

Curriculum Committee Minutes
Monday, September 10, 2018
3:00-4:30 p.m., BU 119

ATTENDANCE

D. Achterman, S. Carr, N. Dequin, J. Ghorzi, F. Lozano, A. Marques, C. Oler, D. Pescarmona, K. Sato, L. Scott (minutes recorder), R. Sharboneau, H. Spenner, J. Stewart, L. Stubblefield, L. Tenney (Chair), E. Venable, P. Yuh

NOT PRESENT

N. Cisneros, M. Gomez, M. Gutierrez, S. Sandler

GUESTS

R. Brown, P. Howell, J. Maringer, C. Salvin

- I. Call to Order: Welcome at 3:05 pm by Leslie Tenney
- II. Agenda adjustments and approval.
MSC (N. Dequin/D. Achterman). All in favor. Agenda approved as presented.
- III. Approval of Minutes: May 14, 2018
MSC (N. Dequin/C. Oler). All in favor. Minutes approved as presented. 1 Abstention (D. Pescarmona)
- IV. Information/Discussion

1. Introductions

L. Tenney introduced the new Curriculum Specialist, J. Ghorzi. The Curriculum Specialist keeps the Curriculum website current. J. Ghorzi updated the old curriculum website to include the new college format. People can find previous meeting minutes under the quick links section on the right hand side. This section is not currently working and J. Ghorzi will look into it.

CurricUNET is where faculty submit curriculum for review and approval. L. Tenney also informed the committee of some of the changes going on across the state with regard to curriculum. There will be training for new committee members. A good point of reference is the Program and Course Approval Handbook (PCAH) which is located on Gavilan's website. Included in this handbook are state guidelines for developing and approving curriculum. D. Pescarmona provided some hard copies for Curriculum Committee. L. Tenney asked the attendees to quickly introduce themselves and provide their department information.

2. Guided Pathways

Guided Pathways has been a standing item on the agenda given that it is completely intertwined with curriculum. When reviewing courses, faculty needs to examine the connection with Guided Pathways and determine the impact of added curriculum lists and scheduling. When completing this task, one must be mindful of determining desired outcomes and students needs. To summarize, the "mapping" portion of Guided Pathway is a map that lays out a sequence of courses and support so students can easily follow the programs they are interested in. Thus, collaboration needs to be developed between student support and instruction.

The new leads for the Guided Pathways groups include the following: Leslie Tenney for the mapping workgroup; Rosa Sharboneau for the clustering/meta-majors workgroup; and Andrew Delunas for the campus engagement workgroup. Now that the leads have been identified, the next step is for the work to be done. Faculty need to include where Guided Pathways fits, in the course justification section, when they add curriculum to CurricUNET. AB 705 also affects the development or deactivation of curriculum. D. Pescarmona stated that some schools have provided Guided Pathways detail in CurricUNET when recommending a two year class path for students. One example mentioned was the College of the Canyons website which has the classes for all semesters lined up for students. This might be a great template to start with and D. Pescarmona will forward the link to that site to committee members for review.

3. Distance Education Accessibility Agreement

The committee had a discussion about tech review in CurricUNET and the lack of a Distance Ed (DE) trigger when submitting a proposal for distance education approval. One must submit a Form D as an attachment but there is no trigger with CurricUNET to alert DE faculty of the need for review. It was stated that this is a software issue within CurricUNET that can be fixed. In addition to reviewing proposals for DE content and delivery, The Distance Education department needs to keep track of the percentage of distance education classes for a particular department and if it goes over 50% then a whole new step is necessary in CurricUNET. Any time that classes for a program are moved to 50% or more online then it triggers a substantive change proposal that has to go to the accreditation commission. Hybrid classes are also included in the 50% rule.

If Gavilan does not make those sub-change proposals then students cannot qualify for federal financial aid because their programs are not accredited through the Accrediting Commission for Community and Junior College (ACCJC). There was a question as to whether the classes moved to distance education, including general education, have been adequately tracked. A suggestion was made to perform an audit on this subject. P. Howell will find out about the tracking for distance education. Also, J. Ghorzi will look into how B. Donovan submitted the move from on-ground classes to distance education classes for substantial changes.

L. Tenney then outlined the process for any curriculum changes to the committee. The first step is that someone originates a proposal for a course. It then goes to the department chair and then to the dean. Finally, it ends up in the tech review committee. It is sent back to the originator for changes if any are required. D. Pescarmona recommended that the departments review the course schedule to see if the majority of courses were being offered online for a program. Also, tech review will send back a proposal where the form is not signed off by the Distance Education Coordinator. This revised Form D is available online on the curriculum website and L. Tenney has also sent out a checklist that may be helpful. The Form D needs to be electronically attached to the proposal on the tab (Distance Education) in CurricUNET.

4. Training needs

Training needs were briefly discussed in introduction but please provide feedback to L. Tenney on any training needs that may need to be addressed.

The curriculum agenda will be broken up and sections reviewed by different individuals. J. Maringer had a question about why her courses were not included on the agenda. J. Ghorzi and L. Tenney will investigate if there is a problem with the transfer of responsibilities on CurricUNET from B. Boeding to J. Maringer.

V. Consent Agenda

1. Course Modifications
 - a. ACCT 103 General Office Accounting
 - b. ACCT 105 Payroll Accounting
 - c. AJ 100A Basic Police Academy
 - d. AMT 100 General Aircraft Technology
 - e. AMT 101 General Aircraft Technology
 - f. BOT 281 Medical Billing
 - g. CSIS 26 Discrete Structures
 - h. DM 113 Introduction to Digital Video

Motion to approve a, c, f, g, and h and remove b,d, and e from consent agenda.

MSC (D. Achterman/K. Sato). All in favor. Motion passed.

Discussion: ACCT 105 needs to be modified and AMT 100 and AMT 101 textbooks need to be updated.

- i. ESL 702A ESL Citizenship
- j. ESL 702B ESL Citizenship
- k. ESL 709 NC Excel Basics for ESL Students
- l. ESL 710 NC Word Processing Basics for ESL Students

- m. ESL 711 NC ESL Basics for YOUR Business
- n. ESL 752 NC Advanced ESL Reading/Vocabulary I
- o. ESL 753 NC Advanced ESL Composition I
- p. ESL 754 NC Advanced ESL Grammar I
- q. ESL 762 NC Advanced ESL Reading/Vocabulary II
- r. ESL 763 NC Advanced ESL Composition II
- s. ESL 764 NC Advanced ESL Grammar II

Motion to approve this portion of consent agenda after removing m-s.

MSC (L. Stubblefield/D. Achterman).

Motion to amend the motion and approve i, j, k, l, and m and pull n-s from the consent agenda.

(C. Older/N. Dequin). All in favor. Motion passed.

Discussion: There was a question as to whether hours need to be added to non-credit courses.

- t. JLE 110 CIT Academy
- u. JLE 111 Background Investigation
- v. JLE 118 Field Training Officer
- w. JLE 119 Field Training Officer Update
- x. JLE 122 Drug Investigation - 11550 H&S
- y. JLE 142 Basic Police Academy Modular Level III
- z. JLE 150 Traffic Investigations
- aa. JLE 153 Traffic Collision Investigations Intermediate

Motion to approve the portion of the agenda that includes JLE 110 thru JLE 153 aa.

MSC (Nikki Dequin/Doug Achterman). All in favor. Motion passed.

Discussion: Some of these have the old Institutional Learning Outcomes (ILO's). The new ILO's were just approved. They were not approved at the time the curriculum was submitted. J. Ghiorzi will input the new ILO's into CurricUNET so departments can begin to map. It was decided to approve the curriculum in this section rather than wait a month to map them.

- 2. Modified Programs – Fine Arts & Kinesiology
 - a. ESL Advanced Level -NC Certificate of Competency
 - b. ESL Advanced Level - Certificate of Proficiency
 - c. ESL Intermediate Level - Certificate of Proficiency

Motion to approve

- d. Computer Applications and Business Basics for ESL Students - NC Certificate of Completion

Motion to approve item d only.

MSC (D. Pescarmona/N. Dequin).

Motion to amend the motion and pull only a, approving b-d.

MSC (D. Pescarmona/N. Dequin). All in favor. Motion passed.

Discussion: Existing courses were approved. When courses are being included or modified in a program, they may not be approved at the same time.

- 3. Deactivated Courses
 - a. ENGL 440 Basic Writing
 - b. ENGL 420 Reading Improvement
 - c. JFT 110 Fire Prevention
 - d. JFT 1A Fire Command 1A
 - e. JFT 2B Fire Command 2B Hazardous Materials On Scene Commander
 - f. JFT 3 Fire Mgmt I - Management, Supervisor for Company Officers

Motion to approve deactivate of courses on consent agenda.

MSC (D. Achterman/R. Sharboneau). All in favor. Motion passed.

Discussion: The focus is on justifications when looking at deactivation.

VI. New Business

- 4. New Course – First Reading
 - a. BUS 700 Entrepreneurship

Motion to approve New Business item 4 a. BUS 700.

MSC (D. Achterman/E. Venable). All in favor. Motion passed.

Discussion: This is an entrepreneur training course for non-credit.

- b. ENGL 210 English Academy

Motion to approve ENGL 210.

MSC (R. Sharboneau/N. Dequin). All in favor. Motion passed.

Discussion: AB 705 has affected this course change. ENGL 210 is a refresher course for intense immersion to prepare students for 1A.

- c. ENGL 280 Composition and Reading Essentials

Motion to approve ENGL 280.

MSC (J. Stewart/F. Lozano). All in favor. Motion passed.

Discussion: This course is to provide additional combined integrated reading and writing. They have been offering 3 lecture hours and 1 lab hour and would like to retain that. Gavilan cannot offer a 4 hour class for 3 units. The Chancellor's office will not allow .3 increments and it has to be done in .5 increments. A suggestion was made that the department build in some academic support, like learning commons, as part of the additional hours. D. Pescarmona agreed that it was alright to do as long as it is not "to be announced" and that it has a time scheduled. Another suggestion was to remove "demonstrate the ability" in the SLO's and make it "practice writing."

- 4. New Course – Second Reading

- a. WELD 201 Beginning Welding
- b. WELD 202 Intermediate Welding
- c. WELD 702 Intermediate Welding
- d. WELD 703 Basic Blueprints

Motion to approve a-d

MSC (J. Stewart/E. Venable). 0 Ayes, 11 Nays. Motion not passed.

Discussion: The WELD 701 was not included. It was decided to wait to include them all together. There was a question about the SLO's for #7 and WELD 702 has no pre-requisites listed and there should be. They need blueprint knowledge as a pre-requisite in intermediate welding and beginning welding reading.

Motion was made to move the Course Modifications from Section V., items 1b, 1d, and 1e, in the Consent Agenda and put them on the top of the next Curriculum Committee meeting agenda

MSC (R. Sharboneau/D. Achterman). All in favor. Motion passed.

VII. Adjournment

Motion to adjourn by R. Sharboneau at 4:45 pm. Next meeting: September 24, 2018