

Curriculum Committee Minutes
Monday, November 26, 2018
3:00-4:30 p.m., BU 119

ATTENDANCE

S. Carr (CE), N. Cisneros (ESL), N. Dequin (Kinesiology), J. Ghiorzi (Curriculum Specialist), J. Kearns (CSIS/Business), F. Lozano (Liberal Arts/Sciences), A. Marques (Fine Arts), C. Oler (Social Science), D. Pescarmona (Academic Affairs), G. Ramirez (Vocational/Technology), S. Sandler (English), 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

D. Achterman (Library), M. Gomez (Student Rep.), M. Gutierrez (Allied Health), H. Spenner (Vocational/Technology), E. Venable (CSIS/Business), C. Whitney (Ex Officio)

GUESTS

J. Maringer

I. Call to Order: Welcome @ 3:03 pm.

II. Agenda adjustments and approval

MSC (S. Sandler/R. Sharboneau). All in favor. Agenda approved as corrected.

Agenda item V.2 was removed from the agenda and the date for the approval of minutes was changed to October 22, 2018. Item IV.3, Tech Review, was added to Information/Discussion. Item V. b, BIO 1A, was removed as an action item but remained for discussion.

III. Approval of Minutes of October 22, 2018

MSC (J. Stewart/J. Kearns). All in favor. Minutes approved as presented.

IV. Information/Discussion

1. Guided Pathways - Leslie Tenney

L. Tenney informed the committee that time will be set aside at the department chair meeting on December 3 for counselors and department chairs to work on mapping. Discussion ensued regarding the challenge of mapping when looking at everything together, including embedding general education courses into the mapping process. The importance of involving students in the process of mapping was emphasized. L. Tenney suggested that one student be identified from each department who can lead focus group efforts with other students. These focus group efforts would likely take place next semester. L. Tenney also recommended that department chairs inform her of any issues or challenges that arise. The goal is to have some formalized draft maps for the professional development days.

2. AB 705 and Unit Creep: Denee Pescarmona & Leslie Tenney

D. Pescarmona recommended that the Curriculum Committee receive a presentation on AB 705 and the implications for curriculum. She also suggested that S. Sandler, N. Cisneros, and a few other faculty members, provide a few bullets highlighting some major points of AB 705 for the next Curriculum Committee meeting. D. Pescarmona relayed that one of the major changes with AB 705 is that students, who have declared an academic goal of transfer or degree, need to take transfer level math and English courses in their first year. For ESL students, completion needs to take place in three years. This also ties into the funding formula, which provides performance

metrics funding to a college for students who complete transfer level English and math courses in their first year from that same college.

AB 705 has been a major topic at several conferences. One of the challenges is meeting the requirements of AB 705 without building ten plus unit (unit creep) math and English courses. The tendency to add units over time for a course, referred to as unit creeping, often creates problems for students who are seeking financial aid. If a student fails or withdraws from over 67% or more units the student becomes ineligible for financial aid. As a result, the point was conveyed to refrain from building courses that exceed 67% for a 12 unit semester (8.04 units). It was noted that it does not count as a withdrawal when a student withdraws from a class prior to the “no record shown” date.

3. Tech Review

D. Pescarmona conveyed that a lot of courses have been moving through tech review with modifications that include a unit increase. She urged department chairs to be mindful of the effect on students when changing unit values and only add units when the SLOs assessment justifies the change. Almost 70% of students at Gavilan are part-time students and take, on average, 7 units a semester. She recommended meeting with R. Sharboneau to discuss the implications when adding units to a course. How much time a student needs on task should be considered. From a business perspective, the Chancellor’s Office is working on a plan where colleges will be able to collect apportionment for tutoring in a number of areas and more student resources will be available.

F. Lozano relayed an idea on how to move students through transfer level math and English courses in their first year by creating eight week course segments for these disciplines. Another member suggested linking courses like math and English in banner, creating a learning community, where a student would have to sign up for both courses. The question was raised about what was an acceptable number for SLO completion. Substantive changes would indicate that more dialogue is needed for tech review. Furthermore, the substantive need derived from assessing SLOs should be placed in the justification within CurricUNET.

A discussion occurred regarding possible improvements for the tech review process. The suggestion was made to alert the department chairs when their course, that includes substantial changes like unit changes or new course additions, is being reviewed at the next tech review meeting. The final recommendation for the last tech review meeting of the semester, scheduled for December 5, was to alert the department chairs of the curriculum up for review on Wednesday, November 28. Anyone interested in attending who has a course they would like to discuss can connect with James to help put an agenda together.

V. Course Modifications

a) ACCT 120 Computerized Accounting – QuickBooks

A motion was made to approve ACCT 120.

MSC (S. Sandler/N. Dequin).

Discussion: Most of these were just cleaned up and were on the 5 year cycle. BOT 212, BOT 283, and CSIS 212 added a Distance Ed option. It was decided to approve several courses in this section together.

b) BIO 1A Cell and Molecular Biology

A brief discussion ensued regarding BIO 1A. L. Tenney sent this course modification back for a few reasons. The course needed a lab manual and the lab content needed to be separated from the lecture content. Tech Review recommended that Bio 1A and Bio 1B be renamed to Bio 1 and Bio 2. Additional questions for the modification included:

- 1) Is Environmental Science an appropriate pre-requisite?
- 2) Do the learning outcomes align with the learning outcomes that one needs from Bio 10.

- c) BOT 212 Business Computations with Machines
- d) BOT 283 Medical Coding
- e) CSIS 120 Computerized Accounting – QuickBooks
- f) CSIS 212 Keyboard Speed Building

A motion was made to approve ACC 120, BOT 212, BOT 283, CSIS 120, CSIS 212 with the exclusion of BIO 1A which has been removed from the course modifications agenda.

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

- g) ENGL 12C Tutoring Writers: Theory
- h) ENGL 12D Tutoring Writers: Research

A motion was made to approve ENGL 12C and ENGL 12D.

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

Discussion: The SLOs, pre-requisites and course content were changed. Also, in the justifications section, a comment was included which referred to the add button not working for including “out of class assignments information” in its own section. S. Sandler will work with J. Ghiorzi on that. The recommendation was made for S. Sandler to go back in and add information to the resource page (n/a or include any foreseen resources required).

- i) ESL 527 Beginning ESL Reading, Writing
- j) ESL 528 Beginning ESL Listening, Speaking
- k) ESL 531 Intermediate ESL Listening, Speaking I
- l) ESL 541 Intermediate ESL Listening, Speaking II
- m) ESL 727 NC Beginning ESL Reading, Writing
- n) ESL 728 NC Beginning ESL Listening, Speaking
- o) ESL 741 NC Intermediate ESL Listening, Speaking II

A motion was made to approve the above ESL courses together

MSC (N. Dequin/L. Stubblefield).

Discussion: Several questions were raised regarding the above ESL courses. A flow chart was sent in with the modifications from N. Cisneros and was based on non-credit to credit courses. L. Tenney did not see the attachment so the proposed new courses are missing from the agenda. N. Cisneros expressed concern regarding compliance with AB 705 for fall of 2020, especially with non-credit moving through the Chancellor’s Office. R. Sharboneau suggested meeting with N. Cisneros to review the proposed. One of the new courses is a 9 unit course, which is concerning. The final decision was to wait until the above courses and the new courses for ESL are all reviewed and presented as a complete package before approving.

A motion was made to pull the above ESL modified courses (not modified programs) from this meeting agenda and postpone them until they are presented with the new course information as a complete package.

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

- p) WTRM 217 Water Use Efficiency Practitioner
- q) WTRM 218 Introduction to Occupational Health and Safety
- r) WTRM 219 Industrial Wastewater Management and Treatment
- s) WTRM 220 Pollution Prevention and Storm Water Management
- t) WTRM 221 Mechanical Maintenance

The motion was made to approve the above WTRM courses (WTRM 217-WTRM 221) all together.

MSC (S. Sandler/G. Ramirez). All in favor. Motion passed.

Discussion: The only modification was to make them hybrid. R. Sharboneau also reminded the committee to be consistent and include information in the resource section. The above courses were approved with the contingency that S. Carr will add information to the resource section.

1. Modified Programs

- a) Liberal Arts and Sciences - English as a Second Language –ESL
Intermediate Level NC Certificate of Competency
 - b) Liberal Arts and Sciences – English as a Second Language – ESL
Advanced Level NC Certificate of Competency
- Motion to approve the above two ESL modified programs.

MSC (C. Older/N. Dequin).

Discussion: A. Marques did not receive an email and did not get a chance to review them. These non-credit level modified programs are being proposed with the new accelerated perspective in mind. N. Cisneros expressed interest in moving these forward because about twenty students have not been able to get their non-credit Certificates of Competency. The students have not completed all six courses (ESL 737, 738, 741, 742, 743 plus a level 5 previous course) whereas the credit students have received their Certificates of Competency with just completing three courses (ESL 541, 542, 543). In banner, the six courses for non-credit certificates in ESL need to be completed to get the Certificate of Competency. A recommendation was made to provide course waiver forms to the non-credit students for the lower level courses so they can apply for the Certificate of Competency. The approval process includes the instructional faculty then the Dean and the Vice President. F. Lozano informed the committee that this suggestion was acceptable to her. D. Pescarmona recommended adding a reminder note when submitting them.

A motion was made to modify the prior motion and pull the two above ESL NC Certificate of Competency courses off the agenda and postpone them with the recommendation for including a waiver for the lower level courses.

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

- c) Non-Credit (Department) – ESL Lifeskills Certificate of Competency NC Certificate of Competency

A motion was made to approve the modifications to the ESL NC Lifeskills Certificate of Competency.

MSC (N. Dequin/F. Lozano).

Discussion: The question was raised as to whether courses that include the mapping from SLOs to PLOs need to go through the Curriculum Committee. D. Pescarmona informed the committee that catalog modifications are also hung up in the work flow and the work flows need to be removed from CurricUNET. Mapping SLOs to PLOs in CurricUNET comes forward for approval at Curriculum Committee meetings (via the CurricUNET approval tree). The team is working with IT to determine how to remove the approval trees from certain functions in CurricUNET. However, the Curriculum Committee needs to be accepting of the idea that mapping SLOs to PLOs will not move through the Curriculum Committee. A Curriculum Committee member recommended creating a new work flow. Also, mapping SLOs to PLOs is not curricular so it does not need to be reviewed by the board. The recommendation was to remove this item from the agenda.

A motion was made to modify the previous motion and remove the ESL NC Lifeskills Certificate of Competency from the agenda.

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

3. Deactivated Courses (Item V.2 was removed during the approval of the agenda).

- a) JFT 36 Command and Control of the RIC Deployment
- b) JFT 120 Dozer Boss S-232

A motion was made to approve the deactivation of the above JFT courses, JFT 36 and JFT 120.

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

Discussion: Justifications were included.

VI. New Business

4. New Course – First Reading

- a) HE 4 Stress Management
- c) KIN 92 Stress Management

A motion was made to approve HE 4 Stress Management and KIN 92 Stress Management.

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

Discussion: Tech review relayed that this course could lead to a wellness degree or a certificate in health education. They also looked at how it would transfer and recommended the department consider creating an ADT for public health and nutrition/dietetics. N. Dequin informed the committee that a student could take it as an elective for the local degree. N. Dequin will be meeting with R. Sharboneau next week to discuss other ADT options.

- b) JFT 226 Fire Fighter Academy II

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

Discussion: A question was asked whether Fire Fighter Academy I is a pre-requisite. This needs to be clarified before the course is reviewed for a second reading. D. Pescarmona recommended that the JFT faculty be mindful of including content hours when adding course content into CurricUNET. S. Carr relayed that she will convey the importance of course content to them. L. Tenney also conveyed that information should be added to the resources section for these new courses. No lab manual was specified but a detailed book is included for the course.

5. New Course – Second Reading
N/A

VII. Adjournment

A motion was made to adjourn the meeting by N. Dequin at 4:39 PM.