

Curriculum Committee Minutes  
Monday, October 8, 2018  
3:00-4:30 p.m., BU 119

**ATTENDANCE**

D. Achterman, N. Cisneros, N. Dequin, J. Ghiorzi, M. Gutierrez, J. Kearns, F. Lozano, A. Marques, C. Oler, P. Henrickson, D. Pescarmona, K. Sato, L. Scott (minutes recorder), R. Sharboneau, L. Stubblefield, L. Tenney (Chair), P. Yuh

**NOT PRESENT**

S. Carr, M. Gomez, S. Sandler, H. Spenner, J. Stewart, E. Venable, C. Whitney

**GUESTS**

R. Brown, J. Maringer

- I. Call to Order: Welcome at 3:09 pm by Leslie Tenney
- II. Agenda adjustments and approval  
**MSC ( N. Dequin/P. Henrickson). Agenda approved as corrected.**  
Course Guidance 557 was added to the consent agenda under course modifications. Open Educational Resources (OER) was also added as an Information item.
- III. Approval of Minutes of September 24, 2018  
**MSC (K. Sato/D. Achterman). All in favor. Minutes approved as presented.** Two abstentions (P. Henrickson and J. Kearns).  
A brief discussion took place concerning the Distance Ed form requiring one signature to flag items in CurricUNET.
- IV. Information/Discussion
  1. Career Technical Education Vocational Welding Tech – Certificate of Proficiency  
The Career Technical Education Vocational Welding Tech – Certificate of Proficiency is a certificate of completion for the credit version of the welding courses. The welding courses are on the agenda for today’s meeting and need to be approved first. This certificate of proficiency will be an item on the next meeting agenda for October 22.
  2. Lab Versus Lecture Courses – D. Pescarmona  
D. Pescarmona distributed a handout from the Chancellor’s Office including the calculation of hours (in-class and out-of-class) and units for lecture and lab courses. The handout also provided information citing .5 units versus .3 units, which is no longer accepted, and Title 5. A question was raised regarding what category lab classes that include homework fall into. These kinds of courses are activity courses and it was conveyed that Gavilan does not have activity classes. Furthermore, the institution has been advised to avoid them.

Gavilan College needs to ensure compliance and the vast majority of curriculum for three unit courses is 54 hours. However, the PCAH allows for a range and sometimes

it is appropriate to have a range of hours depending on circumstances. Furthermore, the PCAH allows the institution to collect apportionment and to award credit for anywhere between the 48-54 hour range depending on what the term life multiplier is. Distance Ed is exactly 54 hours because that is what is in the Course Outline of Record (COR). On the contrary to lecture courses, lab course work is mainly done in the lab and homework is not assigned.

### 3. Open Educational Resources (OER) – D. Pescarmona

In 2016 the Senate Bill 1359 was passed which requires all California Community Colleges and CSU's to highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions. This is in addition to the Higher Education Opportunity Act (HEOA) of 2008 which requests that institutions provide the costs of required textbooks for a course to students. D. Pescarmona explained that students should be able to search for sections that use OER.

A member stated that Bio 10 and other areas use OER and that it would be appropriate for OER textbooks to be included as part of the Curriculum Committee review for textbook revisions when the five year textbook revisions occur. A discussion occurred concerning steps to ensure compliance for SB 1359 for Gavilan College. D. Pescarmona will forward a link demonstrating what was done at her previous institution, showing an OER symbol on the search page for the schedule of classes.

A recommendation was made for Gavilan to start the process of ensuring compliance by surveying the faculty to determine who is using OER textbooks. P. Howell has agreed to assist with coordinating efforts related to this matter. D. Pescarmona is also available to discuss OER at department meetings if necessary. D. Achterman will put some information together regarding how faculty can locate the resources that are available.

### 4. Guided Pathways.

L. Tenney previously distributed a template to start the work on mapping ADT's which she will also post on the curriculum web page. She also distributed a chart which included the counselor liaisons for the various departments. L. Tenney communicated that departments need to start mapping into 4 term sequences and to include the ideal coursework for how the program should be sequenced. Emphasis was also placed on making sure general education is included in the mapping to ensure that the requirements are satisfied. She also recommended that Department Chairs call their counseling liaisons if assistance is needed. Furthermore, the committee was asked to provide input on incentivizing faculty to build program maps which may be proposed to R. Brown and K. Warren.

Guided Pathways includes a collective, community effort and requires the campus to collaborate on these initiatives. Part of Gavilan's plan includes working on mapping at Department Chairs meetings as well as scheduling a mapping session on Professional Learning Day where department chairs and counseling liaisons will work together on the maps. L. Tenney also reported that she will be reaching out to students to prepare draft maps. Additionally, she commented that she will contact people to be added to department meeting agendas for further discussions. She asked that departments help her identify strong student representatives who are near ADT completion.

The support pathways were also discussed and are included in the Guided Pathways program. L. Tenney recommended that departments which do not include an ADT look at the current degrees and make recommendations for courses. The work with meta-majors and mapping is being done simultaneously.

A computer program may be available in the future that will pull the mapping information. The Chancellor's Office is trying to gather a group of pilot schools to test a program but Gavilan may not be ready to be a participant.

## V. Consent Agenda

### 1. Course Modifications

- a. CMUN 229 Presentation Graphics - MS PowerPoint
- b. CSIS 229 Presentation Graphics - MS PowerPoint
- c. CSIS 570A Computer Access Evaluation - Level 1
- d. CSIS 570B Computer Access Evaluation - Level 2
- e. CSIS 638 Assistive Computer Technology Lab

#### ee. GUID 557 Learning Skills Assessment

Motion to table items a through ee and revisit them at the end of the agenda.

**MSC (J. Kearn/D. Achterman).**

Motion to approve items a-ee.

**MSC (K. Sato/N. Dequin). All in favor. Motion passed.**

#### f. GUID 530 Job Readiness

- g. WTRM 213 Beginning Wastewater Collection
- h. WTRM 215 Leadership and Supervision in the Water Industry
- i. WTRM 216 Advanced Wastewater Collections
- j. WTRM 232 Advanced Water Distribution

Motion to approve items f through j.

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

### 2. Modified Programs

N/A

### 3. Deactivated Courses

- a. GUID 561 Introduction to Writing Skills

**MSC (N. Cisneros/K. Sato). All in favor. Motion passed.**

Discussion: Reasoning for deactivation needs to be included in the justifications. A recommendation was made to be mindful of students who have received a sub-standard grade in a class and might need to repeat it. L. Tenney will add that to the checklist. J. Maringer will add information to the justifications.

**VI. New Business**

4. New Course – First Reading N/A

5. New Course – Second Reading

a. BUS 701 Small Business Ownership

**MSC (A. Marques /N. Cisneros). All in favor. Motion passed.**

Discussion: K. Sato is still not receiving the curriculum review sheets. L. Tenney will follow up with the IT department.

b. WELD 201 Beginning Welding

**MSC (N. Cisneros/J. Kearns). All in favor. Motion passed.**

Discussion: Welding 201 and 701 are identical in content.

c. WELD 202 Intermediate Welding

**MSC (N. Cisneros/J. Kearns). All in favor. Motion passed.**

d. WELD 203 Basic Blueprints

**MSC (A. Marques/J. Kearns). All in favor. Motion passed.**

Discussion: Welding 703 and 203 are identical but one is credit and one is non-credit.

e. WELD 701 Beginning Welding

**MSC (D. Achterman/J. Kearns). All in favor. Motion passed.**

Discussion: Welding 701 and 201 are identical but one is credit and one is non-credit.

f. WELD 702 Intermediate Welding

This item was inadvertently missed.

g. WELD 703 Basic Blueprints

**MSC (J. Kearns/D. Achterman). All in favor. Motion passed.**

**VII. Adjournment**

A motion to adjourn was made by D. Pescarmona at 4:01 pm. Next meeting: October 22, 2018.