

COMMITTEE ON INSTRUCTION

MINUTES

November 29, 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
Math/Science Division	Ken Brown, Chris Smith
Student Services	Martin Bednarek, Mary Valenti

Members Absent/Excused

Language Arts Division	Anne Stafford
ASCSM	John Kilic

Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,
Marsha Ramezane

Other Attendees

Michelle Brown, Laura Demsetz, Lorena
Gonzalez, Jane Jackson Colombo (via phone),
David Laderman, Steven Lehigh, Kathy Ross,
Michele Titus

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 (rev. 11/28/12). However, per requests, there will be a slight reordering of the review. The Film courses will be reviewed at the end of the meeting and the course deactivations will be moved up to be reviewed at the same time as the BUS/BUSW courses.

Motion was MSCU to approve the Minutes of November 8, 2012 with the correction to Mary Valenti's name.

Motion was MSCU to approve the following permanent courses:

Business/Technology

- BUS. 295 Computer Systems in Business (4.00)
(CSM Modified Course Proposal, changes in Assignments and Textbooks)
- BUS. 316 Keyboarding II (3.00)
(CSM Modified Course Proposal, changes in Assignments and Textbooks)
- BUS. 317 Keyboarding Skill building (1.50)
(CSM Modified Course Proposal, changes in Assignments and DE Revision)
- BUS. 326 Electronic Filing and Records Management (1.50)
(CSM Modified Course Proposal, changes in Assignments and DE Revision)
- BUSW 416 Spreadsheet II Using Excel for Windows (1.50)
(CSM Modified Course Proposal, changes in Textbooks, Assignments and DE Revision)
- BUSW 450 Microsoft Project Fundamentals I (1.50)

- (CSM Modified Course Proposal, change in Textbooks and DE Revision)
- BUSW 451 Microsoft Project Fundamentals II (1.50)
(CSM Modified Course Proposal, changes in Assignments and DE Revision)
- BUSW 464 Database Management Fundamentals Using Access for Windows (3.00)
(CSM Modified Course Proposal, changes in Assignments, Catalog Description, Objectives, SLOs, Textbooks and DE Revision)
- BUSW 530 Introduction to Internet Competency (1.50)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks and DE Revision)
- CIS 111 Introduction to Internet Programming (3.00)
(Modified Course Proposal, changes in Catalog Description, Distance Education - Revision, Objectives, SLOs, TBA Hours Revision, Textbooks)
- CIS 128 Mobile Web App Development (4.00)
(New Course)
- CIS 200 Capstone Project - CIS (2.00)
(New Course)

Career and Life Planning

- CRER 130 Puente: Foundation for College Success (3.00)
(New Course; approved for GE Area E5d-Career Exploration)
Recommendation: modify SLO to include more details to qualify for GE Information Competency and submit back to COI for GE approval.
- CRER 131 Puente: Transfer Readiness (2.00)
(New Course)
Note: Corequisite is ENGL 105 however if 105 is not approved then the corequisite will be changed to ENGL 100/102

Creative Arts/Social Sci.

- ANTH 125 Physical Anthropology (3.00)
(New Course – unbanking; approved for GE Area E5a-Natural Science)
- DGME 155 Advanced TV Production (3.00)
(Modified Course Proposal, changes in Catalog Description, Prerequisite, Repeatability, Title, Lab and Lecture Content Revisions)
- ECON 100 Principles of Macroeconomics (3.00)
(Modified Course Proposal, changes in Method of Evaluation, Objectives, Assignments Revision, Recommended Preparation, SLOs and Textbooks)
- ECON 102 Principles of Microeconomics (3.00)
(Modified Course Proposal, changes in Assignments Revision, Method of Evaluation, Objectives, SLOs and Textbooks)
- MUS. 102 Musicianship II (3.00)
(Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction, Prerequisite and Recommended Prep, SLOs and Textbooks)
- MUS. 103 Musicianship III (3.00)
(Modified Course Proposal, changes in Catalog Description, Prerequisite, Recommended Preparation, SLOs and Textbooks)
- MUS. 104 Musicianship IV (3.00)
(Modified Course Proposal, changes in Catalog Description, Prerequisite Revision, Recommended Preparation Revision, SLOs and Textbooks)

- MUS. 132 Harmony II (3.00)
(Modified Course Proposal, changes in Catalog Description, Prerequisite, Recommended Preparation, SLOs and Textbooks)
- MUS. 133 Harmony III (3.00)
(Modified Course Proposal, changes in Prerequisite Revision, Recommended Preparation Revision, SLOs and Textbooks)

Language Arts

- ENGL 100 Composition and Reading (3.00)
(Modified Course Proposal, change in Textbooks)
Approved pending the addition of the TBA location
- ENGL 110 Composition, Literature, and Critical Thinking (3.00)
(Modified Course Proposal, changes in Assignments Revision, Distance Education - Revision, Objectives, Prerequisite, SLOs, TBA Hours, Textbooks and Content)
- FILM 120 Film History I (3.00)
(CSM Modified Course Proposal, change in Textbooks)
- FILM 121 Film History II (3.00)
(CSM Modified Course Proposal, changes in Recommended Preparation Revision, SLOs and Textbooks)
- FILM 215 Film and New Digital Media (3.00)
(CSM Modified Course Proposal, changes in Assignments, SLOs and Textbooks)
- FILM 815 Film and New Digital Media (3.00)
(CSM Modified Course Proposal, changes in Assignments, SLOs and Textbooks)
- Check if 800 level courses should be AA/AS degree applicable**

Kinesiology/Dance/Athletics

- ADAP 100 Adapted Aquatics (0.50 - 1.00)
(CSM Modified Course Proposal, changes in Catalog Description Revision, Schedule Description Revision and SLOs)
- ADAP 110 Adapted General Conditioning (0.50 - 1.00)
(CSM Modified Course Proposal, changes in Catalog Description Revision, Schedule Description Revision and SLOs)
- ADAP 140 Adapted Weight Training (0.50 - 1.00)
(CSM Modified Course Proposal, changes in Catalog Description Revision, Schedule Description Revision)
- ADAP 155 Adapted Back Care (0.50 - 1.00)
(CSM Modified Course Proposal, changes in Schedule Description Revision, Transferability Revision, Catalog Description Revision)
- ADAP 875 Adapted Evaluation (0.50)
(CSM Modified Course Proposal, changes in Catalog Description Revision, Schedule Description Revision)

Mathematics/Science

- ENGR 100 Introduction to Engineering (3.00)
(CSM Modified Course Proposal, changes in Assignments, Method of Evaluation, Method of Instruction, Prerequisite, Recommended Prep, Textbooks and Content Revision)
Approved pending the addition of the TBA location
- ENGR 210 Engineering Graphics (4.00)

- (CSM Modified Course Proposal, changes in Assignments Revision, Catalog Description Revision, Method of Instruction, SLOs, TBA Hours, Content Revision)
- ENGR 230 Engineering Statics (3.00)
(CSM Modified Course Proposal, changes in Distance Education - Revision, Objectives Revision, Prerequisite Revision, SLOs and Textbooks)
Approved pending the addition of the TBA location
- ENGR 260 Circuits and Devices (4.00)
(CSM Modified Course Proposal, changes in Textbooks, Other, Lab Content Revision)
- ENGR 270 Materials Science (3.00)
(CSM Modified Course Proposal, changes in Assignments Revision, Textbooks, Distance Education - New)
Approved pending the addition of the TBA location

Motion was MSCU to approve the following Proposed Course Deactivations:

- BUS. 131 Money Management
BUSW 534 HTML I (Hypertext Markup Language I)
BUSW 535 HTML II (Advanced Hypertext Markup Language II)

SLO Only Updates: *Postponed to next meeting*

- DANC 150
KINE 101, 200, 201, 202
VARS 100

Motion was MSCU to accept the following Repeatability memos:

- ART
DGME
SOSC

Open agenda item:

- GE Handbook subcommittee
Subcommittee members will be contacted directly by Teresa.

Motion was MSCU to adjourn the meeting at 4:04 p.m.