



Gavilan College Curriculum Committee

Training

[March 11, 2014 CCC Attendance Accounting Gavilan College](#)

[April - May, 2018 Agenda](#)

- Department Chair Training Dates:
 - April 12, 10:00 AM – 12:00 PM
 - April 17, 3:00 – 5:00 PM
 - May 9, 2:00 – 4:00 PM

- Dean's Training
 - April 19, 2:00 – 4:00 PM

- [Dean's and Department Chair Training](#)
- [SAAM – Student Attendance Accounting Manual](#)
- [SAAM - Examples](#)
- [Calculating Class Hours](#)
- [COR – Course Outline of Record, a Curriculum Reference Guide Revisited](#)
- [CCCCO Hours and Units Calculations](#)

- [Institutional Learning Outcomes \(ILO\) General Education Learning Outcomes \(GE-LO\) LEH Criteria Prerequisite/Corequ Plan Sample Justifications for Course Modifications](#)
- [Training](#)**

[Chancellor's Office Resources](#)

- [ADT Status Report](#)
- [Carnegie Units](#)
- [Contact Hour Computations](#)
- [Distance Education](#)

**CURRICULUM COMMITTEE
MINUTES
September 26, 2016
3:00-4:30 p.m., BU 119**

ATTENDANCE

L. Tenney, B. Donovan, K. Rose, J. Stewart, N. Dequin, K. Campbell, E. Luna, F. Lozano, J. Kearns, S. Carr, S. Sandler, R. Brown, N. Cisneros, D. Achterman, J. Rekedal, K. Wagman, J. Maringer-Cantu, P. Henrickson, B. Boeding, L. Flores, L. Hasbany, D. DiDenti, and E. Talavera (minute recorder).

I. Call to Order:

L. Tenney opened the meeting at 3:06 by welcoming the Curriculum Committee and gave her background at Gavilan as well as with the committee. She pointed out that this has been a year of transition and change. She also thanked B. Donovan for returning to the Curriculum Committee and her work both in front of the committee and behind the scenes. With the introduction of CurricUNET, the committee now has a starting point.

II. Agenda Adjustments

None.

III. Minutes of May 9, 2016

A motion was made to approve the minutes from May 9, 2016.

MSC (K. Wagman/J. Kearns). Vote: unanimous. Approved as presented.

IV. Information/Discussion

1. CurricUNET Updates

a. Process

The process through CurricUNET is that the faculty member is the originator and then sends it to the department chair for approval or denial. Once approved, the course is sent to the dean for approval or denial. Those courses on the Curriculum Committee agenda are the courses approved by the dean by the deadline. Those courses not on the agenda were not approved by the dean before technical review. Curriculum cannot move forward that has not been approved by the dean. It is important to maintain the communication with the department and the dean.

b. Technical review

Once Curriculum is approved by the dean, the curriculum will be sent to Technical Review, which will include L. Tenney, K. Rose, B. Donovan, E. Venable, S. Dodd and R. Sharboneau. If Technical Review finds issues it will be sent back for correction and not be forwarded to the committee agenda. This will give relief to B. Donovan and clean items up for Technical Review. Once curriculum is approved, it will then be posted on the following Curriculum Committee agenda. A question was asked that if changes need to be made, will an email be sent to the department chair. B. Donovan replied that there is no answer yet until the CurricUNET contact comes back from sick leave.

c. Program Comparisons: Catalog v. CurricUNET

B. Donovan updated the committee on CurricUNET and the initial issues and resolutions which are still being corrected. The program side has some problems since the courses were brought over from Banner in their current state. The goal is to use CurricUNET to design the new catalogue next summer. Updates need to be sent to the Chancellor's office for approval. Almost every program has discrepancies, which places the college out of sync with the Chancellor's office.

The other problem is that the subtotals and totals have not been built into CurricUNET as of yet. This is an issue that will have to be corrected on the CurricUNET side. Items are being sent to department chairs as issues arise with the programs. L. Tenney pointed out it is critical for the catalogue to be accurate and the department chairs need to respond when B. Donovan sends out updates. B. Donovan urged the chairs to audit their programs and view the differences and not wait for her to get to their programs. She demonstrated to the committee where the programs can be seen on CurricUNET and reminded them that it becomes the responsibility of the department chairs to monitor the emails from CurricUNET.

E. Luna pointed out that CurricUNET lists a lot of members as Curriculum Committee members but are not voting members. B. Donovan pointed out that the approvals are done at the curriculum meeting. Using the Review option can allow the members to give feedback on the curriculum. L. Tenney asked the committee members to try the different options and give feedback. Comments are forwarded to the curriculum originator.

L. Flores pointed out that Gavilan's Curriculum system, CurricUNET, is one of the easiest formats to use. L. Tenney pointed out that CurricUNET is custom for every school. One problem pointed out is that once the curriculum has been reviewed it disappears from the members list. N. Dequin asked that a decision be made to either save the curriculum that was reviewed or have it disappear from the viewer's queue. L. Tenney added that CurricUNET allows the committee to review courses in advance so the meetings can focus on discussion items.

Another question asked was the timeline of curriculum approval. L. Tenney pointed out that there is a calendar on the Curriculum Committee website which shows the timeline. Technical Review will have the ability to add comments to curriculum that has been approved by the dean and send them back to the dean. If nothing is heard, the committee can assume their curriculum will be on the agenda. L. Tenney wants to address the important issues and not get into the routine of approving curriculum to get out of the meeting fast. The first and second reading need to be done for curriculum to move forward.

2. **Course Numbers and Prefixes**: Nikki Dequin

L. Tenney summarized the bigger picture which is that the Kinesiology department has exhausted their numbering sequences. One solution is that the curriculum committee has the ability to change the prefixes of courses. There can be one prefix for activity courses and one prefix for theory courses. There could be KINTH for academic and KINAC to differentiate. B. Donovan replied that Banner has a four character constraint, which would have to KINP and KINT. K. Wagman added that this would be confusing to the students. L. Tenney pointed out that the students need to know which is theory and which is activity, and it would not be any different for the students. The Guidance 210 courses discuss prefixes and course numbers so students can understand the differences. D. Achterman asked if there would be confusion with the separation of the courses on the schedule. L. Tenney pointed out that having a separation would create a clearer picture for the student. This would not affect articulation or transferring of courses.

3. **Committee Goals**

L. Tenney asked the committee to respond to the email that was sent out and add goals that would be of great importance to discuss during the Curriculum Committee meetings.

V. Curriculum

1. NEW COURSE PROPOSAL – FIRST READING

a. JFT 227 Chief Fire Officer 3A Human Resource Management for Chief Fire

This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer. This will replace older courses. L. Tenney pointed out that these courses are great examples when answering justification portion. It was asked that it read *demonstrate* instead of *demonstrate the ability*.

MSC (N. Dequin/D. Achterman). Vote: unanimous. Approved as presented.

b. JFT 228 Chief Fire Officer 3B Budget and Fiscal Responsibilities

This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer. This will replace older courses. It was asked if *to discuss* was a student learning outcome. L. Tenney replied that these issues can be discussed with S. Dodd. S. Carr added that *to discuss* is listed in Blooms.

MSC (J. Maringer-Cantu/D. DiDenti). Vote: unanimous. Approved as presented.

c. JFT 229 Chief Fire Officer 3C General Administration Functions

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer.

MSC (N. Dequin/D. Achterman). Vote: unanimous. Approved as presented.

d. JFT 230 Chief Fire Officer 3D Emergency Service Delivery Responsibilities

This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

MSC (D. Achterman/S. Sandler). Vote: unanimous. Approved as presented.

2. NEW COURSE PROPOSAL – SECOND READING

a. AMT 225 Introduction to Unmanned Aircraft Systems

This is part of a regional project.

MSC (J. Maringer-Cantu/F. Lozano). Vote: unanimous. Approved as presented.

b. ESL 705 NC Keyboarding Basics for ESL Students

c. ESL 706 NC Computer and Internet Basics for ESL Students

d. ESL 707 NC Presentation Basics for ESL Students

ESL 708 NC Website Design Basics for ESL Students

e. ESL 709 NC Excel Basics for ESL Students

f. ESL 710 NC Word Processing Basics for ESL Students

A motion was made to take ESL 705, 706, 707, 708, 709, and 710, as one motion.

D. Achterman added that bridging the courses and thinking of the next step would be helpful. The Library would like to be involved with this process.

MSC (F. Lozano/D. DiDenti). Vote: unanimous. Approved as presented.

g. ESL 711 NC ESL Basics for YOUR Business

This is a contextualized ESL course as a preparatory, entrepreneur course which can lead to other Business courses.

MSC (F. Lozano/K. Wagman). Vote: unanimous. Approved as presented.

h. ESL 741 NC Intermediate ESL Listening/Speaking II

Prerequisite: ESL 738, NC Integrated Listening, Speaking II

i. ESL 742 NC Intermediate ESL Reading/Vocabulary II

Prerequisite: ESL 737, NC Integrated Reading, Writing II

j. ESL 743 NC Intermediate ESL Grammar - Writing II

Prerequisite: ESL 737, NC Integrated Reading, Writing II

A motion was made to take ESL 741, 742 and 743 as one motion.

These courses are meant to be offered in a dual format with non-credit and credit

courses.

MSC (K. Wagman/S. Sandler). Vote: unanimous. Approved as presented.

k. HTM 102 Sanitation Practices in the Hospitality Industry

J. Stewart asked if there would be actual practice. S. Carr responded that it is written as a lecture.

MSC (D. Achterman /J. Kearns). Vote: unanimous. Approved as presented.

l. HTM 701 Careers in Hospitality

m. HTM 702 Excellence in Guest Service

HTM 701 and 702 are taken as one motion.

MSC (D. DiDenti/F. Lozano). Vote: unanimous. Approved as presented.

3. MODIFICATION OF EXISTING COURSES

a. KIN 85 Concepts/Program Design of Strength/Cardiovascular Fitness

General Update: This course was due for review based on the 5 year review cycle.

Reviewed course content. Provided information on the year/semester SLO's were assessed and updated the textbook to the newer edition. B. Donovan added that when there are modifications, a Comparison Report can be viewed that highlights changes. There is also an Impact Report which displays every degree and certificate that will be affected by the modifications, which will have to be updated with the Chancellor's office. Every department needs to take responsibility for the changes they are making since it is so complex.

MSC (D. DiDenti/J. Maringer-Cantu). Vote: unanimous. Approved as presented.

VI. Adjournment by consensus at 4:29 pm.

MSC (K. Wagman/N. Dequin).