

COMMITTEE ON INSTRUCTION

MINUTES

September 26, 2013

Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Sam Sanchez
Language Arts Division	Kimberly Escamilla, Anne Stafford
Kinesiology Division	Shana Young
Student Services	Martin Bednarek
Math/Science Division	Ken Brown
ASCSM	Hanna Haddad

Members Absent/Excused

Math/Science Division	Chris Smith
Student Services	Mary Valenti

Non-Voting Administrators/Staff

Ada Delaplaine, Gary Dilley

Non-Voting Members Absent/Excused

Marsha Ramezane

Other Attendees

Kathy Diamond, Kathy Ross

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

Motion was moved, seconded and carried unanimously (MSCU) to approve the revised Agenda with the change in the review order of BLDG and RE; and with the additional text "last reading and voting" to the open agenda item GE Handbook.

Motion was MSCU to approve the Minutes of September 12, 2013.

Motion was MSCU to approve the following permanent courses:

Business/Technology

ACTG	131	Managerial Accounting (4.00) (Modified Course Proposal adding ethics SLO requirement)
BLDG	710	Advanced Building Inspection (6.00) (Modified Course Proposal, change in Units/Hours, Method of Grading, SLOs and Content)
CIS	256	(CS2) Data Structures: Java (4.00) (CSM Modified Course Proposal, removal of TBA Hours, DE update) <i>Approved with revision to Data Abstraction textbook title and year</i>
CIS	279	(CS2) Data Structures: C++ (4.00) (Modified Course Proposal, removal of TBA Hours, DE update)

R.E. 100 Real Estate Principles (3.00)
(Modified Course Proposal, changes in Catalog Description Revision, Method of Evaluation and Method of Instruction)
Approved with the spelling correction to SLO B, from transition to transaction

Creative Arts/Social Science

MUS. 401 Voice I (2.00)
(Modified Course Proposal, changes in Hours (Lecture and/or Lab) and Textbooks)

MUS. 402 Voice II (2.00)
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), SLOs, and Textbooks)

MUS. 403 Voice III (2.00)
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), TBA Content, and assignments)

MUS. 404 Voice IV (2.00)
(Modified Course Proposal, changes in Hours (Lecture and/or Lab), Textbooks)

Kinesiology/Dance/Athletics - postponed

DANC 117.2 Tap Dance II (0.50 - 1.00)
(New Course)

DANC 117.3 Tap Dance III (0.50 - 1.00)
(New Course)

DANC 117.4 Tap Dance IV (0.50 - 1.00)
(New Course)

DANC 128.1 Beginning Latin Dance (0.50 - 1.00)
(New Course)

DANC 167.1 Swing Dance I (0.50 - 1.00)
(New Course)

Mathematics/Science

BIOL 230 Introductory Cell Biology (4.00)
(Modified Course Proposal, changes in Recommended Preparation and Removal of TBA Hours)

Approved with the change in recommended preparation to eligibility for ENGL 100 and update to Alberts' textbook.

The Biology department discussed TBAs and reviewed each course by course to determine which courses benefitted from having TBAs as prescribed by the state. Faculty felt that for pedagogical reasons this course should remove the TBA hours.

The following proposed course deactivations were postponed:

- ART 354 Color Photography I
- ART 355 Color Photography II
- DANC 116 Waltzing Through History
- DANC 117 Tap Dance

Motion was MSCU to approve the following proposed program SLOs:

- Communication Studies AA - revision
- Communication Studies AA-T - revision
- Communication Studies CS - new

Motion was MSCU to accept the following information only item:

- Revisions made to catalog removing banked courses from programs

Open agenda items:

GE Handbook – last reading and voting for acceptance

Teresa reviewed the information that was changed on the draft GE handbook. Ken suggested adding a note explaining the numbering of the GE areas, specifically why Area E3 is missing. Based on that suggestion, Teresa added Area E3 back to the list but included the text, “Suspended Effective Fall 2010.”

Committee members also requested that the ending punctuation on SLOs and formatting be standardized on all the SLO listings.

Many changes were made in the Career Exploration and Self-Development area. Teresa asked members to review the SLOs under this area. Interim VP, Dilley suggested changing SLO #1 Describe career opportunities and their attendant educational requirements and professional responsibilities. Options were discussed, such as describe career paths..., describe career options... and describe various careers... a vote was taken and the second option was chosen.

The text listed under Procedure – Recommending a course for General Education Area fulfillment at CSM, “If a course which is currently part of the College of San Mateo GE pattern is being revised, any major revision should be reviewed for adherence to assigned GE area(s)” was reviewed. Discussion ensued regarding what a major revision consists of and when the course modification should be reviewed by COI to ensure the course still meets the requirements for the GE area. Additionally, Anne Stafford brought up the concern about whose responsibility it should be to determine if a modified course still meets the GE area, faculty or the committee. Teresa decided to remove the text for the time being, but asked the committee to think about this topic for a future handbook revision.

Teresa also reviewed the appendices and guidelines for information competency.

With the proposed edits above, a vote was taken to accept the revised GE Handbook. The motion was moved, seconded and carried unanimously.

Follow-up on District Curriculum Committee meeting regarding checklist items

Teresa asked the chairs from Skyline and Canada to poll their committees about what they would like presented for the checklist areas under Representative Methods of Evaluation and Representative Instructional Methods. In the meantime, Teresa will be sending out a Google document to survey the committee on the redundancy of checklist items. At a future meeting, Teresa will take the results back to District Curriculum Committee for further discussion and resolution.

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