

COMMITTEE ON INSTRUCTION

MINUTES

December 6, 2012

Members Present

Chair	Teresa Morris
Business/Technology	Patricia Brannock, Melissa Green
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

Creative Arts/Social Science Division	Sam Sanchez
---------------------------------------	-------------

Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo,
Marsha Ramezane

Other Attendees

Michelle Schneider, Andres Gonzales, Cheryl
Gregory, Kathy Ross, Lee Miller, Diana Bennett,
Jennifer Mendoza, Andreas Wolf

Chair, Teresa Morris called the meeting to order at 2:16 p.m. An announcement was made adding an additional COI meeting on January 24th to review the overflow of courses.

Motion was moved, seconded and carried unanimously (MSCU) to approve the Agenda (rev. 12/6/12).

Motion was MSCU to approve the Minutes of November 29, 2012

Motion was MSCU to approve the following permanent courses:

Business/Technology

ADMJ	145	Basic Police Academy (22.00) (CSM Modified Course Proposal, changes in Catalog Description, Lecture and/or Lab Hours Revision and Objectives Revision)
BUS.	100	Contemporary American Business (3.00) (CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Objectives and SLOs)
FIRE	714	Wildland Fire Control (3.00) (CSM Modified Course Proposal, changes in Assignments, Catalog Description, and Objectives)
FIRE	715	Principles of Emergency Services (3.00) (CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation and Method of Instruction)

- FIRE 720 Fire Prevention (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation and Method of Instruction)
- FIRE 725 Fire Apparatus and Equipment (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Objectives and Recommended Preparation)
- FIRE 730 Fire Behavior and Combustion (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, and Method of Instruction)
- FIRE 740 Building Construction for Fire Protection (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Prerequisite, Method of Evaluation and Method of Instruction)
- FIRE 745 Fire Protection Systems (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)
- FIRE 748 Firefighter Safety & Survival (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)
- FIRE 787 EMT: Basic - Refresher (0.50 - 1.50)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)
- FIRE 789 Recruit Firefighter Training (15.50)
(CSM Modified Course Proposal, changes in Catalog Description, Lecture and/or Lab Hours, Method of Evaluation)
- FIRE 796 Emergency Medical Tech: Basic (10.00)
(CSM Modified Course Proposal, no changes – update only)
- FIRE 800 Fire Service Career Prep (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)

Creative Arts/Social Science

- ANTH 350 Introduction to World Prehistory and Archaeology (3.00)
(CSM Modified Course Proposal-Unbanking, changes in Assignments, Catalog Description, and Method of Instruction)
Approved GE Area E5b
- DGME 102 Media Law and Ethics (3.00)
(CSM Modified Course Proposal, changes in Prerequisite, DE update)

- DGME 165 Digital Animation (3.00)
(CSM Modified Course Proposal, changes in Prerequisite, Recommended Preparation and Catalog Description and Title)
Chair requested submitter ask John Sewart to research effect on student success by changing prerequisite to recommended preparation. Results could be discussed at next two year update.
- ETHN 102 Intro Ethnic Studies II (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, SLOs and Textbooks)
Postponed to next meeting.
- PLSC 110 Contemporary Foreign Governments (3.00)
(CSM Modified Course Proposal, changes in Assignments, Catalog Description and Method of Evaluation and SLOs)
Approved with the revision of the recommended preparation and justifications.
- PLSC 130 International Relations (3.00)
(CSM Modified Course Proposal, changes in Objectives, Recommended Preparation and SLOs)
Approved with the revision of the recommended preparation and justifications.
- PLSC 215 Contemporary Issues In American Politics (3.00)
(CSM Modified Course Proposal, changes in Catalog/Schedule Description, Objectives and SLOs)
Approved with the revision of the recommended preparation and justifications.

Mathematics/Science

- MATH 270 Linear Algebra (3.00)
(CSM Modified Course Proposal, changes in SLOs, Textbooks)
- MATH 811 Arithmetic Review with Pre Algebra (3.00)
(CSM Modified Course Proposal, changes in Catalog Description, Lecture and/or Lab Hours Revision)
Approved with the possible addition of text explaining the hours requirement for students

Motion was MSCU to approve the following Experimental 680 Course:

- LCTR 680MA Keys to Success (1.00)
(CSM New Course)
Approved pending revision to the representative assignments

Proposed Course Deactivations: Postponed to next meeting

- LIBR - 105 Advanced Online Research

Motion was MSCU to approve the following Proposed Program Additions:

- New AS Degree Web and Mobile Application Development
- New CA Web and Mobile Application Development

Proposed Program Modifications: Postponed to next meeting

- Modified CS Internet Programming
- Modified AA Degree Electronic Music
- Modified CA Electronic Music

SLO Only Updates: Postponed to next meeting

DANC 150

KINE 101, 200, 201, 202

VARs 100

Informational Memos: Postponed to next meeting

- Repeatability memo – Music Department
- Repeatability memo – English, Literature and Film
- Repeatability memo – Career and Life Planning and Developmental Skills

Motion was MSCU to accept the following informational Memo

- Proposed Kinesiology families memo

Dean, Andreas Wolf gave an overview of the creation of the Kinesiology proposed families. He discussed the district-wide process that took place. He noted the degrees and certificates will also need to be revised to reflect the course numbering changes.

The workload for creating the new courses in CurricUNET will be shared between the campuses. The proposals in CurricUNET could then be cloned and modified as needed. These changes will result in the course numbers being consistent across the district.

The chair inquired about the multiple families within the Dance area, the Dean explained that the Dance faculty felt strongly about keeping the families as listed Tango, Salsa, Ballroom, etc. instead of merging them into Social Dances or Dances of the World.

The Varsity and Adaptive courses are not part of the families proposal since they do not fall under the same repeatability restrictions.

Motion was MSCU to adjourn the meeting at 4:22 p.m.