the non-credit is asked to be at the meetings but may not be necessary to have a separate vote. D. Achterman suggested that any changes made should be presented to the Academic Senate for input and reflection. L. Tenney pointed out that there seems to be a few items that would need a vote to change the language in the bylaws, which would be placed on the next curriculum committee meeting agenda. The committee members are asked to take the bylaws to their departments for input.

4. Revisiting LEH factors: Leslie Tenney and Ken Wagman  
L. Tenney and K. Wagman discussed how LEH was being determined and assigned by curriculum. K. Wagman pointed out that his came from last year's GCFA negotiations. The negotiators need a form from the Curriculum Committee to allow for LEH changes. The current LEH list was established in March 1980. The committee needs to evaluate the changes made since then and create a form to change the LEH of a course. This does affect full-time faculty on their load but negatively affects the part-time faculty. There is a financial impact to changing LEH. F. Lozano added that there is an assigned value for courses. R. Rivera-Sharboneau pointed out that a separate form should not be part of CurriUNET but who would keep track of the changes. B. Donovan added that separate LEH factors are in a separate table within Banner, which involves MIS being notified. It is a complicated report to run and cannot be a link run by anyone. It needs to be asked for from B. Donovan. R. Rivera-Sharboneau asked if an update can be created to keep the committee informed of what has been changed. B. Donovan can do this at the end of the semester. The Curriculum Committee created a subcommittee to address LEH changes. L. Tenney added that a simple form can be created and brought to the next Curriculum Committee meeting for input and changes.

Subcommittee members: Ken Wagman, Fran Lozano, Michele Bresso, Jane Maringer, Nikki Dequin

#### V. Consent Agenda

1. Deactivate Courses
  - a. THEA17B - Television and Video Workshop
  - b. MCTV17B - Television and Video Workshop  
Justification: 17B has been changed to 18.
  - c. THEA21 - Mexican Dance and Folklore  
Justification: not enough interest to sustain enrollments  
**MSC (S. Sandler/J. Stewart). Vote: unanimous. The motion passes.**

#### VI. Old Business

1. Kinesiology - ADT Degree  
The description was condensed.  
**MSC (N. Dequin/M. Bresso). Vote: unanimous. Motion passes.**

#### VII. New Business

1. New Course - First Reading

a. ESL 712 - NC ESL for Child Care Part I

The justification for creating this course is that one of the goals set under AB 104 is to create four vocational ESL options for the ESL students in the Gavilan consortium - Morgan Hill, Gilroy, Hollister, San Juan and Aromas. The new courses will create different pathways for ESL students once they complete one or more of the basic ESL Life Skills courses. A question raised was about the year of the textbook which was listed as 2010.

b. ESL 764 - NC Advanced ESL Grammar II

This Noncredit course is being created to dual-list with ESL 564. P. Henrickson pointed out that if the course is cross-listed the descriptions should be the same. N. Cisneros will send the correct description to B. Donovan.

*ESL 712 and 764 are taken as one motion.*

**MSC (S. Sandler/J. Rekedal). Vote: unanimous. Motion passes.**

c. THEA 31 Improvisation

The department is building curriculum and course offerings for students in the Theatre Department to further the development of theatre and acting skills. Improvisation is a course that is offered at other college campuses including Foothill (THEA 43E) and USC (THEA 122). Many students move on to 4 year Colleges/Universities and must audition to get into the Theatre program. Improvisation will help to strengthen those skills needed to get into a competitive program. This elective course can be used towards an AA degree. Other courses at Gavilan, such as THEA 11, are also offered as a 2 unit courses since the course is both lecture and lab in content.

d. THEA 32 Chicano/Latino Theatre Theory

The Theatre Department is looking to expand their course offerings to students, while also incorporating coursework which reflects ethnicity and cultural diversity. This course can't be offered on-line as there is group work along with active participation and demonstration. This course will incorporate ethnicity and cultural diversity. It is substantially expanded beyond the topic of Theatre 3 (El Teatro) to include other major theatre Latino/Chicano groups as well as various theory. This is an elective course for Theatre Arts Acting and Technical Theatre. It is not on the current list of courses approved for an AA-T but can be used towards an AA in Theatre.

*THEA 31 and 32 are taken as one motion.*

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

2. New Course – Second Reading

a. CMUN 12 Business Communication

There was enough new information to classify this as a new course.

**MSC (N. Dequin/P. Henrickson). Vote: unanimous. Motion passes.**

b. JLE 206 Human Trafficking Investigation Course

**MSC (J. Maringer/S. Sandler). Vote: unanimous. Motion passes.**

c. KIN 91A Hip-hop, Level 1

**MSC (K. Wagman/N. Dequin). Vote: unanimous. Motion passes.**

3. Modification to Existing Courses

- a. AJ10 - Introduction to the Administration of Justice  
Adding the information under Distance Education so this course will then have the option of being taught online. The course was just reviewed last semester so all other information is up to date.
- b. AJ12 - Criminal Procedures  
Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was last updated in 2013 the content and SLO's were reviewed, methods of instruction revises and the textbook was updated.
- c. AJ16 - Introduction to Evidence  
Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was last updated in 2013 the content and SLO's were reviewed and the textbook was updated.
- d. AJ18 - Community Relations and the Justice System  
Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was last updated in 2014 the content and SLO's were reviewed and the textbook was updated.
- e. AJ20 - Juvenile Law and Procedure  
The Distance Education information is being added so this course has the option of being taught online. The course was reviewed/updated last semester so all other information is up to date.
- f. AJ32 - Crime and Delinquency  
The Distance Education information is being completed so this course has the option of being taught online. The course was updated last semester so all other information is up to date.
- g. AJ173 - Fundamentals of Probation and Parole  
The Distance Education information is being completed so this course will have the option of being taught online. This course was updated last semester so all other information is up to date.
- h. AJ176 - Criminal Street Gangs  
The Distance Education information is being added so this course has the option of being taught online. The course was updated last semester so all other information is up to date.

*AJ 10, 12, 16, 18, 20, 32, 173 and 176 are taken as one motion.*

One recommendation is to check the box for online and hybrid to keep options open.

*The motion was amended to modify the course to offer as both online and hybrid.*

**MSC (N. Dequin/J. Rekedal). Vote: unanimous. Motion passes with the modifications suggested.**

- i. ART14B - Murals: Organization and Planning  
The course has been reviewed and is current. The course has not had an opportunity to be offered due to the Art 14A prerequisite; it is offered simultaneously with the other family of Art 14 courses.
- j. ART14C - Murals: Direction and Facilitation

The course has been reviewed and is current. The course has not had an opportunity to be offered due to the Art 14A/B prerequisite; it is offered simultaneously with the other family of Art 14 courses.

*ART 14B and 14C are taken as one motion.*

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

- k. CSIS571A - Introduction to Assistive Computer Instruction Lab  
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's Office changes in the DRC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLO's and updated the SLO assessment dates.
- l. CSIS571B - Intermediate Assistive Computer Instruction Lab  
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's Office changes in the DRC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLO's and updated the SLO assessment dates.
- m. CSIS571C - Advanced Assistive Computer Instruction Lab  
This course is on the 5 year curriculum review cycle for the spring semester. Reviewed and updated the course content, description and out of class assignments. Updated the content to include the Chancellor's Office changes in the DRC forms by replacing the Student Educational Contract (SEC) with the Academic Accommodations Plan (AAP). Consolidated the SLO's and updated the SLO assessment dates.

*CSIS 571A, B and C are taken as one motion.*

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

- n. CD 1 - Principles and Practices of Early Childhood Education  
This course is being adjusted to accommodate the California Community Colleges Curriculum Alignment Project - CAP Transitional Kindergarten but at the same time maintaining C-ID approval. This includes title and description modifications and student learning outcome revisions. More detailed information is being added to the content section so that it aligns with the CAP TK worksheet.
- o. CD10 - Children with Special Needs  
This course is on the spring semester 5 year cycle for updating. The course is being modified to match the CAP Expansion curriculum *Introduction to Children with Special Needs*. Changes include: slight modifications in the description, consolidating SLO's, updating the textbook, and revisions to the content to match CAP Expansion curriculum.
- p. CD 14B - Behavior Management Strategies for School Age Classrooms  
This course is on the spring semester 5 year cycle for updating and the course title and description are being modified to better align with CAP TK's. More detailed information is being added to the content section so that it aligns with the CAP TK

worksheet. A new textbook is being adopted that contains terminology that aligns better with the CAP TK curriculum relating to strategies for working with student behavior. The old content contained information in general terms.

q. CD 40 / PSYC 40 - Child Development

This course is being adjusted to accommodate the California Community Colleges Curriculum Alignment Project - CAP Transitional Kindergarten but at the same time maintaining C-ID approval. More detailed information is being added to the content section so that it aligns with the CAP TK worksheet. Note: This information is currently being taught in the class and is in the content in general terms. We are adding some additional detailed material. The title and course description are also being altered, again to accommodate both C-ID and CAP TK

*CD 1, 10, 14B and CD40/PSYC40 are taken as one motion.*

**MSC (R. Rivera-Sharboneau/S. Sandler). Vote: unanimous. Motion passes.**

r. ENGL2C - Introduction to Film and Fiction

Updating textbooks and making minor curriculum updates.

s. ENGL440 - Basic Writing

Updated Texts

t. ENGL9B - Advanced Creative Writing

Reviewed SLOs. Updated methods of evaluation and texts

*ENGL 2C, 440 and 9B are taken as one motion.*

**MSC (J. Maringer/S. Sandler). Vote: unanimous. Motion passes.**

u. ESL552 - Advanced ESL Reading/Vocabulary I

Consolidating SLOs. The Noncredit version of this class (ESL 752) was recently approved, so the Credit SLO's were consolidated to match the Noncredit SLOs on the course outline. This class will be dual-listed in the future.

v. ESL553 - Advanced ESL Composition I

Consolidating SLOs. The Noncredit version of this class (ESL 753) was recently approved, so the Credit SLO's were consolidated to match the Noncredit SLOs on the course outline. This class will be dual-listed in the future. "*Students attend a two-hour long Kickstart Orientation (in tutoring groups) and learn about the next steps (Math Assessment, Ed Plan, and GUID 210) to qualify for Priority Registration*" was added to the content.

w. ESL554 - Advanced ESL Grammar I

Consolidated SLOs and updated the textbook. The Noncredit version(ESL 754) has already been approved. The credit SLOs are being consolidated to match the Noncredit SLOs. This class will be dual-listed in the future. The textbook was also updated.

x. ESL562 - Advanced ESL Reading/Vocabulary II

Consolidating SLOs. The Noncredit version (ESL 762) has already been approved. The Credit SLOs are being consolidated to match the Noncredit SLOs. This class will be dual-listed in the future.

y. ESL563 - Advanced ESL Composition II

Consolidating SLOs.

z. ESL564 - Advanced ESL Grammar II

The department is updating this course and reducing the units from 5 to 3. This course will no longer be taught in its 5-unit format. This course has not been offered in a few semesters and the department has tried to incorporate some of the content in the level below it. However, it is too much content to push down a level, so the department would like to try to offer a 3-unit version.

*ESL 552, 553, 554, 562, 563 and 564 are taken as one motion.*

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

aa. KIN3 - Introduction to Athletic Training

This course is on the 5 year curriculum review cycle. The department reviewed the description and content, reduced the SLO's, and updated the textbook.

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

bb. POLS 12 - Introduction to Political Thought

Since this is a cross-listed course, changes in this class match those made to Philosophy 12. They include: 1) Condensing student learning outcomes; 2) updating course textbook; and 3) clarifying methods of evaluation.

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

VIII. Adjournment by consensus at 4:31 pm

**MSC (N. Dequin/ R. Rivera-Sharboneau).**