

COMMITTEE ON INSTRUCTION
MINUTES
April 11, 2013

Members Present

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|---------------------------------------|------------------------|
| Chair | Teresa Morris |
| Business/Technology | Melissa Green |
| Creative Arts/Social Science Division | Sam Sanchez |
| Language Arts Division | Anne Stafford |
| Kinesiology Division | Shana Young |
| Math/Science Division | Ken Brown, Chris Smith |
| ASCSM | John Kilic |

Members Excused/Absent

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| Student Services | Martin Bednarek, Mary Valenti |
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Non-Voting Administrators/Staff

Ada Delaplaine, Susan Estes, Arlene Fajardo

Non-Voting Staff Excused

Marsha Ramezane

Other Attendees

Linda Hand, Tracy DeVille, Sandra Comerford,
Anne Figone

Chair, Teresa Morris called the meeting to order at 2:21 p.m.

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

Motion was MSCU to approve the Minutes of March 14, 2013.

Motion was MSCU to approve the following permanent courses:

Mathematics/Science

- | | | |
|------|-----|---|
| GEOL | 100 | Survey of Geology (3.00) (Modified Course Proposal, changes in Catalog Description, Recommended Preparation, SLOs and Textbooks) |
| NURS | 615 | Pharmacology for Nurses: Practical Applications (3.00) (Modified Course Proposal, changes in Units/Hours, Grade Mode, Method of Evaluation, New Distance Education) <i>Approved pending revised text for 508 compliance area on distance education forms and revision to SLOs A and E by starting the SLO with the verb</i> |
| PALN | 110 | General Paleontology (3.0) (Modified Course Proposal, removal of TBA hours) |
| PALN | 111 | Paleontology Laboratory/Field Studies (1.00) (Modified Course Proposal, changes in Method of Evaluation, Method of Instruction, and Objectives) <i>Approved with the revision to the Interpretations textbook edition date to 1/10/2010</i> |

Language Arts

- LIT. 231 Survey of English Literature I (3.00)
(Modified Course Proposal, changes in SLOs, Methods of Evaluation and Textbooks)
- LIT. 232 Survey of English Literature II (3.00)
(Modified Course Proposal, changes in SLOs, Methods of Evaluation and Textbooks)
- LIT. 837 Survey of English Literature I (3.00)
(Modified Course Proposal, changes in SLOs, Methods of Evaluation and Textbooks)
- LIT. 838 Survey of English Literature II (3.00)
(Modified Course Proposal, changes in SLOs, Methods of Evaluation and Textbooks)

Creative Arts/Social Science – Postponed

- ART 400.1 Low Fire Ceramics I (3.00)
(New Course)

Business/Technology

- MGMT 235 Fundamentals of Supervision (3.00)
(Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)
- MGMT 265 Project Management (3.00)
(Modified Course Proposal, changes in Catalog Description, Method of Evaluation, Method of Instruction)

Motion was MSCU to approve the following Proposed Course Deactivations:

- AQUA - 109 Intermediate Swimming and Beginning Water Polo
- AQUA - 127 Swim For Conditioning
- AQUA - 133 Individual Swim Conditioning
- AQUA - 135 Aqua Exercise
- ART - 360 Experimental Photography
- CRER - 108 Achieving an Associate Degree and/or Vocational Certificate
- CRER - 138 Skill Development for Career Growth
- CRER - 310 Summer Bridge Academy
- CRER - 889MA Transition to College
- DANC - 121 Contemporary Modern Dance
- DANC - 122 Modern Dance II
- DANC - 131 Jazz Dance I
- DANC - 132 Jazz Dance II
- DANC - 141 Beginning Ballet I
- DANC - 143 Intermediate Ballet II
- DANC - 150 Hip Hop
- DANC - 151 Beginning Social Dance
- DANC - 153 Intermediate Social Dance
- DANC - 167 Swing Dance I
- FITN - 116 Body Conditioning
- FITN - 202 Intermediate Weight Training (**rescinded**)

- FITN - 207 Periodized Weight Conditioning
- FITN - 235 Cross Training Boot Camp
- FITN - 301 Spinning®
- FITN - 312 Spinning Heart Rate
- FITN - 334 Yoga
- FITN - 335 Pilates
- FITN - 337 Dahn Yoga
- FITN - 338 Yoga/Pilates Fusion
- INDV - 120 Badminton
- INDV - 251 Beginning Tennis
- INDV - 254 Intermediate/Advanced Tennis
- TEAM - 110 Basketball
- TEAM - 141 Beginning Soccer
- TEAM - 145 Advanced Soccer
- TEAM - 148 Indoor Soccer

SLO Only Updates - Postponed

KINE 101, 200, 201, 202

Motion was MSCU to approve the following Proposed Program Modification

AA Art: Photography

Motion was MSCU to approve the following Memos:

- Removal of materials fees from all Dental Assisting courses
- Banking Global Studies Certificate of Specialization

Memo Postponed

- Repeatable ensemble music courses

Information item

Correction of units in catalog for the following Music programs: AA in Music, AA and CA in Electronic Music

Open agenda items:

GE Handbook concerning CSM's general education pattern – postponed to April 25th meeting

The Chair explained that more time will be required to provide an opportunity for more involvement with revising the document. She showed the various areas of the handbook that will need updating such as the Language and Rationale area which will need to be compared against Title 5 to ensure we are in compliance. The revisions made thus far will be presented to the committee at the April 25th meeting minus the GE pattern. Most likely the GE pattern will need about one year to complete.

CurricUNET checklist for methods of instruction – discussion

Teresa directed the committee to go to CurricUNET to review the two areas that have checkboxes for possible responses; representative instructional methods and methods of evaluation. The committee discussed potential options for addressing past concerns with these areas. Although there is a textbox for “other” where submitters can elaborate, the tendency is to just select the checkbox items. The committee felt more explanatory or descriptive responses could be provided if the checkboxes were replaced by a textbox that would allow for formatting (such as bullets or numbers) so submitters could

list out and provide brief descriptions of the instructional methods or methods of evaluation. The current checkbox items could remain as samples or suggestions for instructional methods or methods of evaluation in the header or in the help screen.

Anne Stafford suggested surveying a small group of recent submitters to get their feedback on their preference for handling the checkbox forms.

Additionally, there was discussion about the distance education supplement. Chris Smith who is part of the Math/Science Technology Committee was asked to get feedback from his committee. The DE Committee may be asked to determine which, if any areas should be revised.

Teresa Morris will take this information to the next district curriculum meeting to start the dialogue with the other campuses and report back to COI. Changes to the forms will not be implemented until fall at the earliest.

Motion was MSCU to adjourn the meeting at 3:50 p.m.