

## COMMITTEE ON INSTRUCTION

### MINUTES

September 13, 2012

#### Members Present

Chair	Teresa Morris
Business/Technology	Patricia Brannock, Melissa Green
Kinesiology Division	Shana Young
Language Arts Division	Anne Stafford
Math/Science Division	Ken Brown, Chris Smith
Student Services	Martin Bednarek, Mary Valenti

#### Members Absent/Excused

Creative Arts/Social Science Division	Sam Sanchez
Language Arts Division	George Kramm
ASCSM	John Kilic

#### Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,  
Marsha Ramezane

#### Other Attendees

Sandra Comerford, Laura Demsetz, Charlene  
Frontiera, Cheryl Gregory

Chair, Teresa Morris called the meeting to order at 2:20 p.m.

#### Welcome

COI Chair, Teresa welcomed everyone to the Committee on Instruction. Committee members were then asked to introduce themselves. New committee members were oriented to Web Access, (for posted meeting material) and to CurricUNET, our new curriculum software program.

#### Curricular Process

A quick overview of the old paper process was discussed, and then the new process in CurricUNET was covered. The submission workflow was explained, where proposals go through an electronic approval/review process. Proposals move from originator, dean, technical review committee (which includes the division representative(s), committee chair, VPI, administrative analyst, registrar, articulation officer, librarian, SLO coordinator and the instructional designer who is assisting with distance education review), then to the full committee for approval.

#### Roles

Members were informed of their responsibilities as committee members. They need to review courses and make sure course outlines adhere to Title V regulations.

#### Articulation

Marsha Ramezane, Articulation Officer handed out an Articulation Reference Sheet. She covered the approving group and timelines for specific areas, such as degree applicability, CSU general education, IGETC and course to course articulation. Resource links were also cited, including ASSIST, CSM's Articulation website, California Intersegmental Articulation Council website and an Associate Degrees for Transfer website.

## Distance Education

Beginning this year, CurricUNET will be used for Distance Education supplements; the paper forms have been discontinued. Current courses with approved distance education supplements have the supplement PDFs attached to the course in CurricUNET for reference. When reviewing DE courses, Committee members were asked to pay particular attention to the following areas; accessibility, effective contact, response rate for student/teacher interaction, description of instructional media, and description of orientation process to the online course environment. These five areas are posted on the WebAccess site and the COI website.

## Stand Alone course Certification

Per state education codes, all new committee members must undergo Stand Alone training. For a period of five years 2007-2012 the chancellor's office has allowed colleges to approve stand-alone courses at the local level. The Chair covered stand-alone training and particular areas members need to review, such as prerequisites/corequisites, basic skills, and college level content. The link to the certification process is on the WebAccess page under agenda item #4.

## CurricUNET Demo

Committee members were reminded of their user names and default passwords. The Chair demonstrated the basic fields and proposals. The approval process was also covered. Additionally, she demonstrated how to look at any proposal and its status. Members were informed that all comments made by committee members would be viewable by all. The legend and icons were reviewed; the AF icon for All Fields was shown and it was suggested as the best tool to use when reviewing courses. When deactivating (banking) or offering a new course, the rationale should be entered under Basic Course Information, Justification for Board Report.

## State Regulations Updates

### Prerequisites

A new mandate regarding prerequisites must be addressed and implemented by COI this year. This will require additional COI meetings and discipline meetings to consider the requirements. Reference documentation was distributed pertaining to content review.

### Repeatability versus course repetition for various legal reasons

Reference materials were distributed regarding the new repeatability regulations. Title V requires documentation for courses that are allowed to be repeated. Legally mandated repeatability is still allowed. Students with disabilities may repeat courses; the exception does not need to be mentioned on the outline. This will be a topic of continuing discussion. Repeatability issues need to be approved in time for the catalog deadline. To facilitate the process, the Instructional Deans will receive a list of courses that will need to address the repeatability issues.

## CTE

As part of the curriculum process, Career Technical Education courses must be reviewed every two years. CTE courses will need to adhere to the December deadline.

#### GE Handbook

The GE Handbook must be updated this year. Both Canada and Skyline have adopted a process for their handbook to simplify their AA/AS General Education approval process. Essentially, they only accept courses as GE if they are accepted by CSU and IGETC as GE courses. There are however, courses that currently qualify as AA/AS GE that would no longer be acceptable if this process is adopted at CSM. For example, none of their first level Spanish courses would be accepted as meeting the GE requirement. Most likely a subcommittee will be formed to draft the GE Handbook.

Goals for Academic Year 2012-2013 - postponed to next meeting.

#### Action item:

Before the committee adjourned, a member suggested enforcing a policy whereby the faculty submitter must be in attendance when their course is presented to the committee. Discussion followed and a vote was taken and passed. Effective this academic year, the Committee on Instruction will adhere to the following policy:

In order for a course to be reviewed and considered for approval, the writer or the writer's designee must be present at the meeting at which their course is presented or the course will be tabled.

Motion was MSCU to adjourn the meeting at 4:23 p.m.