

Curriculum Committee Minutes
Monday, September 24, 2018
3:00-4:30 p.m., BU 119

ATTENDANCE

D. Achterman, N. Cisneros, N. Dequin, J. Ghiorzi, M. Gutierrez, F. Lozano, C. Oler, S. Sandler, K. Sato, L. Scott (minutes recorder), R. Sharboneau, H. Spenner, J. Stewart, L. Stubblefield, L. Tenney (Chair), E. Venable, P. Yuh

NOT PRESENT

S. Carr, M. Gomez, A. Marques, D. Pescarmona, J. Grohol, C. Whitney

GUESTS

J. Maringer, P. Wruck,

- I. Call to Order: Welcome at 3:05 pm by Leslie Tenney
- II. Agenda adjustments and approval
MSC (N. Cisneros/R. Sharboneau). Agenda approved as presented.
- III. Approval of Minutes of September 10, 2018
MSC (N. Dequin/J. Stewart). Minutes approved as corrected.
- IV. Information/Discussion
 1. Annual Curriculum Certification
The Annual Curriculum Certification needs to be signed annually by several people at Gavilan College and submitted to the Chancellor's office. Signing the document acknowledges that the institution is performing training and that processes are in place. The Chancellor's office has given Gavilan permission to review the new and revised courses. However, Non-credit courses and substantial changes to programs still need to be submitted to the Chancellor's office for approval. L. Tenney expressed the importance of processing curriculum correctly so Gavilan does not lose the right to self-certify.
 2. Guided Pathways
L. Tenney discussed Guided Pathways and conveyed the need to start creating program maps for all of the programs. This means figuring out the sequencing for every program that will fit into four semesters for students coming in and graduating with a degree or receiving a certificate. We will begin with ADT degrees since they are already formatted in 60 unit requirements with the necessary courses already identified. In addition, the counseling department has liaisons for each department to confer with to help assist with program maps. L. Tenney distributed a counselor/department liaisons document, with counselor contacts, to the committee as well as a draft mapping work sheet. L. Tenney will also send out these documents electronically.

L. Tenney recommended that the Curriculum Committee start filling out these mapping worksheets with the goal being to fit your program together with general education. She also asked that the departments add specific GE recommendations for that particular major or department. Also, Gavilan is working on putting a session together to review program maps at staff professional development day. She informed the committee that D. Pescarmona will be making some time during department chair meetings to provide hands on guidance with mapping.

R. Sharboneau led a discussion about the meta-majors work group. This work group crosses all departments and programs and they need help in determining how to best group programs. This meta-majors work group is looking for volunteers. The work group plans on meeting regularly to prepare for staff development day. Voices across the board are welcome including faculty, students, administrators and classified employees. She recommended that people reach out to their departments and try to provide a rep for this work group. F. Lozano agreed to volunteer for this work group. L. Tenney emphasized that this is going to be an important ongoing process that will continue for an extended amount of time.

3. Form D and Distance Education Accessibility Agreement

L. Tenney informed the committee that she did not send any Form D's that came through without signatures prior to last week's meeting. However, she will be sending back any that come through without a signature in the future to get those signed.

J. Maringer reported that she updated the accessibility agreement checklist. She informed the committee that her updates were completed in June but that they were not approved yet. They need to be finalized and then uploaded to CurricUNET. L. Tenney and J. Ghiorzi will follow up to determine if the form has been approved and uploaded. L. Tenney informed the committee that P. Howell updated the front questions related to distance education.

4. Course Outline of Record (COR)

L. Tenney passed out a table with calculations for out-of class hours and assignments. This document was sent out electronically last semester. The handout is a simplified version from the Program and Course Approval Handbook (PCAH). For every hour of lecture for a class per week two hours of out-of class work needs to be built into the course. For a lab, all the work is in the lab with no out of class hours. L. Tenney recommended tackling one piece at a time of the COR. She explained to the committee that the COR is the institutions contract with the students for courses being taught.

5. Enrollment Management

P. Wruck informed the committee that Michele Cortes retired last month as the Academic Schedule Coordinator. She was an expert on scheduling and the institution is trying to fill that void. Gavilan is still working on the Enrollment Management Plan that went through shared governance last spring. Enrollment is down 9% for this fall which is strongly related to unemployment being at a record low. Schedules are in and are currently being entered. For those who have not received feedback from their Dean regarding fall schedules, that meeting should be happening soon.

6. Student Learning Objectives (SLO's)

The change in the contract to facilitate the completion of PLOs made a big difference last spring. Several programs updated their outcomes which will help with accreditation. There are still some gaps in PLOs, primarily in the GE outcomes which have not been evaluated in quite a while. The SLOs are about 75% up to date. The institution aims to replace the student learning outcome reporting system which should be a module thru CurricUNET. This will help facilitate the mapping of outcomes across all levels. The mapping is a big undertaking that will happen this year mapping SLOs to PLOs to ILOs. Fine Arts completed the mapping of SLOs to PLOs. The ILOs were updated and approved. The next step is for J. Ghiorzi to load the ILO updates into CurricUNET. The mapping is something accreditors will be looking for. The older SLO website has 18-19 and remains the place for people to report until a replacement is fully developed.

V. Unfinished Business

1. Course Modifications

- a. ACCT 105 Payroll Accounting
- b. AMT 100 General Aircraft Technology
- c. AMT 101 General Aircraft Technology

Motion to approve ACCT 105, AMT 100, and AMT 101 with the modifications for textbooks.

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

Discussion: There was a question regarding the methods of evaluation not adding up to 100%. It was reported that it is permissible if there is a range in the writing of the evaluation description that adds up. However, a range is not required. This information is in the checklist L. Tenney distributed at a previous meeting. This process was still unclear to some so L. Tenney will expand the explanation on the checklist. Also, the textbooks for item b and c list a 2008 edition textbook. H. Spenner will be updating the textbooks in CurricUNET tomorrow.

- d. ART 11 Creativity, Imagination and Innovation

Motion to approve Art 11 with the modification of changing the "yes" to a "no" for item three under the transfer tab in justifications.

MSC (S. Sandler/R. Sharboneau). All in favor. Motion passed.

Discussion: The course was being changed to a hybrid course and the textbook was updated. It was pointed out that line 3 within the transfer tab under justification is inaccurate. The item is marked "yes" for satisfying a major requirement but there is no documentation to substantiate that. Therefore, it needs to be marked "no." R. Sharboneau explained that for the course level, when marking "yes" that a course is transferrable, a document needs to be attached to substantiate that. Also, when stating that the course satisfies a major requirement, it means that the course level meets a lower division major preparation at a four year institution. When marking "yes," one needs to supply the information of what program and what possible major it applies to. R. Sharboneau could not find this information anywhere. She recommended that departments call her to confirm the satisfaction of requirements before checking this box.

- e. ESL 752 NC Advanced ESL Reading/Vocabulary I
- f. ESL 753 NC Advanced ESL Composition I

- g. ESL 754 NC Advanced ESL Grammar I
- h. ESL 762 NC Advanced ESL Reading/Vocabulary II
- i. ESL 763 NC Advanced ESL Composition II
- j. ESL 764 NC Advanced ESL Grammar IIS.

Motion to approve ESL courses 752 thru 764.

MSC (S. Sandler/N. Dequin). All in favor. Motion passed.

Discussion: These are already part of the certificate program. The courses will get enhanced funding for non-credit.

VI. Consent Agenda

1. Course Modifications

- a. CSIS 26 Discrete Structures
- b. CSIS 571A Introduction to Assistive Computer Instruction Lab
- c. CSIS 571B Intermediate Assistive Computer Instruction Lab
- d. CSIS 571C Advanced Assistive Computer Instruction Lab
- e. GUID 558A Introduction to Learning Skills Laboratory
- f. GUID 558B Intermediate Learning Skills Laboratory
- g. GUID 558C Advanced Learning Skills Laboratory

Motion to approve items a-g.

MSC (S. Sandler/K. Sato). All in favor. Motion passed.

Discussion: No information was found for the CSIS 571 and GUID 558 courses for the hybrid Form D's. J. Ghiorzi will check to see if he can locate any of the previous Form D's that were approved years ago.

- h. KIN 74A Hiking - Level 1
- i. KIN 74B Hiking - Level 2
- j. KIN 79A Indoor Racket Sports - Beginning
- k. KIN 79B Indoor Racket Sports – Intermediate
- l. KIN 81A Kickboxing for Fitness - Level 1
- m. KIN 81B Kickboxing for Fitness - Level 2
- n. KIN 81C Kickboxing for Fitness - Level 3
- o. KIN 82A Circuit Training - Level 1
- p. KIN 82B Circuit Training - Level 2
- q. KIN 82C Circuit Training - Level 3
- r. KIN 88A Social Dance - Beginning
- s. KIN 88B Social Dance – Intermediate

Motion to approve above items h-s.

MSC (N. Dequin/E. Venable). All in favor. Motion passed.

- t. MATH 1C Multivariable Calculus
- u. MATH 7 Finite Mathematics
- v. WTRM 201 Introduction to Water, Wastewater Technology
- w. WTRM 202 Beginning Water, Wastewater, Distribution Math
- x. WTRM 207 Beginning Wastewater Treatment Operations
- y. WTRM 211 Advanced Wastewater Treatment Plant Operation

Motion to approve items t-y from the consent agenda.

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

Discussion: Math 1C and Math 7 were updated and everything looked good.

2. Modified Programs

- a. Contemporary World Philosophies and Religions - Certificate of Proficiency

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

Discussion: Under justifications, it is marked that the SLOs were mapped to the PLOs but there is nothing there. L. Tenney will change it to “no.”

- b. Counseling - Multiple Subjects - A.A. Degree

MSC (N. Cisneros/S. Sandler). All in favor. Motion passed.

Discussion: R. Sharboneau updated this degree to reflect the new courses that were added.

- c. ESL Advanced Level – Certificate of Proficiency

MSC (S. Sanders/L. Stubblefield). All in favor. Motion passed.

- d. Spanish - A.A.-T Degree

MSC (R. Sharboneau/S. Sanders).

Discussion: The justification says this program is being moved from the English Department to the Fine Arts Department, however English was not shown in the comparison. The only thing that needs to be changed if it did not formerly sit in the English Department is the justification.

Motion to table this item until the next meeting on October 8, so J. Ghorzi can follow up with A. Marques to inquire about this matter.

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

3. Deactivated Courses

N/A

VII. New Business

4. New Course – First Reading

N/A

5. New Course – Second Reading

- a. BUS 700 Entrepreneurship

MSC (S. Sandler/C. Oler). All in favor. Motion passed

- b. ENGL 210 English Academy

Motion to approve the new course ENGL 210

MSC (D. Achterman/S. Sandler). All in favor. Motion passed

Discussion: Some of the changes from tech review included changing the modified course description; separating out of class content hours from course content; and changing an SLO that had to do with the affected domain to strategies. The distance education options were added in order to use it as a hybrid online. This is a support class and not a co-requisite.

Also, a question was raised about how the committee grapples with academic support for these courses given the shift to the Guided Pathways model and AB 705. A member summarized that contrary to years of experience for student success, Guided Pathways requires a shift in thinking with the idea that students

who should have been put into transfer level classes and were not will now be placed in those classes and be more successful.

A member suggested that individuals think about integrated academic support when creating curriculum. It was also recommended that faculty input the needs for support like tutors, staffing and potential costs in the resource section of the course level. This area is supposed to be filled out and it would help standardize Gavilan's system for evaluating the sustainability of programs which is what D. Pescarmona is aiming for. This information can then feed the program reviews and program plans.

a. ENGL 280 Composition and Reading Essentials

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

Discussion: This is a course that combines integrated reading and writing. The units were changed to 3.5 units. The impact of AB 705 was also discussed with regard to this class. Students have to be provided with the opportunity to pass within a year. We will not be placing students at the pre-transfer level, however, it is an option for students who feel they need more help.

VIII. Adjournment

Motion to adjourn by N. Dequin at 4:27 pm. Next meeting: October 8, 2018