

Curriculum Minutes  
Monday, October 23, 2017  
3:00-4:30 p.m., BU 119

**ATTENDANCE**

R. Rivera-Sharboneau, B. Donovan (Curriculum Specialist), P. Williams, C. Oler, D. Chavez, P. Henrickson, N. Cisneros, S. Carr, K. Wagman, J. Olivas, D. Achterman, A. Rosette, J. Stewart, L. Stubblefield, J. Maringer-Cantu (volunteer minute recorder)

Absent: L. Tenney (Chair), M. Bresso, N. Dequin, F. Lozano, J. Grohol, D. Amaro, S. Sandler  
Guests: Libby Flores

**I. Call to Order:** Welcome at 3:04pm. (R. Rivera-Sharboneau)

**II. Approval of Agenda**

*Adjustments:* Remove from New Business on page 2. Number 5. New Certificate Program - ESL Advanced Level, NC-Certificate of Competency from agenda.

**MSC (P. Williams/P. Henrickson). All in favor. Approved with adjustment.**

**III. Approval of Minutes**

Minutes of May 8, 2017

**MSC (P. Williams/P. Henrickson) Vote: All in favor with 1 Absention (A. Rosette). Motion passes.**

Minutes of September 25, 2017

**MSC (D. Achterman/A. Rosette) All in favor. Motion passes.**

**IV. Information/Discussion**

a. Priorities sub-committee

R. Rivera-Sharboneau stated that she would like to keep the information items on a time limit about 5 minutes each. The priority sub-committee of r2row, Sherrean, Leslie and Nichole met and they will give a report. S. Carr stated that Leslie took notes. A. Rosette stated that the committee met, and they discussed two main ideas: 1) immediate addressing of the bottlenecks and 2) long term processes. He reported on the idea of separating the justification box or "what" box, possibly as a check-off form to submit. N. Cisneros stated that they discussed help for Bonnie (Curriculum Specialist) since there is not enough time allocated for all assigned tasks. R2row reported regarding the long-term ideas: 1) one was to ask for volunteers from the curriculum to assist with the tech review and 2) put as much as we can on the consent agenda. He said that we need to develop or research what Bonnie needs for her workload as Curriculum Specialist. Other ideas mentioned included: adding more resources for curriculum chair, clerical, more time for tech review, and training for faculty. The committee will continue to meet to develop a proposal to the Curriculum Committee in two weeks. After that it may go to the Academic Senate for possible creation of a resolution by the end of the semester. S. Carr stated that one of the biggest issues that Leslie talked about was curriculum coming to the technical review with items being checked off of what they changed, but it really

was a whole lot more changes than what they had checked. We need to figure out how to get people to focus on what they say they did with a checklist to supplement the curriculum. Doug wanted to remind everyone that Bonnie will not be a Gavilan employee for very long, so there is an urgency to get training for her replacement. Rosa agreed that we need a succession plan. R2row stated that the Chancellor's Office might have statewide funding for training and recruitment of curriculum chairs & curriculum specialists. Rosa summarized that we are moving in the right direction, with short and long-term plans and thinking beyond a year with a transition plan for retirement. She appreciates everyone's contribution to this discussion.

b. CurricUNET training: level

Rosa stated that Bonnie would like to visually show you how to check to see what is going on with your course in CurricUNET, so you can share with the faculty in your department. Bonnie stated the following instructions: the first thing you should do is change the radio button to *My Institution*; the default is *Draft/In Review*, if you want to see what is active, you need to check *Active*. To find the course, type the *number* in the *title field* to search, and then once you bring it up, the screen tells you where the course is sitting with the top area person. If you have questions, you need to talk to that top area person. Rosa said to pass this along because this is the common question that is asked most to Bonnie.

**V. Consent Agenda**

*Motion to review and approve all these classes at one time.*

**MSC (A. Rosette/J. Maringer-Cantu) All in favor. Motion passes with 10 courses removed for further discussion.**

1. Modification to Course

- |                      |   |
|----------------------|---|
| a. AH 270            | Basic Clinical Medical Assisting                |
| b. AH 271            | Advanced Clinical Medical Assisting             |
| c. AH 280            | Fundamentals of Nursing-Convalescent            |
| d. AH 282            | Home Health Care                                |
| e. AH 291A           | Power Skills for the Workplace (Cross listed)   |
| f. AH 291B           | Power Skills for the Workplace (Cross listed)   |
| g. AH 291C           | Power Skills for the Workplace (Cross listed)   |
| h. AMT 225           | Introduction to Drones                          |
| i. AMT 226           | Drone Flight Operations and Pilot Certification |
| j. AMT 227           | Drone Aerial Photography and Videography        |
| k. AMT 228           | Drone Maintenance Technician                    |
| <del>l. ART 7A</del> | <del>Beginning Ceramics</del>                   |
| m. BOT 281           | Medical Billing                                 |
| n. BOT 291A          | Power Skills for the Workplace (Cross listed)   |
| o. BOT 291B          | Power Skills for the Workplace (Cross listed)   |
| p. BOT 291C          | Power Skills for the Workplace (Cross listed)   |
| q. CD 291A           | Power Skills for the Workplace (Cross listed)   |
| r. CD 291B           | Power Skills for the Workplace (Cross listed)   |
| s. CD 291C           | Power Skills for the Workplace (Cross listed)   |
| t. COS 291A          | Power Skills for the Workplace (Cross listed)   |
| u. COS 291B          | Power Skills for the Workplace (Cross listed)   |

v. COS 291C	Power Skills for the Workplace (Cross listed)
<del>w. CSIS 7</del>	<del>Web Page Authoring II</del>
<del>x. CSIS 8</del>	<del>Introduction to the Internet</del>
<del>y. CSIS 47</del>	<del>Visual C++ Programming</del>
<del>z. CSIS 74</del>	<del>Advanced Photoshop</del>
<del>aa. CSIS 122</del>	<del>Computer Keyboarding</del>
<del>bb. DM 7</del>	<del>Web Page Authoring II</del>
<del>cc. DM 74</del>	<del>Advanced Photoshop</del>
dd. FRNH 1A	Elementary French
ee. GUID 562	Directed Study Lab in Pre-Algebra
ff. GUID 563	Directed Study Laboratory in Algebra I
gg. GUID 565	Directed Study Laboratory in Algebra II
hh. GUID 291A	Power Skills for the Workplace (Cross listed)
ii. GUID 291B	Power Skills for the Workplace (Cross listed)
jj. GUID 291C	Power Skills for the Workplace (Cross listed)
kk. GUID 558A	Introduction to Learning Skills Laboratory
ll. GUID 558B	Intermediate Learning Skills Laboratory
mm. GUID 558C	Advanced Learning Skills Laboratory
nn. HTM 202	Food Safety in Management
<del>oo. JFT 232</del>	<del>Firefighter I Academy Skills Review and Certification</del>
<del>pp. JFT 214</del>	<del>Rescue Systems I Basic Rescue Skills</del>
qq. JFT 225	Fire Fighter I Academy
rr. JLE 213	Field Training Program

*Discussion:*

Ken stated that he was concerned about the CSIS/DM courses on his list (CSIS 7, CSIS 8, CSIS 47, CSIS 74, CSIS 122, DM 7, and DM 74). He feels that the evaluation percentage needs to be corrected, and he believes that Bonnie, Phil and he can correct it without holding up the approval process. Bonnie explained that we used to have a range with these numbers, but with the new data load, the numbers were changed. It was agreed upon to remove the following courses from the consent agenda before approval, so they can be discussed before approval. Rosa asked if anyone had any more concerns about the courses on the consent agenda. Nicole stated that in JFT 232 the units and lab hours were changed, but they were not noted in the justification and JFT 214 has been renumbered. Libby stated that with JFT 232, we changed the number since it used to be JFT 8A. Rosa stated that JFT 232 should not be on the consent agenda because it is a brand new course or renumbered. Bonnie can add the clarification in the justification. R2row suggested that we pull any courses that we have questions on off of the consent agenda and approve the rest of the agenda items.

*Motion on the table of any courses that have questions to be removed from the consent agenda for further discussion. These courses include: CSIS 7, CSIS 8, CSIS 47, CSIS 74, CSIS 122, DM 7, and DM 74, JFT 232, JFT 214, and ART7A.*

**MSC (A. Rosette/J. Maringer-Cantu) All in favor. Motion passes.**

Changes: The following courses will be removed from the consent agenda for further discussion.

- I. ART 7A-Beginning Ceramics
- w. CSIS 7-Web Page Authoring II
- x. CSIS 8-Introduction to the Internet
- y. CSIS 47-Visual C++ Programming
- z. CSIS 74-Advanced Photoshop
- aa. CSIS 122-Computer Keyboarding
- bb. DM 7-Web Page Authoring II
- cc. DM 74-Advanced Photoshop
- oo. JFT 232-Firefighter I Academy Skills Review and Certification
- pp. JFT 214-Rescue Systems I Basic Rescue Skills

Rosa stated that we should take these removed courses in alphabetic order to stay organized.

*Motion to review and approve ART 7A.*

**MSC (D. Achterman/A. Rosette) All in favor. Motion passes.**

I. ART 7A

Discussion: Doug had a quick question regarding the justification stating that they added a textbook notation, which said, "There is no textbook". He wanted to make sure this is correct because everything else looks fine. Rosa asked for clarification, could we add to the justification for historical record where it says textbook notation, add *-no textbook required*.

*Motion by Doug and Ken that we will consider all the CSIS & DM courses above together with the understanding that Phil in consultation with Bonnie and Ken will correct the numerical hours within the next few days.*

**MSC (D. Achterman/K. Wagman) All in favor. Motion passes.**

- w. CSIS 7-Web Page Authoring II
- x. CSIS 8-Introduction to the Internet
- y. CSIS 47-Visual C++ Programming
- z. CSIS 74-Advanced Photoshop
- aa. CSIS 122-Computer Keyboarding
- bb. DM 7-Web Page Authoring II
- cc. DM 74-Advanced Photoshop

*Motion to review and approve JFT 232 and JFT 214.*

**MSC (D. Chavez/N. Cisneros) All in favor. Motion passes for JFT 232 approval & removal of JFT 214 from agenda.**

- oo. JFT 232-Firefighter I Academy Skills Review and Certification
- pp. JFT 214-Rescue Systems I Basic Rescue Skills

Discussion: Nicole stated that the justification of JFT 232 did not match and the units and lab hours had been changed. The numbering of the course was also changed JFT 232 used to be JFT 8A. R2row asked if Bonnie is doing it right now. Rosa said that Bonnie is making the change right now without sending it back. In JFT 214, Nicole stated that there were several items that were changed that were not mentioned in the justification such as: missing a pre-requisite

form, etc. Modifying the original motion to pull JFT 214 off of both the consent agenda and agenda today to make the corrections that Nichole had suggested.

## **VI. New Business**

### **1. New Course – First Reading**

*JLE 209 and JLE 233 are taken as one motion.*

**MSD (J. Maringer-Cantu/K. Wagman). Motion denied, needed to take each course separately.**

*Motion to review and approve JLE 209.*

**MSC (A. Rosette/ D. Chavez). All in favor. Motion passes. All in favor.**

- a. JLE 209-Explorer Academy

*Motion to review and approve JLE 233.*

**MSC (P. Williams/A. Rosette). All in favor. Motion passes with recommendation.**

- b. JLE 233-Field Training Program-SAC

Discussion: Nicole asked whether they need to include a pre-requisite form. Libby stated that it was written in without a pre-requisite, and she completes the forms on recommendations from Eric Nelson from the Chancellor's Office. Rosa asked if she was opposed to completing a pre-requisite form that states "legally mandated" and Libby stated that she was fine with attaching the form. Rosa stated that since this is a first reading, we recommend that she attach the form with the second reading.

### **2. New Course – Second Reading**

*Motion to review these courses together.*

**MSC (A. Rosette/ D. Chavez). All in favor. Motion passes.**

- a. HVAC 201-Basic Electrical Theory
- b. HVAC 202-Basic Refrigeration
- c. HVAC 203-Heating Systems
- d. HVAC 204-Air-Conditioning and Heat Pumps

Discussion: Doug was glad that we have this program and it looks good. Sherrean stated that the room must be ready since we want to start the courses in the Fall 2018 semester.

*Motion to review and approve JFT 231.*

**MSC (D. Achterman/ L. Stubblefield). All in favor. Motion passes.**

- e. JFT 231-Fire Academy Prep Course

Discussion: Nicole stated that it looked good.

Motion to review and approve JLE 208, JLE 220 and JLE 240 together.

**MSC (P. Henrickson/ J. Stewart). All in favor. Motion passes with recommended changes.**

- f. JLE 208-Interview and Interrogation
- g. JLE 220-Crisis Intervention Team Training
- h. JLE 240-SWAT Update

Discussion: Nicole stated that they all need a pre-requisite form uploaded although the content is listed in the requisite. Libby has agreed to do so.

*Motion to review these courses together. Motion changed to tabling the courses.*

**MSC (L. Stubblefield/D. Chavez/). All in favor. Motion passes to table these courses.**

- i. KIN 83A-Karate - Beginning
- j. KIN 83B-Karate - Intermediate
- k. KIN 83C-Karate - Advanced
- l. KIN 122A-Beach Volleyball - Beginning
- m. KIN 122B-Beach Volleyball - Intermediate
- n. KIN 122C-Beach Volleyball - Advanced

Discussion: Rosa asked since there were not assigned to anyone, do we remember what was said at the last meeting. Pat said she had the KIN 122A,B, C on the review list. Jane said she also had those courses on her review. Ken asked what the minutes said. We do not have the minutes (from M. Bresso) or the Chair (N. Dequin) to discuss these courses. Rosa stated that we agreed that our process included that we would not review these courses unless a department representative, Dean of the area, or minutes to review before we approve these courses. Doug and R2row recommended that we table these courses for the next meeting.

### 3. Modification to Existing Courses

*Motion to review and approve the cross-listed courses of CSIS 75/DM 75.*

**MSC (J.Stewart/K. Wagman) All in favor. Motion passes with amendment.**

- h. CSIS 75-Photoshop I - Adobe Photoshop
- c. DM75-Photoshop I - Adobe Photoshop

Discussion: Phil asked Ken if the numbers were correct on these courses. DM 75 numbers do not add up. *Amendment: Ken suggested that we approve with the understanding that we will clean up the numbers in the evaluation by the end of the week.*

*Motion to review and approve the cross-listed courses of CSIS 77/DM 77.*

**MSC (P. Williams/C. Oler) All in favor. Motion passes.**

- b. CSIS 77-Introduction to Digital Media and Its Tools
- d. DM 77-Introduction to Digital Media and Its Tools

Discussion: Ken checked the numbers and he said they were fine. To clarify, Jesus asked about the advisory. Phil stated that they took out the more specific classes and changed the advisory to a more general statement.

*Motion to review and approve JFT 221.*

**MSC (N. Cisneros/A. Rosette) All in favor. Motion passes with amendment.**

- e. JLE 221-Search Warrant Investigations

Discussion: Nichole stated that JLE 221 has a change in the course number and that needs to be reflected in the justification. Libby stated that this course used to be JLE 162. Rosa stated that Bonnie will go ahead and add the number for clarification in CurricUNET right now.

*Motion to review and approve JLE 236.*

**MSC (N. Cisneros/A. Rosette) All in favor. Motion passes.**

- f. JLE 236-Firearms Instructor Training

Discussion: Nichole stated that this course looks good.

*Motion to review and approve PHYS 4C.*

**MSC (A. Rosette/J. Maringer-Cantu) All in favor. Motion passes.**

- g. PHYS 4C-Physics for Scientists and Engineers-Heat/Optics/Modern Physics

Discussion: Rosa stated that Carlton and R2row reviewed them and did they have any comments. R2row asked about the pre-requisite and does this effect CID regulations. Ken said the change was because of CID regulations. R2row asked for clarification of the out-of-class number of hours, and Ken said yes we did. R2row stated that he could not find the year of publication of the textbook, and Ken stated that it was included.

*Motion to review and approve the Child Development AA Degree.*

**MSC (A. Rosette/S. Carr) All in favor. Motion passes.**

4. Update to Existing Program

- a. Child Development, AA degree

Discussion: R2row had a couple of questions: What does it mean to be CT only under transfer under the comparisons. Bonnie stated that it was how we identify or code it. The only time you can code it CTE and transferable when it is a transferable degree. The AA or AS degrees are local. R2row said that it looks like classes were deleted and units were changed. Rosa said that when looking in CurricUNET it is hard to decipher or tell even when looking at the comparison because of the formatting. Pat stated that they added CD 40 as an option and got rid of CD 190. R2row asked if that resulted in a change of 2 units. Pat stated that addition of CD2 or CD40 – CD3A/B has a lab course included. R2row would like to learn more about this program, since he has students interested in teaching. Pat said it is early childhood and limited to 24 units. We do have a transferable degree. Pat is so happy it is over; it has been so long. Sherrean stated “Nice job Pat”.

5. New Certificate Program (Starts on page 27 of Curriculum Summary)

- a. ESL Advanced Level, NC-Certificate of Competency

*Removed from agenda (already approved).*

*Question:* Jesus asked when we modify a course; it always lists the projected offering dates 2 semesters away. Rosa said it is very confusing. Jesus said if we follow the university purpose, they want it to be listed for the next semester. Bonnie stated that people need to list it for the next semester. Jane stated it is a training issue and she had it wrong until Bonnie helped her correct it.

VII. Adjournment by consensus at 4:00 pm. **MSC (R. Sharboneau/L. Stubblefield).**