Date: August 18, 2014

To: Committee on Instruction

From: James Carranza, Dean, Language Arts
Charlene Frontiera, Dean, Math/Science
Kevin Henson, Dean, Creative Arts/Social Science

Cc: Jennifer-Taylor Mendoza, Dean, Academic Support & Learning Technologies

Subject: Banking Honors Project Seminar Courses

The Honors Project Seminar courses need to be banked since they have been replaced by the Interdisciplinary Studies Honors Seminar courses.

Please bank the following courses:

BIOL 329
ENGL 329
FILM 329
MATH 329
PHIL 329
PHYS 329
To: Committee On Instruction  
College of San Mateo  

From: Kathleen Ross  
Dean  
Business and Technology Divisions  

Re: Cosmetology Department  

We request that the following courses are banked:  

COSM 880MB  
COSM 880MC  

Thank you!  

CC: Becky Boosalis  
Andria Nalls
Memo

To: Ada Delaplaine, Teresa Morris
From: Kevin Henson, Dean Creative Arts & Social Science
cc: Ed Seubert, Patti Appel
Date: August 13, 2014
Re: Deactivating/Banking DGME 270 Special Studies in Journalism

Hello Ada and Teresa,

We overlooked DGME 270 when we deactivated the journalism program, degrees, certificates, and courses last year.

Please deactivate/bank DGME 270 as soon as possible.

Thank you,

Kevin Henson
Ed Seubert
Patti Appel
Date: August 27, 2014

To: Committee on Instruction

From: James Carranza, Dean,

Language Arts Subject: Banking ESL 850

Please deactivate ESL 850. We are no longer offering it as a support course in our English Writing Center. ESL faculty have developed ESL 907 and 908, which have replaced it.
To: Committee on Instruction
   College of San Mateo

From: Kathleen Ross
      Dean
      Business and Technology Divisions

Date: August 20, 2014

Re: Banking six programs

Please bank the following programs:

Sprinkler Fitters – Associate of Science Degree
Sprinkler Fitters – Certificate of Achievement

CIS – Network Security Specialist – Certificate of Specialization
CIS – Computer and Network Forensics – Associate of Science Degree
CIS – Computer and Network Forensics – Certificate of Achievement
CIS – Computer Forensics – Certificate of Specialization

Thank you!

To: Committee on Instruction
From: Kathleen Ross, Business/Technology Dean
       Michelle Schneider, Program Services Coordinator

Re: Deleting Sprinkler Fitter (SPFI) Courses

The Apprenticeship Program would like to delete the following courses, as they are no longer being offered at College of San Mateo.

SPFI 711 – Sprinkler Fitter Apprenticeship I
SPFI 712 – Sprinkler Fitter Apprenticeship II
SPFI 713 – Sprinkler Fitter Apprenticeship III
SPFI 714 – Sprinkler Fitter Apprenticeship IV
SPFI 715 – Sprinkler Fitter Apprenticeship V
SPFI 716 – Sprinkler Fitter Apprenticeship VI
SPFI 717 – Sprinkler Fitter Apprenticeship VII
SPFI 718 – Sprinkler Fitter Apprenticeship VIII
SPFI 719 – Sprinkler Fitter Apprenticeship IX
SPFI 720 – Sprinkler Fitter Apprenticeship X

If you have any questions, please contact Michelle Schneider x6177 or schneider@smccd.edu.

Thank you.
Memos to Committee on Instruction (COI)
Banked Courses
Fall 2014: September Action