College of San Mateo

Committee on Instruction
September 11, 2014 (2:15 p.m.)

MINUTES

<u>Members Present</u>

Chair	Teresa Morris
Business/Technology	Melissa Green
Creative Arts/Social Science Division	Jeremy Ball, Nico van Dongen
Kinesiology Division	Shana Young
Language Arts Division	Anne Stafford, Kimberly Escamilla
Library	Kalina Tabatt
Math/Science	Ken Brown, Chris Smith
Student Services	Martin Bednarek, Mary Valenti

<u>Non-Voting Members</u>   Sandra Comerford, Ada Delaplaine, Niruba Srinivasan

<u>Non-Voting Members Absent/Excused</u>   Marsha Ramezane

<u>Other Attendees</u>   James Carranza, Colby Nixon, Andreas Wolf

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

Committee members were welcomed and introductions took place.

Chair Teresa Morris briefly described the purpose of a consent agenda and explained that based on the types of modifications made, a proposal would either be placed on the consent agenda or on the substantive agenda. All new programs and courses will always be placed on the substantive agenda, as well as courses requesting distance education approval. She also indicated that a committee member can request to have any proposal on the consent agenda moved to the substantive agenda.

Motion was MSCU to approve September 11th Agenda.

<u>**Action Items**</u>

Motion was MSCU to approve the Consent agenda.
- **Approval of August 28, 2014 and May 8, 2014 Minutes**

- **Program Learning Outcomes (by memo)**
  (new PLOs for: Business Administration AS-T; Basic Police Academy CA; Business Administration Options 1 & 2; Business Information Processing Options 1 & 2; Business Office Assistant I & II; Electrical Technology Electrical Power Systems and Instrumentation CA & CS; Electrical Technology Fundamentals of Smart Building Systems CS; Electrical Technology Telecommunications Fundamentals CS; Management-Human Resources Management CS; Management-Project Management CS; Alcohol and Other Drug Studies AA, CA and Co-occurring Disorders CS; and Social Science AA.)

Course Deactivations (by memo)

- BUS. 326   Electronic Filing and Records Management
- COSM 880MB Advanced Cosmetology III
- COSM 880MC Advanced Cosmetology IV
- DGME 270   Special Studies in Journalism
- ESL 850   Individual Writing Instruction
- Honors Project Seminar courses (BIOL 329, ENGL 329, FILM 329, MATH 329, PHIL 329 and PHYS 329)
- Sprinkler Fitter Apprenticeship courses (SPFI 711, 712, 713, 714, 715, 716, 717, 718, 719, 720)

Course Deactivations (CurricUNET)

- ADAP 875   Adapted Evaluation
- HSCI 112   Current Health Issues

Program Deactivations (by memo)

- CIS – Network Security Specialist – CS
- CIS – Computer and Network Forensics – AS
- CIS – Computer and Network Forensics – CA
- CIS – Computer Forensics – CS
- Sprinkler Fitters – AS
- Sprinkler Fitters - CA

Substantive agenda
New Courses

- DANC 152.1   Cuban Roots of Salsa I (.5 or 1) - *Approved*
  GE Area E4, Physical Education

- DANC 152.2   Cuban Roots of Salsa II (.5 or 1) - *Approved*
  GE Area E4, Physical Education

- DANC 152.3   Cuban Roots of Salsa III (.5 or 1) - Approved
  GE Area E4, Physical Education

- DANC 152.4 Cuban Roots of Salsa IV (.5 or 1) - *Approved*
  GE Area E4, Physical Education

Course Modifications

- BUS. 201 Business Law (3) - *Approved*
  (Changes in Title, Catalog Description, Recommended Preparation, Lecture Content, Method of Evaluation, Method of Instruction, Student Learning Outcomes, Textbooks and New Distance Education)
  Minor wording revisions were made to objectives A and F.

- PHYS 221 General Physics II-Calculus Supplement (1.00) – ***Postponed***
  (Changes in Representative Assignments and New Distance Education)
  There was discussion regarding the writing assignments. Representative Chris Smith will follow up with submitter, David Locke and the proposal will be reviewed again.

- SPAN 801 Conversational Spanish I, Elementary (3) - *Approved*
  (Changes in unit value, Method of Instruction, Representative Assignments, Student Learning Outcomes, and Textbooks)
  Approved with the removal of the degree applicability and minor wording change in last sentence of the lecture content from "as a Hispanic would" to "as a native Spanish speaker".

- SPAN 802 Conversational Spanish II, Advanced Elementary (3) - *Approved*
  (Changes in unit value, Method of Instruction, Representative Assignments, Student Learning Outcomes, and Textbooks)
  Approved with the removal of the degree applicability and minor wording change in last sentence of the lecture content from "as a Hispanic would" to "as a native Spanish speaker".

- TEAM 150 Softball (.5 or 1) - *Approved*
  (Changes in Grading Method, Representative Assignments, Student Learning Outcomes, Textbooks and TBA Hours Removal)

- TEAM 165 Advanced Track and Field (.5 or 1) - *Approved*
  (Changes in Grading Method, Representative Assignments, Student Learning Outcomes, Textbooks and TBA Hours Removal)

New Programs

- Database Programming – Certificate of Specialization - *Approved*
- Web/Mobile App Development – Certificate of Specialization - *Approved*

Open Agenda – Discussion items
Reaffirm IDST Discipline list - *Postponed*

Curriculum Handbook
Teresa displayed the draft curriculum handbook and specifically discussed the sections that still need to be written:
Local Practices and Standards
Standards for learning outcomes
Clarification of differences between SLOs and Instructional objectives
Instructional Methods versus Evaluation Methods
Distance education expectations
Expectations for recommended preparation justification statements/narratives

There was discussion around the need for prerequisites and/or recommended preparations, ensuring the correct level course is selected and whether or not the advisory should be "eligibility" or "completion of". There was also concern expressed about prerequisites potentially discouraging some students from taking a course. Yet others felt if students were properly counseled early on, they could plan ahead by taking the appropriate foundational courses. Jeremy Ball referenced that colleges in Florida require students to complete a college level English course prior to taking transfer college level courses.

The objective will be to include all the pertinent information in the handbook so faculty will be better prepared to determine if an advisory or prerequisite is necessary and how to go about selecting the appropriate course.

A side discussion also took place regarding distance education. Apparently, the Virtual Campus is wanting a common course management system. They are trying to standardize a course management system throughout the state so students will have the same software management system to facilitate taking online courses. Kimberly Escamilla was concerned about how this might impact choices for our local course management system. Chris Smith heard information at a recent curriculum institute meeting agreed that while the hope is to have a standardize management system, this is something that will not happen anytime soon.

Goals for 2014-2015 – *Postponed*

Motion was MSCU to adjourn the meeting at 4:12 p.m.