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Curriculum Committee Minutes
Monday, March 25, 2019
3:00-4:30 p.m., BU 119

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**Attendance:** Karen Sato; Nikki Dequin; James Ghiorzi; Sabrina Lawrence; Doug Achterman; Johanna Stewart; Julian Kearns; Fran Lozano; Patrick Yuh; Gilbert Ramirez; Randy Brown; Albert Marques; Shereen Carr; Nicole Cisneros; Linda Stubblefield;

**Absent:** Leslie Tenney; Scott Sandler; Carlton Oler; Rosa Sharboneau; Denee Pescarmona; Victor Lam; Victoria Zuniga; Candice Whitney;

**I.**     Call to Order: Welcome at 3:05 p.m.

**II.**    Agenda adjustments and approval
**MSC: Achterman/Ramirez to move AMT 232, HE 5 from New Courses, First Reading to New Courses, Second Readings, passed**

**MSC: Stewart/Kearns motion to approve agenda, passed**

**III.**   Approval of Minutes of March 11, 2019
**MSC: Achterman/Kearns motion to approve withdrawn, tabled until next meeting.**
No one had seen the minutes that were on the agenda. Still need to approve minutes from 2/25 and 3/11 meetings.

**IV.**    Information/Discussion

1.  Distance Education Discussion:
    Sabrina Lawrence

    Separate course approval 55206, was one of the recent Title 5 revisions. Changes will need to be made to the Gavilan policies.
    A separately reviewed addendum to the course outline of record is now required for Distance Education (DE). It must address how outcomes are achieved in the DE mode and specify how the course will maintain regular and effective contact and how it adheres to the ADA accessibility regulations.
    Lawrence said Gavilan already does this with its Form D and it has been incorporated in CurricUNET. The department is working on developing a sample of a more robust Form D or DE addendum.
    There is a list of courses that will be coming back to faculty through their deans and department chairs of the courses where the Form D did not transfer when the course was moved into CurricUNET. Faculty will be asked to provide the missing information. It is a regulation of Accreditation. She showed a few options used by other colleges that she felt were good

examples.

She said the new regulations state that the addendum must address how outcomes will be achieved in a DE mode. Gavilan needs a process for how DE courses are planned, designed, approved and implemented. A course cannot be scheduled until the DE Committee has walked it through at least half of the course design process using the Peer Online Course Review process and course rubric.

Gavilan needs to upgrade the addendum, the on-line course approval process, approve the course design rubric and Peer on-line course review process, so it will work hand in hand with the curriculum review process, she said.

She said CurricUNET currently has the equivalent of Form D under three tabs. The item missing is the Accessibility agreement.


2. Guided Pathways:
   Randy Brown

   Discussion: Brown told the committee that they are developing a Frequently Asked Questions list associated with Guided Pathways (GP). The group plans on posting a newsletter that will give a GP update and answer some of the questions in each issue. For additions to the FAQ list e-mail questions to rbrown@gavilan.edu.

   Brown presented a tentative over-all timeline for GP, outlining the various processes and where Gavilan is on schedule and what will be coming down the pipeline in the future.

   He explained that the workgroups are creating the structure for GP. The beginning was the creation of program maps, clusters and Meta-majors. Following on those items is campus engagement. A separate work team is trying to connect with all student demographics to get better sense of their experiences moving through the different processes at Gavilan. Outreach is also underway to groups and committees on campus that have not had as much GP information or workgroup contact.

   The timeline shows when the cluster and mapping began, the draft refining and marketing, piloting, to when it should be ready for implementation in Fall of 2020.

   The GP Model includes training, planning, research, time and compensation. Brown said it will take time to implement and tweak for the needs of all parties at Gavilan. The work group will be presenting the timeline to the groups and committees throughout campus.

   Achterman suggested that a full-time faculty position should be retained to coordinate faculty and academic support for the development of GP.


3. CurriQunet Training needs / discussion:
   James Ghiorzi

Discussion: Ghiorzi asked the committee for input on the frequency of training and how to best make it a value for faculty. He said there is a resource on the curriculum website; gavilan.edu/committee/curriculum/information pages.

It was agreed it may be beneficial to create videos for faculty to walk through the mechanics of the system.

**V.** Course Modifications
N/A

1. Modified Programs

   Kinesiology, Kinesiology and Athletics – A.A Degree.
   **MSC: Kearns/Sato, motion to approve, passed**

   Kinesiology, Kinesiology and Athletics: Personal Training Certificate – Certificate of Achievement.
   **MSC: Stewart/Sato, motion to approve, passed**
   Discussion: CPR is stipulated through American Red Cross. There was a question, if it could also be available through the American Heart Association?
   The course Program Learning Outcomes are very different from others in it states to "communicate results from various fitness tests to an individual and choosing the right exercise program."

   Fine Arts, Philosophy - A.A.-T Degree.
   **MSC: Achterman/Stubblefield, motion to approve, passed**
   Discussion: The degree has already been approved, but modified to better help students. No new content it is just organized differently. Courses were not available in the original sequence. Clean up the SLOs. No ILOs.
   Courses listed as to when they will be offered, helpful to students.

2. Deactivated Courses
   N/A

**VI.** New Business
4. New Course – First Reading
   N/A

5. New Course – Second Reading
   a) AMT 232 Drones in Business and Industry
   **MSC: Cisneros/Kearns, motion to approve, passed**

b) HE 5 Introduction to Public Health.
**MSC: Cisneros/Sato motion to approve, passed**

6. New Programs
   N/A

**VII.**  Adjournment by Sato at 4:16 p.m.