

# College of San Mateo

Committee on Instruction  
August 28, 2014 (2:15 p.m.)

## MINUTES

### Members Present

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Jeremy Ball
Language Arts Division	Anne Stafford
Library	Kalina Tabatt
Math/Science	Ken Brown

### Members Absent/Excused

Kinesiology Division	Shana Young
Language Arts Division	Kimberly Escamilla
Math/Science	Chris Smith
Student Services	Martin Bednarek
Student Services	Mary Valenti

### Non-Voting Members

Ada Delaplaine

### Non-Voting Members Absent/Excused

Sandra Comerford, Marsha Ramezane,  
Niruba Srinivasan

### Other Attendees

LK Sengupta

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

**Motion was MSCU to approve August 28<sup>th</sup> Agenda.**

### **Open Agenda**

#### **Welcome and introductions**

The chair welcomed the committee members and introductions followed.

#### **Curricular process**

Chair, Teresa Morris discussed the purpose of an outline and its importance. Outlines serve as a contract with student, and they must follow accreditation standards. Faculty rely on outlines to ensure they are teaching the correct topics to their classes. Also, the State Chancellor's Office reviews and must approve all new course outlines and substantially changed outlines

before a course can be offered. Outlines are also scrutinized by state auditors to ensure Title 5 compliance. So it is critical that outlines meet state standards.

A committee member inquired about C-ID numbering. The chair displayed the C-ID website, <http://www.c-id.net/> and explained how the Course Identification Numbering System (C-ID) is a numbering system used to identify equivalent community college courses to ease the transfer and articulation process. The C-ID system also facilitates gaining TMC/ADT approval since transfer degree courses with C-ID numbers are essentially already approved as equivalent courses to the degree required courses.

### **Curriculum Handbook**

The chair created a drop box for members to comment on the Curriculum Handbook draft. The link is:

<http://tinyurl.com/coi82814>

### **CurricUNET demonstration**

Since there is only one new committee member this academic year, the chair decided to set up an individual meeting with the new member to go over the proposal review process in CurricUNET.

### **Important issues for this year – postponed**

### **Review of 2013-2014 goals - postponed**

### **Consent Agenda**

The chair presented the group with the idea of using a consent agenda. It would serve to expedite the approval process. Samples of what could go on the consent agenda were provided, such as minor content/wording changes, minutes, and course deactivations. Samples of items needing full committee review, included changes in course repetition, unit value, and mode of delivery (i.e. adding distance education).

Approval of the consent agenda implies that committee members have reviewed and are in agreement with everything listed on the consent agenda. However, if a member has concerns about any proposal on the consent agenda, he or she may request to move the proposal to full committee review, by asking that the proposal be moved to the substantive agenda. The request must be made prior to the meeting so the submitter can be asked to be in attendance to discuss the proposal.

The chair provided some incentives to instituting the consent agenda. Aside from efficiency, one benefit would be that faculty submitters would not be required to attend Committee on Instruction meetings for consent agenda items, their attendance would only be necessary for substantive agenda items.

The committee sounded enthusiastic about the consent agenda, however, since there were not enough members present for a quorum, a formal vote will take place via email.

**Motion was MSCU to adjourn the meeting at 3:25 p.m.**