GAVILAN COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL - SECOND READING

Date:		Prepared & Submitted by:	
Department:		Course Discipline and Number**:**	

1. Anticipated first term of offering: Fall ☐ Spring ☐ Summer ☐ Academic Year: 20_____

2. Suggested discipline, number, title, units, lecture and/or lab hours:

Discipline	Course Number	CAN	Course Title	Units	Lecture hours per week	Lab hours per week	Recommended LEH Factor

Course Numbering System:

0-99	Transfer & Degree Appropriate	99, 199, 299	Emergency, One Term, Special Topics Course
100-198	Degree Appropriate & Potential Transfer	300s	Non Degree, Non Transfer Occupational
200-298	Associate Degree Appropriate & Non Transfer	400s	Developmental courses
500s	Special Populations (see College Catalog for complete descriptions)	600s	Adult Education
700s	Non Credit		

3. Course Catalog Description:

4. Justification of recommendation for new course: *(e.g. requirement for major's sequence, general education, trends in field or scholarship, etc. List agencies, groups, resources consulted to determine need, i.e., State Boards, advisory committees, surveys, other colleges' offerings, etc.)*

5. Proposed Grading System:
   Select only one: ☐ Standard Letter grade
   ☐ Pass/ No Pass
   ☐ Option of a standard letter grade or pass/no pass
   ☐ Non credit

6. Will course be Repeatable?
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   a. Credit course - Yes ☐ No ☐ If yes, how many times? 1 ☐ 2 ☐ 3 ☐
   b. Non credit course - Yes ☐ No ☐ If yes, how many times? 1 ☐ 2 ☐ 3 ☐
   Unlimited (Non credit only) ☐

7. Is this a stand alone course?
   Yes ☐ (*Course is NOT included in a degree or certificate program*)
   No ☐ (*Course is included in a degree or certificate program*)

8. Course Requisites:
   List all prerequisites separated by AND/OR, as needed. Also fill out and submit the Prerequisite/Advisory form.
   Prerequisite: ☐
   Co-requisite: ☐
   Advisory: ☐

9. Will this course be offered via Distance Education? Yes ☐ No ☐
If yes, fill out and submit form D - "Distance Education."
- ☐ Internet-based:
  - ☐ Course development software, such as Moodle
  - ☐ Other
- ☐ Hybrid
- ☐ Video conference
- ☐ Telecourse
- ☐ Other

10. Does course meet cultural diversity requirement? Yes ☐ No ☐
See Curriculum website for criteria for meeting cultural diversity requirement.

11. What resources will be needed in order to offer this class at Gavilan?
   a. Staffing:
   b. Facility Usage:
   c. Supplies and equipment (include cost estimates):
   d. Tutoring Center resources, if applicable:
   e. Can existing library resources at Gavilan accommodate student needs for this class?
   Yes ☐ No ☐ Verified by: _____ (Verbal verification of Librarian is adequate.)
   If no, list additional resources necessary & budget estimate.

   f. Can existing computer software, hardware, and other technological resources at Gavilan accommodate student's needs for this class? Yes ☐ No ☐ N/A ☐
   If no, list additional resources necessary & budget estimate.

12. If degree applicable, is a similar course offered at community colleges or 4 year colleges & universities? ☐ Yes ☐ No

Discipline & No	Title	College or Univ.	Upper or Lower Dir	Units Sem/Qtr
			☐ U ☐ L	
			☐ U ☐ L	
			☐ U ☐ L	

13. If degree applicable, please complete the following information on articulation recommendations.
(See College Articulation Officer for assistance)

13A. Transfer: Would you <u>recommend</u> that this be a course that transfers to:
State Universities and Colleges ☐ Yes ☐ No University of California ☐ Yes ☐ No
Will the course satisfy a <u>major</u> requirement at CSU or UC? <u>If so, complete the following</u>:

Course Title & No.	at ☐ CSUC or ☐ UC Campus	Required for Program or Major

Course Title & No. ☐ CSUC or ☐ UC Campus Program or Major

13B. General Education: Would you <u>recommend</u> that this be a course that satisfies the GE requirement in the following:

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Commun	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐		
IGETC	☐	☐	☐	☐	☐	☐		

(Note that definitions of areas that can be counted in UC or CSU vary. Be sure to ask for assistance if needed.)

14. Second Reading - Routing/Recommendation for Approval:

Signatures

Dept. Approval (Chair sign) _____ Date _____

Area Dean _____ Date _____

Curriculum Committee Chair _____ Date _____

Head Librarian (if applicable) _____ Date _____

Distance Education Coordinator (if applicable) _____ Date _____

15. Approval: _____ _____

Vice President of Instruction _____ Date _____

President _____ Date _____

CCC Chancellor's Office (if applicable) _____ Date _____

GAVILAN COLLEGE
CURRICULUM DEVELOPMENT

COURSE OUTLINE Course Discipline and #

DISCIPLINE: _____ **DEPARTMENT:** _____
(Name and Number)

COURSE TITLE: _____
(Maximum of 60 spaces)

ABBREVIATED TITLE: _____
(Maximum of 30 spaces)

SEMESTER UNITS: **LEC HOURS PER WEEK**: **LAB HOURS PER WEEK**:

Classification:	***Non Credit Category:***	***Occupational Code (SAM):***
N/A	Y Not Applicable, Credit Course	N/A
TOP Code: 0000.00	LEH Factor:	FTE Load:

CATALOG DESCRIPTION:

COURSE REQUISITES:
(List <u>all</u> prerequisites and advisories separated by AND/OR, as needed. Attach Validation Form.)
Prerequisite: ☐
Co-requisite: ☐
Advisory: ☐

PROPOSED GRADING SYSTEM:
Select only one:
☐ Standard Letter grade
☐ Pass/ No Pass
☐ Option of a standard letter grade or pass/no pass
☐ Non Credit

STAND ALONE: Yes ☐ (*Course is NOT included in a degree or certificate program*)
No ☐ (*Course is included in a degree or certificate program*)

REPEATABLE FOR CREDIT:
(Note: Course Outline must include additional skills that will be acquired by repeating this course.)
Credit Course Yes ☐ No ☐ If yes, how many times? 1 ☐ 2 ☐ 3 ☐
Non Credit Course Yes ☐ No ☐ If yes, how many times? 1 ☐ 2 ☐ 3 ☐ Unlimited ☐
(Noncredit only)

METHODS OF INSTRUCTION:

RECOMMENDED OR REQUIRED TEXT/S:

(The following information must be provided: Author, Title, Publisher, Year of Publication, Reading level and Reading level verification)

☐ Recommended ☐ Required ☐ N/A

Author: Title: Publisher: Year of Publication:

ISBN: (if available) Reading level of text: grade Verified by:

Other textbooks or materials to be purchased by the student:
, or other appropriate college level text.

STUDENT LEARNING OUTCOMES:

1. Complete this section in a manner that demonstrates student's use of critical thinking and reasoning skills. These include the ability to formulate and analyze problems and to employ rational processes to achieve increased understanding. Reference Bloom's Taxonomy of action verbs.
2. List the Type of Measures that will be used to measure the student learning outcomes, such as written exam, oral exam, oral report, role playing, project, performance, demonstration, etc
3. Identify which Institutional Learning Outcomes (ILO) apply to this course. List them, by number, in order of emphasis. For example: "2, 1" would indicate Cognition and Communication.
   (1) Communication, (2) Cognition, (3) Information Competency, (4) Social Interaction, (5) Aesthetic Responsiveness, (6) Personal Development & Responsibility, (7) Content Specific.
4. For GE courses, enter the GE Learning Outcomes for this course. For example "A1, A2". GE Learning Outcomes are listed below.

1) Student Learning Outcomes	**2) Measure**	**3) Institutional Learning Outcomes**	**4) GE Learning Outcomes**
1.	Measure:	ILO:	GE-LO:
2.	Measure:	ILO:	GE-LO:
3.	Measure:	ILO:	GE-LO:
4.	Measure:	ILO:	GE-LO:
5.	Measure:	ILO:	GE-LO:
6.	Measure:	ILO:	GE-LO:
7.	Measure:	ILO:	GE-LO:
8.	Measure:	ILO:	GE-LO:
9.	Measure:	ILO:	GE-LO:
10.	Measure:	ILO:	GE-LO:

GENERAL EDUCATION LEARNING OUTCOMES

AREA A Communications in the English Language

After completing courses in Area A, students will be able to do the following:

A1. Receive, analyze, and effectively respond to verbal communication.

A2. Formulate, organize and logically present verbal information.

A3. Write clear and effective prose using forms, methods, modes and conventions of English grammar that best achieve the writing's purpose.
A4. Advocate effectively for a position using persuasive strategies, argumentative support, and logical reasoning.
A5. Employ the methods of research to find information, analyze its content, and appropriately incorporate it into written work.
A6. Read college course texts and summarize the information presented.
A7. Analyze the ideas presented in college course materials and be able to discuss them or present them in writing.
A8. Communicate conclusions based on sound inferences drawn from unambiguous statements of knowledge and belief.
A9. 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 Physical Universe and its Life Forms

After completing courses in Area B, students will be able to do the following:

B1. Explain concepts and theories related to physical and biological phenomena.
B2. Identify structures of selected living organisms and relate structure to biological function.
B3. Recognize and utilize appropriate mathematical techniques to solve both abstract and practical problems.
B4. Utilize safe and effectives laboratory techniques to investigate scientific problems.
B5. Discuss the use and limitations of the scientific process in the solution of problems.
B6. Make critical judgments about the validity of scientific evidence and the applicability of scientific theories.
B7. Utilize appropriate technology for scientific and mathematical investigations and recognize the advantages and disadvantages of that technology.
B8. Work collaboratively with others on labs, projects, and presentations.
B9. 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, Foreign Language, Literature and Philosophy

After completing courses in Area C, students will be able to do the following:

C1. Demonstrate knowledge of the language and content of one or more artistic forms: visual arts, music, theater, film/television, writing, digital arts.
C2. Analyze an artistic work on both its emotional and intellectual levels.
C3. Demonstrate awareness of the thinking, practices and unique perspectives offered by a culture or cultures other than one's own.
C4. Recognize the universality of the human experience in its various manifestations across cultures.
C5. Express objective and subjective responses to experiences and describe the integrity of emotional and intellectual response.
C6. Analyze and explain the interrelationship between self, the creative arts, and the humanities, and be exposed to both non-Western and Western cultures.
C7. Contextually describe the contributions and perspectives of women and of ethnic and other minorities.

AREA D Social, Political, and Economic Institutions

After completing courses in Area D, students will be able to do the following:

D1. Identify and analyze key concepts and theories about human and/or societal development.
D2. Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observation and study.
D3. Demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change.
D4. Analyze different cultures and their influence on human development or society, including how issues relate to race, class and gender.

D5. Describe and analyze cultural and social organizations, including similarities and differences between various societies.

AREA E Lifelong Understanding and Self-Development

After completing courses in Area E, students will be able to do the following:

E1. Demonstrate an awareness of the importance of personal development.
E2. Examine the integration of one's self as a psychological, social, and physiological being.
E3. 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:

F1. Connect knowledge of self and society to larger cultural contexts.
F2. Articulate the differences and similarities between and within cultures.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, AND *OUT-OF-CLASS ASSIGNMENTS:

HOURS	*e.g., essays, library research, problems, projects required outside of class on a 2 to 1 basis for Lecture units granted.
Hours	
Hours	
Hours	
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Hours	
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Hours	
Hours	
Hours	

METHODS OF EVALUATION:

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: % to %	
☐ Written Homework	
☐ Reading Reports	
☐ Lab Reports	
☐ Essay Exams	
☐ Term or Other Papers	
☐ Other:	
If this is a degree applicable course, but substantial writing assignments are NOT appropriate, indicate reason:	
☐ Course is primarily computational	
☐ Course primarily involves skill demonstration or problem solving	
CATEGORY 2 - The problem-solving assignments required:	
Percent range of total grade: % to %	
☐ Homework Problems	
☐ Field Work	
☐ Lab Reports	
☐ Quizzes	
☐ Exams	
☐ Other:	
CATEGORY 3 - The types of skill demonstrations required:	
Percent range of total grade: % to %	
☐ Class Performance/s	
☐ Field Work	
☐ Performance Exams	
CATEGORY 4 - The types of objective examinations used in the course:	
Percent range of total grade: % to %	
☐ Multiple Choice	
☐ True/False	
☐ Matching Items	
☐ Completion	
☐ Other:	
CATEGORY 5 - Any other methods of evaluation:	
Percent range of total grade: % to %	