

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

**ATTENDANCE**

D. Achterman (Library), S. Carr (CE), N. Cisneros (ESL), N. Dequin (Kinesiology), J. Ghiorzi (Curriculum Specialist), J. Kearns (CSIS/Business), F. Lozano (Liberal Arts/Sciences), A. Marques (Fine Arts), C. Oler (Social Science), D. Pescarmona (Academic Affairs), G. Ramirez (Vocational/Technology), S. Sandler (English), K. Sato (AEC), L. Scott (minutes recorder), J. Stewart (Counseling), L. Tenney (Chair), P. Yuh (Natural Science), R. Sharboneau (Articulation), L. Stubblefield (Allied Health)

**NOT PRESENT**

C. Whitney (Ex Officio), M. Gomez (Student Rep.)

**GUESTS**

D. Argudo, R. Brown, B. Lawn, K. Campbell, J. Maringer

I. Call to Order: Welcome @ 3:05 pm.

II. Agenda adjustments and approval

**MSC (S. Sandler/P. Yuh). All in favor. Agenda approved as corrected.**

Item V. e. was corrected to reflect ENGL 12C. Under Course Modifications, Item V 1. ESL Advanced Level NC Certificate of Competency and ESL Intermediate Level of Competency were removed from the agenda. Item VI. 5. New Course – Second Reading, Bio 2 course name was changed to Organismal Biology. Item VI. 6. Liberal Arts and Sciences-A.S.-T Degree was changed to second reading.

III. Approval of Minutes for November 26, 2018

**MSC (C. Oler/S. Sandler). All in favor. Minutes approved as presented.**

Approval of Minutes for December 10, 2018

**MSC (N. Dequin/S. Sandler). All in favor. Minutes approved as corrected.**

IV. Information/Discussion

1. Guided Pathways: status of workgroups: Leslie Tenney and Rosa Sharboneau

L. Tenney announced that the Curriculum Committee meeting schedule has been updated and is on the Curriculum website. R. Sharboneau provided an update on the work of clustering Meta-Majors. Data was collected for the majors from faculty, staff, Gavilan students and high school students and is currently being analyzed. The data will be reviewed, over the next few weeks, with students' perspective in mind in order to ensure student success. Based on analysis of this data, the Meta-Majors Workgroup will provide a recommendation that includes three models for further review in April.

The mapping of ADT's is near completion and L. Tenney relayed that she hopes to have the packets distributed to Department Chairs soon so they can take them back to their departments for review. The next step is to consolidate the maps for ADT's to include both a counseling and instructional perspective by March 15. The goal is to market and pilot

some of these programs for the 2019 fall semester.

2. AB 705 and update re: tutoring apportionment: Denee Pescarmona  
D. Pescarmona reported on tutoring apportionment for AB 705. The English Department, Math Department, ESL and the Counseling Department have been collaborating to develop strategies in order to support students through their first year with direct placement. Language around how we collect apportionment for tutoring has changed with relation to AB 705. The scope of what we can collect apportionment for has been expanded to cover four categories: quantitative reasoning, qualitative reasoning, written and oral communications, and mathematical concepts. D. Pescarmona will forward the Chancellor's Office memo concerning collecting apportionment to Department Chairs. She recommended that Department Chairs review it for future discussions.
3. Accreditation review and expectations: Denee Pescarmona  
D. Pescarmona communicated that the accreditation team visit will be at Gavilan College March 11 through March 14. She also distributed an Institutional Self-Evaluation Report (ISER) quick reference guide which covers standards one through four. Some members from the accreditation team will be attending the Curriculum Committee meeting and D. Pescarmona recommended that everyone try and arrive on time. She recommended that Department Chairs review processes and section II A. of the ISER which relates to the work of the Curriculum Committee. The accreditation team will likely speak with some of the Department Chairs.

There will be some open forums during the accreditation team visit. The first will be held Tuesday, March 12 at 11 am and the second will be held Wednesday, March 13 at 5 pm. All are welcome to attend the forums. D. Pescarmona also relayed that the commission's new focus is on continuous quality improvement. She also suggested Department Chairs alert their faculty that accreditation team members, wearing a badge, may be visiting classrooms. One area mentioned for potential clean up in CurricUNET is Distance Education (DE). Many tabs are blank. P. Howell and S. Lawrence are reviewing these courses in CurricUNET and may be reaching out to individuals.

4. ESL Course Flow Chart & Course Mirroring: Nicole Cisneros & Denee Pescarmona  
N. Cisneros reported on her work mirroring classes for credit and non-credit. She also distributed an acceleration flowchart for the mapping of ESL classes. The advantage of mirroring classes is that instructors can teach both a credit and non-credit course within one course.

A discussion ensued regarding the implications of mirrored classes. Items related to this issue still need to be negotiated and a member questioned the impact on faculty. Other questions for mirrored classes remain regarding methodologies and class structure. Non-credit courses have to fit adult education categories. Another question was raised as to when a course is a good candidate for mirroring. Standards and requirements are the same with the mirrored courses. Enrollment of has increased in English 250 and English 260 for students finishing up in ESL . D. Pescarmona informed the committee that the program review process will include evaluating these mirrored courses.

5. New DE Checkbox/Functionality and process: James Ghiorzi

J. Ghiorzi addressed the issue related to new and modified courses in DE. Enhancements have been made to CurricUNET and they currently apply only to the new and modified courses within DE. Once the Distance Ed box is checked off then portions will have required areas for completion. J. Ghiorzi reminded the committee to hit the save button once completing the information. The Distance Course Accessibility Agreement link has also been fixed. If the Distance Ed button is checked, S. Lawrence and P. Howell will review the new and modified courses and may send it back to the originator if necessary.

V. Course Modifications

A motion was made to move Engr 5 to the top of the course modifications list on the agenda.

**MSC (N. Dequin/N. Cisneros). All in favor. Motion passed.**

d) ENGR 5 Engineering Programming and Problem Solving

**MSC (F. Lozano/N. Cisneros). All in favor. Motion passed.**

a) CMUN 2 Oral Interpretation

r) THEA 4 Oral Interpretation\*

A Motion was made to approve both CMUN 2 and THEA 4 together.

**MSC (N. Dequin/S. Sandler). All in favor. Motion passed.**

Discussion: The SLOs for CMUN 2 were reduced from 7 to 5 and the text was updated. The advisory was also changed so it now states "eligible for 1A". It was noted that the mapping of the course learning outcomes were the old ILO's.

b) CSIS 27 Java Programming II

**MSC (J. Kearns/J. Stewart). All in favor. Motion passed.**

Discussion: The student performance objectives were added and the text was updated. The resources page did not have information included in it. D. Pescarmona recommended that, if the class is being taught, just maintenance of efforts will be pertinent but it is unlikely to have additional costs.

c) CSIS 46 C++ Programming II

**MSC (N. Cisneros/S. Sandler). All in favor. Motion passed.**

e) ENGL 12C Tutoring Writers: Research

f) ENGL 12D Tutoring Writers: Research

A Motion was made to approve both ENGL 12C and ENGL 12D together.

**MSC (D. Achterman/S. Sandler). All in favor. Motion passed.**

Discussion: 12C is not showing up as pending changes for S. Sandler and D. Achterman. This item will be approved and sorted out in CurricUNET later.

g) ESL 527 Beginning ESL: Reading, Writing

h) ESL 528 Beginning ESL Listening, Speaking

i) ESL 531 Intermediate ESL Listening, Speaking I

j) ESL 541 Intermediate ESL Listening, Speaking II

k) ESL 727 NC Beginning ESL Reading, Writing

l) ESL 728 NC Beginning ESL Listening, Speaking

- m) ESL 741 NC Intermediate ESL Listening, Speaking II

A motion was made to approve above ESL classes together.

**MSC (D. Achterman/ N. Dequin). All in favor. Motion passed.**

These items are not stand alone because they are part of a program or certificate.

- n) JLE 204 Investigation Core  
o) JLE 206 Human Trafficking Investigation Course

A motion was made to take JLE 204 and JLE 206 together.

**MSC (F. Lozano/J. Kearns).**

Discussion: D. Pescarmona noted some errors in calculation with the number of units, lecture and lab hours. These two classes are at tech review. They did not come back and should not be on the agenda.

A motion was made to modify the motion and remove these two courses from the course modifications list.

**MSC (F. Lozano/R. Sharboneau). All in favor. Motion passed.**

- p) MATH 235 Integrated Algebra

**MSC (C. Oler/ F. Lozano). All in favor. Motion passed.**

Discussion: There was a change in units, reducing them from ten to 7.5. This class was modified so it is within more reasonable units. In the lecture content, the description has a typo that states "solve world problems" instead of "solve word problems." J. Ghiorzi will change "world" to "word."

- q) THEA 1 Theatre History: Greece to Restoration

Motion to approve Theatre 1

**MSC (S. Sandler/J. Stewart). 0 Ayes, 15 Nayas. Motion not passed.**

Discussion: The course description needs correcting.

- s) THEA 7 Theatre Appreciation

**MSC (S. Sandler/A. Marques). All in favor. Motion passed.**

- s) THEA 14 Stage Production

**MSC (D. Achterman/S. Sandler). All in favor. Motion passed.**

1. Modified Programs

Kinesiology – Kinesiology and Athletics: Personal Training Certificate – Certificate of Achievement.

**MSC (N. Cisneros/J. Kearns).**

Discussion: The notes in the approval history state that N. Dequin was to change the information to "transfer information tab to CTE" and it still states "transfer and CTE." The program learning outcomes were not updated. N. Dequin will change the information in CurricUNET.

A motion was made to remove this item from the table.

**MSC (N. Dequin/R. Sharboneau). All in favor. Motion passed.**

ESL Advance Level NC Certificate of Competency

This item was removed when approving the agenda.

ESL Intermediate Level of Competency

This item was removed when approving the agenda.

## 2. Deactivated Courses

N/A

## VI. New Business

### 4. New Course – First Reading

- a) ESL 539 Intermediate ESL Reading, Writing I
- b) ESL 549 Intermediate ESL Reading, Writing II
- c) ESL 569 Advanced ESL Reading, Writing
- d) ESL 731 NC Intermediate ESL Listening, Speaking I
- e) ESL 739 NC Intermediate ESL Reading, Writing I
- f) ESL 749 NC Intermediate Reading, Writing II
- g) ESL 769 NC Advanced ESL Reading, Writing
- h) ESL 788 NC ESL Lifeskills 1
- i) ESL 789 NC ESL Lifeskills 2

A motion was made to approve the above ESL courses together.

**MSC (N. Dequin/F. Lozano). All in favor. Motion passed.**

Discussion: A question was raised regarding exceeding the number of recommended units and the impact on financial eligibility. 8 units will trigger financial aid eligibility issue. Lifeskills 1 and 2 are non-credit only so they will not be eligible for financial aid. ESL 700 courses are all non-credit. D. Pescarmona relayed that there will be minimal impact due to the number of students enrolled in the ESL 500 courses. For ESL 569, the justification should be changed to 8 units. N. Cisneros will change it.

### 5. New Course – Second Reading

BIO 2 - Organismal Biology

**MSC (N. Cisneros/R. Sharboneau). All in favor. Motion passed**

Discussion: AST is an Associated in Science for Transfer. ADT is an Associate Degree for Transfer.

### 6. New Programs

Liberal Arts and Sciences – Natural Sciences & Math - Biological Science -

A.S.-T Degree – Second Reading

**MSC (F. Lozano/N. Dequin). All in favor. Motion passed.**

Discussion: This was changed on the agenda to a second reading.

Career Technical Education –Vocational - Welding Technology -

NC Certificate of Completion – 1st Reading

**MSC (J. Stewart/L. Stubblefield). All in favor. Motion passed.**

Discussion: The hours are missing in the program summary. This covers three courses which are mirrored courses. The hours need to be corrected in CurricUNET. This item will be approved as a first reading and brought back for a second reading with corrections.

**VIII. Adjournment**

**A motion was made to adjourn the meeting by R. Sharboneau at 4:45 p.m.**