

COMMITTEE ON INSTRUCTION

MINUTES

November 8, 2012

Members Present

Chair	Teresa Morris
Business/Technology	Patricia Brannock, Melissa Green
Creative Arts/Social Science Division	Sam Sanchez
Kinesiology Division	Shana Young
Language Arts Division	Daniel Keller, Anne Stafford
Math/Science Division	Ken Brown, Chris Smith
Student Services	Martin Bednarek, Mary Valenti
ASCSM	John Kilic

Members Absent/Excused

Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,
Marsha Ramezane

Other Attendees

Sandra Comerford, Tracy DaVille, Steve
Gonzalez, Cheryl Gregory, Jane McAteer, Nancy
Paolini, Kathy Ross, Brandon Smith, Minu
Mathur

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda with the addition of repeatability under the open agenda items.

Motion was MSCU to approve the Minutes of October 25, 2012.

Motion was MSCU to approve the following permanent courses:

Business/Technology

- BUS. 115 Business Mathematics (3.00)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)
- BUS. 180 Marketing (3.00)
(Modified Course Proposal, changes in Assignments, Catalog Description Revision, Grading Options Revision, Method of Evaluation, Method of Instruction, Objectives Revision, Schedule Description Revision, Student Learning Outcomes, Textbooks, Distance Education update)
- BUS. 315 Keyboarding I (3.00)
(CSM Modified Course Proposal, change in Textbooks)
- BUS. 401 Business Communications (3.00)
(CSM Modified Course Proposal, changes in Assignments Revision, Method of Instruction, Textbooks)

- BUSW 105 Introduction to Microcomputers (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)
- BUSW 114 Windows Fundamentals I (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Method of Evaluation, Textbooks)
- BUSW 115 Windows Fundamentals II (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks, Distance Education - New)
(Approved with the addition of Recommended Preparation: Eligibility for ENGL 838/848)
- BUSW 214 Word Processing I Using Word for Windows (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)
- BUSW 215 Word Processing II Using Word for Windows (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)
(Approved with the addition of Recommended Preparation: Eligibility for ENGL 838/848)
- BUSW 383 Business Presentations Using PowerPoint for Windows I (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)
- BUSW 384 Business Presentations II Using Power Point for Windows (1.50)
(CSM Modified Course Proposal, changes in Textbooks, Assignments Revision)
- BUSW 415 Spreadsheet I Using Excel for Windows (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks)

Creative Arts/Social Science

- SOCI 110 Courtship, Marriage and the Family (3.00)
(CSM Modified Course Proposal)
(Approved with the inclusion of "May not be taken for credit following PSYC 110" at the end of the catalog description)

Language Arts

- ESL 828 Writing for Non-Native Speakers IV (5.00)
(CSM Modified Course Proposal, change in Student Learning Outcomes)
(Approved with correction to typo from citaion to citation on SLO #2)
- ESL 858 Reading for Non Native Speakers IV (3.00)
(CSM New Course)

Mathematics/Science

(All math courses were approved with the inclusion of text stating TBA Assignments take place in the Math Resource Center)

- MATH 130 Analytical Trigonometry (4.00)
(CSM Modified Course Proposal, changes in Student Learning Outcomes, Textbooks)

- MATH 145 Liberal Arts Mathematics (3.00)
(CSM Modified Course Proposal, change in Objectives Revision)
(Approved for GE Areas C3, Information Competency and E2C for Communication and Analytical Thinking)
- MATH 268 Discrete Mathematics (4.00)
(CSM Modified Course Proposal, changes in Catalog Description Revision, Student Learning Outcomes, Textbooks)
- MATH 275 Ordinary Differential Equations (3.00)
(CSM Modified Course Proposal, changes in Student Learning Outcomes, Textbooks)
- MATH 802 Preparation for Algebra (3.00)
(CSM Modified Course Proposal, changes in Textbooks)
- NURS 232 Medical/Surgical Nursing (5.00)
(CSM Modified Course Proposal, changes in Objectives Revision, Student Learning Outcomes, Textbooks)
- NURS 241 Advanced Medical/Surgical Nursing (5.00)
(CSM Modified Course Proposal, change in Objectives Revision)

Motion was MSCU to approve the following program modification:

- Modified AS Degree Program Major in Nursing
(Approved with the addition of COMM 140 as a selective course and wording regarding catalog rights for CHEM course)

Motion was MSCU to approve the following course deactivations:

- ELEC - 201 D.C. Electronics
- ELEC - 202 A. C. Electronics
- ELEC - 215 Intro PC Hardware/Trouble
- ELEC - 262 Digital Electronics
- ELEC - 310 Introduction to Microprocessors
- ELEC - 320 Linear Circuit Analysis
- ELEC - 332 Prototype Project Development

Open agenda item:

Repeatability

VPI Susan Estes informed the committee about the new repeatability regulations. Currently, the regulations are to be in effective by fall 2013.

Per state regulations, all courses will have repeatability removed. The process at CSM will be as follows: a list of repeatable courses will be distributed to the deans at their next Instructional Dean's meeting on November 12, 2012. They will then share the information with their faculty so everyone will be aware of the changes.

A memo will be generated and submitted to COI to officially remove repeatability. The Instruction Office Administrative Analyst will revise course information both in Banner and in CurricUNET effective fall 2013.

The new repeatability regulations do allow for three exceptions to the repeatability rule:

- Repeatable types of courses necessary to major requirements of CSU or UC
- Intercollegiate Athletics (including related conditioning courses)
- Intercollegiate academic or vocational competition

As in past practice, Title 5 will continue to allow students to repeat courses for grade alleviation. In addition, Marsha Ramezane, Dean of Counseling will be creating a form for students to petition to repeat a course based on approved conditions such as extenuating circumstances and legally mandated courses.

Also, students with a disability are allowed to repeat a special course any number of times if it is determined that such repetition is required for that person as a disability-related accommodation, as in the case of adaptive physical education courses.

Kinesiology, Dance, Art, Music and Drama will be organized into families for the purpose of leveling courses. The various levels of the courses will be grouped into families where a maximum of four courses within a family can be taken one time.

The State Chancellor's office has made it clear that colleges should not have too many families or the state will make the regulations more stringent.

Since new courses will be created (renumbered) to form families, any equivalent courses will be coded in banner to ensure there are no additional repeats.

GE Handbook subcommittee

Teresa Morris, COI chair asked for volunteers to work on the GE Handbook subcommittee. The goal is to have a draft available for committee review in March 2013. Martin Bednarek, Chris Smith and Ken Brown agreed to serve on the subcommittee with Teresa Morris. Teresa also mentioned that past COI chair, Laura Demsetz expressed an interest in helping the subcommittee.

Motion was MSCU to adjourn the meeting at 4:02 p.m.