APPLICATION FOR APPROVAL—CREDIT OR NONCREDIT APPRENTICESHIP PROGRAM

Drywall/Lather Apprentice
PROPOSED APPRENTICESHIP TITLE

Gavilan Community College
COLLEGE

Gavilan College
DISTRICT

July 2009
PROJECTED PROGRAM START DATE

Sherrean Carr
CONTACT PERSON

Dean of Technical and Public Services
TITLE

(408) 848-4757
PHONE NUMBER

scarr@gavilan.edu
E-MAIL ADDRESS

Gavilan College
DISTRICT

PROGRAM TRANSFER
Previous location: American River

EMPLOYER OR JAC SPONSORING APPRENTICESHIP

Carpenters Training Committee for Northern California

Morgan Hill
TRAINING SITE(S)

☑ RELATED & SUPP. CREDIT COURSES ONLY ☐ RELATED & SUPP. NONCREDIT COURSES ONLY
☑ CERTIFICATE* ☒ A.A. DEGREE* ☐ A.S. DEGREE*

*Approval of a certificate or degree for apprentices does not provide approval of a certificate or degree for non-apprenticeship students. A separate approval is required for a corresponding non-apprenticeship program.

PLANNING SUMMARY

<table>
<thead>
<tr>
<th>Recommended T.O.P. Code</th>
<th>0952.80</th>
<th>Est. Total RSI Hours in Third Year</th>
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<tbody>
<tr>
<td>Units for Major—Degree</td>
<td>41</td>
<td>Estimated FTE Faculty Workload</td>
<td>40</td>
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<tr>
<td>Total Units for Degree</td>
<td>60</td>
<td>Number of New Faculty Positions</td>
<td>1</td>
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<tr>
<td>Required Units—Certificate</td>
<td>41</td>
<td>Est. Cost, New Equipment</td>
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<tr>
<td>Est. Total RSI Hours in First Year</td>
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<td>Type of New/Remodeled Facility</td>
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</tr>
<tr>
<td>Est. Total RSI Hours in Second Year</td>
<td></td>
<td>Est. Cost, Library Acquisitions</td>
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APPROVAL CRITERIA

Please provide the following for all programs:

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Place of Program in Curriculum/Similar Programs
5. Outlines of Record for Required Courses
6. Evidence of Division of Apprenticeship Standards Approval

SUBMIT TWO COPIES OF THIS FORM AND ALL ATTACHMENTS
REQUIRED SIGNATURES

Program  Drywall/Lather Apprenticeship  College  Gavilan College

COLLEGE CURRICULUM APPROVAL
Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, CHAIR, CURRICULUM COMMITTEE</th>
<th>Typed or Printed Name</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Susan Dodd</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, CHIEF INSTRUCTIONAL OFFICER</th>
<th>Typed or Printed Name</th>
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<tbody>
<tr>
<td></td>
<td>Victor S. Krimsley, Ph.D.</td>
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</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, PRESIDENT, ACADEMIC SENATE</th>
<th>Typed or Printed Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Debbie Klein</td>
<td></td>
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</table>

COLLEGE PRESIDENT
All provisions of Title 5, Section 55130(b) have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed apprenticeship program.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, PRESIDENT OF THE COLLEGE</th>
<th>Typed or Printed Name</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Steven M. Kinsella, D.B.A.</td>
<td></td>
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</table>

DISTRICT APPROVAL
On __________, the governing board of Gavilan Joint Community College District approved the apprenticeship program attached to this application.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT</th>
<th>Typed or Printed Name</th>
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<tbody>
<tr>
<td></td>
<td>Steven M. Kinsella, D.B.A.</td>
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</tbody>
</table>
1. **Statement of Program goals and Objectives**

The Drywall/Lather Apprenticeship program is a four year construction trade program that leads to a certificate or A.A. degree. Drywall/Lathers typically install metal framing, drywall, and wall and ceiling treatments and finishes in commercial and residential structures. Upon completion of the Drywall/Lathing Apprenticeship degree, students may find employment in the following sectors: government, residential and commercial construction and maintenance, utilities, and facilities management.

2. **Catalog Description**

Gavilan College, in cooperation with the Carpenter Training Committee for Northern California, conducts a Drywall/Lather Apprenticeship program which can lead to a Certificate of Achievement and/or Associates of Arts degree. An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

This Apprenticeship program is a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and the college. The JATC is composed of representatives from both labor and management from each apprenticeship area, and their purpose is to oversee apprenticeship training. The Gavilan College apprenticeship program is approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices; however anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to apprenticeship programs can be obtained from the local JATC.

The Dry Wall/Lather Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the State of California Department of Apprenticeship Standards. Training emphasis includes safety, metal framing, blueprint reading, exterior/interior wall finishes, welding, residential and commercial construction process, building codes, estimation, and various construction topics.
3. **Program Requirements**

Requirements Degree or Certificate 41 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRLTH 200</td>
<td>Introduction to the Trade</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 202</td>
<td>Basic Applications</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 205</td>
<td>Mathematics for Drywall/Lathers</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 210</td>
<td>Residential Metal Framing</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 212</td>
<td>Doors, Windows, Exterior Systems/Building Documents</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 220</td>
<td>Blueprint Reading I</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 221</td>
<td>Blueprint Reading II</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 222</td>
<td>Blueprint Reading III</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 230</td>
<td>Welding I</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 231</td>
<td>Welding II</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 240</td>
<td>Exterior/Advanced Fire Control System and Partitions</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 242</td>
<td>Exterior Systems and Trims</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 250</td>
<td>Interior Metal Lathing System, Sound Control</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 260</td>
<td>Ceilings, Shaft Protection and Demountable Partitions</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 262</td>
<td>Arches, Furring and Advanced Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 270</td>
<td>Advanced Construction Techniques</td>
<td>1.5</td>
</tr>
</tbody>
</table>

And a minimum of 16 units from the following: 16

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRLTH 290</td>
<td>Work Experience Drywall/Lathing Apprenticeship (1 - 4)</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Drywall/Lathing Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See Gavilan College graduation requirements.

4. **Place of Program in Curriculum/Similar Programs**

This falls under the Apprenticeship Program which includes the Carpenter Apprenticeship Program.

5. **Outlines of Record for Required Courses**

17 Course Outlines attached.

6. **Evidence of Division of Apprenticeship Standards Approval**

In progress, per:

Barry Noonan, Ph.D.
Apprenticeship Coordinator, CCCCO
(916) 445-8026
Dear Colleague:

In compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following instructional program:

CURRICULUM INVENTORY RECORD
College: 441  
Credit Status: Credit  
Program Title: Apprenticeship: Drywall/Lather  
Program Award: A.A. Degree  
Program Control Number: 31108  
TOP Code: 095280  
Program Goal(s):

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor’s Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org). Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor’s Office and the ACCJC.

For questions regarding this review please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor’s Office
Dear Colleague:

In compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following instructional program:

**CURRICULUM INVENTORY RECORD**

**College:** 441  
**Credit Status:** Credit  
**Program Title:** Apprenticeship: Drywall/Lather  
**Program Award:** Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units  
**Program Control Number:** 31110  
**TOP Code:** 095280  
**Program Goal(s):**

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor’s Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org). Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor’s Office and the ACCJC.

For questions regarding this review please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor’s Office
Substantive Change Proposal

Drywall/Lather Apprentice Program

Gavilan Community College District
5055 Santa Teresa Blvd.
Gilroy, CA 95020

March 29, 2010

Sherrean Carr, Dean of Career Technical Education (408-848-4757)
Gavilan College
Drywall/Lather Apprentice Program

Substantive Change Proposal

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A. A Concise Description of the Proposed Change and the Reasons for It

• A brief description of the change.

The Board of Trustees of Gavilan College approved the creation of the Drywall/Lather Apprentice Certificate of Completion and Associate of Arts Degree program in June 2009 (4.1) through the regular curriculum approval process on recommendations from the Academic Senate Curriculum Committee. Apprenticeship programs are employer driven and the training is provided at the request of an employer, in this case, the Drywall/Lathers Training Committee for Northern California, in the city of Morgan Hill, which is inside the service area for Gavilan College. The California Community Colleges Chancellor’s Office worked with all of the interested parties to assist Gavilan College in being designated the Lead Educational Agency (LEA).

• Evidence of a clear relationship to the institution’s stated mission.

Gavilan College’s Mission statement is as follows:

In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.

This program meets the mission of Gavilan College by supporting services that prepare students for technical and public service careers.

• Discussion of the rationale for the change.

Apprenticeship programs are employer driven and the training is provided at the request of an employer, in this case, the Drywall/Lathers Training Committee for Northern California in the city of Morgan Hill. The Drywall/Lather Apprentice Associate of Arts and/or Certificate Program is a state-approved four year course of study preparing apprentices for courses in specialty crafts such as Drywall/Lathers, millwrights, pile drivers, hard wood floor layers, acoustical installers, scaffold erectors, insulators and shinglers. Students will acquire journey level skills including those skills necessary to build all concrete infrastructures that comprise the California transportation system. Gavilan College, in cooperation with the Drywall/Lathers Training Committee for Northern California, conducts a Drywall/Lather Apprentice Program which can lead to a Certificate of Achievement or Associate of Arts Degree.
An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers. This Drywall/Lather Apprentice Program is a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and Gavilan College. The JATC is composed of representatives from both labor and management from each apprenticeship area and their purpose is to oversee apprenticeship training. The Gavilan College Drywall/Lather Apprentice Program is approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations (4.2). Enrollment in an apprenticeship course is limited to registered apprentices, however anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to Drywall/Lather Apprentice Program can be obtained from the local JATC.

- **The educational purposes of the change are clear and appropriate.**

The Drywall/Lather Apprentice Program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations. Training emphasis includes safety, metal framing, blueprint reading, residential and commercial construction processes, exterior/interior wall finishes, building codes, estimation and various construction topics.

The educational goals for the Drywall/Lather Apprentice Program are clearly spelled out in the certificate and course-level student learning outcomes. All student learning outcomes and program learning outcomes were reviewed and approved by the Academic Senate Curriculum Committee and the Board of Trustees. The program-level outcomes were approved and published in the college catalog as follows:

*Upon completion of the Drywall/Lather Apprentice certificate students will have demonstrated journey level skills including those skills necessary to build all concrete infrastructures that comprise the California transportation system.*

To receive an ASSOCIATE’S DEGREE students must complete the required courses listed below and the general education requirements plus sufficient electives to meet a 60 unit total as outlined on pages 46-49 and 73 of the Gavilan College catalog (4.3).

To receive a CERTIFICATE OF ACHIEVEMENT students must complete the required courses below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRLT 200</td>
<td>Introduction to the Trade</td>
<td>2.0</td>
</tr>
<tr>
<td>DRLT 202</td>
<td>Basic Applications</td>
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<td>Blueprint Reading I</td>
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<tr>
<td>DRLT 221</td>
<td>Blueprint Reading II</td>
<td>1.5</td>
</tr>
</tbody>
</table>
DRLT 222  Blueprint Reading III ................................................................. 1.5 unit
DRLT 230  Welding I .......................................................... ............................................. 2.0 units
DRLT 231  Welding II .......................................................... ............................................. 1.5 unit
DRLT 240  Exterior/Advanced Fire Control Systems and Partitions .......... 1.5 unit
DRLT 242  Exterior Systems and Trims ................................................................. 1.5 unit
DRLT 250  Interior Metal Lathing Systems and Sound Control ............ 1.5 unit
DRLT 260  Ceilings, Shaft Protection and Demountable Partitions ......... 1.5 unit
DRLT 262  Arches, Furring and Advanced Systems ............................ 1.5 unit
DRLT 270  Advanced Construction Techniques ............................................ 1.5 unit

And a minimum of 16 units from the following:

DRLT 290  Occupational Work Experience in Drywall/Lather (1-4 units)....... 16.0 units

Total Units Required: ................................................................................. 41.0 units

B. If the substantive change involves a new educational program, a description of the program to be offered including evidence that:

• All relevant Commission policies are addressed.

A new educational program in the Career Technical Education Division was submitted to the California Community Colleges Chancellor's Office for approval in June 2009. Formal approval is pending. This program provides graduates with a Certificate of Achievement or Associate of Arts Degree upon completion of the required courses. Curriculum was approved through the local curriculum review process in February and May 2009 (4.5) and this process has ensured the currency and rigor of the courses offered. Gavilan College's Academic Senate Curriculum Committee ensured the rigor, depth, breadth, synthesis of learning and sequencing of courses was appropriate to the program. The credit/unit values for each course are appropriately based on the standard Carnegie unit adapted for our 16-week terms, with one unit of credit being granted for every fifty-four hours of successfully completed coursework. Students must pass each course with a 60% or greater proficiency on all materials and examinations to receive credit.

• The proposed program meets accreditation standards related to Student Learning Programs, Services and Resources.

Course-level student learning outcomes are clearly stated on each course outline of record for each course in the program. Program learning outcomes were approved at the Academic Senate Curriculum Committee and subsequently the Board of Trustees and are clearly stated in the college catalog. The student learning outcome assessment process has begun with the collaboration of the institutional researcher and the program lead for the Drywall/Lathers Training Committee for Northern California, scheduled
meeting on May 10, 2010 to discuss strategies to collect and analyze course data related to course learning outcomes.

C. A description of the planning process which led to the request for the change, including:

- How the change relates to the institution’s planning process and stated mission.

Gavilan College’s Mission statement is as follows:

In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.

This program meets the Mission of Gavilan College by supporting services that prepare students for technical and public service careers. In addition this program was part of the Strategic Planning process (4.6) and was a Board of Trustees goal in 08-09 (4.7). Apprenticeship programs are employer driven and the program prior to July 1, 2009, was being served by another district inside Gavilan College’s service area.

- The anticipated effect and benefits of the proposed change on the rest of the Institution.

The anticipated effect and benefits of the proposed change on the rest of the institution is that it will provide additional training opportunities for the local service area. The Drywall/Lather Apprentice Program serves approximately 290 students annually. The Drywall/Lather Apprentice Program will expand the range of curricular areas offered at Gavilan College and the institution will become part of the apprenticeship programs offered through the California Community Colleges Chancellor’s Office. Otherwise, the program has little anticipated effect on the college bodies typically impacted by new programs, including:

Counseling: Academic counseling for students in the program will not significantly increase work load for general counseling services.

Student Services: The anticipated enrollment in this program will not have significant impact on other student services such as Financial Aid, Tutoring and other Support Services, or Student Health Services.

Academic Senate Curriculum Committee: This program adds 17 new courses into the curriculum that will need to be reviewed and revised in the standard four-year cycle. This will have a slight impact on the workload of the Academic Senate Curriculum Committee.
Program Evaluation and Planning: The Drywall/Lather Apprentice Program will need to be included in the Institutional Effectiveness Committee (IEC) process for program review, and will not have a significant impact on the workload of the IEC members.

- **A description of the preparation and planning process for the change.**

This program developed out of an initial research of labor market needs for our service area. At the time of development, labor market information for 2006-2016 indicated a projected increase of over 170 openings per year in the area of Carpentry for the two counties served by Gavilan College (Santa Clara and San Benito). 1,110 additional openings are projected to net replacements in the field. While conducting research to develop a construction trade program, the Career Technical Education Dean discovered another community college had an agreement to serve as the LEA for a Drywall/Lather Apprentice Program in Morgan Hill which is inside the service area for Gavilan College.

- **The assessment of needs and resources which has taken place.**

Several meetings were held with representatives from the other community college initially providing LEA services. A transition plan was developed in coordination with the other community college, permission was granted (to move the LEA to Gavilan College) from the Division of Apprenticeship Standards, California Department of Industrial Relations and the California Community Colleges Chancellor’s Office. In addition, curriculum was developed to support the program and was reviewed and approved through the local Academic Senate Curriculum Committee process and received local Board approval.

**D. Evidence that the institution has analyzed and provided for adequate human, administrative, financial, and physical resources and processes necessary to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, including:**

- **Evidence of sufficient and qualified faculty, management, and support staffing.**

Faculty/Administration/Staff:

.4 Faculty Load (Part Time)

.50 Professional Support Staff

Faculty teaching in the Drywall/Lather Apprentice Program meets minimum qualifications set forth by the Academic Affairs Division of the California Community Colleges Chancellor’s Office. Faculty evaluation is conducted on a regular basis in accordance with the standard evaluation procedures set forth by the Office of Instruction. The Dean of Career Technical Education provides management oversight of the program.
• **Evidence of appropriate equipment and facilities, including adequate control over any off-campus site.**

Equipment and Facilities

35,000 square feet of classroom and lab space (4 lecture classrooms and 3 labs) provided in Morgan Hill at the Drywall/Lathers Training Committee for Northern California.

• **Evidence of fiscal resources including the initial and long-term amount and sources of funding for the proposed change.**

No initial start up funds was required. Coordination activities included transitioning the Drywall/Lather Apprentice Program from another community college, facilitating in the development of curriculum, establishing a budget and assigning staff to the program. Long term sources of funding for instructional equipment, repairs and facilities needs will be provided by the Drywall/Lathers Training Committee for Northern California. Based on the information provided to the college the program generates 34,272 hours of apprenticeship training (related supplemental instruction or RSI). Gavilan will receive an agency administrative fee of 12% of the RSI funds received from the California Community Colleges Chancellor’s Office. The amount of RSI funding will fluctuate from year to year. Continuing work experience credit will also be earned by the students. The college expects to generate approximately 11 Full Time Equivalent Students through this program in its first year. (4.8)

• **Evidence of a plan for monitoring achievement of the desired outcomes of the proposed change.**

The most significant impact of this agreement is that Gavilan College will be providing services to the apprenticeship students, many of whom reside in the college’s service area. Apprenticeship programs are employer driven and effects of the training and the number of program completions and degrees and certificates will contribute to the overall success of the program. Course learning outcomes and program learning outcomes will be assessed and will supply the data necessary to analyze and provide information to the program for continued improvement. The program will be reviewed as part of the regular institutional review process.

E. **Evidence that the institution has received all necessary internal or external approvals, including:**

• A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence that they have been obtained.
Approval for the Drywall/Lather Apprentice Program was required and granted from the following bodies:

Gavilan College Academic Senate Curriculum Committee  
Chief Instructional Officer  
Board of Trustees  
Division of Apprenticeship Standards of the California Department of Industrial Relations  
California Community Colleges Chancellor’s Office (pending)

Course curriculum was developed to support the program and was reviewed and approved through the local Academic Senate Curriculum Committee process and received local approval from the Gavilan College Board of Trustees on June 9, 2009. Permission was granted from the Division of Apprenticeship Standards of the California Department of Industrial Relations and the California Community Colleges Chancellor’s Office in June 2009 to move the LEA to Gavilan College.

• Evidence that any legal requirements have been met.

An agreement was signed by the president of Gavilan College and the Executive Director of the Drywall/Lathers Training Committee for Northern California on June 25, 2009.

• Evidence of governing board action to approve the change and any budget supporting the change.

The Gavilan College Board of Trustees approved the Drywall/Lather Apprentice Program on June 9, 2009.

F. Evidence that each Eligibility Requirement will still be fulfilled related to the change. Any requirements that are particularly impacted by the change should be addressed in detail.

1. Authority

Gavilan College is accredited by the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges, which is listed by the United States Commissioner of Education as a nationally recognized accrediting agency. The college program is approved for veterans' training. Students who attend Gavilan College can receive full credit in major colleges and universities throughout the United States for appropriate courses completed with a grade of “C” or better.
2. **Mission**

   The Drywall/Lathers Apprentice Program meets the stated mission and visionary educational values of Gavilan College by offering training that prepares students for technical and public service careers. The addition of this program also strengthens the community by offering advanced student training in a vocational and technical field.

3. **Governing Board**

   The Gavilan College Board of Trustees approved the creation of the Drywall/Lather Apprentice Certificate of Completion and Associate of Arts Degree program in June 2009 through the regular curriculum process on recommendations from the Academic Senate and the Curriculum Committee. With this approval the Board demonstrated responsibility for the quality and integrity of the instructional programs at the College.

4. **Chief Executive Officer**

   Dr. Steven M. Kinsella is the chief executive officer at Gavilan College and was appointed by the governing board, with full time responsibility to Gavilan College.

5. **Administrative Capacity**

   The Dean of Career and Technical Education, Sherrean Carr, provides management oversight of the Drywall/Lathers Apprentice Program. Dr. Kathleen Rose, Vice President of Instruction, oversees faculty evaluation and overall academic quality of the program. In addition, there is a half time administrative staff person to help with the record-keeping requirements of the program.

6. **Operational Status**

   Gavilan College is fully accredited by the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges. Classes are continuously held throughout the year, and full counseling services are available for all new and continuing students. Students are enrolled in a variety of courses that lead to a certificate and/or Associate of Arts degree in the Drywall/Lathers Apprenticeship Program.

7. **Degrees**

   Gavilan College offers three types of career education options: Associate’s Degree, Certificate of Achievement (18 or more units) and Certificate of Proficiency (requires fewer than 18 units). The Drywall/Lathers Apprentice degree and certificate is an approved offering. Certificate and Degree opportunities are clearly identified on pages 72 and 73 of the Gavilan College Catalog 2009-2011 edition.
8. Educational Programs

The Drywall/Lathers Apprenticeship program is a state-approved four year course of study preparing apprentices for courses in metal framing, blueprint reading, exterior/interior wall finishes, welding, residential and commercial construction process, building codes, estimation, and various construction topics. Students will acquire journey level skills including those skills necessary to build all concrete infrastructures that comprise the California transportation system. This program meets the rigor and academic standard of all programs at Gavilan, and has met the requirements for student learning outcomes at the course and program level.

9. Academic Credit

Academic credit for the Drywall/Lather Apprenticeship Program is awarded based on regulations specified in Title 5-55002.5 of the California Administrative Code.

10. Student Learning Achievement

The program level learning outcome for the Drywall/Lather Apprenticeship Program is as follows: Upon completion of the certificate students will demonstrate journey level skills, including those skills necessary to build all concrete infrastructures that comprise the California transportation system. Program Learning Outcomes are stated on page 73 of the Gavilan College Catalog 2009-2011 edition.

11. General Education

Gavilan College’s general education requirements introduce students to a variety of disciplines through which they comprehend and interact with the modern world. The GE requirements are central both to the college’s mission and to its associate degrees. Within the Drywall/Lather Apprenticeship Program, the GE requirements will develop students’ abilities to think and communicate clearly both orally and in writing, to use mathematics and employ the scientific method, to understand modes of inquiry in major disciplines, to be aware of other cultures and eras, to apply critical thinking to contemporary issues and to develop the capacity for self understanding and improvement. Please refer to the current Fall 2009- Summer 2011 college catalog for additional details and course descriptions.

12. Academic Freedom

Gavilan College’s BP 4030 Academic Freedom addresses this eligibility requirement and reinforces the right of faculty to maintain and encourage full freedom to teach, research and pursue knowledge as set forth in the Accreditation Commission Standards and California Code of Regulations, Title 5, Section 51023.

13. Faculty
Gavilan College has an appropriate level of full and part time faculty as per Chancellor’s Office requirements. Specifically, faculty that teaches in the Drywall/Lather Apprenticeship Program meet minimum qualifications set forth by the Academic Affairs Division of the California Community Colleges Chancellor’s Office. Faculty evaluation is conducted on a regular basis in accordance with the standard evaluation procedures set for the by the Office of Instruction. The Dean of Career and Technical Education provides management oversight of the faculty assignment and evaluation.

14. Student Services

The Student Services Division offers numerous programs and services to help students in all degree and certificate programs to be successful. These services include orientation for new students, assessment and course placement, and counseling and educational services. By taking advantage of these services students will be able to identify and use appropriate support programs and services, create achievable educational goals, and identify and advocate for their personal and educational needs. Placement assessment is available to ensure that students are enrolled in courses that match their abilities in language and computational skills. First-time college students are expected to complete the college skills assessment designed to measure their achievement in reading, language usage, and mathematics.

15. Admissions

Any high school graduate or individual with a GED or high school proficiency certificate may be admitted to Gavilan College. Students shall complete the following requirements prior to registration:
- File an application for admission with the Admissions and Records Office.
- Submit official transcripts of all previous high school and college work.
- Complete Gavilan College skill assessment and orientation.
- Meet with a counselor to discuss placement and educational goals.
- All students who are younger than 18 and have not graduated from high school must submit appropriate contracts at the time of registration.

16. Information and Learning Resources

Gavilan College has a comprehensive Library system that offers a variety of electronic and print media sources to support the Drywall/Lather Apprenticeship program. A complete listing of electronic databases and resources is available on the Gavilan College homepage.

17. Financial Resources

No initial funding is needed for the Drywall/Lather Apprenticeship Program. Coordination activities included transitioning the Drywall/Lather Apprenticeship Program from another community college, facilitating in the development of the curriculum, establishing a budget and assigning staff to the program. All funds are carefully tracked and documented to support reporting audits. Long term sources of funding for
Instructional equipment, repairs and facilities that are needed will be provided by the Carpenters Training Committee for Northern California.

18. Financial Accountability

Gavilan College annually undergoes and makes available an external financial audit by an appropriate agency as required by law.

19. Institutional Planning and Evaluation

The Drywall/Lather Apprenticeship Program is a part of all of the College’s planning efforts, including strategic planning, unit planning, departmental planning, program review, student learning outcomes at the course and program level, and accreditation review. The Institutional Effectiveness Committee (local program review), using a data-driven process, regularly reviews the educational effectiveness of all Gavilan courses, programs and services on a regular cycle.

The Drywall/Lather Apprenticeship Program was developed out of an initial research of labor market needs for our service area. At the time of development, labor market needs for 2006-2016 indicated a projected increase of over 170 openings per year in the area of carpentry for the two counties served by Gavilan College. 1,110 additional openings are projected to net replacements in the field.

20. Public Information

Gavilan College provides a catalog in both print and electronic form for its constituencies with precise and current information regarding college policies, admission procedures, financial aid and graduation requirements.

G. Evidence that each accreditation standard will still be fulfilled related to the change and that all relevant Commission policies are addressed. Any standards that are particularly impacted by the change should be addressed in detail. There should be a description of the process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change.

Standard I. Institutional Mission and Effectiveness

The Drywall/Lather Apprenticeship Program is in alignment with and supports the mission statement and institutional goals of Gavilan College. In keeping with the mission of the college, this program was developed in order to “serve its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers.” The college will align the Drywall/Lather Apprenticeship Program courses with this purpose and specific to the needs of the service area.
Standard II. Student Learning Programs and Services

The college ensures the quality and rigor of all its courses, instructional programs and student support services including those offered through the Drywall/Lather Apprenticeship Program. Courses will adhere to the established course outlines throughout the institution. These course outlines have been reviewed and approved by the college Curriculum Committee, the Board of Trustees of Gavilan College and the Chancellor’s Office of California Community Colleges. This curriculum approval process ensures adherence to guidelines established by Title 5 of the California Code of Regulations. Course content, objectives, methods of evaluation and student learning outcomes apply to all courses regardless of location or mode of delivery. All courses in the Drywall/Lather Apprenticeship Program have Student Learning Outcomes clearly stated in the course outlines and the program itself has Program Learning Outcomes associated with the program. As with all courses taught throughout the institution, student learning outcomes are used in support of continuous quality improvement.

The Academic Senate, which is responsible for overseeing professional and academic matters, under the leadership of the Student Learning Outcomes Coordinator and with the support from the Student Learning Outcomes Advisory Committee, has taken the lead in guiding the implementation and assessment processes of course, program, General Education and institutional student learning outcomes. Faculty and department chairs, with the assistance of the Student Learning Outcomes Advisory Committee, are responsible for establishing programmatic and institutional student learning outcomes. Campus wide meetings have been dedicated to dialogue and implementation of students learning outcomes for courses, programs, and General Education.

All courses will adhere to the appropriate depth and rigor of those taught throughout the college and will be scheduled in timeframes appropriate to the subject matter. The program review process will be conducted with the Drywall/Lather Apprenticeship Program using the same criteria and process for evaluation of all programs in the college. Program reviews are completed by each department every three to five years and include a Unit Plan. This process includes a self study report provided by each program followed by a validation process. Where additional financial resources are needed to achieve Unit Plan objectives, these are included in an attached Budget Request Form, which is then incorporated into the budget allocation process for the next three years. Budget requests are created in support of unit plans and then considered for inclusion in the Tentative Budget. Additionally, Gavilan College has incorporated assessment of resource allocation decisions into the planning process. Departments that request resources must indicate what desired outcome is expected as a result of those additional resources. Included in the program review process is an evaluation of a program’s ability to achieve the identified course and program learning outcomes. Assessment methods are developed and implemented and used to analyze the efficacy of course and program content. Analysis of assessment results guides and determines continuous improvement strategies be considered and implemented as appropriate.

The student support services in the Drywall/Lather Apprenticeship Program will be sufficient to provide students access as appropriate to the college and are in
accordance with providing access to all students. These services include: guidance in the admissions and registration process, financial aid advice and assistance, assessment and individual academic counseling, including the development of an individual educational plan. The Drywall/Lather Apprenticeship Program is not designed to operate a library, and should students require library services, they will need to obtain those services at the main college campus.

Standard III. Resources

All district faculty are hired and evaluated using the same procedures. All faculty must meet minimum qualifications recommended by the statewide academic senate and established by the board of Governors of the California Community Colleges and are sufficient in number to support instruction. Faculty is evaluated in accordance with governing board policy and administrative procedure regardless of the site of teaching assignments. Faculty offices are available at the Carpenter’s Training Center of Northern California for student consultations and preparation for classes. Faculty at the site has support from program assistants. College professional support staff will support the operations of the program and act as a liaison to the main college campus. Instructional programs are managed by the instructional deans and vice president of instruction regardless of the site location and for this program, the Dean of Career Technical Education has college authority to manage the Dry Wall/Lather Apprenticeship Program.

The facilities are adequate for the number of sections and number of students served at the Carpenter’s Training Center of Northern California. Maintenance of the site to ensure the safety of the students and technology at the site will be maintained by the Carpenter’s Training Center of Northern California and will be adequate to support instruction. This program is supported by the California Community College Chancellor’s Office of Career Technical Education and the Division of Economic Development and Workforce Preparation, Apprenticeship Department. Related Supplemental Income is allocated through the Apprenticeship Department and a portion of the college’s FTES allocation is allocated to support this program through Cooperative Work Experience. The CEO of the Dry Wall/Lather Apprenticeship Program is aware that ongoing funding is reliant on the Related Supplemental Income allocation and may be varied and flexible. A portion of the Cooperative Work Experience FTES will be maintained to support the program. Financial resources available to support the Dry Wall/Lather Apprenticeship Program are sufficient to support this instructional program and associated services and to improve institutional effectiveness.
GAVILAN COLLEGE ORGANIZATION
Management Structure
As of May 1, 2010

Dr. Steven Kinsella
Superintendent/President
- Exec Assistant - Suzanne Bullè
- Director, Community & Contract Education - Terry Newman
- Director, Institutional Research - Dr. Randall Brown
- Director, Public Information - Jan Bernstein Chargin

Joseph Keeler
VP Administrative Services
- Exec Assistant - Nancy Bailey
- Director, Business Services - Susan Cheu
- Director, Facilities Services - Jeffrey Gopp
- Director, Human Resources - Vacant
- Director, MIS - Mimi Arvizu
- Assistant Director, MIS - Dave Phillips
- Director, Security and Support Services - Ana Hipol

Ron Hannon
Dean, Physical Education & Athletics

Dean, Career Technical Education
- Sherrean Carr
- Director, CDC - Susan Alonzo

Fran Lozano
Dean, Liberal Arts & Sciences
- Interim Project Director, Basic Skills - Vacant
- Director, MESA - Eduardo Cervantes

Rachel Perez
Assoc. Dean, Community Outreach & Grants Mgt.

Deborah Ruggiero
Dean, Instructional Services
- Exec Assistant - Angie Oropeza
- John Pruitt
- Exec Assistant - Grace Cardinali
- Director, Admin & Records - Candice Whitney
- Director, Financial Aid - Veronica Martinez
- Director, TRIO - Richard Alfaro
- Director, Instructional Site, Hollister - Judy Rodriguez
- Director, Instructional Site, M Hill - Lorraine Walke

Fran Lopez
Assoc. Dean, DRC

Anne Ratto
Assoc. Dean, EOP&S / CalWORKS
- Director, CalWORKS - Susan Sweeney
Standard IV. Leadership and Governance

Faculty, staff and students assigned to the Drywall/Lather Apprenticeship program have access to participate in the established governance processes that exist at the main college campus. The apprentice program will become one of a number of training programs in the career technical education division that will chart the course for future workforce training. As with all instructional programs at the college, individuals affiliated with the apprenticeship program will have clear opportunity to bring forward new ideas for program improvement, planning and program review through the established governance framework. Faculty, staff and students will participate in the continuous program improvement activities throughout the academic year.

In addition, Gavilan College’s Board of Trustees will continue to demonstrate responsibility for establishing policies to assure the quality, integrity, and effectiveness of the Drywall/Lather Apprenticeship Program. The President and his administrative team will provide the necessary leadership to implement the instructional objectives and support services required.
I. CALL TO ORDER 6:00 p.m.

The meeting was called to order by Deb Smith at 6:01 p.m.

1. Roll Call

   Trustees: Laura Perry, Elvira Robinson, Mark Dover, Kent Child, Tom Breen, Deb Smith, Mike Davenport

2. Recess to closed session

   The Board recessed to closed session at 6:01 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

   The meeting was called to order by Deb Smith at 7:02 p.m.

2. Roll Call

   Laura Perry, Elvira Robinson, Mark Dover, Kent Child, Tom Breen, Mike Davenport, Deb Smith, Jovana McGraw

   Steven M. Kinsella, Superintendent/President

   Dr. Victor S. Krimsley, Interim Vice President of Instructional Services

   Joseph D. Keeler, Vice President of Administrative Services

   Rachel Perez, Acting Vice President of Student Services

   John Lawton-Haehl, Academic Senate
3. Pledge of Allegiance

Student Trustee McGraw led the pledge of allegiance.

4. Report of any action taken in closed session

No action taken in closed session

5. Consent Agenda

MSC (Child/Perry) unanimously carried to approve consent agenda with correction to minutes.

6. Approval of Agenda

MSC (Child/Davenport) unanimously carried to approve agenda.

7. Comments from the Public - This is a time for the public to address the Board.

None

8. Officers' Reports

(a) Vice Presidents

Rachel reported that due to state budget cuts, Gavilan had to cut classes from the summer and fall schedule. Staff notified 900 students by email, telephone, and provided information to assist them in finding other classes and counseling services. The response from students was positive and grateful for the timely notification. Summer school begins June 15 with 2,948 students enrolled.

Vic commended staff that contacted students and noted that students were advised to meet with a counselor if they experienced any problems. Vic reported that he did not receive any complaints from students. The 200 classes cancelled for entire year are equivalent to 43 unit classes for the summer and 80 for the fall. The Deans have been instructed to reduce the next spring schedule by 80 sections. Work is continuing on the catalog and program inventory. Trustee Smith received a call from two Certified Nursing Assistant students because the CPR classes were cancelled. Vic stated that students who need CPR classes to satisfy a requirement could enroll in classes taught by outside vendors, such as American Red Cross, etc.
(b) College President

Steve Kinsella reported the state system is working on promotion of a system wide package that is asking the legislature to reduce appropriations by 9% and by 15% instead of 58% for categorical programs. To offset the funding that would have come from the categorical programs the state has agreed to take additional reductions (80%) from instructional equipment, scheduled maintenance, and matriculation. The college is asking the legislature to allow the college to have a proportional reduction in appropriation, equal to what the systems of higher education and K-12 receive, 9% instead of 12%. It appears to be gaining some support. The college is assuming a reduction of approximately $1.7 million. The tentative budget shows a deficit of $170,000. The college has identified $800,000 that would be removed from the class schedule, 100 FTES from the commitment to the South Bay police academy training program, the legislative contract for lobbyists, and two open positions ($170,000). The college is looking for $650,000 to get through the next fiscal year. The budget still includes the payment for retired employees medical benefit costs ($650,000 per year) and the annual required contribution for all existing employees ($350,000 per year). The college is not able to implement changes until staff returns in the fall and the Expenditure Reduction Task Force begins its work.

(c) Academic Senate

John Lawton-Haehl, reported that every fall a children’s theater production takes place at Gavilan with 3,000-4,000 elementary children attending. As a follow up to that an outreach program, ABC, which is in its third year, was created as a learning tool for teachers in elementary schools. This year John and student interns visited two third grade classes at San Martin Gwinn Elementary School on four Fridays. The plans are to have two or three elementary schools visit the children’s theater production at Gavilan and a follow visit up will be initiated with the outreach program. Gavilan students can enroll in an internship program, Theater 23, as community outreach and receive credit, with the goal of tying into service learning.

(d) Professional Support Staff

No report

(e) Student Representative

Student Trustee McGraw reported that the ASB will be holding a special election this summer and introduced Kelly ?, a candidate for student trustee. The ASB is currently working on a summer recruitment plan to get more students in the ASB and working with Science Alive and the football team on campus recycling.

(f) Board Member Comments

Trustee Davenport commented on the graduation ceremony and attended the Latino Advisory Committee meeting Monday evening.
Trustee Dover reported that former Gavilan baseball coach, Christian Giminez, is playing for the Cleveland Indians. Christian returns every fall to work with the Gavilan College baseball team. Parents, Pam and Paul Giminez are big Gavilan College supporters.

Trustee Robinson commented on the graduation ceremony and reported that categorical programs were invited to the Latino Advisory Committee meeting to present information on the impact of state budget cuts.

Trustee Breen commented on the graduation ceremony and attended the Latino Advisory Committee meeting.

Trustee Child acknowledged the great work done by staff on graduation and the Staff Recognition Dinner.

(g) Board President

No report

(h) Board Committee Reports

No report

9. Information/Staff Reports

(a) Award Presentation

Ron Hannon introduced Melina Ortiz as 2008-09 Student Athlete of the Year Award and presented an award, created by Articulate Solutions. Ron thanked Katherine Filice, Articulate Solutions, for her continued support of athletics and the Gavilan College Educational Foundation. Ron also acknowledged Famous Dave’s Barbecue for their support of Gavilan College athletics. Melinda thanked coach, Nikki Dequin, parents and teammates.

(b) Recognition of the Employee of the Month

Anne Ratto introduced and presented Lucy Olivares with an award as the Employee of the Month for May. Lucy asked the board for continued support for categorical programs and students.

(c) Child Development Center Annual Self Review

Sherrean reported that the review was well received. Susan Alonzo met with Deb Smith and Steve Kinsella to review the report. Trustee Smith stated that the report was very thorough with built in accountability and acknowledged the involvement from all staff that goes above and beyond in providing for all the children.

(d) Amendments to Administrative Procedures

4023 Instructional Materials – Complimentary Textbooks
Vic reported that the administrative procedure was developed in response to a request from a faculty member and is supported by the Academic Senate. Trustee Breen noted a typo in the administrative procedure.

(e) Santa Clara County Treasury Investment Portfolio Status as of 3/31/09

Joe reported it was down by 2.11%.

(f) Monthly Financial Report

Provided for information

III. ACTION ITEMS

1. New Business

(a) Curriculum

MSC (Robinson/Child) unanimously carried to approve curriculum.

(b) Agreement with the Carpenters Training Committee of North California and Approve Letter to Division of Apprenticeship Standards Confirming Gavilan College as Lead Educational Agency

MSC (Perry/Dover) unanimously carried to approve agreement with the carpenters training committee and letter to division of apprenticeship standards confirming Gavilan College as the lead educational agency. Steve corrected the period of time, 7/1/2009 – 6/30/2010. Steve acknowledged the work by Sherrean for this program and as a result several groups have now joined (lathers, independent roofers and fire sprinkler).

(c) Budget Adjustments

MSC (Dover/Child) unanimously carried to approve budget adjustments.

(d) FY 2009-10 Tentative Budget

MSC (Child/Robinson) unanimously carried to approve FY 2009-10 tentative budget. Joe reported that the information is based on information received in April and May. This is required in order to begin spending money on July 1. Trustee Child acknowledged the ease in reading and understanding the document, particularly the descriptions from categorical programs (goals, mission, and funding mechanisms) and should be used when providing information to the community. Joe noted that the Associate Deans were responsible for the descriptions of categorical programs.

(e) Appropriations Limit for FY 2009-10, Resolution No. 909

MSC (Child/Dover) unanimously carried to approve Resolution No. 909 on a roll call vote.
(f) Five Year Capital Construction Plan and Final and Initial Project Proposals, Resolution Nos. 907 and 908

MSC (Dover/Breen) unanimously carried to approve Resolution Nos. 907 and 908 on a roll call vote.

(g) BFGC Architect Planners, Inc. (BFGC) Amendment to the Master Planning Agreement and a Project Assignment Amendment (PAA)

MSC (Child/Perry) unanimously carried to approve BFGC Architect Planners, Inc. (BFGC) Amendment to the Master Planning Agreement and a Project Assignment Amendment (PAA).

(h) Capital Project Change Order

MSC (Breen/Perry) unanimously carried to approve the capital project change order.

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is July 14, 2009 at Gavilan College, Student Center.

2. The board recessed to closed session at 7:55 p.m.

3. Adjournment at 8:45 p.m.

*Roll Call Vote
June 2, 2009

Esther Gambertti
Senior Apprenticeship Consultant
Department of Industrial Relations
Division of Apprenticeship Standards
100 Paseo de San Antonio, Room 125
San Jose, CA 95113-1484

Dear Ms. Gambertti

This letter is to confirm that Gavilan College (Gavilan Joint Community College District) is the Local Educational Agency (LEA) for the 46 NORTHERN CALIFORNIA COUNTIES DRYWALL/LATHING JA&TC effective July 1, 2009. We will provide the RSI (Related Supplemental Instruction) at the Morgan Hill Training Center for the occupations of Drywall/Lather (842.36101A), a 48 month and 4,800 OJT (On the Job Training) apprenticeship program.

Sincerely,

Steven M. Kinsella, D.B.A., C.P.A.
Superintendent/President

cc: Dr. Barry Noonan, Ph.D., Apprenticeship Coordinator and Specialist
    California Community Colleges Chancellor's Office
    John Bullock, Director, Carpenters Training Committee for Northern California
1. Name of Committee

46 Northern California Counties Drywall/Lathing Joint Apprenticeship & Training Committee

2. Area Covered by Standards

3. Committee Address - Street Address, City & Zip Code
23217 Kidder Street, Hayward, CA 94545-1632

4. Occupation
Drywall/Lathing

5. Action
Revision of Journeymen Wages
Revision of Area
Revision of Apprentice or Trainee Rates
Revision of Ratio
Revision of Work Processes
Revision of Other Compensations

6. Related Instruction
144 Hours per year
American River College, Gavilan College

7. School

8. Present Journeymen Wage

9. Effective Date of Journeymen Wage

10. Apprentices or Trainee Wage Scale (Indicate amount of time [hours, weeks or months] and percent of journeymen wage or dollar amount)


12. Straight Time Hours

13. Other Compensation

14. Work Processes

15. Remarks
Attachments: Letter from Program Sponsor to add Gavilan College as the LEA for Morgan Hill Training Ctr. Letter of Support from Gavilan College

Certified as Correct:

John Sytsma, Chairman

Signature - Apprenticeship Consultant

Signature - Committee Sec. or Chair (Cross out one)

These Revisions are hereby made a part of and supersede provisions of standards previously approved.

Approved - Chief, Division of Apprenticeship Standards

Date Approved
General Education
General Education Learning Outcomes
Additional Associate’s Degrees
Gavilan College Graduation Requirements
Associate’s Degree General Education Requirements
General Education Reciprocity Agreement
Articulation Agreements
Transfer to the University of California System

Transfer Patterns
IGETC Curriculum and Pattern
Transfer to the California State University System
CSU (Breadth) Pattern
Transfer Admissions Agreement
Transfer Agreements with Private Colleges/Universities
General Education/Course Credit Matrix
General Education

Gavilan’s general education (GE) requirements introduce students to a variety of disciplines through which they comprehend and interact with the modern world. The GE requirements are central both to the college’s mission and to its associate’s degrees. Completion of the GE requirements will develop students’ abilities to think and communicate clearly, both orally and in writing; to use mathematics and employ the scientific method; to understand the modes of inquiry in major disciplines; to be aware of other cultures and other eras; to apply critical thinking to ethical and social issues; and to develop the capacity for self understanding and improvement. The student will also develop a depth of knowledge in a specific field of interest. In completing the requirements, students will come to understand basic principles, concepts and methodologies that may be unique to a specific discipline or universal in the quest for knowledge.

General Education Learning Outcomes

AREA A  English Language, Communication and Critical Thinking
After completing courses in Area A, students will be able to do the following:
- Receive, analyze, and effectively respond to verbal communication.
- Formulate, organize and logically present verbal information.
- Write clear and effective prose using forms, methods, modes and conventions of English grammar that best achieve the writing’s purpose.
- Advocate effectively for a position using persuasive strategies, argumentative support, and logical reasoning.
- Employ the methods of research to find information, analyze its content, and appropriately incorporate it into written work.
- Read college course texts and summarize the information presented.
- Analyze the ideas presented in college course materials and be able to discuss them or present them in writing.
- Communicate conclusions based on sound inferences drawn from unambiguous statements of knowledge and belief.
- Explain and apply elementary inductive and deductive processes, describe formal and informal fallacies of language and thought, and compare effectively matters of fact and issues of judgment and opinion.

AREA B  Scientific Inquiry and Quantitative Reasoning
After completing courses in Area B, students will be able to do the following:
- Explain concepts and theories related to physical and biological phenomena.
- Identify structures of selected living organisms and relate structure to biological function.
- Recognize and utilize appropriate mathematical techniques to solve both abstract and practical problems.
- Utilize safe and effective laboratory techniques to investigate scientific problems.
- Discuss the use and limitations of the scientific process in the solution of problems.
- Make critical judgments about the validity of scientific evidence and the applicability of scientific theories.
- Utilize appropriate technology for scientific and mathematical investigations and recognize the advantages and disadvantages of that technology.
- Work collaboratively with others on labs, projects, and presentations.
- Describe the influence of scientific knowledge on the development of world’s civilizations as recorded in the past as well as in present times.

AREA C  Arts and Humanities
After completing courses in Area C, students will be able to do the following:
- Demonstrate knowledge of the language and content of one or more artistic forms: visual arts, music, theater, film/television, writing, digital arts.
- Analyze an artistic work on both its emotional and intellectual levels.
- Demonstrate awareness of the thinking, practices and unique perspectives offered by a culture or cultures other than one’s own.
- Recognize the universality of the human experience in its various manifestations across cultures.
- Express objective and subjective responses to experiences and describe the integrity of emotional and intellectual response.
- Analyze and explain the interrelationship between self, the creative arts, and the humanities, and be exposed to both non-Western and Western cultures.
- Contextually describe the contributions and perspectives of women and of ethnic and other minorities.

AREA D  Social Sciences
After completing courses in Area D, students will be able to do the following:
- Identify and analyze key concepts and theories about human and/or societal development.
- Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observation and study.
Demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change.

- Analyze different cultures and their influence on human development or society, including how issues relate to race, class and gender.
- Describe and analyze cultural and social organizations, including similarities and differences between various societies.

**AREA E** Lifelong Learning and Self-Development

After completing courses in Area E, students will be able to do the following:
- Demonstrate an awareness of the importance of personal development.
- Examine the integration of one’s self as a psychological, social, and physiological being.
- Analyze human behavior, perception, and physiology and their interrelationships including sexuality, nutrition, health, stress, the social and physical environment, and the implications of death and dying.

**AREA F** Cultural Diversity

After completing courses in Area F, students will be able to do the following:
- Connect knowledge of self and society to larger cultural contexts.
- Articulate the differences and similarities between and within cultures.

### Additional Associate’s Degrees

An Associate of Arts or an Associate of Science degree will be awarded to those currently possessing an associate’s degree provided:

1. the second degree major includes a minimum of 18 new units,
2. courses used to satisfy major requirements for the previous degree(s) are not used to satisfy any of the new 18 major units, and
3. the student completes the last 12 units or has completed a total of 48 units at Gavilan College.

For continuing students, the general education and major requirements for the additional degree are those listed in the college catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter.

Continuous attendance is defined as enrollment in at least one regularly transcripted course per year, including summer.

For returning students, the requirements are those listed in the college catalog for the year in which the student returns or any subsequent catalog thereafter.

### Gavilan College Graduation Requirements

An associate’s degree (A.A. or A.S.) at Gavilan College can be achieved by completing a combination of general education courses and a specific major selected from the Gavilan Catalog. A minimum of 60 degree-applicable units (courses numbered 1-299) are required to earn a degree at Gavilan College.

To be eligible for graduation a student must:

1. Complete a minimum of 60 overall units, to include major course requirements, general education, and electives when necessary to add up to 60 total units. A student may select any of the options below to satisfy the general education requirements:
   - Option A: Gavilan College AA/AS General Education Pattern.
   - Option B: The California State University (CSU-GE Breadth) Pattern.
   - Option C: The Intersegmental General Education Transfer Curriculum (IGETC) Pattern.

   All three patterns above lead to an associate degree. Two are transfer level patterns (CSU-GE Breadth and IGETC), and one designed for those students who may not be interested in transferring to a university. It is possible to complete an AA/AS degree while also preparing for transfer. Consult a counselor for details.

   To earn a Certificate a student must complete only major course requirements.

2. Complete all major requirements courses with a grade of “C” or better in each course.

3. Maintain a cumulative grade point average of 2.0 (“C”) or higher for all work attempted. A grade of “C” or better is also required in each course in Area A and Area B-4 (mathematics), of the general education pattern.*

4. Complete the last 12 units or have completed 48 units at Gavilan College.

5. Complete a graduation petition for each associate degree, Certificate of Achievement, Certificate of Proficiency and award of achievement they wish to receive. These petitions must be filed with the Admissions and Records office by mid-April for spring or summer graduation and mid-October for fall graduation.

   **NOTE:** Effective fall of 2009, the new Gavilan College graduation requirements will include ENGL 1A (Area A2 of the A.A./A.S. Gavilan College General Education Pattern) and Math 233 (Area B4).

### DOUBLE COUNTING RULE

Reference: Title V, Section 55063 C

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University. If such course is accepted by that system to satisfy a general education requirement.
AREA A

ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING

Select one course from each category. All courses must be completed with a grade of "C" or better.

6 Semester Units

A - 1 ORAL COMMUNICATION
- CMUN 1A Introduction to Public Speaking (3)
- CMUN 5 Fundamentals of Comm Studies (3)
- CMUN 8 Interpersonal Communication (3)
- CMUN 10 Small Group Communication (3)

A - 2 WRITTEN COMMUNICATION
- ENGL 1A* Composition (3)

A - 3 READING
- ENGL 260 or SSCI 270A or SSCI 270B with a grade of "C" or better, or demonstrate reading proficiency at the college level. (Competency may be verified by an approved test.)

AREA B

SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Select one course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD).

9 Semester Units

B - 1 PHYSICAL SCIENCE
- ASTR 1 Intro to General Astronomy (3)
- CHEM 1A, B General Chemistry (5)(5)
- CHEM 12A, B Organic Chemistry (5)(5)
- CHEM 30A Elementary Chemistry (4)
- CHEM 30B Elem Organic & Biochemistry (4)
- GEOG 1 Physical Geography (3)
- GEOL 1 Introduction to Geology (4)
- GEOL 13 Environmental Geology (3)
- PHYS 1 Introduction to Physics (4)
- PHYS 2A, B General Physics (4)(4)
- PHYS 4A Physics for Sci & Engineers (4)
- PHYS 4B Physics for Scientists and (4)

B - 2 LIFE SCIENCE
- ANTH 1 Intro to Physical Anthropology (3)
- BIO 1 General Biology (4)
- BIO 4 General Zoology (4)
- BIO 5 General Botany (4)
- BIO 7 Human Anatomy (4)
- AN/HIO 8 General Microbiology (5)
- AN/HIO 9 Human Physiology (5)
- BIO 10 Principles of Biology (4)
- BIO 13 Marine Biology (4)
- AH/BI 15 Survey of Human Anatomy & Physiology (4)

B - 3 LABORATORY ACTIVITY
- ECOL 1 Conservation of Nat Resources (4)

B - 4 MATHEMATICS
- Minimum of Math 233 or equivalent.* (Competency may be verified by an approved test.)

AREA C

ARTS & HUMANITIES

Select one course from each category.

5 Semester Units

C - 1 Arts (Art, Dance Music, Theater)
- CMUN 2; HUM 10 or any Art, Journalism, Music or Theatre course (other than Area C-2)

C - 2 Humanities (Literature, Philosophy, Foreign Language)
- ART 11 Creativity, Imagination, & Innovation (3)
- ART 21 Ancient Americas: A History Through Art (3)
- ENGL 1B Composition and Literature (3)
- ENGL 1C Critical Reasoning and Writing (3)

* NOTE: Effective fall of 2009, the new Gavilan College graduation requirements will include ENGL 1A (Area A2 of the A.A./A.S. Gavilan College General Education Pattern) and Math 233 (Area B4).
### AREA C cont.

C - 2 Humanities (continued)
- PHIL 6 Comparative Religions (3)
- PHIL 7A Hist of Phil. Ancient to Medieval (3)
- PHIL 9 Philosophy of Religion (3)
- SOC 10 Mass Media and Society (3)
- Any Foreign Language Course (3)

### AREA D

#### SOCIAL SCIENCES

Two requirements: select one course from D-1, and select 2 courses from D-2.

**9 Semester Units**

**D - 1**
- HIST 1 U.S. Hist through Reconstruction (3)
- HIST 2 U.S. Hist Reconst to the Present (3)
- HIST 5 Womens Lives in Early U.S. (3)
- POLS 1 Intro to American Government (3)

**D - 2**
- AJ 6 Intro to Conflict Resolution (3)
- AJ 10 Intro to Administration of Justice (3)
- ANTH 2 Introduction to Archeology (3)
- ANTH 9 Cultural Context of Child and Family in a Diverse Society (3)
- ANTH 10 Native American Culture (3)
- BUS 1 Fundamentals of Business (3)
- CD 2 Early Childhood Development (3)
- CD 3 Child Growth and Development (3)
- CD 7 Cultural Context of Child and Family in a Diverse Society (3)
- CMUN 4 Intercultural Communication (3)
- CMUN 6 Intro to Conflict Resolution (3)
- ECON 1 Principles of Macroeconomics (3)
- ECON 2 Principles of Microeconomics (3)
- ECON 10 Fundamentals of Economics (3)
- GEOG 2 Cultural Geography (3)
- HIST 1 U.S. Hist through Reconstruction (3)
- HIST 2 U.S. Hist Reconst to the Present (3)
- HIST 4A Hist of World Societies Before 1500 (3)
- HIST 4B History of World Societies (3)
- HIST 5 Women’s Lives in Early U.S. History (3)
- HIST 6 Women’s Lives in Recent U.S. History (3)
- HIST 10 African American History (3)
- HIST 12 Cult Hist of the Mexican American (3)
- HIST 14 U.S. in the 20th Century (3)

**AREA E**

#### LIFE-LONG LEARNING AND SELF-DEVELOPMENT

3 Semester Units

1. Select one unit of Physical Education activity class or intercollegiate sport.
2. Select Two units from:
   - AH 3 The Person in the Life Cycle (3)
   - AH 11 Nutrition (3)
   - AH 30 Standard First Aid and Cardiopulmonary Resuscitation (3)
   - BIO 11 Nutrition (3)
   - CD 2 Early Childhood Development (3)
   - CD 3 Child Growth and Development (3)
   - CD 7 Cultural Context of Child and Family in a Diverse Society (3)
   - CMUN 4 Intercultural Communication (3)
   - ENGL 2B Intro to Multi-Cultural Literature (3)
   - ENGL 2E Introduction to Women Writers (3)
   - ENGL 2H Mexican-American Literature (3)
   - GEOG 2 Cultural Geography (3)
   - HE 2 Human Sexuality (3)
   - HIST 3 History of California (3)
   - HIST 5 Women’s Lives in Early U.S. History (3)
   - HIST 6 Women’s Lives in Recent U.S. History (3)
   - HIST 10 African American History (3)
   - HIST 12 Cultural Hist of the Mexican American (3)
   - HIST 21 Ancient Americas: A History (3)
   - PHIL 6 Comparative Religions (3)
   - POLS 3 Intro to Comparative Politics (3)
   - POLS 4 Intro to International Relations (3)
   - PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)
   - SOC 1A Introduction to Sociology (3)
   - SOC 1B Introduction to Sociology: Social Problems (3)
   - SOC 2 Sociology of Race, Ethnicity, and Cultural Identity (3)
   - SOC 4 Sociology of Women and Men (3)
   - SOC 5 The Person in the Life Cycle (3)
   - SOC 10 Mass Media and Society (3)
   - SSD 1 Intro to Social Sciences (3)

### AREA E (continued)

#### CULTURAL DIVERSITY

6 Semester Units

- AH 3 The Person in the Life Cycle (3)
- AH 11 Nutrition (3)
- ANTH 3 Intro to Cultural Anthropology (3)
- ANTH 4 Magic, Witchcraft and Religion (3)
- ANTH 9 Cultural Context of Child and Family in a Diverse Society (3)
- ANTH 10 Native American Culture (3)
- ART 10A Cultural History of Ceramics (3)
- ART 11 Creativity, Imagination, & Innovation (3)
- ART 2 Ancient Americas: A History (3)
- BIO 11 Nutrition (3)
- CD 7 Cultural Context of Child and Family in a Diverse Society (3)
- ENGL 2B Intro to Multi-Cultural Literature (3)
- ENGL 2E Introduction to Women Writers (3)
- ENGL 2H Mexican-American Literature (3)
- GEOG 2 Cultural Geography (3)
- HE 2 Human Sexuality (3)
- HIST 3 History of California (3)
- HIST 5 Women’s Lives in Early U.S. History (3)
- HIST 6 Women’s Lives in Recent U.S. History (3)
- HIST 10 African American History (3)
- HIST 12 Cultural Hist of the Mexican American (3)
- HIST 21 Ancient Americas: A History (3)
- PHIL 6 Comparative Religions (3)
- POLS 3 Intro to Comparative Politics (3)
- POLS 4 Intro to International Relations (3)
- PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)
- SOC 3 Sociology of Race, Ethnicity, and Cultural Identity (3)
- SOC 5 The Person in the Life Cycle (3)
- SPAN 5A Spanish for Native Speakers (3)
- SPAN 12A Spanish for Span Speakers (3)
- SPAN 12B Spanish for Span Speakers - Intermediate / Advanced (3)
- THEA 1 Theater History (3)
Gavilan College, in cooperation with the Carpenter Training Committee for Northern California, conducts a Drywall/Lathing Apprenticeship Program which can lead to a Certificate of Achievement and/or Associates of Arts Degree. An apprenticeship program is a formal system of occupational training lasting from two to five years that combines paid employment, on-the-job training and job-related college level instruction in order to develop highly skilled workers.

This apprenticeship program is a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and the college. The JATC is composed of representatives from both labor and management from each apprenticeship area, and their purpose is to oversee apprenticeship training. The Gavilan College apprenticeship program is approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices. However, anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to apprenticeship programs can be obtained by going to www.ctcnc.org.

The Dry Wall/Lathing Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the State of California Department of Apprenticeship Standards. Training emphasis includes safety, metal framing, blueprint reading, exterior/interior wall finishes, welding, residential and commercial construction process, building codes, estimation and various construction topics.

### Drywall/Lathing Apprenticeship

**A.A. Degree or Certificate of Achievement**

To receive an **ASSOCIATE’S DEGREE** complete:
- **REQUIRED COURSES** listed below.
- **GENERAL EDUCATION REQUIREMENTS**, plus sufficient electives to meet a 60 unit total. See Gavilan College General Education graduation requirements on pages 47-57.

### Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRLT 200</td>
<td>Introduction to the Trade</td>
<td>2.0</td>
</tr>
<tr>
<td>DRLT 202</td>
<td>Basic Applications</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLT 205</td>
<td>Mathematics for Drywall/Lathing</td>
<td>2.0</td>
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<tr>
<td>DRLT 210</td>
<td>Residential Metal Framing</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLT 212</td>
<td>Doors, Windows, Exterior Systems/Building Documents</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLT 220</td>
<td>Blueprint Reading I</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLT 221</td>
<td>Blueprint Reading II</td>
<td>1.5</td>
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<td>DRLT 222</td>
<td>Blueprint Reading III</td>
<td>1.5</td>
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<td>DRLT 230</td>
<td>Welding I</td>
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<td>Exterior/Advanced Fire Control System and Partitions</td>
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<td>DRLT 242</td>
<td>Exterior Systems and Trims</td>
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<td>DRLT 250</td>
<td>Interior Metal Lathing System and Sound Control</td>
<td>1.5</td>
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<tr>
<td>DRLT 260</td>
<td>Ceilings, Shaft Protection and Demountable Partitions</td>
<td>1.5</td>
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<tr>
<td>DRLT 262</td>
<td>Arches, Furring and Advanced Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLT 270</td>
<td>Advanced Construction Techniques</td>
<td>1.5</td>
</tr>
</tbody>
</table>

And a minimum of 16 units from the following:
- **DRLT 290** Occupational Work Experience/Drywall-Lathing

**Total Units Required:** 41 UNITS

*This degree and certificate are pending Chancellor’s Office approval. Please see a Gavilan counselor or check the college website for current status.

**NOTE:** A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 41.
APPLICATION FOR APPROVAL—CREDIT OR NONCREDIT APPRENTICESHIP PROGRAM

**Drywall/Lather Apprentice**  
**Sherrean Carr**  
**PROPOSED APPRENTICESHIP TITLE**  
**Gavilan Community College**  
**CONTACT PERSON**  
**Gavilan College**  
**Dean of Technical and Public Services**  
**DISTRICT**  
**(408) 848-4757**  
**July 2009**  
**PHONE NUMBER**  
**PROJECTED PROGRAM START DATE**  
**scarr@gavilan.edu**

- [X] PROGRAM TRANSFER  
- Previous location: **American River**

**Carpenters Training Committee for Northern California**

**EMPLOYER OR JAC SPONSORING APPRENTICESHIP**

**Morgan Hill**

**TRAINING SITE(S)**

- [X] RELATED & SUPP. CREDIT COURSES ONLY  
- [X] CERTIFICATE*  
- [X] A.A. DEGREE*

- [ ] RELATED & SUPP. NONCREDIT COURSES ONLY  
- [ ] A.S. DEGREE*

*Approval of a certificate or degree for apprentices does not provide approval of a certificate or degree for non-apprenticeship students. A separate approval is required for a corresponding non-apprenticeship program.*

**PLANNING SUMMARY**

<table>
<thead>
<tr>
<th></th>
<th>Est. Total RSI Hours in Third Year</th>
<th>Estimated FTE Faculty Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended T.O.P. Code</td>
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<td>.40</td>
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<tr>
<td>Units for Major—Degree</td>
<td>41</td>
<td>Estimated FTE Faculty Workload</td>
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<tr>
<td>Total Units for Degree</td>
<td>60</td>
<td>Number of New Faculty Positions</td>
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<tr>
<td>Required Units—Certificate</td>
<td>41</td>
<td>Est. Cost, New Equipment</td>
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<tr>
<td>Est. Total RSI Hours in First Year</td>
<td>32</td>
<td>Type of New/Remodeled Facility</td>
</tr>
<tr>
<td>Est. Total RSI Hours in Second Year</td>
<td>32</td>
<td>Est. Cost, Library Acquisitions</td>
</tr>
</tbody>
</table>

**APPROVAL CRITERIA**

Please provide the following for all programs:

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Place of Program in Curriculum/Similar Programs
5. Outlines of Record for Required Courses
6. Evidence of Division of Apprenticeship Standards Approval

**SUBMIT TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**
REQUIRED SIGNATURES

Program ___________ Drywall/Lather Apprenticeship ___________ College ___________ Gavilan College ___________

COLLEGE CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

5/4/09
DATE
[Signature, Chair, Curriculum Committee]
Susan Dodd
Typed or Printed Name

5/18/09
DATE
[Signature, Chief Instructional Officer]
Victor S. Krensley, Ph.D.
Typed or Printed Name

5/25/09
DATE
[Signature, President, Academic Senate]
Debbie Klein
Typed or Printed Name

COLLEGE PRESIDENT

All provisions of Title 5, Section 55130(b) have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed apprenticeship program.

6/1/09
DATE
[Signature, President of the College]
Steven M. Kinsella, D.B.A.
Typed or Printed Name

DISTRICT APPROVAL

On June 9, 2009, the governing board of Gavilan Joint Community College, District approved the apprenticeship program attached to this application.

6/10/09
DATE
[Signature, Superintendent/Chancellor of District]
Steven M. Kinsella, D.B.A.
Typed or Printed Name
1. **Statement of Program goals and Objectives**

The Drywall/Lather Apprenticeship program is a four year construction trade program that leads to a certificate or A.A. degree. Drywall/Lathers typically install metal framing, drywall, and wall and ceiling treatments and finishes in commercial and residential structures. Upon completion of the Drywall/Lathing Apprenticeship degree, students may find employment in the following sectors: government, residential and commercial construction and maintenance, utilities, and facilities management.

2. **Catalog Description**

Gavilan College, in cooperation with the Carpenter Training Committee for Northern California, conducts a Drywall/Lather Apprenticeship program which can lead to a Certificate of Achievement and/or Associates of Arts degree. An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

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3. **Program Requirements**

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<th>41 units</th>
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</table>

And a minimum of 16 units from the following: ........................................16
DRLTH 290 Work Experience Drywall/Lathing Apprenticeship (1 - 4)

**Associate Degree Requirements:** The Drywall/Lathing Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See Gavilan College graduation requirements.

4. **Place of Program in Curriculum/Similar Programs**

This falls under the Apprenticeship Program which includes the Carpenter Apprenticeship Program.

5. **Outlines of Record for Required Courses**

17 Course Outlines attached.

6. **Evidence of Division of Apprenticeship Standards Approval**

In progress, per:

Barry Noonan, Ph.D.
Apprenticeship Coordinator, CCCCCO
(916) 445-8026
GAVILAN COLLEGE CURRICULUM MEETING

Monday, February 9, 2009

3:00 – 4:30 p.m., BU 119

AGENDA

I. Call to Order

II. Agenda Adjustments

III. Approval of Consent Agenda
   A. Minutes of December 8, 2008
   B. BOT 112 Business Computations with Machines
   C. BOT 191A Workplace Skills
   D. CSIS 112 Keyboard Speed Building

IV. Curriculum
   A. New Business
      1. NEW COURSE PROPOSAL – FIRST READING
         a. DRLT 100 Introduction to the Trade
         b. DRLT 102 Basic Applications
         c. DRLT 105 Mathematics for Drywall/Lathers
         d. DRLT 110 Residential Metal Framing
         e. DRLT 112 Doors, Windows, Exterior Systems/Building Documents
         f. DRLT 120 Blueprint Reading I
         g. DRLT 121 Blueprint Reading II
         h. DRLT 122 Blueprint Reading III
i. DRLT 130  Welding I
j. DRLT 131  Welding II
k. DRLT 140  Exterior/Advanced Fire Control System and Partitions
l. DRLT 142  Exterior Systems and Trim
m. DRLT 150  Interior Metal Lathing System, Sound Control
n. DRLT 160  Ceilings, Shaft Protection and Demountable Partitions
o. DRLT 162  Arches, Furring and Advanced Systems
p. DRLT 170  Advanced Construction Techniques
q. DRLT 298  Work Experience Drywall/Lathing Apprenticeship

2. NEW COURSE PROPOSAL – SECOND READING
a. AH 51  Medical-Surgical Nursing
b. AH 52  Medical-Surgical Nursing
c. AH 53  Medical-Surgical/Maternal-Neonatal Nursing
d. AH 54  Medical-Surgical/Pediatric Nursing
e. AH 55  Medical-Surgical/Mental Health Nursing
f. AH 56  Compensatory Nursing Practice
g. LIB 736  Library Research: Develop a Topic
h. LIB 737  Library Research: Avoid Plagiarism

3. MODIFICATION OF EXISTING COURSE – FORM C
a. CGD 2  2D/3D Technical Computer Graphics (and Design) I
b. CGD 4  2D/3D Technical Computer Graphics (and Design) II
c. CGD 8  Computer Graphics Application I

d. PHIL 2  Introduction to Logic

e. PHIL 3A  Ethics

f. PHIL 3B  Contemporary Moral Issues

g. PHIL 4  Critical Thinking and Writing

h. PHIL 6  Comparative Religions

4. DISTANCE EDUCATION – FORM D

a. LIB 736  Library Research: Develop a Topic

b. LIB 737  Library Research: Avoid Plagiarism

5. CERTIFICATE OF PROFICIENCY – FORM J

a. Certificate of Proficiency in Classical and Contemporary World Philosophies and Religions

6. CERTIFICATE OF ACHIEVEMENT – FORM F

a. ESL Certificate of Achievement – Intermediate Level

b. ESL Certificate of Achievement – Advanced Level

7. MODIFICATION OF EXISTING PROGRAM – FORM G

a. Adding new Certificate of Achievement to Communication Studies program

V. Discussion/Information Items

A. Access to Course Outlines

B. Meeting Location/Time for Spring Semester
VI. Adjournment

Distribution:

GAVILAN COLLEGE CURRICULUM MEETING

Monday, May 11, 2009

3:00 – 4:30 p.m., BU 119

AGENDA

I. Call to Order

II. Agenda Adjustments

III. Approval of Consent Agenda

A. Minutes of April 27, 2009

Updating Textbooks:

B. CSIS 5 C++ Scientific Programming

C. CSIS 88 PHP Programming

Inactivate Courses:

D. AH 43, AH 44, AH 45, AH 46, AH 61, AH 62, AH 63, AH 64, AH 100, AH 101, AH 110, AH 111, AH 112, AH 114, AH 115, AH 116, AH 120, AH 121, AH 150, AH 181, AH 185, AH 186, HE 6, PE 29

IV. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

   a. CSIS 13 MIPS Assembly Language Programming

   b. CSIS 39 Objective C Programming

   c. PE 637 Wheelchair Basketball

   d. CSIS 638 Assistive Technology Lab
2. NEW COURSE PROPOSAL – SECOND READING

a. DRLT 200               Introduction to the Trade
b. DRLT 202               Basic Applications
c. DRLT 205               Mathematics for Drywall/Lathers
d. DRLT 210               Residential Metal Framing
e. DRLT 212               Doors, Windows, Exterior Systems/Building Documents
f. DRLT 220               Blueprint Reading I
g. DRLT 221               Blueprint Reading II
h. DRLT 222               Blueprint Reading III
i. DRLT 230               Welding I
j. DRLT 231               Welding II
k. DRLT 240               Exterior/Advanced Fire Control System and Partitions
l. DRLT 242               Exterior Systems and Trims
m. DRLT 250               Interior Metal Lathing System, Sound Control
n. DRLT 260               Ceilings, Shaft Protection and Demountable Partitions
o. DRLT 262               Arches, Furring and Advanced Systems
p. DRLT 270               Advanced Construction Techniques
q. DRLT 290               Work Experience Drywall/Lathing Apprenticeship

3. MODIFICATION OF EXISTING COURSE – FORM C

a. Adaptive PE Courses
b. AJ 179P               Juvenile Counselor Core
c. AE 600  Vocational Training I

d. AE 602  Vocational Training III

e. ATH 45  Softball

f. CD 14A  Working with School-Age Children

g. CD 30A  Practicum 1: Curriculum in the Early Childhood Classroom

h. CD 30B  Teaching Practicum 2: Reflective Practice in the Classroom

i. CGD 9  Advanced Computer Graphics for Design Application II

j. CGD 30  Introduction to Environmental Design

k. CGD 110  Computer Graphics Lab

l. CGD 160  Technical Desktop Publishing/Graphics

m. IT 115  Introduction to the Construction Industry

n. PE 33  Walk/Run for Fitness

o. POLS 1  Introduction to American Government

4. DISTANCE EDUCATION – FORM D

a. GUID 558  Learning Skills Laboratory

b. CSIS 571  Computer Assisted Instruction

5. PROPOSAL FOR NEW AA DEGREE AND CERTIFICATE OF ACHIEVEMENT

a. AA and Certificate of Achievement – Retail Management

6. NEW APPRENTICESHIP PROGRAM

a. Drywall/Lathing Apprentice
7. MODIFYING EXISTING AA/AS DEGREE OR CERTIFICATE OF ACHIEVEMENT – FORM G

a. AA Degree and Certificate of Achievement in Business, Medical Office Option

b. AS Degree and Certificate of Achievement in Computer Networking

c. AS Degree and Certificate of Achievement in Computer Graphics for Technical Desktop Publishing Option

d. AS Degree and Certificate of Achievement in Advanced Technical Computer Graphics Option


8. CERTIFICATE OF PROFICIENCY – FORM J

a. Certificate of Proficiency in Computer Networking

V. Discussion/Information

A. Community Education Summer 09 Classes

B. Textbook Update Form

C. Courses to be Updated 2009-10

D. Fall Meeting Schedule

VI. Adjournment

Distribution:

Strategies from Strategic Plan 2008-2012

Strategy # 1
Optimize enrollment, course offerings and services to reflect community needs and growth

Goal # 1 Create an institutional approach to address student recruitment, assessment, outreach activities and retention efforts.

Goal # 2 Strengthen our career programs through a cohesive organizational approach such as creating an Occupational Career Program Institute.

Goal # 3 Increase options for credit/non-credit courses for older adults and other constituencies as indicated in community needs surveys.

Goal # 4 Increase pre-collegiate credit/non-credit courses and other learning support options to prepare students for entry into transfer and vocational programs.

Goal # 5 Expand alternate delivery of courses and services to meet needs of learners in the community such as online, telecourses, High Step, etc.

Goal # 6 Offer a complete general education transfer pattern of courses at the Hollister and Morgan Hill facilities and the Gavilan campus in the evenings and weekends. Initiate the development of new programs or emphasizes.

Strategy # 2
Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals

Goal # 1 Increase by 2% the number of students who will graduate with a AA/AS degree and/or who can transfer within two years.

Goal # 2 Develop and implement student learning outcomes and assessments for all courses, programs, and the institution which will be used for reflection and improvement.

Goal # 3 Support professional development for faculty in order to improve quality of curriculum.

Goal # 4 Review and update curriculum and programs on a continual basis.

Goal # 5 Implement plans identified through the Program Review process and approved through the shared governance procedures.
Goal # 6 Provide appropriate support, within resource constraints, for student, instructional and administrative services.

Strategy # 3
Highlight student performance as a result of Gavilan College education

Goal # 1 Collect data, package and market information on students' performance in the following areas:

For vocational programs – provide information on student performance on State licensing examinations.
For transfer programs – obtain information on how Gavilan students perform at four-year universities.
For Gavilan classes – obtain information about student success, retention, persistence.

Goal # 2 Develop Alumni Program in cooperation with the Gavilan College Educational Foundation. Market information about Gavilan alumni.

Goal # 3 Highlight Gavilan College student success programs, services and articulation strategies in local junior and high schools.

Strategy # 4
Improve and expand existing facilities to enhance the learning environment

Goal # 1 Expand facilities in the northern part of the district by acquiring a site for the Coyote Valley campus.

Goal # 2 Expand facilities in the southern part of the district by acquiring a site for the San Benito County extension or campus.

Goal # 3 Augment main campus facilities by formalizing plan for use of golf course property at Gilroy campus.

Goal # 4 Renovate Gilroy campus to current community college facility and ADA standards to offer students a comfortable, safe, modern learning environment where students, faculty and staff can come together around common interests.

Goal # 5 Maintain a well-kept campus.

Strategy # 5
Provide appropriate technology for delivery of instruction, student support and administrative services of College operations

Goal # 1 Obtain and install an Enterprise Resource Program to ensure better integration of services and more effective reporting.
Goal # 2 Modernize technology in the classroom to support the delivery of instruction and to ensure 508 compliance.

Goal # 3 Modernize technology used by employees in accordance with the college-wide technology plan.

Goal # 4 Obtain and install technology systems designed to reduce energy consumption.

Goal # 5 Augment support staff, within resource constraints, in order to strengthen educational programs, student services and administrative services.

Strategy # 5
Recruit and develop staff to attract and retain an optimal student population

Goal # 1 Continue implementation, within resource constraints, the Five Year Faculty Hiring Plan. Develop a hiring plan to ensure adequate professional support staff and administrative support of educational and student success programs of the college.

Goal # 2 Maintain competitive salary and benefit packages to ensure the attraction and retention of the best qualified employees.

Goal # 3 Support staff professional development opportunities and research of teaching and learning methodologies to assist employees in maintaining excellence in their professions.

Goal # 4 Promote a healthy work environment that nurtures personal and professional development.

Goal # 5 Develop a concerted campus approach to improving customer services in administrative services, student services, and instructional services.

Goal # 6 Provide training and encourage activities to assist employees in developing a sensitivity to ethnic, racial, physical and lifestyle diversity.

Goal # 7 Develop a professional development training program for administrative personnel.

Strategy # 6
Expand Gavilan's educational role by becoming a vital force in the development of the community

Goal # 1 Establish Gavilan College as a training provider to improve the local workforce by expanding fee based and credit educational opportunities for area business and industry.
Goal # 2 Establish Gavilan College as a resource center for the community.

Goal # 3 Promote service learning projects and other collaborations between Gavilan students, staff, area businesses, and service and educational agencies.

Goal # 4 Implement the Early College High School program in partnership with Gilroy Unified School District.

Strategy # 7

Initiate discussions related to educational programs in a multiple college district to assist in coordinating educational offerings across the district.

Goal # 1 Obtain input from the Academic Senate on educational programming options that should be considered when operating campuses in each of the following locations:

a. Gilroy – Gavilan main campus
b. Coyote Valley – 18 miles north of main campus
c. San Benito County – 12 miles south of main campus

Goal # 2 Evaluate approaches used by other multiple college districts and consider appropriateness of those approaches given Gavilan's unique service area.

Goal # 3 Develop a proposed administrative structure and staffing plan to best manage the build out of sites in Coyote Valley and San Benito County.
1. Complete and review a three year fiscal solvency plan with administration to ensure Gavilan College maintains a balanced budget and remains financially strong as it reduces expenditures to offset reductions in state revenues.

2. Compile a list of all Board subcommittees and prepare a short description of the responsibilities of each subcommittee.

3. Evaluate course offerings and development actions of the non-credit program.

4. Hold period strategic conversations (either quarterly as information reports or semiannually) to discuss in an open session items that have a long-term strategic impact on the college.

5. Conduct a Strategic Planning Retreat.

6. Receive updates on projects developed by managers who participated in the Gavilan Leadership Academy.

7. Continue expansion of the Gavilan Early College Academy to accommodate sophomore, junior and eventually senior students.

8. Review the progress on the Gilroy campus renovation projects and evaluate alternative funding opportunities to ensure sufficient resources are dedicated to complete each listed project.

9. Initiate strategic discussions related to a multiple college district.

10. Develop additional career technical training program options for students to include apprenticeship programs.

11. Explore options to enhance and develop support of student organizations and activities.

12. Participate to the extent possible in at least one state or national convention per board member. Alternatively participate in one local community organizational event during the year.
AGREEMENT BETWEEN GAVILAN JOINT COMMUNITY COLLEGE DISTRICT AND CARPENTERS TRAINING COMMITTEE FOR NORTHERN CALIFORNIA
(Drywall/Lathers Apprenticeship Program)

This Agreement is made and entered into this date of June __, 2009, by and between Gavilan Joint Community College District, (hereinafter referred to as "DISTRICT") and the Carpenters Training Committee for Northern California, (hereinafter referred to as "COMMITTEE") for the fiscal year ending June 30, 2010.

WITNESSETH

ARTICLE I - RECITALS

WHEREAS DISTRICT provides vocational education and supplemental instruction for apprentice drywall/lathers in accordance with the provisions of Labor Code Section 3070 et. seq., Education Code Section 8150 et. seq. and;

WHEREAS DISTRICT and COMMITTEE are mutually desirous of entering into an agreement to provide apprenticeship training;

NOW, THEREFORE, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF DISTRICT

A. Instruction and Curriculum

1. Classes: DISTRICT will conduct graded classes and related instruction for apprentice drywall/lathers duly registered with the DISTRICT.

2. Course of Study: DISTRICT will follow the course of study approved by the DISTRICT Board of Trustees based upon the minimum requirements provided for in the California Course for Drywall/Lathers.

3. Records: DISTRICT shall, with the COMMITTEE, maintain all academic records required in connection with the training program and evaluate student performance in the same manner as performance is evaluated in courses similar in nature conducted by the DISTRICT.

4. Instructor Selection: The instructional applicant pool and selection of instructional staff shall be developed by the COMMITTEE, with final approval for selection only taking place after the DISTRICT has determined the ability of the individual selected to meet the minimum qualifications as established in Title 5, Part VI, California Code of Regulations, Section 53413 (Exhibit A) or have a valid-for-life community college credential entitling them to teach apprenticeship classes. The DISTRICT shall assist the COMMITTEE in controlling and directing the classroom and shop activities of the instructional staff in keeping with established DISTRICT policy; the instructor will be subject to such direction and control.

5. Coordination: DISTRICT shall provide personnel to coordinate DISTRICT participation with the COMMITTEE; DISTRICT coordinator and/or staff will supervise and evaluate instructors and the instructional program including staff development. DISTRICT has the
right to recommend the continuance or termination of the employment of instructors based upon evaluations by college personnel.

6. **Supervision of Instructors**: DISTRICT and COMMITTEE shall, in accordance with the terms of this Agreement, have the mutual and primary rights to control and direct the activities of the instructional program and all instructional staff regardless of whether instructors are employees of the COMMITTEE or the DISTRICT. DISTRICT shall receive a written statement from each instructor certifying acknowledgement that the "DISTRICT has the right to control and direct the instructor's activities during the time the instructor is serving the DISTRICT" and specifying the work to be performed (see Exhibit B). The written statement shall be consistent with the requirements of Title V, California Code of Regulation's Article 5, Sections 58050 and 58058 which establishes the conditions for attendance of students enrolled in a course to qualify for state apportionment.

7. **Statutory Compliance**: DISTRICT and COMMITTEE shall mutually ensure that course offerings meet all appropriate requirements of the California Education Code and California Code of Regulations (Title 5), including, but not limited to, open course requirements and established prerequisites.

**B. Budget and Financial Accountability Budget**

1. **Sources of Funding**: The Apprenticeship Program shall be funded by: (1) monies from the State of California designated specifically for the apprenticeship program; and (2) monies from general student apportionment. The amount received by the Program from both sources will depend, in part, on how many students are enrolled in the Program in a given year (a budget for the Program is attached hereto as Exhibit "C").

2. **First Year Budget**: DISTRICT will contract with the COMMITTEE for the first year in accordance with the attached Program Budget (Exhibit C) for positive attendance and census generating classes. The District does not represent or guarantee that the revenue received for the Program shall be in the amount shown on the Budget. The Budget is the District's best estimate for anticipated revenue. The District shall be entitled to an Local Education Agency Fee equal to twelve percent (12%) of apprenticeship funds received, pursuant to SB 1852.

3. **Changes in State Support**: Changes in State financial support for apprenticeship education will be applied in the determination of apprenticeship revenues earned and any funds due to the COMMITTEE. The actual amount due by the DISTRICT to the COMMITTEE shall be adjusted based on the actual apprenticeship hours and amount funded by the State when such information is finalized in November of each year, and provided to the DISTRICT by the COCCC in February of each year.

4. **Payment by Installment - First Three Payments**: DISTRICT agrees to pay the estimated amount due COMMITTEE in installments. The first three (3) installments shall be distributed as follows: (1) November 1, 30%; (2) February 1, 30%; and (3) May 1, 25%, for a total amount of 85% by May 1.

5. **Remaining Installment Payments**: 

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Fourth Installment Payment: The fourth installment payment of 10% shall be paid after the issuance of a preliminary financial analysis. DISTRICT agrees to provide COMMITTEE with a preliminary financial activity report after the end of the DISTRICT's fiscal year ending June 30. This report will be submitted to COMMITTEE by August 31 of each year based upon most current disposition of apprenticeship education funds and state apportionment funds, attendance hours generated for the instructional period, and actual costs incurred by the DISTRICT. DISTRICT will submit a payment, calculated as 95% of the total amount due to the COMMITTEE per the preliminary financial activity report less any prior payments, to the COMMITTEE with the preliminary report.

Fifth Installment Payment: A final financial activity report calculating the final payment will be prepared by the DISTRICT and submitted to the COMMITTEE upon receipt of the final allocation of apprenticeship funds from the COCCC, but no later than March 31 of each year. The final payment due COMMITTEE shall be based upon actual costs incurred, and the actual apprenticeship funding received from the state and the apportionment funds earned. The DISTRICT agrees to fund all apportionment revenue earned by the COMMITTEE regardless of the amount of such apportionment paid to the DISTRICT by the State. Such payment shall be made within 30 days after COMMITTEE'S approval of the final financial activity report.

Apportionment Calculation: The apportionment revenue paid to the COMMITTEE will be 55% of the state funding rate paid to the DISTRICT. The DISTRICT agrees that it will not apply a deficit factor should the state apply such a factor to total apportionment revenue.

Audit Adjustment: If the State apprenticeship and apportionment funds received from this apprenticeship instructional program are adjusted due to subsequent audit(s) by the State of California or any of its agencies, the COMMITTEE shall reimburse to the DISTRICT any and all revenue losses which the DISTRICT may be obligated to return to the California Community Colleges, State Chancellor's Office or have deducted from the DISTRICT'S future apportionment funding.

Monthly Reports: Upon request, DISTRICT agrees to provide COMMITTEE with monthly reports indicating expenditure data during the program period.

Budget Preparation: For each fiscal year this contract is automatically renewed, a budget shall be developed based upon prior year actuals and projected growth, and by COMMITTEE and DISTRICT in accordance with the terms of this Agreement, which must be approved by both the COMMITTEE and DISTRICT prior to September 1 of each fiscal year.

Workers Compensation Adjustment: DISTRICT reserves right to modify contract to adjust insurance premium for Workman's Compensation coverage due to claims activity.

C. Facilities, Equipment and Supplies

Facility Site: DISTRICT and COMMITTEE will mutually agree to the site of the instructional facilities. DISTRICT and COMMITTEE have determined that the program shall be conducted off-campus at Morgan Hill, CA 95037.
2. **Alternative Facilities:** DISTRICT may provide college or other alternate facilities for the program if mutually agreed upon. Should such facilities be provided, facility costs shall be a direct cost of the program.

3. **Report to Assessor:** DISTRICT shall annually prepare or update all documents required by the Assessor of County for application for exemption from municipal, county or state real estate taxes for that portion of building utilized for educational purposes. In the event the property described in Paragraph C.I. above does not qualify for exemption from any particular municipal, county or state real estate taxes levied, COMMITTEE shall be responsible for payment of such taxes.

4. **Title to Property:** DISTRICT shall retain title to classroom and instructional office equipment supplied by the DISTRICT or any capital outlay expenditures incurred for the apprenticeship program.

**ARTICLE III - RESPONSIBILITIES OF COMMITTEE**

A. **Instruction and Curriculum**

1. **Program Coordinator:** COMMITTEE shall provide a program coordinator, who will supervise the activities of all classified employees, monitor the student's job progress, maintain records of on-the-job progress, and be responsible for apprentice evaluation and counseling regarding on-site work experience, which records shall be available to DISTRICT and the State of California. Said program director will assist DISTRICT in providing instructor in-service training with emphasis in manipulative instructional techniques.

2. **Course Material:** COMMITTEE shall provide manipulative lesson plans, instructor manuals and other teaching aids necessary to instruct the classes. All such instructional materials shall be subject to the approval of the DISTRICT.

3. **Apprentice Information:** COMMITTEE will provide names, addresses, student registration numbers and instructional attendance hours for each apprentice listed on COMMITTEE / DISTRICT daily attendance forms.

4. **Employment Costs:** COMMITTEE shall pay all salary and other employment costs for the instructors directly to and on behalf of persons employed for such purposes. The COMMITTEE shall indemnify and hold the DISTRICT harmless against any and all claims which are made for salary and/or employment benefits of such instructors.

5. **Employment Report:** COMMITTEE will collect, at the beginning of each course, and will report to DISTRICT, a listing of those students who are not employed immediately prior to the start of the course and will not be employed at the end of the course.

B. **Instructional Support Services**

1. **Secretarial Support:** COMMITTEE agrees to provide secretarial services to support the instructional program and the DISTRICT coordinator. Such services shall be rendered in a timely and satisfactory manner to DISTRICT. The secretary shall be an employee of the COMMITTEE.
2. **Instructional Support:** COMMITTEE agrees to provide adequate instructional assistance to support the instructional program and assist the DISTRICT coordinator. The laboratory technician shall be an employee of the COMMITTEE.

3. **Support Staff:** COMMITTEE shall pay all salary and other employment costs for the support staff directly to and on behalf of persons employed for such purposes. The COMMITTEE shall indemnify and hold the DISTRICT harmless against any and all claims which are made for salary and/or employment benefits of such staff.

C. **Facilities, Equipment and Supplies**

1. **Facility Equipment:** COMMITTEE shall provide the DISTRICT with adequate shop, classroom and other space necessary at the facilities located in Morgan Hill, CA, or at any other site selected by the parties as the main training facility. COMMITTEE shall assume all responsibilities for rent, utilities, property and liability insurance; and services furnished to and/or used, including gas, electricity, sewer, water, trash collection, janitorial services, maintenance of facilities and grounds and any required alterations to be made to the facilities.

2. **Insurance:** If facilities other than college or COMMITTEE facilities are utilized, arrangements, costs and general liability associated with the rental of those facilities shall be the sole responsibility of the COMMITTEE.

3. **Power and Hardware:** COMMITTEE shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instructional program. COMMITTEE shall also provide such instructional supplies and materials as lumber, fasteners, hardware, etc., as required to conduct approved classes of the DISTRICT.

**ARTICLE IV - ASSURANCE OF EQUAL OPPORTUNITY**

A. **No Discrimination:** In the performance of this contract, the COMMITTEE and DISTRICT will not discriminate against any employee or applicant for employment because of race, color, sex, religion, age (over forty), national origin, ancestry, handicap, medical condition (cancer-related), status as a Vietnam-era veteran, political affiliation or belief, or marital status. The COMMITTEE and DISTRICT will take affirmative action to ensure that employment applicants and employees are treated during the application process and employment period without regard to their race, color, sex, religion, age (over forty), national origin, ancestry, handicap, medical condition (cancer-related), status as a Vietnam-era veteran, political affiliation or belief, or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or training, including apprenticeship. The COMMITTEE and DISTRICT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this Fair Employment Practices section.

B. **Access to Personnel Records:** COMMITTEE will permit access to all records of employment the COMMITTEE is responsible for, including employment advertisements, application forms, and other pertinent data and records, by the State Fair Employment Practices Commission, State Chancellor's Office - California Community Colleges, or any other agency of the State of California or federal government for the purpose of
investigation to ascertain compliance with the Fair Employment Practices section of this contract.

C. **Affirmative Action:** COMMITTEE or DISTRICT shall cooperate with any affirmative efforts taken to meet Division of Apprenticeship Standards (DAS) goals and timetables under the State of California Plan for Equal Opportunity in Apprenticeship.

D. **Program Applications:** COMMITTEE and DISTRICT will review program application forms and student or apprenticeship admission criteria and practices to determine compliance with Title VI, IX, Section 504 and their implementing regulations.

**ARTICLE V - GENERAL PROVISIONS**

A. **Term of Agreement:** The initial term of this Agreement shall commence July 1, 2009, and end June 30, 2010. Thereafter, it shall be automatically renewed for one (1) year periods unless at least ninety (90) calendar days prior to the expiration date either party gives written notice of nonrenewal. This initial term/renewal clause shall not be legally binding in the event that the Agreement is canceled pursuant to the terms of paragraph D of this Article.

B. **Status of Employees:** All persons employed by COMMITTEE and performing services for COMMITTEE shall be employees of COMMITTEE. COMMITTEE shall be solely responsible for the salaries and other benefits including workers' compensation of all such personnel.

C. **Assignment:** This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.

D. **Termination:** When the following conditions exist, this Agreement may be canceled by either said party hereto upon giving thirty (30) days advance written notice. Such notice shall be personally served or given by registered United States mail.

   a. Emergency conditions resulting from acts of God.

   b. Nonperformance of the terms of this Agreement.

E. **Insurance:** COMMITTEE shall contemporaneously with the execution of this Agreement file with DISTRICT a certificate of insurance providing coverage for public liability in an amount of not less than ONE MILLION DOLLARS ($1,000,000) for each person, coverage for each accident of not less than FIVE MILLION DOLLARS ($5,000,000) and coverage for property damage of not less than ONE HUNDRED THOUSAND DOLLARS ($100,000). COMMITTEE agrees to provide fire/theft insurance and extended coverage for the contents owned by the DISTRICT and in place on the leased premises to the extent of replacement cost of items damaged or destroyed. DISTRICT agrees to supply COMMITTEE with inventory information when subject inventory is in place on leased premises. COMMITTEE shall also make DISTRICT a named insured on said insurance policies, and said certificates shall provide that the policy is not cancelable without advance written notice to the DISTRICT.
F. Committee Hold Harmless: COMMITTEE agrees to hold harmless and indemnify DISTRICT against any liability whatever arising from any act or acts of COMMITTEE employees participating or functioning in the educational experience program herein provided.

G. District Hold Harmless: DISTRICT agrees to hold harmless and indemnify COMMITTEE against any liability whatever arising from any act or acts of DISTRICT employees participating or functioning in the educational experience program herein provided.

H. Worker’s Compensation Insurance: The COMMITTEE shall obtain and maintain, at the expense of the COMMITTEE, all Workers’ Compensation insurance required by law for employees in the operation of the apprenticeship training. DISTRICT will comply with the requirements of the Education Code and Labor Code with respect to the students’ Workers’ Compensation insurance.

1. Notices: All written notices, reports and other written communications under this Agreement shall be deemed effective upon their deposit in the United States mail, and addressed as follows:

   a. To District: Mr. Joe Keeler
      Vice President
      Administrative Services
      Gavilan Joint Community College District
      5055 Santa Teresa Blvd.
      Gilroy, CA 95020

   b. To Committee: Mr. John Bullock
      Executive Director
      Carpenters Training Committee for Northern California
      2350 Santa Rita Road
      Pleasanton, CA 94566

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year above written.

DISTRICT
Gavilan Joint Community College District

COMMITTEE
Carpenters Training Committee for Northern California

Signature: Steven M. Kinsella, DBA, CPA
Supervisor/President

Date: 6/21/09

Signature: John Bullock, Executive Director

Date: 6/25/09
Exhibit A – 1/19/10
Drywall/Lathers Apprenticeship
JATC
2009-2010

I. Estimated Revenue

A. SB 1852 ($5.06 per hour) Hours
   Drywall Apprenticeship Base 09-10 20,000
   Growth -2009-2010 (5%) ________
   Total for FY 09/10 (from the State) 20,000

   CTC $401,200
   Gavilan $61,444

B. State Apportionment (CWE credit)
   Revenue @55% of funded rate $2,510.75
   Base FTES 11
   Growth in FTES 5% 0
   Total FTES 11
   State Apportionment Revenue $27,618

Total Estimated Revenue $128,818

II. Estimated Expenditures

A. Salaries and Benefits
   Program Classroom Evaluator $600
   Senior Program Specialist (50% time) $42,737
   Total Salaries/Benefits for Program Staff $43,337

B. Operating Expenditures
   Mileage $1,000
   Administration Fee (12% of SB1852) $7,373
   Total Operating Expenditures $8,373

Total Expenditures $51,710

Net Due to Drywall/Lathers JATC $77,108

Note 1 - Gavilan College has not been able to confirm the number of apprenticeship hours and makes no guarantees about the accuracy of the revenue projections.

Note 2 - The number of FTES generated is an estimate based of figures provided by the Drywall/Lather Coordinator (Octavio Soto). The college makes no guarantees about the accuracy of the revenue projections.

Note 3 – The hours of time necessary to complete support service activities is estimated at 50% of a full time employee.

Updated 1/19/2010 – Based on current student enrollment status and budget from the State.
Eligibility Requirements for Accreditation

1. Authority

Gavilan Community College’s authority to operate as a degree-granting institution is the continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. This authority is noted on page seven of the college’s 2005-2007 Catalog.

2. Mission

The Board of Trustees adopted the most recent revision of Gavilan College’s mission statement in January 2006. This revision was the result of an on-going review process that included consideration of the directions identified in the college’s Strategic Plan. All college constituencies were given an opportunity to participate in developing the mission language.

The mission statement may be found in the College Catalog, the Educational Master Plan, the Faculty Handbook, the college web site, posted in the Student Center, and as a part of the update to the Strategic Plan published in January 2006.

3. Governing Board

A seven-member Board governs the Gavilan Community College District. Board members are elected at large from San Benito County and the communities of Gilroy and Morgan Hill in Santa Clara County. Members serve staggered terms to ensure continuity. The Board also seats an elected student trustee who, along with designated members of the Academic Senate and Classified Council, serves in an advisory role.

The Board of Trustees ensures that public interest is reflected in its activities and decisions not only through its efforts to alert the public to items pending before it, but also by inviting the public to comment at its monthly meetings. No members of the Board have an employment, family, or personal financial interest in the college.

4. Chief Executive Officer

The President of the College, Dr. Steven Kinsella, was appointed by the Board in January 2003. Dr. Kinsella’s appointment was the culmination of a hiring process that was conducted with the assistance of a consulting firm in accordance with Board policies. The vacancy was widely publicized and a broad-based committee, representing all college constituencies, screened and interviewed the applicants. This committee submitted a list of finalists to the Board of Trustees for their consideration. The superintendent/president’s chief responsibility is to the institution, although he is expected to contribute to community activities to that promote the college.
5. Administrative Capacity

Prior to January 2003 the college had a dean of technology. As a result of budget reductions caused by a reduction in state funding, this position was eliminated. In August 2004, an administrative reorganization occurred after the vice president of student services and the vice president of instruction announced their intentions to retire. As a cost savings measure, a combined vice president of instruction and student services was developed. This position was filled until April 2006.

In April 2006 the decision was made to split the combined position into the two traditional vice president positions. In order to reduce the cost of this action, John Pruitt, the dean of student services, was appointed as the interim vice president of student services. The dean of student services position remains vacant. There are no plans to hire an additional administrator to fill the dean position.

In comparison to the staffing levels identified in the Accreditation Self Study of 2000, the college is operating with two fewer administrators, a dean of enrollment management (later dean of student services) and a dean of technology. The college has continued to operate without these administrative positions without a significant loss in the ability to manage and control operations.

6. Operational Status

Over 6,000 students are currently enrolled, at the main campus as well as at sites in Hollister, Gilroy, and Morgan Hill, in a variety of courses that lead to two-year degrees, certificates of completion, or transfer to a four-year institution.

7. Degrees

Gavilan Community College offers a wide variety of Associate Degrees and certificate programs in both collegiate and occupational areas. A large majority of students are enrolled in these courses. Associate Degree programs and certificate and career programs are clearly identified in the college catalog.

8. Educational Programs

Gavilan College’s educational programs are consistent with its mission, are based on recognized fields of study, are of sufficient content and length, and maintain appropriate levels of quality and rigor for the degrees and programs offered.

9. Academic Credit

Gavilan College is in compliance with the Title 5 provisions as revised and adopted March 15, 1980.
10. Student Learning and Achievement

Each program of study listed in the college catalog includes a statement that describes the educational objectives for students, whether it be preparation for transfer to another institution or preparation for a specific occupation.

11. General Education

The college catalog clearly lists the general education requirements for the Associate Degree. There are five subject areas: Communication in the English Language; the Physical Universe and Its Life Forms; Arts, Foreign Language, Literature and Philosophy; Social, Political, and Economic Institutions; Lifelong Understanding and Self-Development. In addition to demonstrating competence in writing and computational skills, the student successfully completing these requirements will have had an introduction to the major areas of knowledge. The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.

12. Academic Freedom

Faculty and students are free to examine and test knowledge appropriate to the academic discipline or major area of study. Board Policy 4030 approved on June 11, 2002 reinforces the right of faculty to maintain and encourage full freedom to teach, research, and pursue knowledge as set forth in the Accreditation Commission Standards and California Code of Regulations, Title 5, Section 51023. The college maintains an atmosphere in which intellectual freedom and independence exists.

13. Faculty

Gavilan College has 78 full-time and 175 part-time faculty. All meet the minimum qualifications for their disciplines as outlined in the faculty handbook. The college has completed the hiring of the faculty identified in year three of the Five-Year Full-Time Hiring Plan. This plan approved by the Board of Trustees is intended to dedicate resources toward increasing the college’s full time/part time ratio to 65 percent. The full time/part time ratio was 59 percent as of August 2006. At the time the plan was developed the full time/part time ratio had slipped to a ratio of 53.9 percent. Full-time faculty are listed in the college catalog.

14. Student Services

Gavilan College’s strong commitment to the continual academic progress of its students is reflected in the variety of matriculation services it offers. These services include orientation for new students, assessment and course placement, and, counseling and educational services. Additional student services include TRIO, MESA, financial aid, health services, career counseling, tutorial assistance, transfer services, DRC, and EOPS. The services provided are consistent with Gavilan’s mission and its students’ characteristics.
15. Admissions

The admission policies are consistent with its mission and conform to parameters outlined in state law and district policies. The qualifications for admission are clearly stated in the college catalog.

16. Information and Learning Resources

Gavilan College provides long-term access to sufficient information and learning resources and services to support its mission and educational programs. The library has expanded beyond printed media and provides access to a variety of online information databases. The Technology Master Plan was updated in May 2006 with many of the technology initiatives being funded through the Measure E facilities improvement bond that was approved by voters in March 2004.

17. Financial Resources

The majority of Gavilan College’s funding comes from state apportionments. The college has also been aggressive in securing grants that are consistent with its mission and status as a Hispanic Serving Institution (HIS). All funds are carefully tracked and documented. The vice president of administrative services regularly reviews projected state income sources and recommends budget planning accordingly. The unrestricted fund reserve equals nine percent of its unrestricted expenditures and transfer requirements. This level of a reserve assists in ensuring fiscal stability in case of emergency. The college has consistently generated small surpluses over the past four years. Funds in excess of amounts needed for a prudent reserve have been transferred to an irrevocable trust to pay for the costs of retired employee medical benefits. The college has $3.725 million set aside for the obligation that was recently calculated to be $4.8 million. Additional funds are being placed in the irrevocable trust for active employees who will eventually be entitled to medical benefits upon retirement.

18. Financial Accountability

Gavilan College annually undergoes an external financial audit as required by law. For the past four years the audits have been conducted by the accounting firm of Vavrinek, Trine, Day & Co., LLP.

19. Institutional Planning and Evaluation

The Board of Trustees adopted an Educational Master Plan for Gavilan College in February 2000. Most of the initiatives identified in that plan have now been incorporated into the college’s operations and a new plan is in the draft stage. Approval of the 2007–2012 plan is expected around January or February 2007. This plan was developed with input from all college constituencies using the best available demographic data and projections. The Facilities Master Plan, the Technology Master Plan, and the Strategic Plan are all current as of 2006. These plans are reviewed annually to ensure the plans are current and that they reflect the mission of the college.
The Institutional Effectiveness Committee, using a data-driven process, regularly reviews the educational effectiveness of Gavilan’s courses, programs, and services on a three to five-year cycle.

20. Public Information

The college catalog is published bi-annually and provides accurate and current information that describes its purposes and objectives, admission requirements, rules and regulations affecting students, programs and courses, degrees and degree requirements, costs and refund policies, grievance procedures, and academic credentials of faculty and administrators. Much of this information is also provided in the class schedule published each semester, the Student Handbook, and on the college’s website.

21. Relations with the Accrediting Commission

The Board of Trustees regularly receives reports on the accreditation activities of the college. The Board adheres to all eligibility requirements, accreditation standards and policies of the Commission. The college agrees to disclose any information required by the Commission to carry out its responsibilities.