

Curriculum Committee Meeting Minutes

Monday, November 25, 2019

3:00-4:30 p.m., BU 119

Attendees: J. Maringer-Cantu, V. Martinez, S. Carr, E. Venable, D. Achterman, R. Brown, C. Velarde-Barros, J. Nari, P. Yuh, G. Angeles, N. Dequin, L. Tenney, J. Ghiorzi, D. Pescarmona, S. Lawrence, N. Park, G. Ramirez, N. Cisneros, C. Cisneros, E. Lopez, S. Sandler, E. Cervantes

I. Call to Order: Welcome

II. Agenda adjustments and approval

Motion: Velarde-Barros, Ramirez second. Amended to move item III.5 re. DE to the top of the agenda. Motion passes.

5. Distance Education Language: Sabrina Lawrence

Completing the Distance Education Addendum presentation by Sabrina Lawrence (see PowerPoint). Review of best practices for instructor to student contact. There are some areas on the form in the drop down menu that need updating or amending, including the FAQ, face-to-face meeting, etc. Review of handout on DE Instructor/Student Contact and appropriate percentages. This also includes a brief overview of how to highlight student to student contact as well. Clarification provided on what each of the drop-down items mean and how to use them in writing your DE addendum. CSIS 85 used as an example of how to revise the DE information. Brief discussion about time percentages and how to write descriptions to be inclusive of a variety of instructor preferences. It was also emphasized that the new DE form D needs to be attached as well, but only the accessibility portion of the form needs to be filled out and attached.

III. Approval of October 14, 2019 & October 28, 2019 Curriculum Committee Minutes

Motion: Dequin, Second: Park. October 14—remove the word “agenda” and replace with “Minutes.” Motion passes for Oct. 14. For October 28 minutes, annotations need to be removed from the minutes. James has the listserv access now, so if you are not receiving the emails please let James know. Motion passes for Oct. 28.

1. Guided Pathways: Leslie Tenney

Discussion of piloting six maps for spring. What is the role of the deans in all of this? Faculty are going over their course rotations and offerings with deans—is this still correct?

Question about the process that chairs are using to review the maps regarding the schedule development. Every map has a link to “What can I do with this major?” website as well as other career information on the back of the map. The Mapping group is ready to get feedback and information on the pilot maps.

2. Corequisite/Prerequisite Forms with Title 5 regulations: Leslie Tenney & Denee Pescarmona

Forms for pre/co-requisite verification did not get loaded into CurriQunet. We don’t have documentation for many courses that have prerequisite. Guidelines for how to do pre-requisite forms were distributed prior to the meeting. There are different methods for establishing pre-requisites. At Gavilan, we have mostly done content review without quantitative validation. Gavilan also uses CSU/UC sequencing for pre/co-requisites. Several of the courses we have pre-reqs on are following C-ID approval and recommendations. In

those cases, we don't need to do a lot of work to validate because we need to have them to maintain C-ID.

3. Discussion of the definition of Lecture/Lab/Activity Courses: Leslie Tenney & Denee Pescarmona

Open discussion on difference among lecture/ lab/activity will take place at a future meeting. Committee members are asked to review pp. 33-36 of the PCAH for a discussion at a future meeting.

4. Discussion of the Value of Cross listing courses: Leslie Tenney & Denee Pescarmona

When cross-listed classes are being review, the courses need to come into together and they need to be identical, including pre-req forms and and Distance Education. Whichever department "owns" the course needs to take responsibility for making sure that they are all updated in the same way. There are also issues when one course wants to not be updated or wants to be deleted—what are the implications for the programs that have those cross-listed courses. This will be a future discussion item.

V. Course Modifications

a) ANTH 2 Introduction to Archaeology

Motion: Venable, Second: Velarde-Barros. Motion passes.

b) ANTH 32 Introduction to Research Methods

Motion to take ANTH, POLS and PSYC 32 together: Achterman, Second: Venable. Pre-requisite form and DE needed to be updated. All classes need to have PSYC 10 and Math 5 as pre-requisite. We are making an exception to make corrections after the fact in order to add the class to the schedule of classes. Nick, Leslie and Department Members need to sit down to make the fix. Motion amended: Achterman, Second; Sander. Motion passes.

c) ART 1B Art History

d) ART 7B Intermediate Ceramics

e) ART 7C Advanced Ceramics

f) ART 12A Sculpture

g) ART 12B Sculpture

h) ART 12C Advanced Sculpture

Motion to take the art classes together: Dequin, Second: Sandler. We discussed the hours issue in tech review. Content question: If the content varies slightly on the hours. Modification to the motion: Cisneros, Second: Dequin for take 7B and C separately as a result. Motion for 1B, 12 A-C: Motion passes. Discussion of hours differentiated for 7B and C. Motion fails and the courses will go back for hours revision.

i) POLS 32 Introduction to Research Methods (See above)

j) PSYC 32 Introduction to Research Methods (See above)

k) SOC 1A Introduction to Sociology

Motion: Velarde-Barros, Second: Sandler. Five-year modification. DE was updated, but accessibility is missing. Motion passes with the attachment of the accessibility form.

l) SOC 4 Sociology of Gender

Motion: Velarde-Barros, Second: Sandler. Title change and addition of DE and content change to remove binary genders. Motion passes.

1. Modified Programs

ESL Advanced Level – Noncredit Certificate of Competency

Motion: Venable, Second: Sandler. Discussion—certificate includes accelerated courses within the new certificate now that they have been approved by the CCCCCO. Motion passes.

2. New Programs – First Reading

N/A

3. New Programs – Second Reading

N/A

4. Deactivated Programs

N/A

5. Deactivated Courses

a) ENGL12C Tutoring Writers: Theory

b) ENGL 12D Tutoring Writers: Research

c) ENGL 99 Supplemental Instruction Leader Training

Motion to take together: Velarde-Barros, Second: Dequin. Motion passes.

VI. New Business

4. New Course – First Reading

N/A

5. New Course – Second Reading

a) AJ 261A P.O.S.T. Driver Awareness Instructor

Motion: Sandler, Second: Dequin. Discussion: note make sure that the hours are being adjusted. Course content hours do not currently match the required 27 hours. Motion passes with hours modification.

VII. Adjournment

Motion passes