

Curriculum Minutes
Monday, March 11, 2019
3:00-4:30 p.m., BU 119

Attendance: Nikki Dequin; Gilbert Ramirez; Rosa Sharboneau; Leslie Tenney; James Ghorzi; Patrick Yuh; Karen Sato; Fran Lozano; Jane Maringer; Maggie Gutierrez; Doug Achterman; Julian Kearns; Carlton Oler; Shereen Carr; Nicole Cisneros; Denee Pescarmona; Albert Marques; Linda Stubblefield

Absent: Johanna Stewart; Candice Whitney; no student representatives.

Guests: Randy Richards; Sabrina Lawrence; Jane Maringer; Pat Henrickson; David Argudo

- I. Call to Order: Welcome: Tenney called the meeting to order at 3:02 p.m.
- II. Agenda adjustments and approval:
MSC: (Dequin/Ramirez) motion to approve, passed
- III. Approval of Minutes of February 25, 2019:
MSC: No motion made
- IV. **Information/Discussion**

1. Guided Pathways: Leslie Tenney & Rosa Sharboneau

Tenney: All approved Associates Degrees for Transfer except one have been mapped both through departments and counselors. An estimated 5 or 6 have been consolidated. The counselors are taking them to the student education forums with Dr. Rose and using them as demonstrations for students and parents. In turn, the group is collecting feedback from the participants.

Sharboneau: Meta-major workgroup has finished 7 clusters plus another one for students who are undecided in their majors. The workgroup is working on a draft of the models, programs and clusters that will be completed by April. The group will be taking the cluster information to other college groups for feedback. Jan Chargin will then create three versions of the cluster to poll those groups as to which model should be used at Gavilan.

A targeted polling will begin in May with high school students attending Super Saturday. The process should be completed by the end of May. She said she

would like to present it to the Curriculum Committee.

Pescarmona: Thanked Tenney, Scharbeneau and the teams working on the clusters and maps for all their work. After Accreditation, Pescarmona said she will be holding weekly brown bag meetings around Meta-Majors, Guided Pathways and reorganization. Times have not been set, but she said she will stagger them in order to include as many faculty members as possible.

Achterman: The committee needs to be pro-active on how they articulate values and decisions around Guided Pathways. Tenney added the time is ripe to be having discussions on appropriate review processes.

2. Distance Education/Title 5 Changes & Updates – Sabrina Lawrence Document to be handed out/displayed at meeting.

Lawrence: AP/BP 4020 and 4105 are guidelines used for the creation of Distance Education (DE) courses in accordance with Title 5. Title 5 has updated its definition of Distance Education and course quality standards.

When creating a DE course, regular effective contact must be shown between student and teacher, as well as, student to student. Discussions need to be started on how to demonstrate that contact.

Separate course approval should include an emphasis on course outcomes; how regular communication is achieved; how the course meets accessibility requirements. Lawrence said, although these areas have been part of course development, it needs to be clearly detailed on how the requirements will be quantified. These requirements are in effect March 17, 2019.

Online under Board Policy 4105 there is information on how to comply with the course qualifications. Or contact Lawrence and she will be able to provide the information you may need and a list of resources for DE development and training. Pescarmona said they will be reworking the DE template and Handbook for faculty.

The Curriculum Committee will review the Administrative Policy 4105 in a future meeting.

Competition for students is now in the form of the 115th College, Fully On-line College. Gavilan will be applying for a \$500,000 grant to be used for On-line course development and training.

A peer online course review club is being formed to help teachers developed high quality DE courses that will qualify for the statewide exchange, California Virtual Campus. Gavilan should have 20% or 73 of its current DE courses approved for the exchange by spring of 2020.

3. Curriculum Administrative Policies/Board Policies– Denee Pescarmona & Leslie Tenney.

Updating chapter four of the Board Policies is moving ahead. Pescarmona said the revisions are being done by a small committee with collegial review

process. The process is killing outdated, unused board policies and adjusting policies for current procedures and requirements.

For example, BP 4020 doesn't reflect the current program review processes. Pescarmona asked all to send recommendations to the committee. The current committee is Pescarmona, Dequin and Sanidad.

V. Course Modifications

- a) ACCT 121 Spreadsheet – MS Excel

MSC: (Achterman/ Sandler) motion to approve ACCT 121 and item (m) CSIS 121 together, passed

MSC: (Dequin/Yuh) modified agenda to move and approve the modified program for Engineering, passed.

It has added Program Learning Outcomes. A question was brought as to mapping its Student Learning Outcomes to its Program Learning Outcomes. Program outlines five different tracks and which track works for specific degrees.

MSC: (Achterman/Sandler) motion to move and approve item (q) Eng 10A, passed.

Hours for outside of class needs changed to 72 hours.

MSC: (Achterman/Dequin) motion to move and approve New Programs 1st Reading Liberal Arts and Sciences, passed.

Journalism 10 added. The articulation officer will review to make sure all classes are included. Richards said the classes are full to overloading in the programs and the program is needed. A breakdown of resource needs and maintenance would be beneficial.

- b) AE 600 Vocational Training I

- c) AE 602 Vocational Training III

MSC: (Sandler/Dequin) motion to approve and review AE 600, 602 together, passed.

Updated Student Learning Outcomes

- d) AE 636 Adapted Physical Education

- e) APE 34 Adapted Aquatic Exercise

- f) APE 35 Adapted Swimming for Total Fitness

- g) APE 36 Adapted Physical Education

- h) APE 38 Adapted Cardiovascular Conditioning and Training

- i) APE 534 Adapted Aquatic Exercise

- j) APE 535 Adapted Swimming for Total Fitness

- k) APE 536 Adapted Physical Education

- l) APE 538 Adapted Cardiovascular Conditioning and Training

MSC: (Ramirez/Sato) motion to approve and review together items d-l, passed.

Updated Student Learning Outcomes

- m) CSIS 121 Spreadsheet - MS Excel
Reviewed above
- n) CSIS 126 Word Processing - MS Word
MSC (Sandler/Cisneros) motion to approve, passed.
Two courses combined into one 3-unit
- o) CSIS 27 Java Programming II
MSC (Kearns/Cisneros) motion to approve, passed.
Adds a prerequisite course.
- p) CSIS 46 C++ Programming II
MSC (Cisneros/Sandler) motion to approve, passed.
Adds a prerequisite course.
- q) ENGR 10A Introduction to Engineering A
Reviewed above
- r) MATH 12 Mathematics for Elementary Teachers
MSC (Cisneros/Sandler) motion to approve, passed.
Adds a prerequisite course.

1. Modified Programs

Liberal Arts and Sciences, Natural Sciences & Math, Physical Science and Engineering: General Engineering
Reviewed above

2. New Programs

1st Reading

Liberal Arts and Sciences, Fine Arts - Film, Television, and Electronic Media, A.A.-T Degree

Reviewed above

2nd Reading

Career Technical Education, Child Development - Elementary Teacher Education, A.A.-T Degree

MSC: (Achterman/Dequin) motion to approve, passed.

3. Deactivated Courses

- a) CSIS 132 Intermediate Word Processing - MS Word
- b) CSIS 134 Intermediate Excel
MSC (Cisneros/Sato) motion to approve and consider together, passed.
Pescarmona thanked the department for streamlining its courses.

VI. New Business

- 4. New Course – First Reading
 - a) HE 5 Introduction to Public Health
MSC (Dequin/Cisneros) motion to approve with changes, passed.
It needs editing for commas and periods. The DE needs signed and needs to specify learning outcomes.
 - b) THEA 33 Intro to Theatre
MSC (Sandler/Kearns) motion to approve, passed.
It's a letter grade letter, why no pass/fail option? It needs clarification on the "Nature of Theatre." Evaluation methods need to give range for instructor.
- 5. New Course – Second Reading
 - a) AMT 232 Drones in Business and Industry (motioned).
MSC: (No first or second) all in favor modified AMT 232, passes.
All ethics issues were implemented.
 - b) SPAN 701 Spanish for Health Professionals
MSC (Ramirez/Sandler) motion to approve, passed.
It was updated to reflect for health professionals. Removed unlimited repeatable units and limited them to 3.

VII. Adjournment

Motion by Sandler to adjourn at 4:39