

Curriculum Committee Minutes
Monday, October 22, 2018
3:00-4:30 p.m., BU 119

ATTENDANCE

D. Achterman (Library), S. Carr (CE), N. Cisneros (ESL), N. Dequin (Kinesiology), J. Ghiorzi (Curriculum Specialist), J. Kearns (CSIS/Business), A. Marques (Fine Arts), G. Ramirez (Vocational/Technology), D. Pescarmona (Academic Affairs), K. Sato (AEC), L. Scott (minutes recorder), R. Sharboneau (Articulation), J. Stewart (Counseling), L. Stubblefield (Allied Health), L. Tenney (Chair), P. Yuh (Natural Science)

NOT PRESENT

M. Gomez, M. Gutierrez, F. Lozano, C. Oler, P. Henrickson, S. Sandler, H. Spenner, E. Venable, C. Whitney

GUESTS

L. Jordan, J. Maringer, A. Taylor

I. Call to Order: Welcome @ 3:06

II. Agenda adjustments and approval

MSC (N. Dequin/A. Marques). All in favor. Agenda approved as corrected.

Welding 702 was added to the end of the agenda under new course, second reading, for approval.

III. Approval of Minutes of October 8, 2018

MSC (A. Marques/D. Achterman). All in favor. Minutes approved as corrected.

IV. Information/Discussion

1. Guided Pathways - Leslie Tenney

L. Tenney informed the committee that the mapping matrix she previously distributed for the four semesters should include the courses in the major. In addition to the major courses, the mapping matrix should include the General Ed course recommendations a department has and how those should be distributed. Further, please note if there are courses from any other areas that should be included. The final mapping matrix should add up to 60 units for four full-term semesters.

Mapping form examples were discussed and L. Tenney relayed that Gavilan's Guided Pathways website (access via the home page under [About Gavilan](#)) will soon include some examples. The curriculum website does not currently include any examples; however J. Ghiorzi will add some. Also, L. Tenney offered to redistribute the GE Pattern form for anyone who needs it. Moreover, the counseling liaisons are available to meet with departments and discuss mapping. L. Tenney mentioned that a GE matrix from another school was completed and discussed via a webinar and she will distribute a similar matrix for people to use as a worksheet. Finally, there are 23 ADT's so it is not

realistic for the Department Chairs to map all of these. Please let her know if you have any suggestions for students who may potentially do this.

2. Workflow and timely review of proposals - Leslie Tenney

L. Tenney conveyed that she and J. Ghiorzi discussed the workflow and review of proposals and eliminated some steps for first read approval. L. Tenney reminded people that proposals and agenda items can only be dealt with as they are received. Individuals can review where an item is in the Curriculum process via CurricUNET since it displays the level that items are being held up. L. Tenney recommended individuals contact the appropriate person, if an item is being held up, to discuss moving the course along in the process. D. Pescarmona also communicated that it is easy to start something in CurricUNET and forget to go back to it. She recommended reviewing courses that have not been touched for a year or more and possibly remove them. L. Tenney also reminded committee members to follow up with the courses that need updating so they do not go into hold status.

CurricUNET notifications were discussed and L. Tenney clarified that all the Curriculum Committee members get notifications and are not expected to review all of the items. The Department Chairs are responsible for reviewing their own department's items and to focus on the ones that state "required" versus "optional." L. Tenney reminded the committee that only one Department Chair can approve an item when a shared department chair situation exists.

There was a question about courses that include the status "review" and when they are moved to "active." Specifically, Guidance 530 was discussed and it has not been presented to the Board yet. The process involves multiple steps including review by the Vice President of Academic Affairs, D. Pescarmona and J. Ghiorzi, Curriculum Specialist. It is then presented to the Board for approval. Substantial changes need to go the Chancellor's Office for approval. L. Tenney recommended committee members review the course approval process form available on the intranet which defines the status levels.

3. Chancellor's Office Updates

L. Tenney provided some Chancellor's Office updates. The minimum number of units dropped from 18 to 16 for a Certificate of Achievement (transcriptable). Additionally, some programs have a lower unit minimum where an individual can petition the Chancellor's Office for approval. Certificates of Proficiency are not transcriptable. D. Pescarmona suggested that Department Chairs review short unit proficiencies, like Business where there are five to six units certificates, and try to get them to eight units in order to get them transcriptable. These short unit proficiencies will play a greater role in the funding formula moving forward.

V. Course Modifications

a) ACCT 21 Managerial Accounting

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

- b) AE 603 Vocational Training IV
- c) AE 605 Vocational Training VI
- d) AE 613 Independence Training IV

Motion to approve courses AE 603, 605, and 613.

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

- e) COS 202 Advanced Cosmetology
- f) COS 201 Intermediate Cosmetology
- g) COS 200 Beginning Cosmetology

Motion to approve COS 202, 201 and 200.

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

Discussion: Some minor modifications were made.

- h) WTRM 203 Introduction to Electrical and Instrumentation Processes
- i) WTRM 204 Motors and Pumps Operation and Maintenance
- j) WTRM 205 Water Distribution 1
- k) WTRM 206 Beginning Water Treatment Plant Operation
- l) WTRM 208 Water Distribution 2
- m) WTRM 209 Advanced Water Treatment Plant Operation
- n) WTRM 210 Advanced Water/Wastewater/Distribution Math
- o) WTRM 212 Applied Hydraulics
- p) WTRM 214 Laboratory Analysis for Water, Wastewater
- q) WTRM 233 Water Conservation
- r) WTRM 234 Industrial Wastewater and Stormwater Management
- s) WTRM 235 Pollution Prevention

A motion was made to approve all the WTRM classes.

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

Discussion: There were a few modifications made including updates on textbooks for four of the courses and some hours were added. Moving forward, P. Howell will sign the Form D's with an electronic signature. Please send Form D's to P. Howell. This particular WTRM program is not offering any online or hybrid courses right now but wants the option in the future.

1. Modified Programs

Vocational ESL, NC- Certificate of Completion

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

Discussion: There was a brief discussion about the term cultural proficiencies and more information is provided in the course description.

2. Deactivated Courses

N/A

VI. New Business

4. New Course – First Reading
5. New Course – Second Reading
WELD 702 Intermediate Welding
Motion to approve Welding 702

MSC (A. Marquez/D. Achterman). All in favor. Motion passed.

Discussion: This item was skipped over at the last Curriculum Committee Meeting on October 8 and was brought back for a vote.

VII. Adjournment

A motion to adjourn the meeting was made at 3:45 by Julian Kearns.